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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,

[Signature]

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
- **Lee Bowling**, Executive Director/Director of Education– Lexington Campus
- **Melody Schweitzer**, Interim Director of Education – Louisville Campus
- **Lee Bowling**, Executive Director/Director of Education– Lexington Campus
- **Larisa Crawley**, Director of Strategic Initiatives & Special Projects
- **Tom Cropper**, Campus Development/Industry Partnership Coordinator
- **Ali Falkner**, Director of Career Services – Louisville
- **Stephanie Slone**, Director of Career Services - Lexington
- **Brian D. Graham**, Director of Admissions - Louisville
- **Jeannie Martin**, Director of Admissions - Lexington
- **Lisa Wright**, Director of Financial Aid
- **Catherine Davis**, Financial Aid Officer
- **Elani Temple**, Financial Aid Processor
- **Leslie Schweitzer**, Financial Controller
- **Sarah Imhof**, Registrar/Bursar – Louisville
- **Tabitha McKinney**, Registrar - Lexington
- **Amber Kavich**, Marketing Manager
- **Matthew C. Moore**, Marketing Coordinator
- **Candace Scalzitti**, Sr. Admission Advisor
- **Tyra Nunn**, Sr. Admission Advisor
- **Desiree Hahn**, Admission Advisor
- **Brandon Merideth**, Admission Advisor
- **Kennedi Farnham**, Admission Advisor
- **Jamie Shrout**, Admission Advisor
- **Georgia O’Connell**, Admission Advisor
- **Rebecca Borukovsky**, Onboarding Coordinator/Student Advising
- **Kamry Fargher**, Front Desk Coordinator/Student Services- Louisville

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 in achieving 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 betters lives by providing the most direct path to a great career in healthcare. 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 provides 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

The career training programs offered by MedQuest College are designed to prepare students for successful careers in the healthcare fields.

“We better lives by providing the most direct path to a great career in healthcare.”

VALUES

Student-centered

“We know our students are the most important. Our decisions revolve around them.”

Innovation

“We challenge the conventional.”

Passion

“We commit to leaving a legacy of success through instilling a love of lifelong learning.”

Empower

“We believe everyone has a voice...and we listen.”

Community

“We promise to make a positive impact in our community.”

Character

“We value character as much as credentials”
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 authorized by the Indiana Board for Proprietary Education
101 W. Ohio St., Ste. 300
Indianapolis, IN 46204-4206

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450, all licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.
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 spacious environment for both lecture and lab activities in the campus facility. Equipment used is appropriate for professional training and consists of dental operatories, dental labs, digital X-ray as well as film X-ray equipment and processors, a 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 students’ 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 110.

The Lexington campus contains multiple meeting rooms just off of the main entrance. In addition, a front desk area and private offices are available for administrative staff use. There are also several lecture 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 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 Siemens Acuson Sequoia 512 units and Philips IU22 units. 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

Lee Bowling – Executive Director/Director of Education – Lexington

Lee has been assisting students reach their goals in higher education for the past seventeen years. He began his higher education career as an adjunct faculty for Somerset Community College in 2001. He instructed courses in their healthcare program. Once completing those courses, Lee became an adjunct faculty member for National College where he instructed general education courses as well as medical assisting courses. His next career path led to Sylvan Learning Center, where he was the Director of Education in Danville and Somerset. After two years, Lee became part of the university administration when he became the Campus Director for American National University in 2007. Most recently, he has been honored to assist students and upcoming graduates as the Executive Director for MedQuest College’s Lexington campus. The greatest day of the year is watching students receive their diplomas on graduation day.

Lee received a Bachelor Degree from Union College in Biology and Education. He also received a Master’s Degree from Union College in Education.

Cyndi Brock – Dental Assisting Program Chair - Louisville

Cyndi 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.

Marwa Ismail, PhD – Biomedical Technology Program Chair

Marwa joined MedQuest College in July 2017. Prior to that, she taught college-level courses at Sullivan University, Brown Mackie College and the University of Louisville. She has over a decade of instructional experience.

Marwa earned her Bachelor’s and Master’s Degrees in Biomedical Engineering at Cairo University. In 2010, she completed her PhD Degree in Electrical and Computer Engineering with the University of Louisville.
Amy Lawrence, RDCS, RDMS (ARDMS), 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 Sonographer and then transferred to Cardiology where she completed her time there as a Cardiac Sonographer. Upon accepting her job 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. Furthermore, Amy served as Quality Assurance Coordinator for the Echocardiography Laboratory 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”. The newest addition to the family is a Border Collie named Bella. 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.

Carol L. McDonald, CMA (AAMA), CBCS (NHA) – Medical Billing & Coding Program Chair

Carol comes to MedQuest College with over 20 years of experience working in the healthcare field and the non-profit arena. Before coming to MedQuest, Carol served as the Program Chair of Allied Health/Instructor for the past seven years for Medtech College, which included the Medical Assisting Program and the Medical Billing and Coding Program. She earned her Associate of Applied Science Degree of Medical Assisting from Indiana Business College in 2007. Her time spent in the non-profit arena allowed her to gain experience in helping to raise funds for causes such as HIV awareness and helping to serve the underprivileged. Her passion is to be able to give back by using the knowledge she has gain throughout her different experiences to help others be successful!

Carol holds certifications with American Association for Medical Assistants as a Certified Medical Assistant and National Healthcare Association as a Certified Billing and Coding Specialist.

Nanette Mosser, RMA (AMT) – 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, CMA (AAMA), AHI (AMT) – 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 Chair 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 as 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 an 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.

**Melody Schweitzer – Interim Director of Education - Louisville**

Melody is a Registered Nurse licensed in Kentucky and Indiana. She received her Bachelor of Science in Nursing from Spalding University and her Master’s Degree of Science in Nursing and an MBA in Healthcare Management from the University of Phoenix. She began her healthcare career as a Certified Nursing Assistant and then became a Medical Assistant before entering nursing. Melody was a Nurse Manager for 15 years before moving into education. Prior to joining MedQuest College, Melody was the Program Chair for Allied Health and a Regional Director of Nursing for a college system.

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.
### 2018-2019 ACADEMIC CALENDAR

**PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE**

**Dental Assisting - Louisville Campus**

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>8/13/2018</td>
<td>11/30/2018</td>
<td>4/22/2019</td>
<td>Day (3) - A</td>
<td>MWF</td>
<td>16 weeks</td>
</tr>
<tr>
<td>1st Day of Class</td>
<td>8/27/2018</td>
<td>2/22/2019</td>
<td>7/15/2019</td>
<td>Day (2) - B</td>
<td>TTh</td>
<td>26 weeks</td>
</tr>
</tbody>
</table>

**Dental Assisting - Lexington Campus**

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>8/13/2018</td>
<td>11/30/2018</td>
<td>4/22/2019</td>
<td>Day (3) - A</td>
<td>MWF</td>
<td>16 weeks</td>
</tr>
<tr>
<td>1st Day of Class</td>
<td>9/10/2018</td>
<td>3/7/2019</td>
<td>7/29/2019</td>
<td>Day (2) - A</td>
<td>TTh</td>
<td>26 weeks</td>
</tr>
</tbody>
</table>

*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.*
### Medical Assisting - Louisville Campus

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>9/24/2018</td>
<td>7/12/2019</td>
<td>7/15/2019</td>
<td>Morning - C</td>
<td>M-F</td>
<td>42 weeks</td>
</tr>
</tbody>
</table>

### Medical Assisting – Lexington Campus

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>7/30/2018</td>
<td>5/17/2019</td>
<td>5/20/2019</td>
<td>Evening - B</td>
<td>M-F</td>
<td>42 weeks</td>
</tr>
</tbody>
</table>

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.
2018-2019 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Medical Billing and Coding - Louisville Campus

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>7/30/2018</td>
<td>5/17/2019</td>
<td>5/20/2019</td>
<td>Morning</td>
<td>M-Th</td>
<td>42 weeks</td>
</tr>
</tbody>
</table>

Medical Billing and Coding – Lexington Campus

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of Class</td>
<td>7/30/2018</td>
<td>5/17/2019</td>
<td>5/20/2019</td>
<td>Evening</td>
<td>M-Th</td>
<td>42 weeks</td>
</tr>
</tbody>
</table>

Please note: MBC 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.
2018-2019 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

**Biomedical Equipment Technology**\(^1\) - Louisville

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
</table>

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

**Diagnostic Medical Sonography**\(^2\) - Lexington

<table>
<thead>
<tr>
<th>Program</th>
<th>Orientation</th>
<th>Start Date</th>
<th>On Campus End Date</th>
<th>Expected Completion Date</th>
<th>Session</th>
<th>Class Days</th>
<th>On-Campus Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-ECG</td>
<td>To Be Determined</td>
<td>8/20/2018</td>
<td>7/17/2020</td>
<td>7/24/2020</td>
<td>Day</td>
<td>M-F</td>
<td>100 weeks</td>
</tr>
<tr>
<td>DMS-VAS</td>
<td>To Be Determined</td>
<td>8/20/2018</td>
<td>7/17/2020</td>
<td>7/24/2020</td>
<td>Day</td>
<td>M-F</td>
<td>100 weeks</td>
</tr>
</tbody>
</table>

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

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\(^1\) After each 10 week term, Biomedical students will have a 1 week make up period and a 1 week break. Students will also have the school winter break included.

\(^2\) 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.
<table>
<thead>
<tr>
<th>Holiday</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1, 2018</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Kentucky Oaks Day</td>
<td>May 4, 2018</td>
<td>Martin Luther King Jr., Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 21, 2019</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 28, 2018</td>
<td>Kentucky Oaks Day</td>
</tr>
<tr>
<td></td>
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<td>May 3, 2019</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2018</td>
<td>Memorial Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 27, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 3, 2018</td>
<td>Independence Day</td>
</tr>
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<td></td>
<td></td>
<td>July 4, 2019</td>
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<tr>
<td>Thanksgiving</td>
<td>November 22-23, 2018</td>
<td>Labor Day</td>
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<tr>
<td></td>
<td></td>
<td>September 2, 2019</td>
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<td>Christmas Eve</td>
<td>December 24, 2018</td>
<td>Thanksgiving</td>
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<tr>
<td></td>
<td></td>
<td>November 28-29, 2019</td>
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<tr>
<td>Christmas Day</td>
<td>December 25, 2018</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td></td>
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<td>December 24, 2019</td>
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<tr>
<td>New Year’s Eve</td>
<td>December 31, 2018</td>
<td>Christmas Day</td>
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<td>December 25, 2019</td>
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<tr>
<td></td>
<td></td>
<td>New Year’s Eve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>December 31, 2019</td>
</tr>
</tbody>
</table>

Both campuses will close on Monday December 24, 2018 and will reopen Monday January 7, 2019.
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 will be using Veterans benefits and who have attended another postsecondary institution must submit copies of all academic transcripts for consideration of previous credit prior to enrolling.

All other applicants who wish to transfer previously earned credits must follow the transfer of credit policy.

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 being accepted 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 Admissions, Director of Education and/or Executive Director.

Based on previous experiences, MedQuest College believes that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on the College’s years of successful completion rates and placement rates. Therefore, all applicants must have earned and provide proof of High School Completion within 30 days of the program start date by submitting one of the following: a copy of a high school diploma recognized by the States’ 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. Students may need to provide an official high school transcript with the month, day, and year of graduation if it is not clearly listed on the high school diploma. MedQuest College charges a $6 high school transcript fee to request and receive this documentation on behalf of the student.

If a student has a high school diploma or GED certificate from a foreign country, MedQuest College may require the student to have the high school diploma or GED certificate professionally translated from a credential evaluation service such as World Education Services (WES) or Educational Credential Evaluators (ECE). This information must be received within 30 days of the program start date.

As part of the admissions process, all applicants must complete an enrollment agreement along with additional required documents and an application. If the student indicates that English is not their primary language on the application, an English assessment test will be required. If the student does not successfully pass the English assessment test, the student will be required to complete an English as a Second Language (ESL) course. 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 Admissions, Director of Education, Program Chair and/or Executive Director.

An enrollment fee of $50 is paid to complete an application and continue through the enrollment process which includes but is not limited to meeting with financial aid department. MedQuest College does not accept cash—rather it gladly accepts checks, credit cards, or money orders made payable to MedQuest College. A $25.00 service charge will be charged for any returned funds presented to MedQuest College.

**ADMISSION REQUIREMENTS**

**BIOMEDICAL EQUIPMENT TECHNOLOGY**

The Biomedical Equipment Technology 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. **Recommendation Letters**
   The purpose of obtaining recommendation letters on perspective students is to help gain insight on how a friend, co-worker, or management staff perceives them.
   - Two (2) Recommendation Letters:
     - The recommendation letters cannot be from 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.

2. 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 biomedical equipment technology. The prospective student’s course of study and prescribed high school program is also indicative of the applicant’s readiness for the program.
- The Biomedical Equipment Technology 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.

3. Applicant Interview
The purpose of the mathematics placement exam is to verify that each applicant has the necessary skills required for the College Algebra courses.
- MedQuest College’s Biomedical Equipment Technology Program Chair and faculty will review all of the applicants. The recommendation letters and transcripts will be examined and a list of prospective student’s names will be given to the admissions department and interviews will be set.
- The faculty will provide the admissions department with a set of interview times. The applicants will be interviewed by the Program Chair and Biomedical Equipment Technology faculty with a set of specific questions. These questions will be scored on the interviewee’s 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.

4. Wait-list
Every student that does not get accepted into the enrolling class will be placed on the wait-list. The wait-list does not omit a student from the next enrolling class. Each student is encouraged to revamp their preadmission criteria and reapply.
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 a friend, co-worker, or management staff perceives them.
   - Two (2) Recommendation Letters:
     - The recommendation letters cannot be from a family member.
     - One recommendation letter must 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 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 of the need to complete 1.5 hours of shadowing in the area of sonography on campus at the MedQuest College Lexington location.
- Prospective students will receive scheduled dates and times by their Admissions Advisor to attend shadowing sessions.

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 Chair 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.
- The faculty will provide the admissions department with a set of interview times. The applicants will be interviewed by the Program Chair 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. Wait-list
Every student that does not get accepted into the enrolling class will be placed on the wait-list. The wait-list does not omit a student from the next enrolling class. Each student is encouraged to revamp their preadmission criteria and reapply.

BACKGROUND CHECK

In order to protect the safety and well-being of faculty, staff, students, and future patients and to ascertain the ability of students to become licensed and/or certified after graduation, criminal background checks will performed on all students (during enrollment and before externship for Degree students, or before externship, for diploma programs). Confidentiality will be maintained consistently with FERPA guidelines. Degree program applicants must consent to, and satisfactorily complete, a criminal background check prior to final acceptance. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable to MedQuest College. Applicants or students who do not consent to the required background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information in regard to the background check will be subject to
additional actions up to, and including, refusal of admission or dismissal from MedQuest College. MedQuest College collaborates with an outside agency, Corporate Screening, to conduct background investigations of students. MedQuest College is unable to accept background checks by other providers. Applicants or students who wish to disclose previous convictions or arrests must complete the Arrest and Conviction Self-Disclosure Form.

The Director of Strategic Initiatives will review the initial criminal background check report results for all conditionally admitted applicants. If adverse information is obtained in the conditionally admitted applicant’s criminal background check report, the Director of Strategic Initiatives will send the report to the Program Chair and Director of Education for review. MedQuest College may ask the applicant to provide a written response to questions/concerns raised from the background investigations.

The criminal background check will include a record of all convictions (guilty plea, a guilty verdict, Alford Plea, or a No Contest plea). All students who complete a background check will receive a copy of the report from Corporate Screening. It is the responsibility of the student or Degree program applicant to ensure that any misinformation in the initial criminal background check report is corrected, and to ensure that a written statement with supporting documentation indicating the correction is submitted to MedQuest College.

The existence of a conviction does not automatically disqualify an applicant from entering MedQuest College. Relevant considerations may include, but are not limited to: the date, nature, and number of convictions, the relationship the conviction bears to duties and responsibilities of the position, and successful efforts towards rehabilitation. Any decision to allow an applicant to enter MedQuest College with a conviction is solely at the discretion of MedQuest College.

If a decision to admit a student cannot be determined by the Program Chair and Director of Admission, an evaluation of each conviction will be made by a Review Committee comprised of at least 3 members appointed by the Director of Education. Any applicant receiving a conditional admission whose acceptance is referred to the Review Committee has the right to explain the findings from the criminal background check. Failure to disclose all previous convictions, other than minor traffic convictions, will be considered falsification of records and will be ground for discipline up to and including withdrawal of conditional acceptance into MedQuest College and if discovered after enrollment, termination of enrollment for the student.

Any student engaged in an active investigation (or case) or is convicted of a felony or misdemeanor of any type while a student is enrolled must report that offense to the Director of Education in writing within 30 days of conviction and completing an Arrest and Conviction Self-Disclosure form. Conviction includes plea agreements, guilty pleas, etc. Active investigations or cases include cases pending a court date, etc.

MedQuest College will not be held responsible for issues pertaining to a student’s criminal background. Students with prior convictions/arrests may have difficulty in career placement after graduation.

**Diagnostic Medical Sonography**

In the field of Sonography, almost all healthcare facilities require new graduates to become registered with an accrediting body. For Echocardiography and Vascular Sonography the two organizations most often utilized to become registered are the American Registry for Diagnostic
Medical Sonography (ARDMS) and the Cardiovascular Credentialing Institute (CCI). Both of these organizations require that students inform them if they have any misdemeanor or felony charges. Upon disclosure, the registries will make a determination of whether or not they will allow the student to sit for their credentialing exam. If a student cannot sit for their exam(s), he/she will incur great difficulty finding work in the Sonography field.

Some charges will not be a problem to either organization, but it is still important that students speak with representatives from each registry to ensure eligibility for credentialing exams. With this said, for the protection of each and every student we require that all students with any misdemeanor or felony charges reach out to the two organizations upon completion of the background check. MedQuest College will allow a student to start the program even though they have to call the registries but must understand that if the registries deny the right to sit for the boards, the student will be dismissed from the program.

Therefore, MedQuest College recommends that students who have misdemeanor or felony charges reach out to ARDMS and/or CCI upon completion of the background check. MedQuest College may allow a student to start the program, but he/she must understand that if the accrediting registries deny the right to sit for the board exam due to felony/misdemeanor charges, the student will likely be ineligible to work in the field.

**FINANCIAL AID OPTIONS**

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.

MedQuest College offers TFC Tuition Financing for students who have exhausted all other financial aid options including Federal, State, and private loans. Students who are eligible complete the application with a Financial Aid Advisor or Processor. The maximum loan limit through TFC Tuition Financing is three thousand dollars ($3000). Any payment plan that exceeds the current financing limit or re-payment terms must be approved by the Executive Director on an individual basis. The College requires that all private payments must utilize the Auto-Draft payment option, which automatically deducts the monthly payment through an authorized bank account or credit/debit card. A down payment equal to the monthly payment amount is required to complete the TFC Tuition Financing application process. Monthly payments will begin within 30 days after the down payment is received by MedQuest College. Students will be charged a fixed interest rate based on enrollment status. Students who are actively enrolled and attending classes will be charged an 8% interest rate. Students who are no longer actively enrolled (graduated or withdrawn) will be charged a 10% interest rate. Re-payment terms are based on the amount financed (refer to the chart below). Any and all late fees or insufficient fund rules and fees vary by state and will be determined based on the student’s home address. Fee amounts will be outlined in the TFC contract.
<table>
<thead>
<tr>
<th>Amount Financed</th>
<th>Maximum Re-payment Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $1000</td>
<td>12 months</td>
</tr>
<tr>
<td>$1001 - $2000</td>
<td>18 months</td>
</tr>
<tr>
<td>$2001 - 3000</td>
<td>24 months</td>
</tr>
</tbody>
</table>

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.

**RETURN OF FUNDS**

A $25.00 service charge will be charged for any returned funds presented to MedQuest College.

**COLLECTIONS**

MedQuest College reserves the right to submit delinquent student accounts 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 2\(^{nd}\) 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 chair.

Upon recommendation by the desired program’s director, the Executive Director will determine approval. Once the student is approved, the student will meet with a representative from the Admissions Department to sign appropriate enrollment papers for the new program. After the appropriate paperwork is completed, the student will be transferred from one program to the other.
All grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit is given for the course hours that are accepted toward the new program of study.

### RE-ADMISSION

The Executive Director will determine re-admission eligibility for any student having been dismissed for attendance, grades or disciplinary problems. The decision regarding re-admission will be based upon factors such as grades, attendance, conduct and student account balance and the evidence presented by the student who seeks to be re-admitted on how the previous problem has been resolved. 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 Executive Director must be convinced of the student’s commitment to complete the program.

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

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

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

### TRANSFER OF CREDIT

Students transferring credits from other schools are required to earn at least 75% of the credits 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 Program Chair review. For credit from another institution to be considered for acceptance by MedQuest College, a minimum grade of “C” must be achieved. For Diagnostic Medical Sonography students, the course being reviewed for transfer of credit must be completed within the last five (5) years. 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 for the transferred course(s).

**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.

If available, students may complete a competency test for courses that may have been considered for transfer. It is the responsibility of the Program Chair and Director of Education (or designated official) to administer any competency tests and approve any transfer of credit for passed competency tests.

**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 Chair.

If a student has received the maximum number of course attendance letters 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). Always refer to the course syllabus for policies on making up missed work. 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. Please refer to the course syllabus for additional information on attendance policy and how it affects course grades.

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 Chair.

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 occurrences³ 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.

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³ 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.
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 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 with the 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. After the LOA request form is completed, the Registrar and Director of Education must approve the request before the LOA becomes official.

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

Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. At the point the student is scheduled to return to class, the student must contact the Director of Education and meet with Financial Aid. 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 an official request. The official request must be submitted to a school official via postal mail, email, or documented verbal request. 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 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. 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 or course instructor, 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, documented verbal request, or by certified mail to the Director of Education. The official withdrawal date is the last date of attendance as determined from attendance records. 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 will use a determination date no later than 14 days after the student’s last date of attendance.

DRESS CODE

All students are required to wear MedQuest College ID badges while on campus. Projecting a professional student and employee image is important at all times. It is recommended that hair should be clean, dry, neat and not ‘unnatural’ in color. Facial hair should also be neatly groomed.

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

**Comprehensive Dental Assisting, Comprehensive Medical Assisting, and Diagnostic Medical Sonography**

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.

**Biomedical Equipment Technician and Medical Billing and Coding**

Students are expected to wear clothing that is not revealing or inappropriate for the school environment until MedQuest College polos are received. No tank tops are permitted. All shirts must have short or long sleeves. Students will receive MedQuest College embroidered polos to wear while on campus and during externship. Polos should be laundered regularly and absent of excessive wrinkles.

Personal hygiene is expected to be exceptional. Disciplinary actions will be taken against students who do not follow appropriate personal appearance and hygiene up to and including dismissal.

### 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 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.

Students should follow the protocol outlined in the Externship syllabus by proceeding to the nearest Baptist Health Occupational Medicine location for treatment. In the event that there is no Baptist Health Occupational Medicine location nearby or in case of emergency, proceed to the nearest urgent treatment facility or emergency room for proper care and/or blood work to be completed.
HAZARDOUS WEATHER & EMERGENCY PLAN

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.

- In the event that a fire or other emergency occurs where all students and staff members are required to exit the building, Louisville campus is instructed to go to the furthest row of the back parking lot and await further instructions. The Lexington campus is instructed to go to the furthest row of the front parking lot and await further instructions.

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.

For more information regarding campus safety, please reference the most recent publication of MedQuest College’s Campus Safety and Security Report.

ACCIDENT / INCIDENT

All accidents are to be reported immediately to your instructor or supervisor and an accident report is completed. Accident/Incident Reports are available upon request from the front desk. All completed reports are submitted to the Executive Director and/or Director of Education for review.
Students are given documentation regarding their immunization history during the enrollment process. Students are not required to have immunizations as part of the enrollment process but must have all required immunizations before entering externship or clinicals. The following table outlines which vaccines or tests are required for which program. All tests and vaccines that are required for the program are covered by tuition, supplies, and fees as outlined in the Enrollment Agreement.

<table>
<thead>
<tr>
<th>Biomedical Equipment Technology</th>
<th>Hepatitis B</th>
<th>TB</th>
<th>DTaP</th>
<th>MMR</th>
<th>Varicella</th>
<th>Seasonal Flu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full 3 part series, titer test, or declination</td>
<td>2-step PPD</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>1st in series only, titer test, or declination</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>Full 3 part series, titer test, or declination</td>
<td>2-step PPD</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>1st in series only, titer test, or declination</td>
<td>2-step PPD</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding</td>
<td>Not Required</td>
<td>2-step PPD</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Not Required</td>
<td>Vaccine</td>
</tr>
<tr>
<td>Mental Health Technician</td>
<td>1st in series only, titer test, or declination</td>
<td>2-step PPD</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine or Titer Test</td>
<td>Vaccine</td>
</tr>
</tbody>
</table>

All vaccines or tests covered by MedQuest College must be completed at an approved Baptist Health Occupational Medicine location. Any additional testing that may arise from the above vaccines or titer testings will be the financial responsibility of the student. Any student that requires any vaccines or titer testing needs to notify the Externship Coordinator BEFORE receiving any medical treatment(s). The 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)).

If a student has already had all or some of these vaccines completed, he/she should obtain records and upload the documentation to Corporate Screening Immunitrax.

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**DRUG SCREENING**

As a future member in the healthcare workforce, it is an ethical responsibility that one lives a drug free lifestyle. As this is a very vital part of the profession, all students will be required to have a drug screening before entering their externship (except for Comprehensive Dental Assisting students). If staff at MedQuest College feel it is necessary to drug screen a student enrolled in any program, students will be required to comply or face additional actions up to and including potential dismissal.
The drug screening will be scheduled within a month of or before going out to externship or clinicals. Externship or clinical experience is a required portion of the program and must be successfully completed in order to graduate. Students will be given instructions to schedule drug screening through Corporate Screening.

If the first drug screening returns a diluted result, either negative or positive, the student will be financially responsible for completing a second drug screening. Students will be required to pay $55 to Corporate Screening for the second drug screening. Only one re-test will be allowed and MedQuest College will accept the second result as the final determination.

MedQuest College will not be held responsible for any issues with student drug test results or history. Students with a record of drug use may have difficulty in career placement after graduation.

**CAMPUS CODE OF CONDUCT**

- Students, faculty and staff are not permitted to smoke inside the MedQuest campus. 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 College, 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 College. Campus officials will refer anyone with a suspected substance abuse problem to the appropriate local mental health agency for counseling and/or require a drug test to be completed.
- Faculty, staff and students are expected to uphold high standards of personal integrity. Respect will be shown to all faculty, staff, and students.
- 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 during externship/clinicals.
- Financial obligation to the College must be met.
- A safe learning environment must be maintained at all times. No bullying or threats of any kind will be tolerated.

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 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 administers or recognized by a Federal, State, or local government agency or court and by a Federally- or State-licensed hospital, health clinic, or medical doctor OR
- The conviction is reversed, set aside, or otherwise rendered nugatory.

**Legal Sanctions**

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

**Support**

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

**ANNUAL AND BIANNUAL 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 biannual 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.

**TITLE IX – SEXUAL VIOLENCE AND HARRASMENT**

MedQuest College is committed to maintaining a learning environment which is fair and respectful. MedQuest College takes extreme measures to promote 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 Title IX Coordinator. 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.

**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, 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.
Bill 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, 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 Chair or Director of Education, in the absence of the Program Chair, to discuss the grievance or file a formal complaint. If the complaint is regarding the Program Chair 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 needs assistance in writing the complaint, the school official will help the student draft the complaint. The formal complaint should include 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.

Within ten (10) 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 (5) 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, 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 the Accreditation, License and Approval section of this catalog.

**Filing a Complaint with the Kentucky Commission on Proprietary Education**

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: The 300 Building, 300 Sower Boulevard, Frankfort, Kentucky 40601. The forms can be found on the website at www.kcpe.ky.gov.

### STUDENT TO TEACHER RATIO

MedQuest College offers an intimate educational environment that provides a professional, safe and supportive structure for its students. General education and didactic courses are anticipated to meet a 20:1 ratio. Student to teacher ratios are anticipated to meet the following ratios per program.

- Biomedical Equipment Technology: 10:1
- Comprehensive Dental Assisting Lab: 8:1
- Comprehensive Medical Assisting: 16:1
- Diagnostic Medical Sonography: 10:1
- Medical Billing and Coding: 15:1

While we strive to meet these ratios, extenuating circumstances may prevent it from time to time. MedQuest College always adheres to ratio guidelines as set forth by our accreditors.

### 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 a school official 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, and 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
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 typically range from age 18 on up and 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 personal growth, developing, self-confidence as they 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 Chair 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 Chair and/or the Director of Education.
**Students Records**

Permanent student educational records are filed and maintained in 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. These surveys are expected to be completed as directed and outlined in the Enrollment Agreement.

**TEXTBOOKS AND SUPPLIES INFORMATION**

MedQuest College provides a comprehensive and convenient book package that includes a student backpack and all books required for each course of all programs. Textbooks are given to
student for first (1\textsuperscript{st}) 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 1\textsuperscript{st} day of class. All students are held to the same accountability standard. No student will be given additional consideration for delayed shipments of books, wrong books purchased, etc. If a student chooses to opt into the book package after the first (1\textsuperscript{st}) 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 in the pricing for supplies and fees listed on the enrollment agreement and in the Institutional Catalog. 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:

- An “F” means the student has not satisfactorily met course requirements and must repeat the course.
- An “I” is assigned only when, due to mitigating circumstances and under the authorization from the Program Chair, coursework is not completed. The student must complete all work within one (1) calendar week from the end of the term at which time the grade will be changed to the grade earned. For purposes of grade point and satisfactory progress, the “I” will be converted to a final grade and the GPA recalculated.
- An “IP” means the course is currently in progress. The grade has not been finalized for the course. A grade of “IP” will not be calculated in the cumulative grade point average (GPA).
- A “LOA” is assigned when a student has been granted a Leave of Absence and does not affect the grade point average (GPA).
- An “R” is assigned for when a student has not satisfactorily met course requirements and must retake a course. The initial attempt at the course will receive an “R”. A grade of “R” will not be calculated in the cumulative 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).

**Diploma Program Grading Scale:**

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**Associate Degree of Applied Science Grading Scale:**

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<td>C</td>
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<tr>
<td>D</td>
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**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 (10) clock hours of lecture or theory equal one-quarter credit hour; twenty (20) clock hours of laboratory equal one quarter credit hour; and thirty (30) 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 Chair 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 Chair.

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.
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 after all grades have been submitted for each academic term. 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.

MedQuest College only offers a remedial course in math for Associate Degree of Applied Science programs 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 of the accelerated programs\(^4\), 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. Students will be required to return in the next immediately available course in their program of study. 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) will be counted towards SAP. The retake term is offered to the student with no additional financial charges.

Students who return from an academic LOA will be re-evaluated at the end of their retake term. If a student improves the CGPA and rate of progress to meet or exceed the minimum requirements, he/she 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 the 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.

**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 immediate 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 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.

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\(^4\) MedQuest College courses for all programs are designed to be completed in a designated order due to the building nature of our curriculum. For example, students must successfully pass their 1\(^{st}\) term to be able to move forward to their 2\(^{nd}\) term and so on.
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 will be furnished after receipt of a ten dollar ($10) service fee. Two weeks’ notice is required for processing.

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. Official withdrawal or cancellation must be made in person, by email, or by certified mail to the Director of Education.

Refunds

If a student initiates an official termination or cancellation 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 (Diploma programs only) 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 fifty dollars ($50).

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 fifty dollar ($50) 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 in a program), 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. Books may be returned if unopened.

   b. After the Add-Drop period (1st two weeks of class in a program) 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 UNIFORM REFUND POLICY

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies to each resident postsecondary educational institution, except as noted in section 4.5 of the Indiana Department of Workforce Development regulations:

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 institutional student contract or enrollment agreement within six (6) business days after signing.
   b. The student does not meet the postsecondary 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 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 educational 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.

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**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.

  - **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 charges\(^5\) incurred by the student for the payment period or period of enrollment multiplied by the percentage of title IV grant or loan assistance that has not been earned by the student.

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

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

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

Refunds will be returned in the following order:

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

\(^5\) Institutional charges are defined as tuition, fees, and other educationally-related expenses assessed by MedQuest College.
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. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied.
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

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<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>ELC120</td>
<td>Digital Electronics I</td>
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<td>3.5</td>
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<tr>
<td>ELC200</td>
<td>Fundamentals of Electronics II</td>
<td>80</td>
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<td>ELC210</td>
<td>Solid States II</td>
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<td>ELC220</td>
<td>Digital Electronics II</td>
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<tr>
<td>ENC100</td>
<td>English Composition</td>
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<tr>
<td>ENC101</td>
<td>Interpersonal Communications</td>
<td>40</td>
<td>4.0</td>
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<tr>
<td>MAT100</td>
<td>College Technical Math I</td>
<td>40</td>
<td>4.0</td>
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</tbody>
</table>
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  $27,875 Tuition
2 years on campus including externships  $2,532 Books
                                        $3,509 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, six sets of uniforms, lab jacket, 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.
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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA201</td>
<td>Clinical Procedures</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>DA202</td>
<td>Dental Radiography</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>DA203</td>
<td>Dental Specialties</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>DA204</td>
<td>Expanded Duties Dental Assistant</td>
<td>48</td>
<td>4.0</td>
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<tr>
<td>DA205</td>
<td>Dental Basic Sciences</td>
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<td>DA206</td>
<td>Communications and Scheduling</td>
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<td>4.0</td>
</tr>
<tr>
<td>DA207</td>
<td>Insurance Billing and Coding</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>DA208</td>
<td>Recall Systems and Treatment Plans</td>
<td>48</td>
<td>4.0</td>
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<tr>
<td>DA209</td>
<td>Externship</td>
<td>300</td>
<td>10.0</td>
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</table>

Program Totals
684 Clock Hours 42 Qtr. Credit Hours

The Diploma program is offered residentially 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 Chair. 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 $13,500 Tuition
16 or 24 weeks on campus plus externship $544 Books
 $1429 Supplies/Fees

Fees include immunizations, typodonts, dental lab materials, safety equipment, two 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P125</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BUS110</td>
<td>Keyboarding</td>
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<td>BUS115</td>
<td>Career Development</td>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS130</td>
<td>College Success Skills</td>
<td>20</td>
<td>2.0</td>
</tr>
<tr>
<td>MED100</td>
<td>Medical Terminology</td>
<td>40</td>
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</tr>
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<td>MED110</td>
<td>Medical Math</td>
<td>20</td>
<td>2.0</td>
</tr>
<tr>
<td>MED202</td>
<td>Medical Billing &amp; Insurance Procedures</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>MED215</td>
<td>Medical Records Management</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>MED220</td>
<td>Medical Administrative Procedures</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>MED230</td>
<td>Clinical Procedures I</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>MED235</td>
<td>Clinical Procedures II</td>
<td>60</td>
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<tr>
<td>MED240</td>
<td>Laboratory Procedures</td>
<td>60</td>
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<tr>
<td>MED250</td>
<td>Pharmacology</td>
<td>40</td>
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</tr>
<tr>
<td>MED260</td>
<td>Healthcare Law &amp; Ethics</td>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>MED270</td>
<td>Medical Assistant Certification Review</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>MED295</td>
<td>Externship</td>
<td>170</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Program Totals 900 clock hours 64.5 qtr. credit hours*

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

Tuition and Fees

Medical Assistant Diploma Program $13,000 Tuition
40 weeks on campus including externship $1,579 Books
$2,393 Supplies/Fees

Fees include immunizations, background check, one-year AMT membership, RMA certification exam, medical lab materials, safety equipment, three sets of uniforms, 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
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 80 clock hours 4.0 qtr. credit hours
ECG110 Echocardiography I 60 clock hours 6.0 qtr. credit hours
ECG110L Echocardiography I Lab 80 clock hours 4.0 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 120 clock hours 6.0 qtr. credit hours
ECG121 Echocardiography Clinical II 330 clock hours 11.0 qtr. credit hours
ECG130 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
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<tr>
<td>PHY100</td>
<td>General Physics</td>
<td>60</td>
<td>6.0</td>
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<tr>
<td>SON101</td>
<td>Sonography Physics</td>
<td>100</td>
<td>10.0</td>
</tr>
<tr>
<td>VAS101</td>
<td>Principles of Vascular Sonography</td>
<td>40</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Program Totals**

2340 clock hours  
132 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**

- $43,000 Tuition
- $2,004 Books
- $3,104 Supplies/Fees

*Fees include immunizations, SPI exam, medical lab materials, safety equipment, six 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.
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
- BUS115 Career Development 40 clock hours 4.0 qtr. credit hours
- ECG101 Principles of ECG Sonography 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 100 clock hours 10.0 qtr. credit hours
- VAS100 Introduction to Vascular Sonography 40 clock hours 4.0 qtr. credit hours
- VAS100L Introduction to Vascular Sonography Lab 80 clock hours 4.0 qtr. credit hours
- VAS110 Vascular Sonography I 60 clock hours 6.0 qtr. credit hours
- VAS110L Vascular Sonography I Lab 80 clock hours 4.0 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 120 clock hours 6.0 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  2340 clock hours  132 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  $43,000 Tuition
2 years on campus including clinicals  $1,856 Books
                                         $3,104 Supplies/Fees

Fees include immunizations, SPI exam, medical lab materials, safety equipment, six 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.
Program Objective

The Medical Billing and Coding diploma program provides students with the opportunity to learn insurance coding, processing, medical administrative procedures, and regulatory requirements in the healthcare delivery system. Students in the Medical Billing and Coding program will develop an understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, needed to seek career opportunities in the field. The program provides students with the skills to perform a variety of medical insurance-related functions in a medical and/or insurance office setting. These tasks include organizing, analyzing, and technically evaluating health insurance claim forms as well as coding diseases, surgeries, and other medical procedures for billing and collection. Upon completion of the program, graduates can seek entry-level career opportunities as medical billers and coders in such settings as hospitals, clinics, physician offices, health insurance companies, and third-party administrator companies. Graduates of the Medical Billing and Coding program will receive a diploma.

Course Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;P125</td>
<td>Anatomy &amp; Physiology I</td>
<td>40</td>
<td>4.0</td>
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<tr>
<td>A&amp;P225</td>
<td>Anatomy &amp; Physiology II</td>
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<td>4.0</td>
</tr>
<tr>
<td>BUS115</td>
<td>Career Development</td>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>BUS130</td>
<td>College Success Skills</td>
<td>20</td>
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<tr>
<td>MBC100</td>
<td>Medical Insurance</td>
<td>35</td>
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<td>MBC101</td>
<td>Basic CPT/HDCPC Coding</td>
<td>60</td>
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<td>MBC102</td>
<td>Basic ICD-10-CM Diagnostic Coding</td>
<td>60</td>
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<tr>
<td>MBC110</td>
<td>Physician Office Billing</td>
<td>60</td>
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<tr>
<td>MBC270</td>
<td>Medical Billing/Coding Certification Review</td>
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<td>Medical Billing/Coding Externship</td>
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<td>Medical Terminology</td>
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<tr>
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<td>Medical Math</td>
<td>20</td>
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</tr>
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<td>MED202</td>
<td>Medical Billing &amp; Insurance Procedures</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>MED215</td>
<td>Medical Records Management</td>
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<td>MED220</td>
<td>Medical Administrative Procedures</td>
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<td>4.5</td>
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<td>MED260</td>
<td>Healthcare Law &amp; Ethics</td>
<td>40</td>
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<tr>
<td>PAT100</td>
<td>Pathophysiology</td>
<td>40</td>
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</table>

Program Totals: 905 clock hours 66.5 qtr. credit hours

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

Tuition and Fees

Medical Billing and Coding Diploma Program $13,000 Tuition
40 weeks on campus including externship $1,000 Books
$1,000 Supplies/Fees

Fees include immunizations, background check, medical lab materials, safety equipment, three sets of uniforms, 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.
Program Objective

The Phlebotomy course is designed to prepare students with the training and knowledge required to comprehend and apply technical and clinical skills necessary to perform phlebotomy procedures in both clinical settings as well as laboratory settings. Course objectives include the history of phlebotomy, defining the phlebotomist’s role in health care, OSHA and CLIA standards, medical asepsis techniques, basic human anatomy and medical terminology specific for the lab setting. The course also includes infection control, all aspects of blood collection, equipment and possible complications. The student will have hands on experiences and practice how to collect, prepare, test and report specimens through venipuncture and capillary techniques.

Course Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL100</td>
<td>Phlebotomy Techniques</td>
<td>80</td>
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Program Totals

<table>
<thead>
<tr>
<th></th>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80</td>
<td>6.0</td>
</tr>
</tbody>
</table>

The Certificate Program is offered residentially at the Lexington Campus.

Tuition and Fees

Phlebotomy Technician Certificate Program  
$1,000 Tuition  
$100 Books  
$400 Supplies/Fees  

Fees include uniforms, student liability policy, and technology fees.

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.
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.

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 will have 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 will 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: MAT100, MAT110

This course introduces basic programming concepts and techniques. It 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 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 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 students to execute assigned basic tasks 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 students to execute intermediate assigned tasks 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 students to execute advanced assigned tasks 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 is designed to review aspects of the curriculum to prepare students for the CBET test. Test taking strategies are identified, discussed, and applied. 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. Students 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 tools that will form the cornerstone of their personal foundation for college success. Students will identify both the positive and challenging changes that come with the transition to college and learn how to manage these changes. Methods will be discussed on how to be better equipped to incorporate school responsibilities into a busy life. Students should anticipate 15 or more hours of outside preparation for this class.

DA201  Clinical Procedures  4 quarter credits  48 clock hours

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

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

This course will cover introduction to dental radiography and equipment, production and evaluation of dental radiographs, extraoral and digital radiography and laboratory material & techniques. Students should anticipate 36 hours or more outside preparation for this class.
DA203 Dental Specialties 4 quarter credits 48 clock hours
Prerequisites: DA202

This course will cover dental specialties that students may encounter in their careers. Some topics covered are: endodontic, oral and maxillofacial surgery, oral pathology, orthodontics, pediatric dentistry, periodontics, and fixed prosthodontics. Students should anticipate 36 hours or more outside preparation for this class.

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

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

DA205 Dental Basic Sciences 4.5 quarter credits 48 clock hours

This course will cover the history of dentistry and progress of dentistry in the U.S., education, the ADA, the dental team, psychology, communication, multicultural interaction, ethics, jurisprudence, HIPPA, preventative dentistry, oral hygiene aids, tooth brushing techniques, dental flossing, oral hygiene for patients with special needs, fluoride, the dental arches and quadrants, types of teeth and their functions, nutrition, general anatomy and physiology, head and neck anatomy, embryology and histology, eruption schedule, divisions of the tooth, tooth surfaces, anatomical structures, permanent teeth descriptions, deciduous teeth, dental charts, numbering systems, cavity classifications, abbreviations of tooth surfaces, basic charting terms, charting color indications and symbols, drug names, prescriptions, drug laws, drug administration routes, drugs, herbal and other alternative medications. Students should expect 48 hours of outside preparation.

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

This course will cover the different types and roles of an administrative dental assistant, members of the dental healthcare team, HIPAA, OSHA, professional ethics, legal standards, patient’s rights, professional organizations, elements of the communication process, interpersonal communications, barriers of effective communication and improving communication, telephone techniques, basic office designs, dental procedures, components of a clinical record, collecting patient information, clinical records risk management, computerized management of clinical records, mechanics of scheduling, making appointments, and 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 its importance, 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 the students were not exposed to on campus. This will give the students first-hand knowledge working with dental patients and gaining experience in the professional environment.

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.**
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<tr>
<th>Course Code</th>
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<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ECG100L</td>
<td>Intro to Echocardiography Lab</td>
<td>4</td>
<td>80</td>
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<td></td>
<td><strong>Prerequisites:</strong> A&amp;P125, MAT108, MED100, PAT105</td>
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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 20 or more hours of outside preparation for this class.**

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<th>Course Code</th>
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<tbody>
<tr>
<td>ECG101</td>
<td>Principles of Cardiac Sonography</td>
<td>4</td>
<td>40</td>
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<td><strong>Prerequisites:</strong> A&amp;P125, A&amp;P225, VAS100/VAS110, VAS110/VAS100L, MAT108, MED100, PAT105, MED260</td>
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Vascular 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.**

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>ECG110</td>
<td>Echocardiography I</td>
<td>6</td>
<td>60</td>
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<td><strong>Prerequisites:</strong> ECG 100, ECG 100L</td>
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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 will be given in-depth exposure to electrocardiogram and how it relates to echocardiogram. **Students should anticipate 30 or more hours of outside preparation for this class.**

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<tr>
<td>ECG110L</td>
<td>Echocardiography Lab I</td>
<td>4</td>
<td>80</td>
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<tr>
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<td><strong>Prerequisites:</strong> ECG 100, ECG 100L</td>
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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 20 or more hours of outside preparation for this class.**

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<th>Course Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>ECG111</td>
<td>Echocardiography Clinical I</td>
<td>11</td>
<td>330</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> ECG100/ECG100L, ECG110/ECG110L, ECG120/ECG120L</td>
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</table>

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 the clinical rotation, students will be able to observe and perform, if authorized by the sonographer, ultrasounds and specialized procedures as well as moving and positioning patients.

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<tbody>
<tr>
<td>ECG120</td>
<td>Echocardiography II</td>
<td>4</td>
<td>40</td>
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<tr>
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<td><strong>Prerequisites:</strong> ECG110, ECG111L</td>
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Students will continue their study of abnormal heart anatomy along with a multitude of abnormal findings and diseases. Students will start to put all of their knowledge together as hemodynamics becomes
important during this course. Students will develop knowledge in the field of congenital heart disease and pediatric echocardiogram. **Students should anticipate 20 or more hours of outside preparation for this class.**

**ECG120L  Echocardiography Lab II** 6 quarter credits 120 clock hours

**Prerequisites:** ECG110, ECG110L

This lab is associated with the ECG120 course. Students will have the ability to practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 30 or more hours of outside preparation for this class.**

**ECG121  Echocardiography Clinical II** 11 quarter credits 330 clock hours

**Prerequisites:** ECG111, ECG130

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 rotation, students will be able to observe and perform, if authorized by the sonographer, ultrasounds and specialized procedures as well as moving and positioning patients.

**ECG130  Cardiac Procedures** 4 quarter credits 40 clock hours

**Prerequisites:** ECG120, ECG120L

Students will use all of their knowledge gained in the previous ECG courses to understand a multitude of different cardiac procedures involving echocardiogram along with cardiac procedures that sometimes do not utilize ultrasound. **Students should anticipate 20 or more hours of outside preparation for this class.**

**ECG131  Echocardiography Clinical III** 11 quarter credits 330 clock hours

**Prerequisites:** ECG121

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 the clinical rotations, students will be able to observe and perform, if authorized by the sonographer, ultrasounds and specialized procedures as well as moving and positioning patients.

**ECG140  Echocardiography Seminar** 4 quarter credits 40 clock hours

**Prerequisites:** ECG131

This lecture is designed to provide an overall review of the course material taught in the Diagnostic Medical Sonography - Echocardiography program. Professional organizations, certifications, licensure, continual education requirements, career paths, and the accreditation process will be presented. Qualified students will complete required paperwork to register for the CCI exam or the ARDMS exam. **Students should anticipate 20 or more hours of outside preparation for this class.**
ECG141  Echocardiography Clinical IV  11 quarter credits  330 clock 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 the clinical rotations, 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:  MAT100

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:  MAT100, 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:  MAT100, ELC110, ELC200

This course is an introduction to digital integrated circuitry. The course covers 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 introduces 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.

ELC210  Solid States II  4 quarter credits  40 clock hours
Prerequisites:  ELC110

This course is a continuation on Solid States I, where the students are going to further deepen their knowledge on semiconductors. A variety of topics are covered, including Bipolar Junction Transistors...
Amplifier Circuits, Field-Effect Transistors and Circuits, Operational amplifiers, Oscillators and multivibrators, and Thyristors. A Lab setting is also provided to conduct experiments on the different circuits in this course. Students should anticipate 20 or more hours of outside preparation for this class.

**ELC220 Digital Electronics II**  
7 quarter credits  
80 clock hours  
**Prerequisites:** ELC120

This course presents the fundamental principles of alternating current and its applications. A variety of topics is covered, including principles of Magnetism and Electromagnetism, inductance, inductive circuits, capacitance, capacitive circuits, and RLC circuits. Students should anticipate 40 or more hours of outside preparation for this class.

**ENC100 English Composition**  
4 quarter credits  
40 clock hours

This course provides the student with knowledge of the writing process, emphasizing proofreading, language usage, organizing and connecting specific evidence, coherence, unity and APA style documentation. Students can expect 20 hours of outside preparation time for this course.

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

This course will define the difference between communication skills and interpersonal skills. The course will introduce the practices and principles of interpersonal communication in a small or large group setting. It will study the communication with others by examining skills such as effective listening, reading, writing, speaking, and nonverbal communication. Upon completion of this course, the student will be able to utilize the skills learned to create good interpersonal communication between businesses, employees, and the general public. Students can expect 20 hours of outside preparation time for this course.

**MAT100 College Technical Math I**  
4 quarter credits  
40 clock hours

This course will provide the students with a solid foundation in Algebra. It will first emphasize on the fundamental concepts of Algebra, and will then cover several topics such as computing fractions and decimals to solve equations, basics of functions and their graphs, polynomial and rational functions, and exponential and logarithmic functions. Students should anticipate 20 or more hours of outside preparation for this class.

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

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

**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 MAT100, 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.

**MBC100 Medical Insurance**  
3.5 quarter credits  
35 clock hours  
**Prerequisites:** A&P125, A&P225, MED100, MED220

This course is designed to teach the student how to properly submit and complete insurance claim forms. Identifying and assigning correct CPT and ICD-9 codes and understanding different health insurance programs, including government-sponsored programs will be essential to the course. The course will also familiarize the student with the adjudication of health claims, explanation of benefits, and medical terminology that is common to all insurance carriers. Students should anticipate 15 or more hours of outside preparation for this class.

**MBC101 Basic CPT/HCPCS Coding**  
4 quarter credits  
60 clock hours  
**Prerequisites:** A&P125, A&P225, MED100

This course has been created for students who have no prior CPT coding knowledge or experience. The coding process involves a combination of skills that are developed throughout this course. These skills include basic introduction to CPT coding format and conventions, demonstrating different ways to locate CPT codes in the index, application of coding guidelines to ensure accurate code assignment, and identification of documentation necessary for code assignment. Students should anticipate 20 or more hours of outside preparation for this class.

**MBC102 Basic ICD-10 CM Diagnostic Coding**  
4 quarter credits  
60 clock hours  
**Prerequisites:** A&P125, A&P225, MED100

This course has been created for students who have no prior ICD-10 CM coding knowledge or experience. The coding process involves a combination of skills that are developed throughout this course. These skills include basic introduction to ICD-10 CM coding format and conventions, demonstrating different ways to locate ICD-10 CM codes in the index, application of coding guidelines to ensure accurate code assignment, and identification of documentation necessary for code assignment. Students should anticipate 20 or more hours of outside preparation for this class.

**MBC110 Physician Office Billing**  
4 quarter credits  
60 clock hours  
**Prerequisites:** A&P125, A&P225, MED100

This introductory course explores administrative skills that help manage the business affairs of the medical practice by computerized software. This course will cover computerized appointment scheduling which sequentially moves through patient registration, procedure posting, medical billing with paper and electronic claims, payment posting, secondary insurance billing, patient billing, and patient collections. Students should anticipate 20 or more hours of outside preparation for this class.
MBC270  Medical Billing/Coding Certification Review  4.5 quarter credits  60 clock hours

Prerequisites: MBC100, MBC101, MBC102, MBC110, MED100, MED202, MED215

This course was designed as a review course for the Medical Billing and Coding examination as well as a review of all skills necessary to be successful as a medical billing and coding specialist. All MBC major content areas are covered throughout the course in the form of review lectures and real world simulations. The course is divided into four parts: orientation and introduction, computer and coding orientation, office internship, and remote coding internship. At the end of this course, students can use the exercises completed to build a profile for prospective employers to demonstrate mastery of the competencies. Professional development topics are also discussed. Students should anticipate 30 or more hours of outside preparation for this class.

MBC295  Medical Billing/Coding Externship  6 quarter credits  170 clock hours

Prerequisites: MBC100, MBC101, MBC102, MBC110, MED100, MED202, MED215

Students will engage in an on-the-job training experience in a hospital, physician’s office/clinic, insurance company, Third Party Administrator in their field of study, or medical-specialty interest. Externs will be assigned to their extern site by the Medical Billing and Coding Program Chair or Director of Career Services. The location of the extern site may be a consideration for the student, however, will not be contingent upon enrollment of this course. The extern’s curriculum will consist of all the skill development objectives set forth on the program syllabi. This experience is designed to provide student externs with on–the-job training during the final term of instruction.

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 10 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, and HCPCS. Students should anticipate 30 or more hours of outside preparation for this class.
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<th>Course Title</th>
<th>Credits</th>
<th>Total Clock Hours</th>
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<tbody>
<tr>
<td>MED215</td>
<td>Medical Records Management</td>
<td>4</td>
<td>60</td>
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<tr>
<td><strong>Prerequisites:</strong> MED100, A&amp;P125, BUS130</td>
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<td>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.</td>
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<td>MED220</td>
<td>Medical Administrative Procedures</td>
<td>4.5</td>
<td>60</td>
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<td>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.</td>
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<tr>
<td>MED230</td>
<td>Clinical Procedures I</td>
<td>4.5</td>
<td>60</td>
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<td><strong>Prerequisites:</strong> MED100, A&amp;P125, BUS130</td>
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<td>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. Students should anticipate 45 or more hours of outside preparation for this class.</td>
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<tr>
<td>MED235</td>
<td>Clinical Procedures II</td>
<td>4</td>
<td>60</td>
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<td><strong>Prerequisites:</strong> MED230</td>
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<td>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 &amp; 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. Students should anticipate 45 or more hours of outside preparation for this class.</td>
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<tr>
<td>MED240</td>
<td>Laboratory Procedures</td>
<td>4</td>
<td>60</td>
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<td><strong>Prerequisites:</strong> MED100, A&amp;P125, BUS130</td>
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<td>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. Students should anticipate 30 or more hours of outside preparation for this class.</td>
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MED250 Pharmacology 4 quarter credits 40 clock hours

Prerequisites: MED100, A&P125

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, MED215, MED220, MED230, MED235, MED240, MED250, MED260

Externship will be completed at a practicing healthcare facility. The student will need to demonstrate thorough understanding of skills that have been taught throughout the curriculum. Additionally, the student will be required to participate in business office duties under supervision by a 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 on-the-job experience in a professional environment.

PAT100 Pathophysiology 4 quarter credits 40 clock hours

Prerequisites: A&P125, MED100

This course presents material that will progress through a basic review of anatomy and physiology before introducing the most common diseases relevant to the allied health care student. This course explores etiology, symptoms and treatments that accompany each disease and disorder. Students should anticipate 20 or more hours of outside preparation for this class.
**PAT105 Intro to Patient Care & Sonography** 4 quarter credits 40 clock hours

This course is 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.**

**PHL100 Phlebotomy Techniques** 6 quarter credits 80 clock hours

Students will learn advanced phlebotomy skills such as blood collection in special populations, special specimen handling and therapeutic phlebotomy in accordance with OSHA safety regulations and standards. These skills can be utilized in medical offices, hospital laboratories, inpatient facilities, reference laboratories and blood centers. Upon completion of this program, the student is eligible for application to take the National Center for Competency testing certification exam. **Students should anticipate 40 or more hours of outside preparation for this class.**

**PHY100 General Physics** 6 quarter credits 60 clock hours

**Prerequisites: MAT108**

This course introduces Diagnostic Medical Sonography students 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 Biomedical Equipment Technician students 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 will learn about the tools and methods psychologists use to investigate the mind, such as observing how the mind of a child changes and develops over time. **Students should anticipate 20 or more hours of outside preparation for this class.**
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<th>Clock Hours</th>
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<tbody>
<tr>
<td>SON101</td>
<td>Sonography Physics</td>
<td>10</td>
<td>100</td>
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<tr>
<td>VAS100</td>
<td>Intro to Vascular Sonography</td>
<td>4</td>
<td>40</td>
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<tr>
<td>VAS100L</td>
<td>Intro to Vascular Sonography Lab</td>
<td>4</td>
<td>80</td>
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<tr>
<td>VAS101</td>
<td>Principles of Vascular Sonography</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>VAS110</td>
<td>Vascular Sonography I</td>
<td>6</td>
<td>60</td>
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**SON101 Sonography Physics 10 quarter credits 100 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 50 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, Transcranial Doppler, and upper extremity arterial systems. 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. 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, transcranial doppler, and upper extremity arterial studies. 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 4 quarter credits 80 clock hours**

Prerequisites: A&P125, MAT108, MED100, PAT105

This lab is associated with the VAS100 course. Students will practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 20 or more hours of outside preparation for this class.**

**VAS101 Principles of Vascular Sonography 4 quarter credits 40 clock hours**

Prerequisites: A&P125, A&P225, ECG100/ECG100L, ECG110/ECG110L, MAT108, MED100, PAT105, MED260

Cardiac students will learn the basic principles associated with vascular ultrasound. Normal anatomy along with some abnormal findings is discussed. Students are given the opportunity to develop new skills in the lab setting. **Students should anticipate 20 or more hours of outside preparation for this class.**

**VAS110 Vascular Sonography I 6 quarter credits 60 clock hours**

Prerequisites: VAS100, VAS100L

Students will learn the basic and advanced principles associated with Arterial and Venous vascular ultrasound. Students will learn pathologies associated with venous and arterial systems. They will learn normal anatomy along with pathologic findings. Students will understand the arterial hemodynamics and venous hemodynamics. Students will learn Doppler Segmental Pressures, and plethysmography. They will be given the opportunity to use their new skills in the lab setting. **Students should anticipate 30 or more hours of outside preparation for this class.**
VAS110L Vascular Sonography I Lab 4 quarter credits 80 clock hours
Prerequisites: VAS100, VAS100L

This lab is associated with the VAS110 course. Students practice scanning procedures as well as learn protocols and ultrasound techniques. Students should anticipate 20 or more hours of outside preparation for this class.

VAS111 Vascular Sonography Clinical I 11 quarter credits 330 clock hours
Prerequisites: VAS100/VAS100L, VAS110/VAS110L, VAS120/VAS120L

This session involves rotations in a hospital or imaging center under the supervision of a Registered Sonographer. This off-site campus course is to build upon the student’s knowledge obtained from didactic and lab courses. During the clinical rotations, students will be able to observe and perform, if authorized by the sonographer, ultrasounds and specialized procedures as well as moving and positioning patients.

VAS120 Vascular Sonography II 4 quarter credits 40 clock hours
Prerequisites: VAS110, VAS110L

Students will continue learning upper and lower venous systems while focusing on additional imaging in the lab setting such as renal artery stenosis studies, TAP studies, and Fistula studies. Students will learn abdominal arterial and venous vasculature. Students will be introduced to different vascular procedures that occur with the use of ultrasound. Students should anticipate 20 or more hours of outside preparation for this class.

VAS120L Vascular Sonography II Lab 6 quarter credits 120 clock hours
Prerequisites: VAS110, VAS110L

This lab is associated with the VAS120 course. Students will practice scanning procedures as well as learn protocols and ultrasound techniques. Students should anticipate 30 or more hours of outside preparation for this class.

VAS121 Vascular Sonography Clinical II 11 quarter credits 330 clock hours
Prerequisites: VAS111, VAS130

This session involves rotations in a hospital or imaging center under the supervision of a Registered Sonographer. This off-site campus course builds upon the students’ knowledge obtained from didactic and lab courses. During the clinical rotations, students will be able to observe and perform, 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 40 clock 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 advanced
upper and lower extremity protocols along with abdominal studies. They will learn multiple advanced vascular studies. **Students should anticipate 20 or more hours of outside preparation for this class**

**VAS131 Vascular Sonography Clinical III**  
11 quarter credits  
330 clock hours

**Prerequisites:** VAS121

This session involves rotations in a hospital or imaging center under the supervision of a Registered Sonographer. This off-site campus course is to build upon the students’ knowledge obtained from didactic and lab courses. During the clinical rotations, 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  
330 clock hours

**Prerequisites:** VAS131

This session involves rotations in a hospital or imaging center under the supervision of a Registered Sonographer. This off-site campus course is to build upon the student’s knowledge obtained from the didactic and lab courses. During the clinical rotations, 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

Krista Dowell

Krista graduated from Brightwood College with her certification in Medical Assisting. She has been an instructor for over 8 years in the allied health field teaching in medical billing and coding and clinical work.

Angie Fuller – MA Externship Coordinator (Lexington)

Angie graduated with her Associates Degree in Applied Science and went on to earn her Practical Nursing diploma through Central Kentucky Vocational Tech. She has previously taught at MedTech College and worked as a nurse for an internal medicine office, Samaritan Hospital, and The Homeplace Nursing Home.

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.

April Hagans

April has been working in the medical field as a Certified Medical Assistant since 2012. Before joining MedQuest in 2017, she was an adjunct instructor at MedTech College for 4 years. She received her Associates Degree of Applied Science in Medical Assisting from Sullivan University.

Kayla Heitzman

Kayla has worked at a Louisville 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.

Cliff Hogan, RCS (CCI)

Cliff has worked in the Echocardiography field for over 17 years. He became a Registered Adult Cardiac Sonographer by Cardiovascular Credentialing International in 2007.

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.
APPENDIX A

Miranda McDaniel

Miranda has been working in the dental field since 2012. She attended the Institute of Dental Technology completing her Expanded Duties Dental Assisting certification.

Heather Miller

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

Christine Miller

Christine has been working in the dental field for the past 23 years. She graduated from Heritage College of Health Careers with her Dental Assisting diploma.

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 25 years of experience in the dental field. 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.
Appendix A

Adjunct 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.

Diana Carter

Diana Carter has worked in the health care field for over 30 years. She received her Associate's Degree in Medical Secretarial Science in 1979 and then pursued her career and received her Associate's Degree in Medical Assisting in 1998 from Fugazzi College. She has been a Certified Medical Assistant for 20 years. She currently works full-time at the Georgetown Hospital in the Infusion Center/Oncology Office and teaches at MedQuest College as an Adjunct Faculty member.

Debbie Compton

Debbie has an Associate’s Degree in Accounting from Ashworth College as well as an Associate’s Degree of Applied Science in Medical Assisting from MedTech College. She has worked as both a front desk and clinical medical assistant.

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.

Erica Davis

Erica graduated the University of Kentucky with a Bachelor’s Degree in Chemical Engineering. She owns her own tutoring service that assists students with math in all areas.

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.

Joy Finner

Joy graduated from MedQuest College with a diploma in Comprehensive Dental Assisting. She has been working in the dental field for over 4 years specializing in Pediatric dentistry.
APPENDIX A

Demetria Foots

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.

Jeff Friend

Jeff has over 20 years of teaching experience in the field of Math. He graduated from the University of Louisville with his Master’s Degree in Mathematics.

Sarah Imhof

Sarah received her Bachelor’s Degree in English from the University of Louisville. She has worked in the Proprietary Education field for over 5 years.

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.

Julie Pope, CMA (AAMA), CPC, COC, CPMA, CPC-I

Julie has worked in the healthcare field for over 25 years. She is a Certified Medical Assistant and Certified Professional Coder. She graduated from Jefferson Community College with her Degree in Business and from Indiana Vocational Tech with a certification in Medical Assisting.

Jo Sparks

Jo began her dental assisting career in 2012 in a general dentistry office in Southeast Kentucky. She graduated from IDT Academy of Dental Assisting with credentials for Basic Clinical and Dental Assisting, Expanded Functions, X-Ray Techniques and Radiation Safety as well as Orthodontics Specialties. She also received her Coronal Polishing certification from the University of Kentucky.
APPENDIX A

Laura Wcisel

Laura has over 10 years of experience as an Expanded Duties Dental Assistant. She graduated Ross Medical Education Center with her Diploma in Dental Assisting. She went on to receive her certification in Dental Radiology from Delta College. Later, she completed her training with the University of Louisville in Expanded Duties Dental Assisting and Coronal Polishing.

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.