



MedQuest™
COLLEGE

SCHOOL CATALOG

2019-2020

Volume 14.2

Effective Date September 6, 2019

Updated and Published on September 6, 2019

Main Campus

10400 Linn Station Road
Suite 120
Louisville, Kentucky 40223

Non-Main Campus

1575 Winchester Road
Suite 110
Lexington, Kentucky 40505

www.medquestcollege.edu

502.245.6177

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

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Dear Students,

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

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

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

Kind regards,



Robin Boughey
Executive Director

HISTORY AND OWNERSHIP

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

The college has been owned and operated by Dr. Robin Cropper since August 23, 2005. Her husband, Tom, joined her managing the school in 2009. In April 2012, Bruce Kepley, L.J. Zielke, Mike Howell and Brian Graham bought cumulatively 67% of the school from Dr. Cropper and Tom 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
- **Dr. Russell Mauk**, Campus Director/Director of Education - Lexington
- **Melody Schweitzer**, Director of Education – Louisville
- **Larisa Crawley**, Director of Strategic Initiatives
- **Tom Cropper**, Campus Development/Industry Partnership Coordinator
- **Alie Faulkner**, Director of Career Services – Louisville
- **Stephanie Slone**, Director of Career Services/Student Services Coordinator - Lexington
- **Brian D. Graham**, Director of Admissions - Louisville
- **Jeannie Martin**, Director of Admissions - Lexington
- **Lisa Wright**, Director of Financial Aid
- **Elani Temple**, Financial Aid Processor - Louisville
- **Andre Downing**, Financial Aid Processor - Louisville
- **Tabitha McKinney**, Financial Aid Processor - Lexington
- **Rhonda Grimes**, Financial Aid Processor - Lexington
- **Leslie Schweitzer**, Financial Controller
- **Sarah Imhof**, Registrar – Louisville
- **Lindsay Stark**, Bursar - Lexington
- **Regina Thoman**, Administrative Assistant
- **Nina Craig**, Administrative Assistant
- **Kayla Heitzman**, Student Services Coordinator - Louisville
- **Amber Kavich**, Marketing Manager
- **Madison Moxley**, Marketing Coordinator
- **Candace Scalzitti**, Sr. Admission Advisor - Louisville
- **Tyra Nunn**, Sr. Admission Advisor - Lexington
- **Brandon Merideth**, Admission Advisor - Louisville
- **Chris Smith**, Admission Advisor – Louisville
- **Chester Morton**, Admission Advisor - Louisville
- **Heidi Bates**, Admissions Advisor - Lexington
- **Katelyn Grover**, Admissions Advisor – Lexington
- **Shawna Williamson**, Admissions Advisor – Lexington

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 better 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."

MedQuest College accomplishes this by:

- Through market research and advisory board feedback, we create accelerated healthcare programs that support careers that are in demand.
- We educate our students in technical skills and professionalism and provide lifetime career placement assistance.
- Maintaining strong relationships with community partners and reputable employers to continue providing trained students to fill their staffing needs.

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"

LEARNING OUTCOMES FOR MEDQUEST COLLEGE

Institutional Learning Outcomes (ILOs) include the knowledge, skills and competencies embedded within every aspect of the college to inspire and enhance each student's transferable learning skills. The ILOs represent the broad categories of competence that enable students to be successful in further education, careers, as citizens and in their personal lives. They are:

Communication Skills – Students will effectively express and exchange ideas through listening, speaking, reading, writing and other modes of interpersonal expression.

- Effectively organize communications, ensuring there is a clear introduction and conclusion, the content is well-sequenced and there are appropriate transitions.
- Know and use active listening skills.
- Translate or explain what written information means and/or how it can be used.
- Use appropriate posture, gestures, eye contact and vocal expressiveness to effectively communicate information.
- Use high-quality, credible, relevant sources to support writing.
- When communicating, use language that is appropriate to the audience.

Critical Thinking Skills – Students will be able to gather and synthesize relevant information, evaluate alternatives and implement creative and effective solutions.

- Clearly and completely state and describe a problem/issue.
- Create and/or organize data and information into meaningful patterns in order to interpret and draw inferences from it.
- Evaluate information to identify limitations and biases.
- Identify the best solution to a problem or issue.
- Use creativity and alternative thinking to brainstorm new ideas and possible solutions to problems or issues.
- Use rules or frameworks to provide context for and understand problems or issues.

Social Responsibility Skills – Students will be prepared to practice community engagement that addresses environmental responsibility, social justice and cultural diversity.

- Articulate the importance of and how to find opportunities to volunteer/serve in the community.
- Discuss how communities, countries or cultures differ in their values, politics, communication styles, beliefs and practices.
- Understand the laws, regulations, institutional policies and etiquette related to the access and use of information resources.
- Use reflection to examine personal beliefs and values and identify their origins and potential biases.

Personal Responsibility Skills – Students will become independent learners who understand and express the lifelong skills necessary for physical, social, economic, mental and emotional health.

- Adapt to change by developing new ideas or finding improved ways of doing things.
- Complete work accurately, with attention to detail.
- Develop specific goals and plans to prioritize, organize and accomplish work.
- Give and receive constructive feedback.
- Make informed and effective decisions about personal finances.
- Manage time effectively.
- Work well in teams and with others.

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:

- Accrediting Bureau of Health Education Schools
- American Academy of Professional Coders
- Better Business Bureau of Louisville, KY
- Greater Louisville, Inc.
- Indiana State Department of Health Medical Radiology Services
- Kentucky Board of Nursing – Developmental Approval, Pre-Licensure Practical Nursing
- Kentucky Commission for Proprietary Education
- Kentucky State Board of Dentistry
- Trade Adjustment Act (TAA)
- Vocational Rehabilitation, Departments of KY and IN
- Workforce Innovation and Opportunity Act (WIOA)



MedQuest College is approved by the Kentucky State Approving Agency for Veterans Education (SAA) to offer VA Educational Benefits (GI Bill ®) to eligible individuals enrolled in approved programs. *GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (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.

FACILITIES

The main campus for MedQuest College is located in the heart of the Bluegrass State in Louisville, Kentucky. Located at 10400 Linn Station Road, Suite 120, Louisville, Kentucky 40223. 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 at 1575 Winchester Road, Suite 110 Lexington, Kentucky 40505. 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

Candy Bevins, CDA – 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.

Dr. Jennie Denker, EdD/CI, MSN, RN – Practical Nursing Dean - Louisville

As a high-school drop-out, Dr. Denker understands education is key to success in life. She knows firsthand the importance and value of quality education. Her goal is to give back to the profession which has provided her with so many opportunities.

Dr Denker began her career in the Pediatric Intensive Care Unit at the former Kosair Children's Hospital in Louisville, KY. She quickly became a leader among her peers known for her stringent understanding of policies and accreditation. Her work included assisting with the development of, and participation on, the critical care float team, the "Never Shake a Baby" campaign, and mentor to new grads. In 2002, Dr. Denker developed the C.A.R.E. project. Children and Adults Require Embracing, a bereavement program aimed at supporting the families, significant others, and caregivers of critically ill or injured children.

Dr. Denker began her career in higher education teaching clinical to nursing students and quickly found her passion. After completing her master's degree, she made the decision to focus on education and began her career path in undergraduate and graduate nursing programs. From teaching clinical, she quickly moved into leadership and management of nursing education programs. Her sole focus is on the training and advancement of nursing students and nursing programs at all levels.

Almost two decades later, Dr. Denker now consults organizations nationwide related to improving education programs and curriculum development. Her knowledge ranges from programmatic start-up and compliance to curriculum development and accreditation. Her experience has taken her to various organizations throughout the US assisting with the improvement and creation of quality curriculum for nursing and healthcare education programs.

Dr. Denker received her Bachelors of Science in Nursing with a minor in Religious Studies from Spalding University in Louisville, KY. She received her Master of Science in Nursing with a minor in Education and her Doctorate of Education with a specialization in Curriculum and Instruction from the University of Phoenix.

April Hagans, RMA (AMT), AHI (AMT)– Medical Assisting Program Chair - Lexington

April joined MedQuest College in 2017 as an adjunct instructor and became director of the MA program May 2019. Prior to that, she taught college-level courses at MedTech College. She has over 7 years of healthcare education experience and 8 years of experience as a CMA/RMA in a variety of settings. April earned her Associates in Science from Sullivan University in 2011.

Originally from Hazard KY, April has lived in Lexington for the past 15 years. When she isn't on campus, you can find her, along with her husband Albert, being crazy sport parents and cheering on their 2 children, Thurman and Taylin.

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.

Kathy Khoshreza, MSN, RN – Practical Nursing Dean - Lexington

Kathy Khoshreza, MSN, RN, considers herself a life-long learner and understands the challenges many students face balancing family, work, and school. Her goal is to help mentor students who have a passion for the noble, caring profession of nursing achieve their goals.

Kathy began her nursing career almost 40 years ago. She earned her Associate of Science in Nursing Degree from Eastern Kentucky University while working full-time as a Nurse's Assistant at Pikeville Medical Center in eastern Kentucky. Working in a rural area means nurses learn to work in many areas and wear lots of hats and Kathy enjoyed the opportunities for growth that entailed. Her areas of specialty included medical/surgical nursing, dialysis, cardiac nursing, cancer care and "other duties as assigned". She opened the hospital's first dialysis center, developed a certified diabetes education program, established the area's first endocrinology specialty practice, wrote and received grants for a pediatric fitness program to combat childhood obesity, was Executive Director of the hospital's cancer center and served as an Assistant Chief Nursing Officer and Assistant Vice President. Kathy has also led the quality assurance/risk management and staff education programs at Shriners Hospitals for Children in Lexington and served in leadership roles in long-term care facilities. She served as a Legislative Ambassador for the American Cancer Society, who worked to achieve improvements in healthcare for cancer patients by working with congress.

After being a practicing nurse for more than 20 years, Kathy realized that she needed additional tools and knowledge that could only be obtained from furthering her education. With a full-time nursing job, a husband and two school aged sons, she enrolled in the University of Phoenix and obtained her Bachelor of Nursing and then Master of Nursing degrees. A climb to say the least but improving herself and setting an example for her children about pursuing your dreams thru education made the “all-nighters” and too much fast food in the family worth the journey.

A path to teaching and mentoring others to become nurses started as leading practicums for a local nursing school. Before joining MedQuest College, she has been a faculty member faculty at three nursing schools in eastern Kentucky and in Lexington, KY. Her experience has ranged from leading clinicals in a variety of healthcare settings to teaching the fundamentals of nursing in the classroom.

Patti Landberg, RDA – Dental Assisting Program Chair - Louisville

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.

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.

Melody Schweitzer – 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.

Amy Thompson, 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. 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.

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.

2019-2020 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Biomedical Equipment Technology¹ - Louisville

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation	Notes
7/1/19	5/14/21	5/21/21	Day	M - Th	99 weeks	7/8/19 12 PM	Remedial Math: 6/17/2019
10/21/19	8/27/21	9/3/21	Evening	M - Th	98 weeks	10/28/19 5 PM	Remedial Math: 10/72019

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

Comprehensive Dental Assisting - Louisville Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
7/1/19	12/12/19	5/4/20	Day - A	T/Th	24 weeks	7/9/19 12 PM
8/5/19	1/29/20	6/22/20	Day - B	M/W	26 weeks	8/12/19 12 PM
8/26/19	2/20/20	7/13/20	Day - B	T/Th	26 weeks	9/3/19 12 PM
9/16/19	7/3/20	8/3/20	Evening - A	M-Th	26 weeks	9/23/19 5 PM
10/28/19	8/14/20	9/14/20	Day - A	M/W	42 weeks	11/4/19 12 PM
11/11/19	8/28/20	9/28/20	Evening -B	M-Th	42 weeks	11/18/19 5 PM

Comprehensive Dental Assisting - Lexington Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
7/8/19	12/23/19	5/25/20	Evening - A	M-Th	24 weeks	6/24/19 5 PM
8/12/19	2/6/20	6/29/20	Evening - B	M-Th	26 weeks	8/19/19 5 PM
9/16/19	7/3/20	8/3/20	Day - A	T/Th	42 weeks	9/24/19 12 PM
10/21/19	8/7/20	9/7/20	Day - A	M/W	42 weeks	10/28/19 12 PM
11/18/19	9/4/20	10/5/20	Day - B	T/Th	42 weeks	11/26/19 12 PM
12/2/19	9/18/20	10/19/20	Day - B	M/W	42 weeks	12/9/19 12 PM

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.

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.

2019-2020 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Comprehensive Medical Assisting - Louisville Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
8/5/19	5/21/20	5/25/20	Morning	M - Th	42 weeks	8/12/19 12 PM
10/14/19	7/30/20	8/3/20	Evening	M - Th	42 weeks	10/21/19 5 PM

Comprehensive Medical Assisting – Lexington Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
7/8/19	5/7/20	5/11/20	Evening	M-Th	42 weeks	7/15/19 5 PM
8/5/19	5/21/20	5/25/20	Morning	M-Th	42 weeks	8/12/19 12 PM
9/9/19	6/25/20	6/29/20	Afternoon	M-Th	42 weeks	9/16/20 12 PM
10/14/19	7/30/20	8/3/20	Evening	M-Th	42 weeks	10/21/19 5 PM

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.

Diagnostic Medical Sonography² - Lexington

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation	Notes
8/26/19	7/23/21	7/30/21	Day	M-F	101 weeks	9/3/19 12 PM	Remedial Math: 8/12/2019

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

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.

2019-2020 ACADEMIC CALENDAR

PLEASE NOTE THAT ALL DATES ARE SUBJECT TO CHANGE

Medical Billing and Coding - Louisville Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
8/5/19	5/21/20	5/25/20	Evening	M - Th	42 weeks	8/12/19 6 PM
10/14/19	7/30/20	8/3/20	Evening	M - Th	42 weeks	10/21/19 5 PM

Medical Billing and Coding – Lexington Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
8/5/19	5/21/20	5/25/20	Evening	M-Th	42 weeks	8/12/19 12 PM
10/14/19	7/29/20	8/3/20	Evening	M-Th	42 weeks	10/21/19 12 PM

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.

Practical Nursing - Louisville Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
11/4/19	11/6/20	11/13/20	Day	M - F	54 weeks	11/11/19 12 PM

Practical Nursing – Lexington Campus

Start Date	On Campus End Date	Expected Completion Date	Session	Class Days	On-Campus Length	Make-Up Orientation
9/30/19	9/25/20	10/2/20	Day	M - F	54 weeks	10/7/19 12 PM

Please note: On-campus length includes the original program length plus winter break, if applicable.

2019-2020 OBSERVED HOLIDAYS

2019

New Year's Day

January 1, 2019

Martin Luther King Jr., Day

January 21, 2019

Kentucky Oaks Day

May 3, 2019

Memorial Day

May 27, 2019

Independence Day

July 4, 2019

Labor Day

September 2, 2019

Thanksgiving

November 28-29, 2019

Christmas Eve

December 24, 2019

Christmas Day

December 25, 2019

New Year's Eve

December 31, 2019

2020

New Year's Day

January 1, 2020

Martin Luther King Jr., Day

January 20, 2020

Kentucky Oaks Day

May 1, 2020

Memorial Day

May 25, 2020

Independence Day

July 4, 2020

Labor Day

September 7, 2020

Thanksgiving

November 26-27, 2020

Christmas Eve

December 24, 2020

Christmas Day

December 25, 2020

New Year's Eve

December 31, 2020

Both campuses will close on Monday December 23, 2019 and will reopen Monday January 6, 2020.

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 must also be beyond the age of compulsory school attendance for the state of Kentucky, which is 18 years of age unless the individual is a high school graduate. 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. The addition period for students for late enrollment is limited to the 1st week of classes in the program (7 calendar days after the program start date) unless otherwise approved by the Program Chair and Director of Education.

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 a recommendation letter on perspective students is to help gain insight on how a friend, co-worker, or management staff perceives them.

- One (1) Recommendation Letter:
 - The recommendation letters cannot be from a family member.
 - The 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 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.

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.

ADMISSION REQUIREMENTS DIAGNOSTIC MEDICAL SONOGRAPHY

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

1. Essay

The Diagnostic Medical Sonography program requires an essay to examine the applicant's ability to perform research and to communicate through good writing skills. The essay will also focus on

why they want to learn sonography and in what specialty the individual is interested in obtaining knowledge.

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

2. Recommendation Letters

The purpose of obtaining recommendation letters on perspective students is to help gain insight on how 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.

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.

ADMISSION REQUIREMENTS PRACTICAL NURSING

Practical Nursing (PN) Program Admission Requirements

- MedQuest College provides equal admissions opportunity to all applicants
- Application for admission to MedQuest College is open to all persons without regards to race, religion, national origin, sex, or handicap.
- Those applicants who meet all requirements are granted admission. All applicants who wish to enter the Diploma program are admitted to the College as regular students.
- To qualify for admission to MedQuest College, each applicant must meet all of the following general and program requirements.

In addition to the General Admissions Requirements, applicants seeking enrollment in the Practical Nursing (PN) program must obtain the following in order to be accepted, as outlined in the Enrollment Agreement.

- Clear Criminal Background Check
- Clear Drug Screen

A Screening Evaluation Form will be completed by the Nursing Administrator if there are more qualified applicants than there are available seats in the entering class. The Screening Evaluation Form will rank applicants based on previous college attendance, and prior health care experience (e.g. volunteer, nurse assistant, health care technician, corpsman, or other certified health care personnel).

Once accepted into the PN program, students must complete and submit documentation for the following items by the fifth (5th) week of the first term. A student without required documentation will not be admitted to a clinical agency until all paperwork is submitted and will result in an unexcused absence, jeopardizing student success. All tests and vaccines that are required for the program are covered by tuition, supplies, and fees as outlined in the Enrollment Agreement. The physical exam is *not* covered by tuition, supplies, and fees.

- Emergency Medical Release Form
- Complete physical (within 6 months of admission)
- Two-step Mantoux® and yearly thereafter*
- Hepatitis B vaccination or signed waiver of declination*
- Up-to-date immunizations: TDap, MMR, varicella, influenza*
- Current Basic Life Support for Healthcare Provider through the American Red Cross*
- Hospitalization Insurance or signed Waiver

*THESE MUST BE KEPT CURRENT THROUGHOUT THE ENTIRE CLINICAL EXPERIENCE

Initial Academic Assessment

Students are given an assessment of academic skills, commonly referred to as the academic readiness assessment. The results of the assessment provide the College with a means of determining the need for academic support through transitional studies courses and academic advisement. Because of the purposes of this assessment, students are advised to perform to the best of their abilities to accurately reflect the need or not for additional academic support.

The following minimum Wonderlic assessment scores must be achieved; otherwise, the student will be referred to service offering remediation course(s). Failure to achieve minimum assessment score means, that the exam must be repeated.

Assessment	Minimum Wonderlic Score
Verbal	285 or higher
Quantitative	267 or higher

**If a minimum score on the Wonderlic assessment in the required subjects was achieved at another institution, it will be acceptable for admission provided the score was achieved within the past 365 days. Test scores greater than one year old will not be considered for admissions purposes and applicants must re-test.*

MedQuest will also accept the following exam scores should the student have taken within the past three years;

Assessment	Minimum Score
ACT	18
NLN PAX (multilevel)	78
TEAS	85
SAT	980 (after 3/15/16) 1330 (prior to 3/16/16)

As soon as practical after the completion of the assessment or review of previous exam scores, students are advised to meet with the Nursing Administrator to review their performance and the

plan for additional academic support toward success, which may include referral to off-campus resources. Students may retake the Wonderlic assessment after demonstration of appropriate remediation in deficient areas.

VETERANS AFFAIRS

MedQuest College is an approved Institute of Higher Learning (IHL) for federal educational benefits from the Department of Veterans Affairs (VA). All associate degrees and diplomas are certified as approved educational programs by the Kentucky State Approving Agency and VA. Each campus has designated VA School Certifying Officials to guide Veterans and Veteran dependents through a successful education experience.

Education Call Center

The toll-free number for the Education Call Center is **1-888-442-4551**. The Call Center is in Muskogee, OK, and Education Case Managers are available 7:00 a.m. to 6:00 p.m. (CST), Monday through Friday. The system's automated functions can provide information about benefits, applications, etc., and are available 24 hours a day, 7 days a week. Individual Veterans can access their own record to obtain date of last benefit payment, check amounts, etc.

Applications for Benefits

VA students can submit applications online at <http://www.va.gov/education/how-to-apply/> If students don't have access to apply online, they can call **1-888-442-4551** and ask that an application be mailed to them.

All VA students must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application. Students who have received benefits before must file a "Request for Change of Program or Place of Training". Please refer to the website above to submit applications. Students are required to submit their Certificate of Eligibility or Transfer of Entitlement no later than the first day of class to remain eligible to receive VA Educational Benefits.

Comparison Tool

Please use the VA Comparison Tool at <https://va.gov/gi-bill-comparison-tool/> to calculate VA education benefits. This is a great tool to show how much a VA student could receive based on the benefit chapter and percentage.

Request Transcripts

If you have previously attended other colleges, the student must request that official copies of military and college transcripts be sent to MedQuest College. If transcripts are not received within 30 days of the program start date, the student will be subject to having VA benefits terminated according to Section 1775 of Title 38 U.S. Code. The VA will not pay for any classes that have already been satisfactorily completed at a prior institution.

Financial Aid

Students using VA Educational Benefits may be eligible to receive financial aid. These additional funds help pay for tuition, books, and supplies while awaiting VA Educational Benefits.

Repeating Courses

VA regulations prohibit repeating a course in which a passing grade (D grade or higher) was earned. However, if a C grade or better is necessary to progress to the next level, then the repeated course can be certified.

Monthly Monetary Award and Certificate of Eligibility

All eligibility and monthly monetary awards are determined by the Department of Veterans Affairs and not by MedQuest College School Certifying Officials. It may take 4 to 12 weeks to start receiving a monthly VA payment. Monthly VA payments are paid based on the following: number of credit hours the student is enrolled; location of residential classes; class attendance; and the particular program the student is participating in.

All eligible tuition and fees will be certified through the VA by the VA School Certifying Official. Book cost is paid through a book stipend. The stipend is a lump sum payment paid directly to the student from the VA when the student's enrollment certification is processed. The stipend is prorated by the student's length of service percentage. The maximum stipend is \$1000 per academic year (08/01/YY – 07/31/YY).

VA students must provide MedQuest College a copy of the Certificate of Eligibility (COE) no later than the first day of class, if using the Chapter 31 - Vocational Rehabilitation and Employment or Chapter 33 - Post 9/11 GI Bill

- A "Statement of Benefits" obtained from the VA website – eBenefits, or a VA Form 28-1905 from Chapter 31 authorization purposes can substitute a COE.
- VA students are permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to MedQuest College a COE for entitlement to educational assistance and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility
- No penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any VA student because of the student's inability to meet the financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or Chapter 33.

Reporting Changes

To avoid a delay, suspension, or overpayment of VA benefits, students must report all changes to the VA School Certifying Official as stated below:

- Address Changes
- Name Changes
- Change in credit hours
- Withdrawal from classes or school

Student Verification of Enrollment

Students receiving Chapter 30, 1606, and 1607 must verify their enrollment monthly to the VA by using the Web Automated Verification of Enrollment (WAVE) or by the Interactive Voice Response (IVR).

The preferred verification method is WAVE, which includes features not in IVR. When students are awarded benefits, the award letter they receive describes WAVE and IVR. The earliest students can verify their enrollment is the last calendar day of each month. WAVE allows students to verify their enrollment on the Internet. WAVE is on the Education Service website at <https://www.gibill.va.gov/wave/index.do>.

Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE. The WAVE system permits students to perform a multitude of functions.

Veterans Called to Active Duty

MedQuest College recognizes that veteran students may have unique challenges if they are still serving on an active or reserve basis. Veterans who are enrolled in the current term who get called to active duty can petition for an administrative withdrawal with 100 percent tuition refund for the current term by providing the appropriate documentation to the Director of Education.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <http://www.benefits.va.gov/gibill>.

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 be 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, Viewpoint 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 Program Chair 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 Program Chair will send the report to the 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 Viewpoint 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. 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). The College offers a discount of 2% off of the interest rate for all private payments that utilize the Auto-Draft payment option, which automatically deducts the monthly payment through an authorized bank account or credit/debit card. 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.

Amount Financed	Maximum Re-payment Term
\$0 - \$1000	12 months
\$1001 - \$2000	18 months
\$2001 - 3000	24 months

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 2nd deadline passes without any communication and no satisfactory payment terms have been met, MedQuest College reserves the right to send the delinquent student account to a collections agency or other third-party agencies.

CHANGE OF PROGRAM

MedQuest College recognizes that from time-to-time students enroll in a program and later decide they would prefer to change to a different program offered by the College. The student must have a personal interview with the desired program's 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 Director of Education will determine re-admission eligibility for any student having been dismissed for attendance, grades or disciplinary problems. The decision regarding re-admission will be based upon factors such as grades, attendance, conduct and student account balance and the evidence presented by the student who seeks to be re-admitted on how the previous problem has been 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 Director of Education must be convinced of the student's commitment to complete the program.

Dismissed students may not reapply for six (6) months from the date of their dismissal. Their application will be considered for acceptance along with all other applicants. Dismissed students

who are re-admitted must sign a new Enrollment Agreement and 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 Director of Education for re-admission. All successful applicants applying for re-entry must complete the Admissions process and will be considered along with all other applicants. There is no guarantee that a student that drops or is suspended during their training will be re-admitted.

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

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 within 30 days of beginning first (1st) term classes. Syllabi and course outlines, though not required, are helpful in the determination process. An unofficial transcript may be used only for evaluation purposes. An official transcript must be sent directly to MedQuest College by the previous school for previous credit within 30 days of beginning first (1st) term classes 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.

ADVANCED PLACEMENT & EXPERIENTIAL LEARNING

At this time, MedQuest College does not accept advanced placement credits or 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.

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 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.

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.

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 study 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 College. 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 has selected 14 consecutive calendar

days, without prior administration approval, from the last date of attendance to begin the withdrawal process. This date will also act as the determination date for financial aid purposes.

Students who officially withdraw before the course is finalized will receive a W as the earned grade. This grade will not impact the student's GPA but will impact the student's rate of completion as an attempted course. Students who do not officially withdraw will be withdrawn by the College using a determination date no more than 14 consecutive calendar days from the last date of attendance. If the course is finalized before the date of determination, the student will receive the grade earned as of the end of the course. This grade will impact both the student's GPA and the student's rate of completion.

ELECTRONIC COMMUNICATION

Due to the expansion of technology and methods of communication, MedQuest College recognizes the need to accept additional forms of signatures and documentation verification. MedQuest College does not require a specific method of acceptance of an electronic signature. Decisions regarding the acceptance of an electronic signature are made by a MedQuest College designated official. The MedQuest College designated official will make all possible efforts to positively verify the student or other third-party individual or business which may include but is not limited to confirming contact information in Populi.

This policy does not mandate the use of an electronic signature or otherwise limit MedQuest College to conduct business on paper nor does it apply to any situation where a written signature is required by law. Sometimes it is necessary to contact students or other third-party individuals or businesses through electronic means such as email, text messaging, or social media platforms. When possible, traditional methods of communication, such as phone calls or letters, will be used as well when attempting to receive documentation verification or other information.

Individuals who falsify electronic signatures or other documentation verification are subject to disciplinary action, up to and including dismissal or criminal prosecution under applicable federal and state laws.

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 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 located on Populi under Files.

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.

PREGNANCY

Recognizing that combining pregnancy and education is a unique challenge, MedQuest College is committed to supporting students who have children during their program and to working with such students to facilitate the completion of their education. Our goal is to accommodate provide a realistic option for the mother to continue making progress toward completion of the student's educational goals.

Considering the relatively complex decision-making that surrounds having a baby while in school, no written policy can cover all contingencies and unique circumstances. As in many aspects of

school life, there is no substitute for open and timely communication, cooperation, and good-faith efforts among all parties involved. A student who becomes pregnant during school should consult with the Director of Education and Program Chair. Students who are recipients of financial aid must also meet with Financial Aid. We strongly recommend that students consult with their own obstetrician regarding prevention of potentially harmful exposures in the clinical environment.

IMMUNIZATIONS

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.

	Hepatitis B	TB	TDap	MMR	Varicella	Seasonal Flu
Biomedical Equipment Technology	Full 3-part series, titer test, or declination	2-step PPD	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine
Dental Assisting	1 st in series only, titer test, or declination	Not Required	Not Required	Not Required	Not Required	Not Required
Diagnostic Medical Sonography	Full 3-part series, titer test, or declination	2-step PPD	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine
Medical Assisting	1 st in series only, titer test, or declination	2-step PPD	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine
Medical Billing & Coding	1 st in series only, titer test, or declination	2-step PPD	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine
Practical Nursing	1 st in series only, titer test, or declination	2-step PPD	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine or Titer Test	Vaccine

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 Viewpoint Screening.

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

Legal Sanctions

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

Support

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

ANNUAL AND BIENNIAL REVIEW

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

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

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

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

MedQuest College Title IX Coordinators

Louisville Campus
502-245-6177

Larisa Crawley
Director of Strategic Initiatives
lcrawley@medquestcollege.edu

Lexington Campus
859-554-3919

Stephanie Slone
Director of Career Services
sslone@medquestcollege.edu

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, living, transportation, and working situations or protective measures. MedQuest College does not provide on-campus or off-campus housing for students and cannot facilitate alternative living arrangements. The options for academic changes if those changes are requested by the victim are reasonably available.

Disciplinary Procedures

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

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

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.

VICTIM'S BILL OF RIGHTS

- Be free from pressure to make a criminal report.
- Have any allegations of sexual misconduct, including sexual assault, harassment, domestic violence, dating violence, and stalking, investigated and adjudicated by the appropriate campus, criminal, and/or civil authorities.
- Be notified of existing community medical services, victim advocacy, legal assistance, visa and immigration support, student financial aid assistance, order of protection support, counseling and mental health services, whether or not the incident is reported to campus, criminal and/or civil authorities.
- Receive, when required, the full prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
- Be informed of options for, available assistance in, and how to request changes to academic, transportation, and working situations as well as protective measure offered by MedQuest College

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	12:1
Comprehensive Medical Assisting	20:1
Diagnostic Medical Sonography	10:1
Medical Billing and Coding	15:1
Practical Nursing (Didactic)	20:1
Practical Nursing (Clinical)	10:1

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 disclosure of his/her academic record information to any third-parties. The disclosure will remain valid until the student removes the authorization.

MedQuest College Notification of Rights under FERPA

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request an amendment to the student's education record that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the records as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. MedQuest College discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate education interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Health or Safety Emergency

In the event of a health or safety emergency, FERPA allows college officials to disclose – without student consent – personally identifiable information to protect the health or safety of students or other individuals. FERPA also allows a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense, the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and concerning the allegation made against him or her, the student has violated the institution's rules or policies.

TRANSFER OF EDUCATION RECORDS

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

STUDENT SERVICES & ACTIVITIES

MedQuest College students 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. Because 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 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 (1st) term classes during orientation and each following term. The book package is offered to all students during the enrollment process.

All courses have designated outside class work that must be completed with the correct textbook. All students are required to bring his/her textbook(s) to every class. However, it is not mandatory for students to take advantage of MedQuest College's provided book package. All students are given the option to purchase books from any source. Textbooks are required on the 1st day of class. All students are held to the same accountability standard. No student will be given additional consideration for delayed shipments of books, wrong books purchased, etc. If a student chooses to opt into the book package after the first (1st) term, the entire book package must be paid in full upon receipt of the books. Student's receiving financial aid but choosing to purchase books outside of MedQuest College's book package will be personally responsible for the cost of his/her textbooks. Once all financial aid disbursements have been received and the student's account reflects a credit, a refund notification will be sent to the student from the Financial Aid Office.

Supplies Information

MedQuest College provides all laboratory and clinical supplies and fees 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 SCALE

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) but will affect the student's rate of completion.
- 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) but will affect the student's rate of completion.

Diploma Program Grading Scale:	
A (4.0)	100 - 93
B (3.0)	92 - 85
C (2.0)	84 - 75
D (1.0)	74 - 61

Associate Degree of Applied Science Grading Scale:	
A (4.0)	100 - 90
B (3.0)	89 - 80
C (2.0)	79 - 75
C- (2.0)	74-70
D (1.0)	69 - 60

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The MedQuest College measures satisfactory academic progress (SAP) by considering student's quantitative (time) and qualitative (grades) components. The institution will measure both components at specified time periods. It is imperative to realize that all students, regardless of Federal Student Aid program participation, 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 can access the results of their current SAP evaluation after all grades have been submitted for each academic term through the student information system.

MedQuest College only offers a remedial course in math for Associate Degree of Applied Science programs at this time. Non-credit remedial courses do not count toward maximum time frame of completion and/or GPA. Credit value is assigned to non-credit remedial course work for determining enrollment status only.

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 as well as towards the 150% maximum time frame of the expected time to complete. Transfer credits are not counted towards the student's cumulative grade point average (CGPA).

Satisfactory academic progress is monitored on a bi-weekly basis using the Student Information System (SIS). The SIS identifies students at risk of failing SAP standards by tracking key areas of interest such as average grade, lowest assigned grade, attendance, etc. Those who currently fail to meet the academic and attendance requirements are denoted with a red flag. Those at risk of failing to meet the academic and attendance requirements are denoted with an orange flag. Students who are identified as at-risk through the flag system will be advised during an on-site meeting with their instructor (or designated official). During this time, a Plan of Action (POA) will be completed. The student will continue to be monitored through the Student Information System throughout his/her enrollment. 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 officially meets the SAP requirements. If a student has failed to meet the SAP guidelines at the end of the academic term or has failed a pre-requisite or core course, the student will meet with the Program Director and Director of Education (or designated official) for further discussion. At this time, the student will be academically dismissed from MedQuest College and will not be eligible for Title IV program assistance. 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. In the event that a student is accepted for re-admission, he/she will be placed on an Academic Success Plan (ASP). The components of an ASP include: Plan of Action, weekly check-in

with Program Director (in the form of on-site meeting, phone call, text, or email) bi-weekly meeting with Director of Education (or designated official), notation in the Student Information System for continued monitoring throughout program enrollment. The Academic Success Plan will carry out through the student's first two terms upon re-enrollment to ensure that the student is securely on the path to successfully completing the program. If a student does not meet the SAP minimum requirements (2.0 CGPA or successfully completing 66.6% of the credit hours in the academic term), regardless of participation status in the Academic Success Plan, he/she will be academically dismissed due to failure to comply with Satisfactory Academic Progress.

Students who fail a course that is not considered a pre-requisite or core course may advance in their program and may retake the failed course at a later date if the student is able to complete the program within the 150% maximum timeframe. The retaken course(s) affect the maximum timeframe for completion because both course credits (original course and retake course) will be counted towards SAP. The student will be contacted by the Director of Education and/or Program Director to discuss and complete a Plan of Action and schedule a time for retaking the course.

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 also required. The student will be notified by the Director of Education 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 may include but is not limited to: creating an individual plan of action for the student that establishes re-admission into the program and eligibility to receive Title IV program assistance. The decision of the Director of Education is final and may not be further appealed.

GRADUATION REQUIREMENTS

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

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

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

TRANSCRIPTS

Transcripts are provided to graduates in good standing. No transcript of grades will be released to a third party without the student's prior written approval. Graduates are provided with one official transcript. Each subsequent transcript for a graduate or any transcript for a non-graduate 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 cancellation period (14 calendar days after the program start date), 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 cancellation period (14 calendar days after the program start date) 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 because 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.

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 credit hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total credit hours in the payment period or period of enrollment.

 - a. If this percentage is greater than sixty percent (60%), one hundred percent (100%) is used in Step 3 below.
 - b. If this percentage is less than or equal to sixty percent (60%), multiply the percentage of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.
- *Calculate days in payment period or period of enrollment.*
 - a. For every academic year, MedQuest College has two equal payment periods for non-standard term programs (diploma programs) relative to Title IV funding. Associate Degree of Applied Science Programs are standard term-based and are charged per term. 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 charges⁴ 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

⁴ Institutional charges are defined as tuition, fees, and other educationally-related expenses assessed by MedQuest College.

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

f. The Student

▪ *Time frame for Return of Title IV funds.*

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

▪ *Refund Requirements*

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

▪ *Student Notification*

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

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

RETURN OF UNEARNED TUITION ASSISTANCE (TA) FUNDS

The following policy is related to Military Tuition Assistance (TA) Funds provided by the United States Department of Defense only. TA eligibility and rules vary by branch of service as well as between different units within the same branch depending on whether the unit is active, reserve, or National Guard. TA funds will be applied to tuition costs only. The calculations described below are only in relation to Military Tuition Assistance program funds and take place before any other return of funds policy including Return to Title IV and/or Institutional Refund policies.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. The return of any TA program funds will be returned directly to the Military Department, not to the service member. To comply with the U.S. Department of Defense policy, MedQuest College will return any unearned TA funds on a proportional basis through at least 60% portion of the period for which the funds were provided. If a service member stops attending due to a military service obligation, MedQuest College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

A student's official withdrawal date is used as the last date of attendance and to calculate earned percentage of TA funds. A student's official withdrawal date is determined by using the last date of attendance that is documented.

Once the last date of attendance has been determined, MedQuest College will recalculate a student's TA eligibility based on the following formula:

$$\frac{\text{Number of days completed}}{\text{Total days of the course (start to end date)}} = \text{Percent of TA Earned}$$

The amount of TA funding that is earned is determined on a pro-rata basis. If this results in an unpaid tuition balance, payment will be the responsibility of the student. MedQuest College will return unearned TA funds to the government on behalf of the student. These funds will be returned to the government within forty-five (45) days of determination of the withdrawal.

1. Prior to the class start or term start date through the first week of term, the student is required to return 100% of TA funds.
2. A student withdrawing after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the term is required to return seventy-five percent (75%) of TA funds.
3. A student withdrawing after attending more than twenty-five percent (25%) but less than or equal to fifty percent (50%) of the term is required to return fifty percent (50%) of TA funds.
4. A student withdrawing after attending more than fifty percent (50%) but less than sixty percent (60%) of the term is required to return twenty-five percent (25%) of TA funds.
5. After a student completes sixty percent (60%) or more of the current term, they have earned one hundred percent (100%) of the TA funds and will not be required to return any TA funds received.

BIOMEDICAL EQUIPMENT TECHNOLOGY

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 #	Course Name	In Class Hrs.	Anticipated	
			Outside Hrs.	Qtr. Credit Hours
A&P125	Anatomy & Physiology I	40 clock hours	25 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD120	Introduction to Biomedical Engineering	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD130	Biomedical Equipment and Instrumentation I	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD150	Fundamentals of Programming	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD160	Safety in Healthcare	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD230	Biomedical Equipment and Instrumentation II	40 clock hours	20 clock hours	4.0 qtr. credit hours
BMD260	Biomedical Equipment Technology Externship I	160 clock hours		5.0 qtr. credit hours
BMD270	Biomedical Equipment Technology Externship II	160 clock hours		5.0 qtr. credit hours
BMD280	Biomedical Equipment Technology Externship III	160 clock hours		5.0 qtr. credit hours
BMD290	CBET Certification Review	40 clock hours	20 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	15 clock hours	4.0 qtr. credit hours
ELC100	Fundamentals of Electronics I	80 clock hours	40 clock hours	7.0 qtr. credit hours
ELC110	Solid States I	40 clock hours	20 clock hours	4.0 qtr. credit hours
ELC120	Digital Electronics I	40 clock hours	20 clock hours	3.5 qtr. credit hours
ELC200	Fundamentals of Electronics II	80 clock hours	30 clock hours	7.0 qtr. credit hours
ELC210	Solid States II	40 clock hours	20 clock hours	4.0 qtr. credit hours
ELC220	Digital Electronics II	40 clock hours	20 clock hours	3.0 qtr. credit hours
ENC100	English Composition	40 clock hours	20 clock hours	4.0 qtr. credit hours
ENC101	Interpersonal Communications	40 clock hours	20 clock hours	4.0 qtr. credit hours
MAT100	College Technical Math I	40 clock hours	20 clock hours	4.0 qtr. credit hours
MAT110	College Technical Math II	40 clock hours	20 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	25 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law & Ethics	40 clock hours	15 clock hours	4.0 qtr. credit hours
PHY125	College Physics	40 clock hours	20 clock hours	4.0 qtr. credit hours

PSY100	Principles of Psychology	40 clock hours	20 clock hours	4.0 qtr. credit hours
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Program Totals		1480 In Class Hrs.	470 Outside Hrs.	111.5 qtr. credit hours
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Grand Total		1950 Total Clock Hours		111.5 Total Qtr. Credit Hours
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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

\$3,327 Supplies/Fees

Fees include immunizations, background check, student membership to AAMI, Viewpoint Screening program access; Trajecsys program access, medical lab materials, safety equipment, student liability policy, six sets of uniforms, lab jacket, and CBET certification exam.

COMPREHENSIVE DENTAL ASSISTING

Program Objective

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

Course #	Course Name	In Class Hrs.	Recognized	
			Outside Hrs.	Qtr. Credit Hours
DA201	Clinical Procedures	48 clock hours	36 clock hours	4.0 qtr. credit hours
DA202	Dental Radiography	48 clock hours	36 clock hours	3.5 qtr. credit hours
DA203	Dental Specialties	48 clock hours	36 clock hours	4.0 qtr. credit hours
DA204	Expanded Duties Dental Assistant	48 clock hours	20 clock hours	4.0 qtr. credit hours
DA205	Dental Basic Sciences	48 clock hours	48 clock hours	4.5 qtr. credit hours
DA206	Communications and Scheduling	48 clock hours	48 clock hours	4.0 qtr. credit hours
DA207	Insurance Billing and Coding	48 clock hours	24 clock hours	4.0 qtr. credit hours
DA208	Recall Systems and Treatment Plans	48 clock hours	24 clock hours	4.0 qtr. credit hours
DA209	Dental Assisting Externship	320 clock hours		12.0 qtr. credit hours
DA210	Dental Assisting Career Development	64 clock hours	30 clock hours	6.0 qtr. credit hours
DA211	Dental Assisting Certification Review	64 clock hours	30 clock hours	6.0 qtr. credit hours
Program Totals		832 In Class Hrs.	332 Outside Hrs.	56 Qtr. Credit Hours
Grand Totals		1164 Total Clock Hours		56 Total Qtr. Credit Hours

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

Externship hours can be completed full-time or part-time, however best suits the student's schedule and the practice schedule. Any questions should be directed to the Dental Assisting Program 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
40 weeks on campus plus externship

\$13,500 Tuition
\$393 Books
\$1,380 Supplies/Fees

Fees include immunizations, typodonts, dental lab materials, safety equipment, two sets of uniforms, lab jacket, student liability policy, dental supplies, RDA certification exam through the AMT, and CPR certification.

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 #	Course Name	In Class Hrs.	Recognized	
			Outside Hrs.	Qtr. Credit Hours
A&P125	Anatomy & Physiology I	40 clock hours	25 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	15 clock hours	4.0 qtr. credit hours
BUS130	College Success Skills	20 clock hours	15 clock hours	2.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	25 clock hours	4.0 qtr. credit hours
MED110	Medical Math	20 clock hours	20 clock hours	2.0 qtr. credit hours
MED202	Medical Billing & Insurance Procedures	60 clock hours	15 clock hours	4.0 qtr. credit hours
MED215	Medical Records Management	60 clock hours	15 clock hours	4.0 qtr. credit hours
MED220	Medical Administrative Procedures	60 clock hours	15 clock hours	4.5 qtr. credit hours
MED230	Clinical Procedures I	60 clock hours	20 clock hours	4.5 qtr. credit hours
MED235	Clinical Procedures II	60 clock hours	20 clock hours	4.0 qtr. credit hours
MED240	Laboratory Procedures	60 clock hours	20 clock hours	4.0 qtr. credit hours
MED250	Pharmacology	40 clock hours	25 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law & Ethics	40 clock hours	15 clock hours	4.0 qtr. credit hours
MED270	Medical Assistant Certification Review	60 clock hours	30 clock hours	4.5 qtr. credit hours
MED290	Medical Assisting Externship I	85 clock hours		3.0 qtr. credit hours
MED295	Medical Assisting Externship II	85 clock hours		3.0 qtr. credit hours
PAT100	Pathophysiology	40 clock hours	25 clock hours	4.0 qtr. credit hours
Program Totals		870 In Class Hrs.	300 Outside Hrs.	63.5 Qtr. Credit Hours
Grand Totals		1170 Total Clock Hours	63.5 Total Qtr. Credit Hours	

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

Tuition and Fees

Medical Assistant Diploma Program
40 weeks on campus including externship

\$13,000 Tuition
\$1,416 Books
\$2265 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.

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 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 RCS in connection with his/her name.

Course #	Course Name	In Class Hrs.	Recognized Outside Hrs.	Qtr. Credit Hours
A&P125	Anatomy & Physiology I	40 clock hours	20 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	20 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	20 clock hours	4.0 qtr. credit hours
ECG100	Introduction to Echocardiography	40 clock hours	20 clock hours	4.0 qtr. credit hours
ECG100L	Introduction to Echocardiography Lab	80 clock hours	20 clock hours	4.0 qtr. credit hours
ECG110	Echocardiography I	60 clock hours	30 clock hours	6.0 qtr. credit hours
ECG110L	Echocardiography I Lab	80 clock hours	20 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	20 clock hours	4.0 qtr. credit hours
ECG120L	Echocardiography II Lab	120 clock hours	30 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	20 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	20 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	20 clock hours	4.0 qtr. credit hours
MAT108	College Algebra	40 clock hours	20 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	20 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law and Ethics	40 clock hours	20 clock hours	4.0 qtr. credit hours
PAT105	Intro to Patient Care & Sonography	40 clock hours	20 clock hours	4.0 qtr. credit hours
PHY100	General Physics	60 clock hours	30 clock hours	6.0 qtr. credit hours
SON101	Sonography Physics I	60 clock hours	30 clock hours	6.0 qtr. credit hours
SON102	Sonography Physics II	40 clock hours	20 clock hours	4.0 qtr. credit hours
VAS101	Principles of Vascular Sonography	40 clock hours	20 clock hours	4.0 qtr. credit hours

Program Totals	2340 In Class Hrs.	440 Outside Hrs	132 Qtr. Credit Hours
Grand Totals	2780 Total Clock Hours	132 Total 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 years on campus including clinicals	\$2,004 Books
	\$2,922 Supplies/Fees

Fees include immunizations, SPI exam, medical lab materials, safety equipment, six sets of uniforms, lab jacket, student liability policy, and CPR certification.

DIAGNOSTIC MEDICAL SONOGRAPHY – VASCULAR

Program Objective

The Diagnostic Medical Sonography Associate's Degree of Applied Science program is designed to prepare competent entry-level vascular sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Through this program, MedQuest College seeks to graduate competent Diagnostic Medical Sonographers in the vascular modality that are qualified to perform a variety of standard and specialized diagnostic procedures. Upon completion of the program and meeting all 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 #	Course Name	In Class Hrs.	Recognized Outside Hrs.	Qtr. Credit Hours
A&P125	Anatomy & Physiology I	40 clock hours	20 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	20 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	20 clock hours	4.0 qtr. credit hours
ECG101	Principles of ECG Sonography	40 clock hours	20 clock hours	4.0 qtr. credit hours
ENC101	Interpersonal Communications	40 clock hours	20 clock hours	4.0 qtr. credit hours
MAT108	College Algebra	40 clock hours	20 clock hours	4.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	20 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law and Ethics	40 clock hours	20 clock hours	4.0 qtr. credit hours
PAT105	Intro to Patient Care & Sonography	40 clock hours	20 clock hours	4.0 qtr. credit hours
PHY100	General Physics	60 clock hours	30 clock hours	6.0 qtr. credit hours
SON101	Sonography Physics I	60 clock hours	30 clock hours	6.0 qtr. credit hours
SON102	Sonography Physics II	40 clock hours	20 clock hours	4.0 qtr. credit hours
VAS100	Introduction to Vascular Sonography	40 clock hours	20 clock hours	4.0 qtr. credit hours
VAS100L	Introduction to Vascular Sonography Lab	80 clock hours	20 clock hours	4.0 qtr. credit hours
VAS110	Vascular Sonography I	60 clock hours	20 clock hours	6.0 qtr. credit hours
VAS110L	Vascular Sonography I Lab	80 clock hours	20 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	20 clock hours	4.0 qtr. credit hours
VAS120L	Vascular Sonography II Lab	120 clock hours	30 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	20 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	20 clock hours	4.0 qtr. credit hours
VAS141	Vascular Sonography Clinical IV	330 clock hours		11.0 qtr. credit hours

Program Totals	2340 In Class Hrs.	430 Outside Hrs.	132 Qtr. Credit Hours
Grand Totals	2770 Total Clock Hours		132 Total 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
	\$2,922 Supplies/Fees

Fees include immunizations, SPI exam, medical lab materials, safety equipment, six sets of uniforms, lab jacket, student liability policy, and CPR certification.

MEDICAL BILLING AND CODING

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 all programmatic courses, students are required to complete a 160-hour externship. 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 #	Course Name	In Class Hrs.	Anticipated	
			Outside Hrs.	Qtr. Credit Hours
A&P125	Anatomy & Physiology I	40 clock hours	25 clock hours	4.0 qtr. credit hours
A&P225	Anatomy & Physiology II	40 clock hours	20 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	15 clock hours	4.0 qtr. credit hours
BUS130	College Success Skills	20 clock hours	15 clock hours	2.0 qtr. credit hours
MBC100	Medical Insurance	35 clock hours	15 clock hours	3.5 qtr. credit hours
MBC101	Basic CPT/HCPCS Coding	60 clock hours	20 clock hours	4.0 qtr. credit hours
MBC102	Basic ICD-10-CM Diagnostic Coding	60 clock hours	20 clock hours	4.0 qtr. credit hours
MBC110	Physician Office Billing	60 clock hours	20 clock hours	4.0 qtr. credit hours
MBC270	Medical Billing/Coding Certification Review	60 clock hours	30 clock hours	4.5 qtr. credit hours
MBC295	Medical Billing/Coding Externship	170 clock hours		6.0 qtr. credit hours
MED100	Medical Terminology	40 clock hours	25 clock hours	4.0 qtr. credit hours
MED110	Medical Math	20 clock hours	20 clock hours	2.0 qtr. credit hours
MED202	Medical Billing & Insurance Procedures	60 clock hours	15 clock hours	4.0 qtr. credit hours
MED215	Medical Records Management	60 clock hours	15 clock hours	4.0 qtr. credit hours
MED220	Medical Administrative Procedures	60 clock hours	15 clock hours	4.5 qtr. credit hours
MED260	Healthcare Law & Ethics	40 clock hours	15 clock hours	4.0 qtr. credit hours
PAT100	Pathophysiology	40 clock hours	20 clock hours	4.0 qtr. credit hours
Program Totals		905 In Class Hrs.	305 Outside Hrs.	66.5 Qtr. Credit Hours
Grand Totals		1210 Total Clock Hours		66.5 Total Qtr. Credit Hours

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

Tuition and Fees

Medical Billing and Coding Diploma Program
40 weeks on campus including externship

\$13,000 Tuition
\$1,000 Books
\$1,401 Supplies/Fees

Fees include immunizations, CPC certification exam, one-year AAPC membership, background check, medical lab materials, safety equipment, three sets of uniforms, student liability policy, and CPR certification

PRACTICAL NURSING

Program Objective

The Diploma of Practical Nursing program is designed to prepare students for successful careers as a Licensed Practical Nurse with knowledge in pertinent aspects of the healthcare field. Students will learn skills that prepare them to perform patient care pertinent to entry-level into the nursing profession. Students have the ability to apply in various healthcare facilities from physicians' offices, education or corrections systems, home health, and short-term and long term care facilities. Upon completion of the program and meeting all of the course requirements, students will receive a Practical Nursing diploma and will be prepared and eligible to submit their diploma and transcript to apply to take the national certification examination through the National Council for State Boards of Nursing (NCLEX-PN®). Successful completion of the national examination allows students to apply for licensure in their respective state.

Course #	Course Name	In Class Hrs.	Recognized	
			Outside Hrs.	Qtr. Credit Hours
NUR100	Human Structure and Function	72 clock hours	35 clock hours	7.0 qtr. credit hours
NUR110	Introduction to Nursing & Healthcare	48 clock hours	20 clock hours	4.0 qtr. credit hours
NUR115	Foundations of Nursing	204 clock hours	75 clock hours	15.0 qtr. credit hours
NUR120	Medical-Surgical Nursing I	216 clock hours	60 clock hours	12.0 qtr. credit hours
NUR125	Pharmacology	72 clock hours	30 clock hours	6.0 qtr. credit hours
NUR130	Gerontology Nursing	72 clock hours	26 clock hours	4.0 qtr. credit hours
NUR133	Mental Health Nursing	72 clock hours	26 clock hours	4.0 qtr. credit hours
NUR135	Maternal-Child Nursing	132 clock hours	44 clock hours	9.0 qtr. credit hours
NUR140	Medical-Surgical Nursing II	168 clock hours	51 clock hours	10.0 qtr. credit hours
NUR145	Transition to Professional Practice	156 clock hours	35 clock hours	7.0 qtr. credit hours

Program Totals

1212 In Class Hrs. 402 Outside Hrs. 78 Qtr. Credit Hours

Grand Totals

1614 Total Clock Hours 78 Total Qtr. Credit Hours

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

Tuition and Fees

Practical Nursing Diploma Program

52 weeks on campus

\$17,316 Tuition

\$1,229 Books

\$1,769 Supplies/Fees

Fees include immunizations, medical materials, safety equipment, three sets of uniforms, lab jacket, student liability policy, NCLEX-PN test fee, and Kentucky Board of Nursing Fees and Licensing Requirements.

COURSE DESCRIPTIONS

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

This course covers the study of the organization, structure and function of the human body. Cells, tissues, organs and an overview of all body systems are included with emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes, and treatments that affect the body are discussed. **Students should anticipate 20 or more hours of outside preparation for this class.**

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

This course is a continuation of Anatomy and Physiology I. It will study the structure and the function of the human body including gastrointestinal, circulatory, respiratory, urinary, reproductive, and lymphatic systems. Further discussion of the disease processes as they relate to the disruption of the normal body homeostasis will be included. **Students should anticipate 20 or more hours of outside preparation for this class.**

BMD120 Introduction to Biomedical Engineering 4 quarter credits 40 clock hours
Prerequisites: PHY125

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

This course introduces the concepts for mastering practical healthcare information technology. It teaches the basic concepts of information technology hardware, software, networking, and security. In addition, it introduces the basic programming skills to the students. **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.**

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 20 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.**

DA209 **Dental Assisting Externship** **12 quarter credits** **320 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.

DA210 **Dental Assisting Career Development** **6 quarter credits** **64 clock hours**
Prerequisites: DA204, DA208

This course is designed to assist the student in understanding the importance of professionalism and proper communication in a professional setting. The student will learn skills to guide verbal, non-verbal, and written communications to appropriately interact with co-workers, patients, and guests. Student will learn the soft skills needed to project a professional image and how to function as an effective team member. Students will 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 can expect 30 hours of outside preparation time for this course.**

DA211 **Dental Assisting Certification Review** **6 quarter credits** **64 clock hours**
Prerequisites: DA210

This course will cover review of all previous courses in both clinical and administrative dental curriculum. It will prepare the student for multiple choice examination and successful completion of the RDA (registered dental assistant) exam through the AMT (American Medical Technologists). **Students can expect 30 hours of outside preparation time for this course.**

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

Students will learn the history of echocardiogram and how it became one of the most used tests for cardiac patients. This course provides a foundation in the principles of echocardiography and gray scale imaging.

This course involves understanding and recognition of normal cardiovascular anatomy. Students will learn basic normal anatomy of the human heart and basic normal anatomy as it appears in echocardiogram. Students will learn the physiological principles behind how the human heart functions. **Students should anticipate 20 or more hours of outside preparation for this class.**

ECG100L Intro to Echocardiography Lab 4 quarter credits 80 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

This lab is associated with the ECG100 course. Students will have the ability to practice scanning procedures as well learning protocols and ultrasound techniques. **Students should anticipate 20 or more hours of outside preparation for this class.**

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

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.**

ECG110 Echocardiography I 6 quarter credits 60 clock hours
Prerequisites: ECG 100, ECG 100L

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

ECG110L Echocardiography Lab I 4 quarter credits 80 clock hours
Prerequisites: ECG 100, ECG 100L

This lab is associated with the ECG110 course. Students will have the ability to practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 20 or more hours of outside preparation for this class.**

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

These sessions involve rotations in a hospital or imaging center under the supervision of a Registered Sonographer. These off-site campus courses are to build upon the student's knowledge received from the didactic and lab courses. During 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.

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

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 do not utilize ultrasound. They will have the opportunity to practice any techniques or new skills learned from the clinical setting. **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 7 quarter credits 80 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 30 or more hours of outside preparation for this class.**

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 20 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 15 or more hours of outside preparation for this class.**

MED215 Medical Records Management 4 quarter credits 60 clock hours

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 15 or more hours of outside preparation for this class.**

MED220 Medical Administrative Procedures 4.5 quarter credits 60 clock hours
Prerequisites: A&P125, MED100

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 15 or more hours of outside preparation for this class.**

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

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 20 or more hours of outside preparation for this class.**

MED235 Clinical Procedures II 4 quarter credits 60 clock hours
Prerequisites: A&P125, MED100, MED230

This course is a continuation of MED230 in teaching additional clinical procedures that are performed in the healthcare facility. Students will be trained on the Needlestick Safety Act and learn how to administer injections. Diagnostic testing such as EKG & Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold and heat therapy, ambulation, emergency preparedness and first aid will be taught in this course. Students will obtain training and certification in CPR. **Students should anticipate 20 or more hours of outside preparation for this class.**

MED240 Laboratory Procedures 4 quarter credits 60 clock hours
Prerequisites: A&P125, MED100, MED230

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 20 or more hours of outside preparation for this class.**

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

This course is designed to teach the students basic information in regard 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 15 or more hours of outside preparation for this class.**

MED270 MA Certification Review 4.5 quarter credits 60 clock hours
Prerequisites: A&P125, MED100, MED110, MED202, MED215, MED220, MED230, MED240, MED250, MED260

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**

MED290 Medical Assisting Externship I 3 quarter credits 85 clock hours
Prerequisites: A&P125, MED100, MED230, MED235, MED240

Externship will be performed 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.

MED295 Medical Assisting Externship II 3 quarter credits 85 clock hours
Prerequisites: A&P125, MED100, MED230, MED235, MED240, MED290

This course is a continuation of MED290. Students will continue practicing skills at a healthcare facility. The student will need to demonstrate thorough understanding of skills that have been taught in MED290 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 more extensive knowledge working with medical patients and gaining experience in a real-world job.

NUR100 Human Structure & Function 7 quarter credits 72 clock hours
Co-requisite: NUR110, NUR115
Prerequisite: None

NUR100 covers the study of the organization, structure, function, and interrelationship of each body system of the human body. NUR100 includes a focus on normal anatomy and physiology incorporating; basic chemistry, cell structure and physiology, tissues, integumentary, skeletal, muscular, nervous, endocrine, gastrointestinal, circulatory, respiratory, urinary, reproductive, and lymphatic systems. Further discussion of the disease processes as related to the disruption of the normal body homeostasis occurs. **Students should anticipate 36 or more hours of outside preparation for this class.**

NUR110 Introduction to Nursing & Healthcare 4 quarter credits 48 clock hours
Co-requisite: NUR100, NUR115
Prerequisite: None

NUR110 includes a historical overview of current health care including; medical economics, ethical and legal parameters, roles and responsibilities of health care team members with an emphasis on reflective nursing practice. NUR110 introduces the role of the practical nurse (PN) as an integral part of the healthcare team and profession. Concepts include critical thinking, nursing process, and evidenced-based practice. Exploration of medical terminology, therapeutic communication techniques, concepts of health, health assessment, self-care and basic needs related to activities of daily living across the lifespan occurs. **Students should anticipate 24 or more hours of outside preparation for this class.**

NUR115 Foundations of Nursing 15 qtr. credits 216 clock hours
Co-requisite: NUR100, NUR110
Prerequisite: None

NUR115 focuses on the concepts of basic nursing care of adults and building practical nursing (PN) skills and knowledge throughout the course. Principles include gathering and recording assessment data, participating in the nursing process, and implementing patient care across the lifespan. Students learn infection control practices and patient safety as it relates to professional standards, competencies, and evidence-based practice utilizing theory and laboratory instructional methodology. Principles of therapeutic communication and health information are discussed relevant to patient care needs with emphasis on biopsychosocial needs, developmental theories, and cultural influences. Laboratory and experiences are focused on assisting adult patients with basic biopsychosocial and spiritual needs. Concepts and skills are

enhanced in subsequent courses. **Students should anticipate 80 or more hours of outside preparation for this class.**

NUR120 Medical-Surgical Nursing I 15 qtr. credits 216 clock hours
Co-requisite: NUR125
Prerequisite: NUR100, NUR110, NUR115

NUR120 focuses on meeting the biopsychosocial needs of the adult patient experiencing common acute medical-surgical conditions along the health-illness continuum. Students begin using therapeutic communication, therapeutic interventions, and the nursing process from the perspective of a practical nurse (PN). Emphasis on health promotion and maintenance, rehabilitation, and continuity of care occurs. Dimensions of NUR120 focuses on expanding the application of concepts from current and previous nursing science courses, competencies and best practices, to provide safe patient-centered care in a clinical learning experience. **Students should anticipate 48 or more hours of outside preparation for this class.**

NUR125 Pharmacology 6 quarter credits 72 clock hours
Co-requisite: NUR120
Prerequisite: NUR100, NUR110, NUR115

NUR125 outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of drug classifications. Introductions of topics include concepts related to intravenous solutions as medications and their purpose. Learners begin to utilize critical thinking in the nursing process as it relates the role of the practical nurse (PN) in providing safe, effective nursing care in drug administration. Medication calculation and safe medication administration practices are applied. **Students should anticipate 36 or more hours of outside preparation for this class.**

NUR130 Geriatric Nursing 4 quarter credits 72 clock hours
Co-requisite: NUR133, NUR135
Prerequisite: NUR120, NUR125

NUR130 provides the foundations of healthy aging and the basic biologic, safety, and security needs of the older adult patient. Exploration of nursing concepts, including; physiological, cognitive, biological needs as they relate to providing therapeutic nursing interventions within this population of patients occurs. Concepts in Gerontological nursing, as well as nutrition, diet therapy, and microbiology, are integrated throughout the course. NUR130 focuses on building strong assessment and communication skills to contribute to the evaluation of the health plan of care. Gathering, observing, recording, and communicating patient responses to nursing interventions are demonstrated in the lab and clinical settings. Dimensions of NUR130 focus on expanding the application of concepts from current and previous nursing science courses, competencies and best practices, to provide safe patient-centered care in a clinical learning experience. **Students should anticipate 18 or more hours of outside preparation for this class.**

NUR133 Mental Health Nursing**4 quarter credits****72 clock hours****Co-requisite: NUR130, NUR135****Prerequisite: NUR120, NUR125**

NUR133 focuses on meeting the physiological and psychosocial needs of patients experiencing complex mental health issues, including issues with sensory systems and substance abuse. Through the use of therapeutic communication, therapeutic interventions, and the nursing process from the perspective of a practical nurse (PN), emphasis is on the role of health promotion and maintenance, illness care, and rehabilitation. Dimensions of NUR133 focus on expanding the application of concepts from current and previous nursing science courses, competencies and best practices to provide safe patient-centered care in a clinical learning experience. **Students should anticipate 18 or more hours of outside preparation for this class.**

NUR135 Maternal-Child Nursing**9 quarter credits****132 clock hours****Co-requisite: NUR130, NUR133****Prerequisite: NUR120, NUR125**

NUR135 focuses on nursing care of normal childbearing families and at-risk families during the preconception, prenatal, intrapartum, neonatal and postpartum periods emphasizing critical thinking and professional values within a legal/ethical framework. Exploration also includes related women's health issues. NUR135 provides a general overview of the healthcare needs of children and adolescents focusing on growth and developmental patterns, health promotion, risk reduction, and disease prevention. Enhancement of theory content occurs through observational opportunities and supervised clinical experiences that allow the learner to utilize the nursing process, and therapeutic communication. Dimensions of NUR135 focus on expanding the application of concepts from current and previous nursing science courses, competencies and best practices to provide safe patient-centered care. **Students should anticipate 50 or more hours of outside preparation for this class.**

NUR140 Medical-Surgical Nursing II**10 quarter credits****168 clock hours****Co-requisite: NUR145****Prerequisite: NUR130, NUR133, NUR135**

NUR140 is a continuation of NUR120 Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing common chronic medical-surgical conditions along the health-illness continuum. Various body systems and the disease process associated with them will be covered in the areas of etiology, diagnosis, signs and symptoms, treatment, and nursing implications from the perspective of a practical nurse (PN). Dimensions of NUR140 focus on expanding the application of concepts from current and previous nursing science courses, competencies and best practices to provide safe patient-centered care in a clinical learning experience. **Students should anticipate 36 or more hours of outside preparation for this class.**

NUR145 Transition to Professional Practice 7 quarter credits 156 clock hours
Corequisite: NUR140
Prerequisite: NUR130, NUR133, NUR135

NUR145 introduces the practical nursing (PN) student to concepts of leadership, supervision, and nurse management skills, including assignment and delegation. NUR145 reinforces the concept of ethical comportment required for practice and assists the learner in making the transition from nursing student to practicing nurse. Issues and trends relevant to nursing, health care policy and funding are reviewed within legal and ethical considerations. Dimensions of NUR140 focus on synthesizing concepts and competencies from current and previous nursing science courses. Under the supervision of a preceptor and/or clinical faculty the learner integrates critical thinking skills and the application of clinical judgment in the provision of safe, competent patient-centered care. **Students should anticipate 12 or more hours of outside preparation for this class.**

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.**

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.**

SON101 **Sonography Physics I** **6 quarter credits** **60 clock hours**
Prerequisites: PHY100

This course is a detailed study of the physical principles of ultrasound and instrumentation. How ultrasound is produced and how it interacts with tissue is examined along with ultrasound physics, intensity, attenuation, resolution, and transducers. **Students should anticipate 30 or more hours of outside preparation for this class.**

SON102 **Sonography Physics II** **4 quarter credits** **40 clock hours**
Prerequisites: SON101

This course builds off of the SON101 course to give students a deeper understanding of ultrasound physics. During the second half of this course, students will be given ample opportunities to study and complete practice exams preparing them for the SPI Ultrasound exam. **Students should anticipate 20 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 as the student prepares for their first weeks of scanning. Learning basic "knobology" of the ultrasound machine will be discussed as well as the importance of ergonomics. Students will start to learn basic scans such as Carotid studies, Transcranial Doppler, and upper extremity arterial studies. Students will also start learning arterial hemodynamics. Finally, technical factors and image quality will be discussed. **Students should anticipate 20 or more hours of outside preparation for this class.**

VAS100L Intro to Vascular Sonography Lab 4 quarter credits 80 clock hours
Prerequisites: A&P125, MAT108, MED100, PAT105

This lab is associated with the VAS100 course. Students will have the ability to practice scanning procedures as well as learn protocols and ultrasound techniques. **Students should anticipate 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 atherosclerosis and venous thrombosis. 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 20 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 abnormalities. More advanced diseases processes will be covered. Cardiac affects on spectral Doppler analysis will be

taught during this course. Lastly, surgical interventions related to vascular sonography will be discussed. **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 have the ability to practice scanning procedures and ultrasound techniques for upper and lower extremity venous and arterial studies as well as carotid duplex examinations. **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 include abdominal venous and arterial 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

Sheena Carter – DA Externship Coordinator (Louisville)

Sheena has been working in the dental field for over 8 years. She graduated from ATA College with her Expanded Duties Dental Assisting diploma.

Krista Dowell – MA Externship Coordinator (Louisville)

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 (Louisville)

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

Kayla Heitzman – Student Services Coordinator (Louisville)

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.

Miranda McDaniel (Lexington)

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 McKenna (Louisville)

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

Lisa Raymond, RVT (ARDMS) (Lexington)

Lisa graduated from Saint Catherine College with an Associates Degree of Science in Vascular Technology. She has been working in the Sonography field for nearly 10 years. In 2017, she

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presented a case study on pseudoaneurysms and ruptures of bovine pericardial patch angioplasties following carotid endarterectomies.

Jean Roberts (Lexington)

Jean comes to MedQuest College with nearly 10 years of Echocardiography Sonography experience. She graduated from Saint Catherine College with her Associate Degree of Cardiac Ultrasound.

Kelli Tinsley (Louisville)

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

Sharon Thompson (Lexington)

Sharon brings over 25 years of experience in the dental field. She received her Dental Assisting training from Kentucky Vocational Technical School.

APPENDIX A

ADJUNCT FACULTY MEMBERS

Miranda Aebersold (Louisville)

Miranda graduated from Spencerian College in 2011 as a Certified Medical Assistant. She has been working in Primary Care facilities for over 7 years.

Adam Banks (Lexington)

Adam has a Master's Degree in Communication from Morehead State University received in 2011. He has taught Public Speaking, Business Communication, and College Success Skills at Brown Mackie College as well as Southern West VA Community and Technical College.

Debbie Compton (Lexington)

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.

Angeline Davis (Louisville)

Mrs. Davis graduated from Costal Carolina University in 2002. She holds a Bachelor's degree in English, as well as a Master's Degree in Arts and Teaching, with Major in English Education. She has over 10 years of experience teaching English for college students.

Joseph Dawson (Louisville)

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.

Kivi Dzaringa (Louisville)

Kivi has a Bachelor's Degree in Education with a minor in Physics from ISP/Bukavu university of the Congo/Zaire and a Bachelor's Degree of Sciences with a major in Electronics Engineering Technology. He began his teaching career in 1988 and has taught in 3 different countries in Africa before settling in the USA in 2002.

Joy Finner (Louisville)

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 (Louisville)

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.

Rhonda Grimes, CBBS (Lexington)

Rhonda graduated from Kentucky State University in 1988 with a major in Business Administration. She is currently also working at Precision Medical Billing when she is not teaching.

Tiffany Hutchens (Louisville)

Tiffany has been working in the Medical Coding field since 2009. She earned her Occupational Associate's Degree in Medical Professional Hospital Coding from ATA College.

Angela Maggard (Lexington)

Angela graduated from Morehead State University with an Associate's Degree of Applied Science in Radiology. She has over 25 years of experience in general, vascular, thoracic, and cardiovascular surgery.

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

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.

Ann Wilcher (Louisville)

Ann graduated from National American University in 2015 with a Bachelor's Degree in Healthcare Management. She is also a certified coder through the APPC.

Laura Wcisel (Louisville)

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 (Lexington)

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.