

MedQuest™
COLLEGE

SCHOOL CATALOG

2017-2018

Volume 12

Effective Date August 4, 2017

10400 Linn Station Road
Suite 120
Louisville, Kentucky 40223

1575 Winchester Road
Suite 110
Lexington, Kentucky 40505

www.medquestcollege.edu

502.245.6177

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All information included in this catalog pertains to both MedQuest College campuses unless otherwise specifically stated.

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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 the main campus. Subsequently, the Frankfort campus became the non-main campus (sometimes known as a branch campus). In 2010 the Academy of Dental Assisting expanded the Frankfort campus by opening a satellite classroom in Lawrenceburg, Kentucky. Academy of Dental Assisting 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 10400 Linn Station Road, Suite 120, Louisville, Kentucky 40223 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
- Jim Hackney, Executive Director & Director of Education – Lexington Campus
- Christina Cross, Director of Education – Louisville Campus
- Larisa Crawley, Director of Strategic Initiatives & Special Projects
- Tom Cropper, Director of Career Services – Lexington Campus, Capital Projects
- Alie Faulkner, Director of Career Services - Louisville
- Brian D. Graham, Director of Admissions
- Lisa Wright, Director of Financial Aid
- Elani Temple, Registrar/Bursar
- Amber Kavich, Marketing Manager
- David Jenkins, Financial Aid Officer
- Sarah Imhof, Admissions Manager
- Tyra Nunn, Admissions Manager
- Candace Adams, Admission Advisor
- Desiree Clark, Admission Advisor
- Kennedi Hall, Admission Advisor
- Rebecca Borukhovsky, Admission Advisor
- Leslie Shoulders, Business Officer

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. The goal, therefore, is to assist students to 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 field.

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. MedQuest College 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

MedQuest College's 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. The goal is for students to 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, it is 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.

The programs are approved by the following:

- Department of Veterans Affairs - Veterans Administration (VA)

This institution is regulated by:

Office of Career and Technical Schools
 10 N Senate Avenue, Suite SE 308
 Indianapolis, IN 46204

OCTS@dwd.in.gov
 317-234-8338 or 317-232-1732
<http://www.in.gov/dwd/2731.htm>

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.

FACILITIES

The main campus for MedQuest College is located in the heart of the Bluegrass State in Louisville, Kentucky. Located at 10400 Linn Station Road, the campus is easily accessible from I-64, I-71 and the Louisville International Airport.

MedQuest College offers an environment for both lecture and lab activities in the approximate seventeen thousand (17,000) square feet campus 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 dental software, and digital projectors. In addition to a full dental lab, MedQuest College provides 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. The campus provides 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, MedQuest College subscribes 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 the 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, such as, two Siemens Acuson Sequoia 512 units and one Philips IU22 unit. The exposure to two different machines will enhance the learning environment for 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, the 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 training.

ACADEMIC LEADERSHIP

Cyndi Brock – Dental Assisting Program Chair - Louisville

Cynthia has over 25 years' experience in both the medical and dental field. She began as one of several highly educated and experienced Business Instructors for our Dental Assisting College and recently became the Dental Assisting Program Chair for the Louisville campus. A graduate of University Of Louisville, Cynthia is always staying up to date on the latest policies and procedures within the dental industry as well as annual CE courses in Human Resources, Coding, Revenue Growth, Patient Experience, etc. When asked about working at MedQuest "I am thrilled to be in an environment where I can prepare and train students for professions in the dental field and to be in the position to give my knowledge and experiences combined with my love of dentistry to the next generation to care for our communities." Cynthia enjoys spending time with her husband of 25 years, three children and two grandchildren as well as basking in the sun, poolside and planning my next family adventure.

Christina Cross – Director of Education - Louisville

Inaugurating from the Windy City, our new Director of Education has had over 20 years' experience as a Dean in higher education. Most of her education and early career beginnings were from Chicago Illinois where she attended Loyola University of Chicago. It was there she earned her Bachelors of Art {BA} and Masters of Arts {MA} degrees. Her major was in History with emphases in American and Military History, Women's History and cold war politics and militarized subsequent entanglements. She taught History, Research and Writing for 11 years and then hitherto on and off.

Uniquely so- Christina (Chris Cross) has a strong background in entertainment and as a comedienne. She performed at Second City in Chicago and studied at the Goodman. Her treasures and the loves of her life are first- her only child and pride and joy – Zachary. He is a Sargent in the United States Marine Corps. And her beautiful husband- Gerry who also performs professionally as Paul McCartney! And of course her five dogs (!!!) and her incredible and fabulous family.

Jim Hackney – Executive Director and Director of Education – Lexington

Jim has been in the business of changing lives for many years. He served in a variety of training positions in his 26 years in the Air Force. After leaving the military, he continued working in education for Halliburton and Caterpillar. He was a faculty member and department head at Oklahoma State University-Okmulgee and Vice President of Workforce Education and Facilities at South Arkansas Community College. However, he states that his most rewarding experience has been working with Career College students. Jim began his career college journey as the Director of Education at Nashville Auto Diesel College and then moved on to become an Executive Director. His greatest joy is to watch his students cross the stage receiving their diploma or degree. Especially, when you know the barriers each has had to overcome to reach this point in their life.

He received his undergraduate degree from Southern Illinois University and a graduate degree in Occupational Education from the University of North Texas. His wife Doris and Jim have been married for 52 years and have three boys and eight grandchildren.

Amy Lawrence, RDCS, RDMS, BSW, MHA – Diagnostic Medical Sonography Program Chair

Amy was born in the northeast in a small town located in Vermont. As an undergraduate Amy received her bachelor's degree in Social Work where she worked in the field for a year before moving to Florida. Once there, she pursued a certificate in Diagnostic Medical Sonography from the Florida Institute of Ultrasound located in Pensacola, FL. Upon program completion Amy relocated to Vermont where she worked at the University of Vermont Medical Center as a Medical Sonography and then transferred to Cardiology where she completed her time there as a Cardiac Sonography. Upon job acceptance at MedQuest College, Amy completed her graduate studies in Healthcare Administration.

Amy is experienced in teaching allied health students in the college setting, administering clinical education to students, working as a research coordinator for the University of Vermont Medical Center, and serving as Quality Assurance Coordinator for the echocardiography laboratory also at the University of Vermont Medical Center. Currently Amy lives in the Frankfort area with her husband Josh and their eight year old English bulldog "Gordita" and newest addition, "Bella", a Border Collie. As a member of the American Registry for Diagnostic Medical Sonography, Amy is very excited to share her knowledge of the field with all students and staff at MedQuest College.

Nanette Mosser – Medical Assisting Program Chair - Louisville

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 seven years. Before 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 and Emily.

Mary Murphy – Medical Assisting Program Chair - Lexington

Mary came on board with MedQuest College in March of 2017. Before joining MedQuest College, she was a full time instructor as well as the Medical Assisting Program Director at MedTech College for 5 years. Mary attended Mid-State Technical College in Wisconsin and received her diploma in Medical Assisting in 1985. She also attended MedTech College where she received her Associates Degree of Applied Science in Medical Assisting in 2016.

Mary has worked a certified Medical Assistant for 32 years. She is credentialed through the American Association of Medical Assistants (AAMA) as a Certified Medical Assistant. She also is credentialed through American Medical Technologists (AMT) as a Certified Allied Health Instructor.

Candy Owens – Dental Assisting Program Chair – Lexington

Candy attended the dental assisting program at Kentucky Technical College in 1996. She has 19+ years as an expanded duties dental assistant and has been a clinical instructor at MedQuest for five years. She earned her Coronal Polishing certification through University of Louisville. She has maintained active CPR certification for 25 years and is also certified to teach BLS for Healthcare by American Heart Association. She received her training through First Response of the Bluegrass.

Candy currently lives in Lexington and has a avid love of anything Jared Leto and will work him into her lectures whenever possible. She is family oriented and has 3 nieces and one nephew that she is very proud of. When she is not at work, she enjoys spending time with friends, family and her dog Louie.

[For a complete and current listing of all Program Chairs between official catalog publishings, please visit the faculty biography page on the MedQuest College website.](#)

2017-2018 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Dental Assisting - Louisville Campus

Orientation	Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length
1/11/2018 2:00 PM	1/15/2018	6/28/2018	11/19/2018	Day (2) - A	TTh	24 weeks
1/31/2018 2:00 PM	2/5/2018	5/25/2018	10/15/2018	Day (3) - B	MWF	16 weeks
1st Day of Class	2/26/2018	8/9/2018	12/31/2018	Day (2) - B	TTh	24 weeks
3/21/2018 6:00 PM	3/26/2018	9/6/2018	1/28/2019	Evening - A	MTWTh	24 weeks
4/11/2018 2:00 PM	4/16/2018	8/3/2018	1/7/2019	Day (3) - A	MWF	16 weeks
5/16/2018 6:00 PM	5/21/2018	11/1/2018	3/25/2019	Evening - B	MTWTh	24 weeks
5/20/2018 2:00 PM	6/4/2018	9/21/2018	2/11/2019	Day (3) - B	MWF	16 weeks
7/5/2018 2:00 PM	7/9/2018	1/4/2019	5/27/2019	Day (2) - A	TTh	26 weeks
8/8/2018 2:00 PM	8/13/2018	11/30/2018	4/22/2019	Day (3) - A	MWF	16 weeks
8/23/2018 2:00 PM	8/27/2018	2/22/2019	7/15/2019	Day (2) - B	TTh	26 weeks
9/12/2018 6:00 PM	9/17/2018	3/15/2019	8/5/2019	Evening - A	MTWTh	26 weeks
9/26/2018 2:00 PM	10/1/2018	2/1/2019	6/24/2019	Day (3) - B	MWF	18 weeks
11/7/2018 6:00 PM	11/12/2018	5/9/2019	9/20/2019	Evening - B	MTWTh	26 weeks
1st Day of Class	12/3/2018	4/5/2019	8/26/2019	Day (3) - A	MWF	18 weeks

Please note: All dental assisting programs require a 300 hour externship after their on-campus portion of training has concluded On-Campus Length includes the original program length plus winter break, if applicable.

2017-2018 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Dental Assisting - Lexington Campus

Orientation	Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length
1/11/2018 6:00 PM	1/15/2018	6/28/2018	11/19/2018	Evening - A	MTWTh	24 weeks
2/14/2018 2:00 PM	2/19/2018	6/8/2018	10/29/2018	Day (3) - B	MWF	16 weeks
3/15/2018 2:00 PM	3/19/2018	8/30/2018	1/21/2019	Day (2) - A	TTh	24 weeks
4/11/2018 2:00 PM	4/16/2018	8/3/2018	1/7/2019	Day (3) - A	MWF	16 weeks
4/19/2018 6:00 PM	4/23/2018	10/4/2018	2/25/2019	Evening - B	MTWTh	24 weeks
5/17/2018 2:00 PM	5/21/2018	11/1/2018	3/25/2019	Day (2) - B	TTh	24 weeks
6/13/2018 2:00 PM	6/18/2018	10/5/2018	2/25/2019	Day (3) - B	MWF	16 weeks
7/5/2018 6:00 PM	7/9/2018	1/4/2019	5/27/2019	Evening - A	MTWTh	26 weeks
8/8/2018 2:00 PM	8/13/2018	11/30/2018	4/22/2019	Day (3) - A	MWF	16 weeks
9/6/2018 2:00 PM	9/10/2018	3/7/2019	7/29/2019	Day (2) - A	TTh	26 weeks
10/10/2018 2:00 PM	10/15/2018	2/15/2019	7/8/2019	Day (3) - B	MWF	18 weeks
11/1/2018 6:00 PM	11/5/2018	5/2/2019	9/23/2019	Evening - B	MTWTh	26 weeks
11/8/2018 2:00 PM	11/12/2018	5/9/2019	9/30/2019	Day (2) - B	TTh	26 weeks
12/5/2018 2:00 PM	12/10/2018	4/12/2019	9/2/2019	Day (3) - A	MWF	18 weeks

Please note: All dental assisting programs require a 300 hour externship after their on-campus portion of training has concluded On-Campus Length includes the original program length plus winter break, if applicable.

2017-2018 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Medical Assisting - Louisville Campus

Orientation	Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length
1st Day of Class	3/5/2018	12/7/2018	12/10/2018	Morning - B	M-F	40 weeks
1st Day of Class	4/2/2018	1/18/2019	1/21/2019	Evening - B	M-F	42 weeks
1st Day of Class	6/11/2018	3/29/2019	4/1/2019	Afternoon - A	M-F	42 weeks
1st Day of Class	8/13/2018	5/31/2019	6/3/2019	Morning - A	M-F	42 weeks
1st Day of Class	9/10/2018	6/28/2019	7/1/2019	Evening - A	M-F	42 weeks
1st Day of Class	10/8/2018	7/26/2019	7/29/2019	Afternoon - B	M-F	42 weeks

Medical Assisting – Lexington Campus

Orientation	Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length
1/11/2018 10:00 AM	1/15/2018	10/19/2018	10/22/2018	Morning - A	M-F	40 weeks
2/15/2018 6:00 PM	2/19/2018	11/13/2018	11/26/2018	Evening - A	M-F	40 weeks
4/26/2018 2:00 PM	4/30/2018	2/15/2019	2/18/2019	Afternoon - A	M-F	42 weeks
6/14/2018 10:00 AM	6/18/2018	4/5/2019	4/8/2019	Morning - B	M-F	42 weeks
7/26/2018 6:00 PM	7/30/2018	5/17/2019	5/20/2019	Evening - B	M-F	42 weeks
9/13/2018 2:00 PM	9/17/2018	7/5/2019	7/8/2019	Afternoon - B	M-F	42 weeks
10/25/2018 10:00 AM	10/29/2018	8/16/2019	8/19/2019	Morning - A	M-F	42 weeks
11/29/2018 6:00 PM	12/3/2018	9/20/2019	9/23/2019	Evening - A	M-F	42 weeks

Please note: MA Programs complete their Externship during the 4th term of their on-campus training. On-Campus Length includes the original program length plus winter break, if applicable.

2017-2018 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Diagnostic Medical Sonography¹ - Lexington

Program	Orientation	Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On- Campus Length
DMS-ECG	To Be Determined	2/5/2018	1/31/2020	2/7/2020	Day	M-F	104 weeks
DMS-VAS	To Be Determined	2/5/2018	1/31/2020	2/7/2020	Day	M-F	104 weeks
DMS-ECG	To Be Determined	8/20/2018	7/17/2020	7/24/2020	Evening	M-F	100 weeks
DMS-VAS	To Be Determined	8/20/2018	7/17/2020	7/24/2020	Evening	M-F	100 weeks

Please note: On-Campus Length includes the original program length plus breaks and make-up weeks.

¹ After each 10 week term, Sonography students will have a 1 week make up period and a 1 week break. There will a summer break for Sonography students only as well. Students will also have the school winter break included.

2017-2018 OBSERVED HOLIDAYS

2017

New Year's Day

January 1, 2017

Kentucky Oaks Day

May 5, 2017

Memorial Day

May 27-29, 2017

Independence Day

July 3-4, 2017

Labor Day

September 2-4, 2017

Thanksgiving

November 23-25, 2017

Christmas Eve

December 24, 2017

Christmas Day

December 25, 2017

New Year's Eve

December 31, 2017

2018

New Year's Day

January 1, 2018

Kentucky Oaks Day

May 4, 2018

Memorial Day

May 28, 2018

Independence Day

July 4, 2018

Labor Day

September 3, 2018

Thanksgiving

November 22-23, 2018

Christmas Eve

December 24, 2018

Christmas Day

December 25, 2018

New Year's Eve

December 31, 2018

Both campuses will close on Monday December 18, 2017 and will reopen Tuesday January 2, 2018.

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 and/or Director of Education.

The Director of Education 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.

ADMISSION REQUIREMENTS - GENERAL

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

Admission to the career training programs is limited to ensure the quality of training. The admission process also takes into consideration the professionalism required in the field of study the student is seeking to enter. Likewise, MedQuest College reserves the right to enforce additional Admissions requirements based on the specific program. In such cases, these requirements will be specified by program separately.

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. The 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 Director of Education.

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 the College's years of successful completion rates and placement rates. Therefore, all applicants must have earned and provide proof of High School Completion by submitting one of the following: a copy of a high school diploma recognized by the State' Department of Education, a copy of a final, official high school transcript that shows the date when the diploma was awarded, a copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam, or an academic transcript that indicates the student

successfully completed at least a two year program that is acceptable for full credit towards a bachelor's degree at any Title IV participating school.

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 the career training programs. Late enrollment requires permission from the Director of Education.

An enrollment fee of \$100 is payable upon attending orientation and/or before student attends class. MedQuest College does not accept cash--rather it gladly accept checks, credit cards, or money orders made payable to MedQuest College.

ADMISSION REQUIREMENTS – DIAGNOSTIC MEDICAL SONOGRAPHY

The Diagnostic Medical Sonography program has didactic and clinical components which are very structured and demanding of the student. The purpose of the following additional preadmission requirements is to gauge the commitment of each applicant.

1. Essay

The Diagnostic Medical Sonography program requires an essay to examine the applicant's ability to perform research and to communicate through good writing skills. The essay will also focus on why they want to learn sonography and in what specialty the individual is interested in obtaining knowledge.

- Two (2) Page Essay:
 - Describe the field of Diagnostic Medical Sonography and explain 3 different scopes of practice in which a sonographer can specialize.
 - What scope of practice are you most interested in?
 - Who are you furthering your career for? (It could be your spouse, your child, yourself, etc.)

2. Recommendation Letters

The purpose of obtaining recommendation letters on perspective students is to help gain insight on how their friend, coworker, or management staff perceive them.

- Two (2) Recommendation Letters:
 - The recommendation letters cannot be a family member.
 - One recommendation letter can be a personal reference. One recommendation letter must be a professional reference. The professional reference must be on company letterhead.

3. Transcripts

Reviewing transcripts is a very important admission process. The program assesses grades in all the courses. The grades in the science and math courses are heavily scrutinized because these courses are the foundation for sonography. The prospective student's course of study and prescribed high school program is also indicative of the applicant's readiness for the program.

- The Diagnostic Medical Sonography program requires a high school or GED transcript.
- If a student received at least an Associate's Degree from another post-secondary institution, the student must provide official transcripts from each institution where a degree was conferred.

4. Job Shadowing

The purpose of the shadowing is to measure the commitment of the prospective student. By looking at their punctuality, attendance, attitude, and desire to observe examinations will provide MedQuest College data on how important learning sonography is to an applicant. During the shadowing process, the applicant will also gain a better understanding of the job responsibilities of a sonographer. Questions based on the applicant's experiences at the clinical facility will be part of the interview process.

- At this point, the Sonography department has received the applicant's essay, letters, and transcript(s). Each prospective student will be advised they need to complete 5 hours of shadowing in the area of sonography.
- A list of sites will be provided with phone numbers of who to contact in arranging these hours.
- During the shadowing process, the prospective student will give a sonographer an attendance log. The sonographer will complete the paperwork and fax, mail, or arrange for MedQuest College to pick up.

5. Applicant Interview

The purpose of the mathematics placement exam is to verify that each applicant has the necessary skills required for the College Algebra, College Physics, and Sonography Physics courses.

- MedQuest College's Diagnostic Medical Sonography Program Director and faculty will review all of the applicants. The recommendation letters, essay, transcripts, and shadowing paperwork will be examined and a list of prospective student's names will be given to the admissions department and interviews will be set up.
- The faculty will provide the admissions department with a set of interview times. The applicants will be interviewed by the Program Director and DMS faculty with a set of specific questions. These questions will be scored on the interviewees responses.
- At the time of the interview, the prospective students will be given a cumulative mathematics placement exam.
 - If an accepted student received a score below 75% on the placement exam, they will be placed on probationary status. The student will be required to take a remedial math course and obtain a grade of 75% or higher prior to receiving full admission status.

6. Waitlist

Every student that does not get accepted into the enrolling class will be placed on the waitlist. The waitlist does not omit a student from the next enrolling class. Each student is encouraged to revamp their preadmission criteria and reapply

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.

Please note that as part of the Financial Aid application process, students may be requested to provide additional documentation, including but not limited to tax transcripts, proof of eligibility, or high school completion.

PRIVATE PAYMENTS

The Bursar at MedQuest College can offer private payment plans at 0% interest with a limit of up to one thousand five hundred dollars (\$1500) for up to 12 months while the student is enrolled. Private payment plans that exceed the current limit of one thousand five hundred dollars (\$1500) must be approved by the Executive Director on an individual basis. 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.

Students are personally responsible for all tuition, fees, and other charges arising from and during enrollment at the College. Tuition must be secured by satisfactory arrangements prior to the class start. If tuition and fees are secured by alternate means, funds must be forwarded to the school on behalf of the student before the student will be considered as having fulfilled all financial obligations to the College. If the financial obligations are not fulfilled by the alternate funding source, the student will be responsible for all unpaid tuition and fees.

All payment arrangements must be current before a student can begin or continue attendance or receive school services. All financial obligations to the school must be met before grades or transcripts can be issued or a diploma/degree awarded. Students are also required to have all financial obligations met to participate in MedQuest College's graduation ceremony.

LATE CHARGES AND RETURN OF FUNDS

A \$25.00 late fee may be charged on the tenth (10th) day that any private payment is delinquent. A \$25.00 service charge will be charged for any returned funds presented to MedQuest College. A \$25.00 not sufficient funds (NSF) fee will be charged to any private auto-draft payment 24 hours after the agreed payment date if the auto-draft account funds are not sufficient to cover the established payment amount.

If a student needs to adjust any private auto-draft payment, the student must contact the Bursar 48 hours before the auto draft payment is scheduled.

COLLECTIONS

MedQuest College reserves the right to submit delinquent student account to a collections agency or other third-party agencies to collect the debt. The student will be responsible for any additional costs.

Students are notified by the Bursar after a payment has not been received. Students will be given a deadline to contact the Bursar to make payment. If the deadline passes without any communication from the student, the student will be notified a final time with a final deadline. After the 2nd deadline passes without any communication and no satisfactory payment terms have been met, MedQuest College reserves the right to send the delinquent student account to a collections agency or other third-party agencies.

CHANGE OF PROGRAM

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 desired program's director and request a Change of Program form.

Upon recommendation by the desired program's director, the Executive Director will determine approval. Once the student is approved, 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 Director of Education 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 the College's desire to have a student leave school and return to only to have the same problem cause interference with their academic success. The Director of Education 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 Director of Education 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

Students transferring credits from other schools are required to earn at least 75% of the hours required for completion of a program through instruction at MedQuest College. To have any credits received at a previous institution be considered for transfer, the applicant must submit an official transcript and a copy of the previous school's catalog within 30 days of beginning first (1st) term classes. 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 within 30 days of beginning first (1st) term classes 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 the 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 Director of Education 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 enrollment 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.

ATTENDANCE

MedQuest College programs are accelerated 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

For course specific attendance policies, please refer to the course syllabus for more information. If a student has questions regarding attendance policies, please contact the program director.

If a student has received the maximum number of course 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. Additional information regarding specific course attendance requirements is located in the corresponding course syllabus.

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 five percent (25%) 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

For externship attendance policies, please refer to the course syllabus for more information. If a student has questions regarding externship attendance policies, please contact the program director.

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 occurrences² from their externship with documentation 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 Director of Education.

Externship timesheets are required to be approved by the office manager or doctor using the contracted third party externship software. 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 Director of Education.

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 Director of Education 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 Director of Education. 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

² 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.

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 before the leave. During the period when 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 23). 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, excessive absences 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 Director of Education. 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 the midpoint of the payment period as the withdrawal date³...

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 midpoint of the payment period if no official notification is provided by the student.

DRESS CODE

Students are required to wear MedQuest College ID badges while on campus.

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 ear. 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.

³ This date must be no later than 30 days after the end of the earliest of the (1) payment period, (2) academic year, or (3) educational program.

STUDENT SAFETY

MedQuest College takes safety very seriously and wants to provide the safest environment for the 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 usage of the dental equipment (i.e. operating hand pieces, 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 affected. 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 the 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 the current status. Media outlets, such as WAVE-3 (in Louisville) and LEX-18 (in Lexington) 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, MedQuest College does 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 the Lexington campus are directed to the interior hallway. All areas disclosed in this section are considered the designated safe zones for the institution in the event of a tornado or similar natural disaster.

MedQuest College strives to provide every student with consistent educational experience. Should classes be cancelled or dismissed early, all efforts will be made to cover course material effectively.

ACCIDENT / INCIDENT

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 from the front desk. All completed reports should be turned into the Executive Director and/or Director of Education for review.

IMMUNIZATIONS

Students are given documentation regarding their immunization history during the enrollment process and the benefits of the Hepatitis B series immunization during orientation. 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.

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 the Student Information System the request made by the student and any additional relevant information (such as when or where the student will be receiving medical treatment(s)).

MedQuest College Diagnostic Medical Sonography Program tuition, books, supplies, and fee costs includes Hepatitis B series immunizations or titer test, TB series immunizations, DTP/DTaP/TD (Diphtheria, Tetanus, Pertussis) vaccine or titer test, Varicella (Chickenpox) vaccine or titer test, MMR (measles, mumps, rubella) vaccine or titer test, and Trivalent (influenza) vaccines. Any Sonography student that requires any vaccines or titer tests must notify the Program Director BEFORE receiving any medical treatment(s). The Program Director will document in the Student Information System the request made by the student and any additional relevant information (such as when or where the student will be receiving medical treatment(s)).

If a student has already had all or some of these vaccines completed, he/she should obtain records and turn into the Registrar and Program Director for inclusion in the student permanent record.

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 lots⁴, and grass areas. Smoking is only allowed at specifically designated 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 the benefit of a doctor's prescription, will not be allowed to enter the facility. Campus officials 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 and/or Director of Education makes the final decision regarding which action will be taken.

DRUG AND ALCOHOL PREVENTION

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 the environment and are expected to demonstrate high standards of professional and personal

⁴ This includes sitting out in a vehicle in the parking lot.

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 employment and/or enrollment at MedQuest College.

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 and/or Director of Education.

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 administered 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 any campus official for assistance.

ANNUAL AND BIENNIAL REVIEW

The Drug and Alcohol Awareness Program and Policy will be reviewed annually by the Executive Director and the Director of Strategic Initiatives 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, Director of Strategic Initiatives, 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

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, sexual orientation discrimination and stalking. Any reports of such behavior or action should be made to the Director of Education. 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 deciding 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 Director of Education. 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. If a student prefers 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 8th Division at (502) 574-2258 and Lexington Police Department at 859-258-3600 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 above sanctions to promote safety and security and regularly evaluates these policies for improvement.

STUDENT COMPLAINTS/GRIEVANCE

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 Director of Education 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 Director of Education.

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

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 Director of Education will appoint a review board. 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 7.

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.

Indiana Resident Students Only: IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website 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. Student to teacher ratios are anticipated to meet the following: Dental Assisting 8:1, Medical Assisting of 16:1, and Diagnostic Medical Sonography 10:1 and General Education 20:1.

CONSUMER DISCLOSURES

MedQuest College maintains all required accreditation and federal consumer disclosures including information regarding the institution and financial aid at

<http://medquestcollege.edu/consumer-disclosures.html>. These disclosures are updated on a regular basis by the Director of Strategic Initiatives and the Executive Director. Paper copies are available by request from the Registrar office.

COPYRIGHT INFRINGEMENT

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 identifies 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; 10400 Linn Station Road, Suite 120 Louisville, KY 40223 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. 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 before 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 another 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 before the 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 concerning 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 concerning the allegation made against him or her, the student has violated 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

MedQuest College 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 the school include: registered nurses, nail technicians, business administrators, emergency medical technicians, engineers, educators, servers, 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. 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 with others. Specific services are as follows:

Student Advising

Occasionally, students may encounter difficulty within their personal lives, academic or financial affairs. Students experiencing problems should contact their Instructor or the Program Director for direction. The College can 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 Director of Education 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 into 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. Students will be able to access local resources by contacting any campus official. 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. MedQuest College offers a volunteer-based committee comprised of staff, faculty, and students called IMPACT (Integrating MedQuest Partnerships and Community Talents). IMPACT hosts regular events for students, faculty, and staff such as awareness programs, community projects, and local donation drives.

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.

Career Services

MedQuest College employs a full-time Director of Career Services. 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 graduates.

The Career Services 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, the Career Services department receives 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 placement resources indefinitely at no charge.

Follow-up surveys of both graduates and employers are conducted and maintained to improve 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 (1st) 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 from any source. Textbooks are required on the 1st 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 (1st) 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 students' health and safety. Due to the hygienic nature of these supplies, student protection is the College's 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

Definition of Grades:

- A "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.
- A "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 "XFER" 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 time frame a student must complete their program of study to remain in Satisfactory Academic Progress.

COMP DA and COMP MA Grading Scale:

A	100 - 93
B	92 - 85
C	84 - 75
D	74 - 61
F	60 or Below

DMS-ECG and DMS VAS Grading Scale:

A	100 - 90
B	89 - 80
C	79 - 75
F	74 or Below

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.

CREDIT HOURS

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 Program 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 Program Director.

Should the student not be satisfied, a letter must be written to the Director of Education 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 time frame 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 before 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 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 24.

MedQuest College only offers a remedial course in math for Diagnostic Medical Sonography at this time. 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, transfer credits that apply toward the student's program of study will be counted 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 the accelerated programs⁵, 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 21.

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 Director of Education no later than five (5) business days after receiving notification of his/her dismissal from the school. The letter

⁵ 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 1st term to be able to move forward to their 2nd term and so on.

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 Director of Education is final and may not be further appealed.

GRADUATION REQUIREMENTS

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

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.

CANCELLATIONS AND REFUNDS

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 outlined 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 and/or Director of Education. 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 Director of Education.

Refunds

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

- 1.** Applicants who have not visited the school before 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.
- 2.** 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 the initial payment. After the 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 enrollment fee of one hundred dollars (\$100).
- 3.** 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) enrollment 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 the Add-Drop period (1st two weeks of class), MedQuest College will refund all tuition charges. Students will be considered a "No Start" and will only be responsible for 1st term books and supplies fees.
 - b.** After the Add-Drop period (1st two weeks of class) of the program class start through ten percent (10%) of the scheduled program credit hours, MedQuest College will refund ninety percent (90%) of the tuition.
 - c.** After ten percent (10%) of the scheduled program credit hours through twenty five percent (25%) of the scheduled program credit hours, MedQuest College will refund fifty percent (50%) of the tuition.
 - d.** After twenty five (25%) of the scheduled program credit hours through forty percent (40%) of the scheduled program credit hours, MedQuest College will refund twenty five percent (25%) of the tuition.
 - e.** Cancellation after completing forty percent (40%) of the scheduled program credit hours will result in no tuition refund.
- 4.** 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.
- 5.** Refunds will be made within forty-five (45) days of termination, notification of cancellation, withdrawal or dismissal.

INSTITUTIONAL REFUNDS

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 in the above section.

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

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 before 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) before 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 an amount equal to the total institutional charges⁶ 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.

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

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
 - e. Other Federal, State, private or institutional assistance.
 - f. The Student
- *Time frame 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 may be retained, the institution will then calculate the Institutional Refund policy, located on the Enrollment Agreement signed during the student admission process and on page 17 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.

BIOMEDICAL EQUIPMENT TECHNOLOGY

The Biomedical Equipment Technology program is currently awaiting approval from the Kentucky Commission on Proprietary Education and ABHES. Enrollment will not begin in this program until approval is received.

Program Objective

The fast development of biomedical equipment technology, along with the introduction of complex biomedical equipment that are essential for healthcare, has created a huge need for professional technicians in healthcare facilities and medical research centers. These technicians must be fully aware of this new technology and be capable of maintaining, calibrating, modifying, and adapting this equipment. The Biomedical Equipment Technology program offered by MedQuest College aims at providing a solid foundation in both biomedical sciences and electronics to prepare graduates to enter the biomedical field as technical professionals who can maintain, calibrate, modify, troubleshoot, and repair the biomedical equipment. As a biomedical equipment technician, it is of the highest priority to maintain the medical equipment fully functioning and always maintained. Manufacturers also hire biomedical technicians to build and final-test biomedical electronic equipment. The curriculum is widely applications-oriented in the areas of electronics and bioinstrumentation, offering a cooperative education externship in facilities that have a wide variety of medical equipment.

Course Requirements

A&P125	Anatomy & Physiology I	40 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	4.0 qtr. credit hours
BMD120	Introduction to Biomedical Engineering	40 clock hours	4.0 qtr. credit hours
BMD130	Biomedical Equipment and Instrumentation I	40 clock hours	4.0 qtr. credit hours
BMD150	Fundamentals of Programming	40 clock hours	4.0 qtr. credit hours
BMD160	Safety in Healthcare	40 clock hours	4.0 qtr. credit hours
BMD230	Biomedical Equipment and Instrumentation II	40 clock hours	4.0 qtr. credit hours
BMD260	Biomedical Equipment Technology Externship I	160 clock hours	5.0 qtr. credit hours
BMD270	Biomedical Equipment Technology Externship II	160 clock hours	5.0 qtr. credit hours
BMD280	Biomedical Equipment Technology Externship III	160 clock hours	5.0 qtr. credit hours
BMD290	CBET Certification Review	40 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	4.0 qtr. credit hours
ELC100	Fundamentals of Electronics I	80 clock hours	7.0 qtr. credit hours
ELC110	Solid States I	40 clock hours	4.0 qtr. credit hours
ELC120	Digital Electronics I	40 clock hours	3.5 qtr. credit hours
ELC200	Fundamentals of Electronics II	80 clock hours	7.0 qtr. credit hours
ELC210	Solid States II	40 clock hours	4.0 qtr. credit hours
ELC220	Digital Electronics II	40 clock hours	3.0 qtr. credit hours

ENC100	English Composition	40 clock hours	4.0 qtr. credit hours
ENC101	Interpersonal Communications	40 clock hours	4.0 qtr. credit hours
MAT100	College Technical Math I	40 clock hours	4.0 qtr. credit hours
MAT110	College Technical Math II	40 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law & Ethics	40 clock hours	4.0 qtr. credit hours
PHY125	College Physics	40 clock hours	4.0 qtr. credit hours
PSY100	Principles of Psychology	40 clock hours	4.0 qtr. credit hours

Program Totals **1480 clock hours** **111.5 qtr. credit hours**

The Associates of Applied Science Degree Program is only offered residentially at the Louisville campus.

Tuition and Fees

BMD A.A.S. Degree Program
2 years on campus including externships

\$27,875 Tuition
\$1,484 Books
\$1,923 Supplies/Fees

Fees include immunizations, background check, student membership to AAMI, Corporate Screening program access, Trajecsys program access, medical lab materials, safety equipment, student liability policy, and CBET certification exam.

Gainful Employment Program Disclosures

Information regarding students enrolled in the MedQuest College Bio-Medical Equipment Technology Program during the 2017-2018 academic year is not available. Retention and placement rates are currently not available and will be updated once released.

The Biomedical Equipment Technology program is currently awaiting approval from the Kentucky Commission on Proprietary Education and ABHES. Enrollment and courses will not begin in this program until approval is received.

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

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

Program Totals

684 Clock Hours 42 Qtr. Credit Hours

The Diploma program is offered residually at the Louisville and Lexington locations.

Externship hours can be completed full-time or part-time, however best suits the student's schedule and the practice schedule. Any questions should be directed to the Dental Assisting Program Director. MedQuest College anticipates completion of externship hours over 20 weeks, which is about 20 hours per week.

Tuition and Fees

**Comprehensive Dental Assistant Diploma Program
16 or 24 weeks on campus plus externship**

**\$13,500 Tuition
\$640 Books
\$860 Supplies/Fees**

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

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit www.medquestcollege.edu/disclosures.html.

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

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

Program Totals

900 clock hours 64.5 qtr. credit hours*

The Diploma Program is offered residually at the Louisville and Lexington Campus.

Tuition and Fees

Medical Assistant Diploma Program	\$15,000 Tuition (effective 9/1/2017)
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

For more information about graduation rates, the median debt of students who completed the program, and other important information, please visit www.medquestcollege.edu/disclosures.html.

DIAGNOSTIC MEDICAL SONOGRAPHY – ECHOCARDIOGRAPHY

Program Objective

The Diagnostic Medical Sonography Associate's Degree of Applied Science program is designed to prepare competent entry-level echocardiography sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through this program, MedQuest College seeks to graduate competent Diagnostic Medical Sonographers in the Echocardiography modality that are qualified to perform a variety of standard and specialized diagnostic procedures. Upon completion of the program and meeting all of the course requirements, students will receive a Diagnostic Medical Sonography – Echocardiography concentration 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 Cardiovascular Credentialing International (CCI). Upon successful completion of the national examination, students will obtain the credential Registered Cardiac Sonographer with the abbreviation RDC in connection with his/her name.

Course Requirements

A&P125	Anatomy & Physiology I	40 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	4.0 qtr. credit hours
ABD100	Intro. to Abdominal Sonography for Cardiovascular	40 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	4.0 qtr. credit hours
ECG100	Introduction to Echocardiography	40 clock hours	4.0 qtr. credit hours
ECG100L	Introduction to Echocardiography Lab	40 clock hours	2.0 qtr. credit hours
ECG110	Echocardiography I	40 clock hours	4.0 qtr. credit hours
ECG110L	Echocardiography I Lab	40 clock hours	2.0 qtr. credit hours
ECG111	Echocardiography Clinical I	330 clock hours	11.0 qtr. credit hours
ECG120	Echocardiography II	40 clock hours	4.0 qtr. credit hours
ECG120L	Echocardiography II Lab	40 clock hours	2.0 qtr. credit hours
ECG121	Echocardiography Clinical II	330 clock hours	11.0 qtr. credit hours
ECG130	EKG and Cardiac Procedures	40 clock hours	4.0 qtr. credit hours
ECG131	Echocardiography Clinical III	330 clock hours	11.0 qtr. credit hours
ECG140	Echocardiography Seminar	40 clock hours	4.0 qtr. credit hours
ECG141	Echocardiography Clinical IV	330 clock hours	11.0 qtr. credit hours
ENC101	Interpersonal Communications	40 clock hours	4.0 qtr. credit hours
MAT108	College Algebra	40 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law and Ethics	40 clock hours	4.0 qtr. credit hours

PAT105	Intro to Patient Care & Sonography	40 clock hours	4.0 qtr. credit hours
PHY100	General Physics	60 clock hours	6.0 qtr. credit hours
SON101	Sonography Physics	60 clock hours	6.0 qtr. credit hours
VAS101	Principles of Vascular Sonography for Cardiac Students	40 clock hours	4.0 qtr. credit hours

Program Totals **2160 clock hours** **122 qtr. credit hours**

The Associates of Applied Science Degree Program is only offered residentially at the Lexington campus.

Tuition and Fees

DMS A.A.S. – Echocardiography Degree Program	\$30,500 Tuition
2 years on campus including externships	\$1,564 Books
	\$1,620 Supplies/Fees

Fees include Hepatitis B series immunizations or titer test, TB testing, DTP/DTaP/TD (Diphtheria, Tetanus, Pertussis) vaccine or titer test, Varicella (Chickenpox) vaccine or titer test, MMR (measles, mumps, rubella) vaccine or titer test, trivalent (influenza) vaccines, SPI exam, medical lab materials, safety equipment, six 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.

DIAGNOSTIC MEDICAL SONOGRAPHY – VASCULAR

Program Objective

The Diagnostic Medical Sonography Associate's Degree of Applied Science program is designed to prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through this program, MedQuest College seeks to graduate competent Diagnostic Medical Sonographers in the Vascular modality that are qualified to perform a variety of standard and specialized diagnostic procedures. Upon completion of the program and meeting all of the course requirements, students will receive a Diagnostic Medical Sonography – Vascular concentration 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 Cardiovascular Credentialing International (CCI). Upon successful completion of the national examination, students will obtain the credential Registered Vascular Specialist with the abbreviation RVS in connection with his/her name.

Course Requirements

A&P125	Anatomy & Physiology I	40 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	4.0 qtr. credit hours
ABD100	Intro. to Abdominal Sonography for Cardiovascular	40 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	4.0 qtr. credit hours
ECG101	Principles of ECG Sonography for Vascular Students	40 clock hours	4.0 qtr. credit hours
ENC101	Interpersonal Communications	40 clock hours	4.0 qtr. credit hours
MAT108	College Algebra	40 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law and Ethics	40 clock hours	4.0 qtr. credit hours
PAT105	Intro to Patient Care & Sonography	40 clock hours	4.0 qtr. credit hours
PHY100	General Physics	60 clock hours	6.0 qtr. credit hours
SON101	Sonography Physics	60 clock hours	6.0 qtr. credit hours
VAS100	Introduction to Vascular Sonography	40 clock hours	4.0 qtr. credit hours
VAS100L	Introduction to Vascular Sonography Lab	40 clock hours	2.0 qtr. credit hours
VAS110	Vascular Sonography I	40 clock hours	4.0 qtr. credit hours
VAS110L	Vascular Sonography I Lab	40 clock hours	2.0 qtr. credit hours
VAS111	Vascular Sonography Clinical I	330 clock hours	11.0 qtr. credit hours
VAS120	Vascular Sonography II	40 clock hours	4.0 qtr. credit hours
VAS120L	Vascular Sonography II Lab	40 clock hours	2.0 qtr. credit hours
VAS121	Vascular Sonography Clinical II	330 clock hours	11.0 qtr. credit hours

VAS130	Advanced Imaging and Vascular Procedures	40 clock hours	4.0 qtr. credit hours
VAS131	Vascular Sonography Clinical III	330 clock hours	11.0 qtr. credit hours
VAS140	Vascular Sonography Seminar	40 clock hours	4.0 qtr. credit hours
VAS141	Vascular Sonography Clinical IV	330 clock hours	11.0 qtr. credit hours

Program Totals **2160 clock hours** **122 qtr. credit hours**

The Associates of Applied Science Degree Program is only offered residentially at the Lexington campus.

Tuition and Fees

DMS A.A.S. – Vascular Degree Program
2 years on campus including clinicals

\$30,500 Tuition
\$1,436 Books
\$1,620 Supplies/Fees

Fees include Hepatitis B series immunizations or titer test, TB testing, DTP/DTPaP/TD (Diphtheria, Tetanus, Pertussis) vaccine or titer test, Varicella (Chickenpox) vaccine or titer test, MMR (measles, mumps, rubella) vaccine or titer test, trivalent (influenza) vaccines, SPI exam, medical lab materials, safety equipment, six 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

This 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 20 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 gastrointestinal, circulatory, respiratory, urinary, reproductive, and lymphatic systems. Further discussion of the disease processes as they relate to the disruption of the normal body homeostasis will be included. **Students should anticipate 20 or more hours of outside preparation for this class.**

ABD100 Intro to Abdominal Sonography for Cardiovascular Students 4 quarter credits 40 clock hours
Prerequisites: A&P125, A&P225, ECG100/ECG110 OR VAS100/VAS110, MAT108, MED100, PAT105

This course will give Cardiac and Vascular students the opportunity to explore the field of General Sonography. Normal anatomy of the vital organs including some basic abnormal anatomy will be covered. Students will take their new skills learned in the lecture setting to learn basic General Ultrasound protocols. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD120 Introduction to Biomedical Engineering 4 quarter credits 40 clock hours
Prerequisites: PHY100

This course serves as an introduction to and an overview of the field of biomedical engineering. It introduces to the students the different areas encompassed by this field, including but not limited to, bioelectric phenomena, bioinformatics, biomaterials, bioinstrumentation, biomechanics, biosensors, medical imaging, and radiation imaging. By the end of this course, the student should be having a good knowledge of the different domains of biomedical engineering, as well as the major fields of activity in which biomedical engineering is engaged. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD130 Biomedical Equipment and Instrumentation I 4 quarter credits 40 clock hours
Prerequisites: BMD120, ELC100

This course introduces the biomedical instrumentation used with the human body systems and problems encountered in attempting to obtain measurements from a living body. Topics include basic sensors and principles, origin of biopotentials, electrodes, transducers, instrumentation, amplifiers, electrocardiographs, monitors, recorders, defibrillators, ESU units, and related equipment. Upon

completion, students should be able to analyze, troubleshoot, repair, and calibrate diagnostic and therapeutic equipment. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD150 Fundamentals of Programming 4 quarter credits 40 clock hours
Prerequisites: BMD100, BMD110

This course introduces basic programming concepts and techniques. It then focuses on information structures such as the representation of information inside a computer and the structural relationship between data elements. Elementary applications are then given to simulation, numerical methods, and software design. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD160 Safety in Healthcare 4 quarter credits 40 clock hours
Prerequisites: BMD120, BMD130, BMD230

This course is a practical guide to the students on the fundamentals of safety management in healthcare facilities. It highlights the major risk categories that require attention to prevent injuries at healthcare facilities. These categories include musculoskeletal injuries, chemical safety and airborne exposures, disease prevention, and emergency management and security. It also provides a comprehensive overview of the hazards in healthcare. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD230 Biomedical Equipment and Instrumentation II 4 quarter credits 40 clock hours
Prerequisites: BMD130, ELC200

This course is a continuation of Biomedical Equipment and Instrumentation I. It provides knowledge of other equipment used in health care facilities including the modern imaging systems such as X-ray machines, Ultrasound machines, Nuclear Imaging, and Magnetic Resonance Imaging. It also covers a lot of the therapeutic equipment modalities here such as cardiac pacemakers, defibrillators, instruments for surgery, hemodialysis machines, laser applications in the biomedical field, and Anesthesia machines. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD260 Biomed. Equip. Technology Externship I 5 quarter credits 160 clock hours
Prerequisites: BMD120, BMD130, BMD230

This course requires the students to be assigned tasks to execute in a professional environment that is appropriate for the application of skills learned in the curriculum, and thus gaining practical experience in the field of biomedical equipment technology.

BMD270 Biomed. Equip. Technology Externship II 5 quarter credits 160 clock hours
Prerequisites: BMD260

This course requires the students to be assigned tasks to execute in a professional environment that is appropriate for the application of skills learned in the curriculum, and thus gaining practical experience in the field of biomedical equipment technology.

BMD280 Biomed. Equip. Technology Externship III 5 quarter credits 160 clock hours

Prerequisites: BMD270

This course requires the students to be assigned tasks to execute in a professional environment that is appropriate for the application of skills learned in the curriculum, and thus gaining practical experience in the field of biomedical equipment technology.

BMD290 CBET Certification Review 4 quarter credits 40 clock hours
Prerequisites: BMD270, ELC120

This course aims at covering the CBET test contents as well as providing insight into typical test taking mistakes and how to overcome them. **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

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 Dental Assisting 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.

ECG100 Intro to Echocardiography 4 quarter credits 40 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

Students will learn the history of echocardiogram and how it became one of the most used tests for cardiac patients. This course provides a foundation in the principles of echocardiography and gray scale imaging. This course involves understanding and recognition of normal cardiovascular anatomy. Students will learn basic normal anatomy of the human heart and basic normal anatomy as it appears in

echocardiogram. Students will learn the physiological principles behind how the human heart functions. **Students should anticipate 20 or more hours of outside preparation for this class.**

ECG100L Intro to Echocardiography Lab 2 quarter credits 40 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

This lab is associated with the ECG100 course. Students will have the ability to practice scanning procedures as well learning protocols and ultrasound techniques. **Students should anticipate 10 or more hours of outside preparation for this class.**

ECG101 Principles of Cardiac Sonography for Vascular Students 4 quarter credits 40 clock hours
Prerequisites: A&P125, A&P225, VAS100/VAS110, VAS110/VAS100L, MAT108, MED100, PAT105, MED260

Students will learn the basic principles associated with echocardiogram. They will learn normal anatomy along with some abnormal anatomy. They will be given the opportunity to work on their new classroom skills by performing basic echocardiogram protocols in a lab setting. **Students should anticipate 20 or more hours of outside preparation for this class.**

ECG110 Echocardiography I 4 quarter credits 40 clock hours
Prerequisites: ECG 100, ECG 100L

Students will continue their studies of normal anatomy learning to use additional testing tools such as color doppler and spectral doppler. During this course students will start to learn about abnormal anatomy along with different disease processes that can affect the heart. **Students should anticipate 20 or more hours of outside preparation for this class.**

ECG110L Echocardiography Lab I 2 quarter credits 40 clock hours
Prerequisites: ECG 100, ECG 100L

This lab is associated with the ECG110 course. Students will have the ability to practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 10 or more hours of outside preparation for this class.**

ECG111 Echocardiography Clinical I 11 quarter credits 330clock hours
Prerequisites: ECG100/ECG100L, ECG110/ECG110L, ECG120/ECG120L

These sessions involve rotations in a hospital or imaging center 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 and specialized procedures as well as moving and positioning patients.

ECG120 Echocardiography II 4 quarter credits 40clock hours
Prerequisites: ECG110, ECG110L

they have over any of the material. Also, professional organizations, certifications, licensure, continual education requirements, career paths, and the accreditation process will be presented. The students will also fill out all the required paperwork to register for their CCI exam or their ARDMS exam if they qualify. **Students should anticipate 20 or more hours of outside preparation for this class.**

ECG141 Echocardiography Clinical IV 11 quarter credits 330clock hours
Prerequisites: ECG131

These sessions involve rotations in a hospital or imaging center 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 and specialized procedures as well as moving and positioning patients.

ELC100 Fundamentals of Electronics I 7 quarter credits 80 clock hours
Prerequisites: BMD100

This is an introductory course to basic electronic theory and concepts. Topics include resistance, voltage, voltage divider circuits, current, bridges, Ohm's Law, series and parallel circuits, multimeters and their use, meter circuits, and power. **Students should anticipate 40 or more hours of outside preparation for this class.**

ELC110 Solid States I 4 quarter credits 40 clock hours
Prerequisites: BMD100, ELC200

This course is an introduction to semiconductor properties and devices. Topics such as diodes and their applications, transistors, JFETs, MOSFETs, and operational amplifiers are discussed. The use of diodes and transistors in rectifying, switching, and amplifying are discussed in a lab setting. **Students should anticipate 20 or more hours of outside preparation for this class.**

ELC120 Digital Electronics I 3.5 quarter credits 40 clock hours
Prerequisites: BMD100, ELC110, ELC200

This course is an introduction to digital integrated circuitry. The course is covering a variety of topics that include numbering systems, basic logic gates, combinational logic circuits, encoders, decoders, and other circuitry that are further explored in a lab setting. **Students should anticipate 20 or more hours of outside preparation for this class.**

ELC200 Fundamentals of Electronics II 3 quarter credits 40 clock hours
Prerequisites: ELC100

This course deals with more advanced digital electronic topics such as serial/ parallel/universal shift registers and counters, flip-flops, digital addition, subtraction, multiplication and division, and integrating digital systems with analog systems. **Students should anticipate 20 or more hours of outside preparation for this class.**

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.**

MAT110 College Technical Math II 4 quarter credits 40 clock hours
Prerequisites: MAT100

This course will continue to build on the foundations of algebra taught in BMD100, offering more advanced topics. It will cover a variety of topics, including but not limited to systems of equations and inequalities, matrices and determinants, and sequences and probability. **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 field 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 20 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 covers the study of administrative procedures involved in the operational flow of a healthcare facility. Students will be taught key factors on maintaining electronic and manual patient records. Emphasis is placed on interacting with patients, multiline telephone management, scheduling appointments, maintaining office equipment/supplies and managing office administrative records. **Students should anticipate 25 or more hours of outside preparation for this class.**

MED230 Clinical Procedures I 4.5 quarter credits 60 clock hours
Prerequisites: MED100, A&P125, BUS130

This course introduces students to the clinical procedures performed in the healthcare facility. Principles of asepsis, infection control and blood borne pathogen training will be covered. Students will learn how to obtain vitals, patient history, and assist with exams. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 45 or more hours of outside preparation for this class.**

MED235 Clinical Procedures II 4 quarter credits 60 clock hours
Prerequisites: MED230

This course is a continuation of MED230 in teaching additional clinical procedures that are performed in the healthcare facility. Students will be trained on the Needlestick Safety Act and learn how to administer injections. Diagnostic testing such as EKG & Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold and heat therapy, ambulation, emergency preparedness and first aid will be taught in this course. Students will obtain training and certification in CPR. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 45 or more hours of outside preparation for this class.**

MED240 Laboratory Procedures 4 quarter credits 60 clock hours
Prerequisites: MED100, A&P125, BUS130

This course introduces students to basic laboratory procedures performed in a physician's office or other healthcare facilities. Students will be taught how to properly collect, process, and test specimens. Phlebotomy techniques are taught, including venipuncture and capillary puncture. Students will learn how to use a microscope in performing a urinalysis, as well as the use of other laboratory machines. Microbiology and hematology are covered in this course. CLIA requirements, quality control and laboratory safety are reviewed. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 30 or more hours of outside preparation for this class.**

MED250 Pharmacology 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130

This course is designed to teach the students basic information in regards to drug names, classifications, and effects on the human body. Responsibilities and principles of medication preparation, administration, and safety will be covered. **Students should anticipate 25 or more hours of outside preparation for this class.**

MED260 Healthcare Law and Ethics 4 quarter credits 40 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 20 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 Medical Assisting 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 6 quarter credits 60 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 30 or more hours of outside preparation for this class.**

PHY125 College Physics 4 quarter credits 40 clock hours
Prerequisites: MAT100

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.**

PSY100 Principles of Psychology 4 quarter credits 40 clock hours

This course discusses the principles of psychology. It covers a large number of important topics, such as stream of consciousness, emotion, habit, and will. **Students should anticipate 20 or more hours of outside preparation for this class.**

SON101 Sonography Physics 6 quarter credits 60 clock hours
Prerequisites: A&P225, PHY100

This course is a detailed study of the physical principles of ultrasound and instrumentations. 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 30 or more hours of outside preparation for this class.**

VAS100 Intro to Vascular Sonography 4 quarter credits 40 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

Students will learn the normal anatomy and physiology of the Carotid and Transcranial Doppler. Students will learn the history of Vascular Sonography and how it is used in today's practice. The skills involved with basic scan planes, orientation, and terminology will be learned as the student prepares for their first weeks of scanning. Learning basic "knobology" of the ultrasound machine will be discussed as well as the importance of ergonomics. Students will start to learn basic scans such as Carotid studies, and Transcranial Doppler. Finally, technical factors and image quality will be discussed. **Students should anticipate 20 or more hours of outside preparation for this class.**

VAS100L Intro to Vascular Sonography Lab 2 quarter credits 40 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

This lab is associated with the VAS100 course. Students will have the ability to practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 10 or more hours of outside preparation for this class.**

VAS101 Principles of Vascular Sonography for Cardiac Students 4 quarter credits 40 clock hours
Prerequisites: A&P125, A&P225, ECG100/ECG100L, ECG110/ECG110L, MAT108, MED100, PAT105, MED260

Students will learn the basic principles associated with vascular ultrasound. They will learn normal anatomy along with some abnormal findings. They will be given the opportunity to use their new skills in the lab setting. **Students should anticipate 20 or more hours of outside preparation for this class**

if authorized by the sonographer, ultrasounds and specialized procedures as well as moving and positioning patients.

VAS130 Advanced Imaging and Vascular Procedures 4 quarter credits 40clock hours

Prerequisites: VAS120, VAS120L

This course will aid students in continuing their education of the arterial and vascular systems. Focus will extend to any abnormal finding that they could run across as technologist. A detailed orientation to the cerebrovascular system will be attended to during this course. Students will start to explore upper extremity protocols along with abdominal studies. **Students should anticipate 20 or more hours of outside preparation for this class**

VAS131 Vascular Sonography Clinical III 11 quarter credits 330clock hours

Prerequisites: VAS121

These sessions involve rotations in a hospital or imaging center 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 and specialized procedures as well as moving and positioning patients.

VAS140 Vascular Sonography Seminar 4 quarter credits 40 clock hours

Prerequisites: VAS131

This lecture is designed to have an overall review of the course material taught in the Diagnostic Medical Sonography - Vascular program. The students will be able to address any questions they have over any of the material. Also professional organizations, certifications, licensure, continual education requirements, career paths, and the accreditation process will be presented. The students will also fill out all the required paperwork to register for their CCI exam. **Students should anticipate 20 or more hours of outside preparation for this class.**

VAS141 Vascular Sonography Clinical IV 11 quarter credits 330clock hours

Prerequisites: VAS131

These sessions involve rotations in a hospital or imaging center 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 and specialized procedures as well as moving and positioning patients.

APPENDIX A

FULL TIME FACULTY MEMBERS

Sarah Allen, RVT, ARDMS – DMS Externship Coordinator

Sarah has been working in the medical field since 2008. She received her certification in Diagnostic Medical Sonography from Collins Career Center and her Associates degree in Liberal Arts from Morehead State University.

Jennifer Guest

Jennifer has been working in the medical field since 2013. She graduated with her Associates degree in Applied Science concentrating in Medical Assisting from Brown Mackie College.

Kayla Heitzman

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

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

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

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.

Heather McKenna

Heather brings over 6 years of dental field experience. She received her Dental Assisting training from ATA College.

Shannon Miller

APPENDIX A

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.

Kelli Tinsley

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

Sharon Thompson

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

For a complete and current listing of all Full-Time faculty between official catalog publishings, please visit the faculty biography page on the MedQuest College website.

ADJUNCT FACULTY MEMBERS

Wendy Ashby

Wendy has been in the medical field for 25 years. She was a nurse for 13 years in Upstate NY and has been a dental office Manager since moving to Lexington 15 years ago. She received her Associates Degree in Registered Nursing from St. Joseph's College of Nursing in Syracuse, NY. She is passionate about her career and enjoys teaching what she loves to others. Wendy enjoys spending time with her family and traveling.

Josh Allen

Josh attended the King's Daughters School of Radiology from 2007 to 2009 where he received his Associate of Applied Science Degree with a major in radiography and became a member of the American Registry of Radiologic Technologist. Upon graduation, Josh obtained a job as a radiologic technologist at King's Daughters Medical Center in Ashland, KY where he worked for 8 years. He decided to return to school at Morehead State University in Morehead, KY in 2013 and graduated in May 2017 where he received a Bachelor of Applied Science Degree with a double major in math and physics. While attending MSU, he worked as an undergraduate research fellow and conducted research for his senior thesis that will be submitted for publication in a peer reviewed journal in 2018.

Colin Drury

Colin has a Bachelor's degree in Mechanical Engineering from the University of Kentucky. He is currently attending Graduate school and studying Biomedical Engineering.

APPENDIX A

Joseph Dawson

Joseph has over 28 years of education experience as an instructor and administrator. He has a Master's degree in Educational Leadership from Nova SE University in Florida.

Demetria Fouts

Demetria has worked as a Medical Assistant for over 20 years. She received her Associates degree in Healthcare Administration and Bachelor's Degree in healthcare Management from Colorado Technical University.

April Hagans

April has been working in the medical field since 2012. She received her Associates Degree of Applied Science in Medical Assisting from Sullivan University.

Josh Lawrence

Josh has spent 8 years in the medical field. He received his Associates Degree in Humanities/Social Sciences from Clinton Community College in Plattsburgh, NY. Then, he received a Bachelor's Degree in General Studies from SUNY Plattsburg. Josh also has a Tech in Surgery Certification from the National Center for Competency Testing.

Leah Lauhon

Leah received her Bachelor's degree in Biology from Morehead State University. She worked as a pharmacy tech at a local hospital and started teaching at Collins Career Center (CCC). While teaching at CCC, she decided to enroll in the Diagnostic Medical Sonography program as a student. After completing the program, she began working in the general and obstetrics ultrasound field. She is currently working for the Ovarian Cancer screening research program at the University of Kentucky Markey Cancer Center.

Teresa McCammon

Teresa has been working in the medical field since 1995. She received her Practical Nursing Diploma from Spencerian College.

Bethely Morton

Bethely currently holds a Master's in Postsecondary Education from Capella University. She also has an Associate's Degree in Medical Assisting from Sullivan University as well as a Bachelor's of Science in Public Health from the University of the Cumberlands. Bethely has been a CMA for 15 years and has worked in several areas of health care as well as instruction during that 15 year period.

APPENDIX A

Dana Newton

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

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.

Georgetta Williams

As a graduate of Morehead State University with a Bachelor's degree in Education, and as a professional biller/coder, Georgetta brings a multitude of medical and educational experience to the classroom for all students.

For a complete and current listing of all Adjunct faculty between official catalog publishings, please visit the [faculty biography page on the MedQuest College website.](#)