Delta College

Main Campus
19231 N. 6th Street
Covington, Louisiana 70433
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Branch Campus
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Slidell, Louisiana 70460
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2021 CATALOG

Volume I

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Delta College, Inc. does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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TABLE OF CONTENTS

ACCREDITATION AND LICENSURE 4
OWNERSHIP AND CONTROL 4
BOARD OF DIRECTORS 4
ADMINISTRATION AND FACULTY 4
MISSION AND PHILOSOPHY 6
FACILITIES 6
ADA CONTACT 6
ADMISSION REQUIREMENTS 6
Hybrid Specific Admissions Requirements 7
ADMISSION PROCEDURE 7
SCHOOL CALENDAR 7
RULES AND REGULATIONS 8
Attendance 8
Tardiness 8
Make-Up Work 8
Student Conduct 8
Dress Code 9
Class Size 9
Student Work 9
Grading 9
Test Taking & Course Assignments Policy 9
Honor Code 10
Audited and Refresher Classes 10
President's and Dean's List 10
Graduation Requirements 10
Transcripts 10
Definition of Credit 10
Advanced Standing & Prior Credit 11
Transfer of Credit 11
Leave of Absence Procedures 11
Termination 11
Re-entrance After Dismissal 12
Re-entrance After Withdrawal 12
Complaint Procedure 12
Security and Safety Policies and Procedures 12
Title IX 14
Health & Safety Measures 15
Notification of Changes from Provided Information 16
RECEIPT OF COMPLAINT 17
NOTICE OF SUPPORTIVE MEASURES 17
DETERMINATION TO PROCEED WITH AN INVESTIGATION 17
INVESTIGATION 17
EXPULSION AND TERMINATION APPEALS 18
INVESTIGATION 18
REPORT 18
LIVE HEARING 18
APPEAL 18

EXAMINATION OF STUDENT RECORDS 19
ADVISING 19
ORIENTATION 19
STUDENT HOUSING 19
COMPARABLE PROGRAM INFORMATION 19
REQUIREMENTS FOR SATISFACTORY PROGRESS AND CONTINUED RECEIPT OF TITLE IV FUNDS 20
TUITION AND FEES 24
Registration Fee 24
Tuition 24
Books & Supplies 24
Uniforms 24
Repetition Fees 24
Re-Entry Fees 24
Leave of Absence Fees 25
Short Course Fees 25
Miscellaneous Fees 25
REFUND POLICY 26
RETURN OF TITLE IV FUNDS 26
REFUND DISTRIBUTION POLICY 27
FINANCIAL AID PROGRAMS 28
FINANCIAL AID INFORMATION 28
PLACEMENT SERVICES 30
PROGRAMS OF STUDY 31
Therapeutic Massage 31
Pharmacy Technician 31
Practical Nursing 31
Medical Assistant (Traditional and Hybrid) *32*
Medical Office and Health Information Technician (Traditional and Hybrid) *33*
Dental Assistant (Traditional and Hybrid) *34*
COURSE DESCRIPTIONS 49

Accreditation and Licensure

Accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Delta College, Inc. is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. The Practical Nurse program is additionally accredited by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The Pharmacy Technician Program is additionally accredited by the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education (ASHP/ACPE).

Ownership and Control

Delta College, Inc. is owned, governed, and controlled by Delta College, Inc., a proprietary school corporation of Louisiana and is owned by Billy L. Clark (25%); David W. Clark (25%); Billy B. & Ola B. Clark (25%); and Lisa C. Wagley (25%).

Board of Directors

Billy L. Clark.....President
David W. Clark .....Vice President
Billy B. Clark .....Secretary
Lisa C. Wagley..... Director

Administration and Faculty

Senior Management

Wayne Barineau, CPA.....Accounting
Aaron Clark.....Director of Admissions
Billy L. Clark..... President
Jonathan Clark..... Financial Aid Compliance Manager
Joshua Clark.....President's Admin Assistant
DeWanna Fontenot.....Financial Aid Director
Carol Hasegawa .....Director of Accreditation and Curricula
Angela Garcia..... Financial Aid Compliance Manager
Comelia Jackson ..... Corporate Nursing Programs Director
Kennan Rogge..... Financial Aid Compliance Manager
Michell Thurman .....President's Assistant / IT Support
Dr. Christian Vigè..... Provost
Randall C. Wagley..... CEO

Covington Campus

Administration

Linda DeoGracias .....Director
Shantel Bagnel ..... Practical Nursing Clinical Coordinator
Deborah Bartholomew..... Financial Aid Officer
Lisa Bordelon .....Allied Health Coordinator
Vieta Collins.....Director of Admissions
Brittani DeoGracias ..... Financial Aid Supervisor
Leslie Gauthier .....Career Service / Placement Coordinator
Peyton Gauthier.....Admissions Representative
Ann Hebert .....Administrative Assistant
Cyndi Kehoe.....Admissions Representative
Shana Lamy.....Admissions Representative
Mona Nagin..... Practical Nursing Secretary
Noel Nesbitt.....Practical Nursing Coordinator

Practical Nurse Faculty

Full -Time

Shantel Bagnel, ADN, RN, Charity Delgado ..... Practical Nursing
Seema Bethala, BSN, RN, Christian Medical College – India..... Practical Nursing
Lynette Henry, ADN, RN, LSUMC ..... Practical Nursing

Amy Kullivan, ADN, RN, Charity School of Nursing ..... Practical Nursing
Cassandra Marvil, ADN, RN, Regents College ..... Practical Nursing

Part-Time

Judith Curtis, BSN, CRNA, Charity Hospital ..... Practical Nursing
Alison Hoffman, BSN ..... Practical Nursing
Eugenie Maggio, RN, Baptist Health Schools, Arkansas ..... Practical Nursing
Janice Taulli-Lasseigne, MN, RN, LSUMC ..... Practical Nursing
Jeanne Tinker, BSN ..... Practical Nursing

Non-PN Faculty

Full -Time

Ann Albin, ASN. LSU Medical, LPN Sullivan ..... Therapeutic Massage
Elizabeth Baham, CPC, CBCS, Ultimate Medical Academy, Tampa, FL ..... Business Instructor
Bridgett Bassa, LPN, LTC ..... Medical Assistant
Mardesia Chauvin, AAS Business, CpHT, Pearl River Comm. College ..... Pharmacy Technician Instructor
Sandra Keen, MBA, LSU Shreveport ..... Business Instructor
Kristin Russell, DA Diploma, Delta College, Covington, EDDA, LSU School of Dentistry ..... Dental Instructor
Craig Simon, LMT, Delta College ..... Therapeutic Massage

Part-Time

Lisa Bordelon, ADN, RN, LSU, LA ..... Medical Assistant
David Speirer, M. Ed. Univ. of New Orleans ..... Therapeutic Massage

Slidell Campus

Administration

Linda DeoGracias ..... Director
Brian DeoGracias ..... Branch Campus Director
Angela Albe ..... Practical Nursing Clinical Coordinator
Lisa Bordelon ..... Externship / Allied Health Coordinator
Vieta Collins ..... Director of Admissions
Colleen Cody ..... Career Services / Placement Coordinator
Chaleta Cooper ..... Admissions Representative
Brittani DeoGracias ..... Financial Aid Supervisor
Crystal DeJesus ..... Admissions Representative
Donna Fogan ..... Practical Nursing Coordinator
Rae Lahman ..... Academic Secretary
Michelle Porche ..... Financial Aid Officer
Bonnie Stephany ..... Registrar
Juketha Thomas ..... Admissions Representative

Practical Nurse Faculty

Full -Time

Heather Bertucci, BSN, RN SELU ..... Practical Nursing
Kimberly Hill, ADN, RN, Charity School of Nursing, LA ..... Practical Nursing
Mary Loman, MN, RN, LSU, LA ..... Practical Nursing
Shawn Morse, ADN, RN, Charity School of Nursing, LA ..... Practical Nursing
Kelli Overmyer, MSN, RN Purdue University, IN ..... Practical Nursing

Part -Time

Janice Taulli-Lasseigne, MN, RN, LSU, LA ..... Practical Nursing

Non-PN Faculty

Full -Time

Carrie Burch, RDH, BS, LSU Dental School ..... Dental Assistant
Jill Keyes, BS Indiana State Univ. ..... Business Instructor
Vickie Stallworth, LPN, Lawson CC, BS Psychology University of Alabama - Birmingham, MS Psychology Grand Canyon University. ..... Medical Assistant
Mitzie White, LPN, LA Tech College ..... Medical Assistant

Part -Time

Elizabeth Baham, CPC, CBCS, Ultimate Medical Academy, Tampa, FL ..... Business Instructor
Lisa Bordelon, RN, ADN, LA State Univ ..... Medical Assistant

Mission and Philosophy

The mission of Delta College, Inc. is to educate students for careers that exist today.

Delta College, Inc. is dedicated to providing the finest of career training to all students in Covington and surrounding areas, enabling them to grow both personally and professionally with confidence, knowing they are well versed in their related fields of study. In pursuit of this goal, the College seeks out qualified teachers and utilizes modern equipment and facilities. All of our instructors have years of training and hands-on job experience in their teaching fields. This gives our students an edge in learning the basics and competing in the current job market.

The philosophy of education which enables us to fulfill our mission is threefold: 1) To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance. 2) To offer, through a sincere concern on the part of educated and experienced teachers, the necessary tools of learning that will help to make the students' future a success. 3) To assure all students and prospective students that, from the first contact to graduation, the relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Delta College, Inc. is to offer education and training to prepare students for entry-level positions in the world of work. This objective is reached via short-term certificate and diploma programs.

Facilities

The main campus of Delta College is located at 19231 N. 6th Street (off Hwy 190) in Covington, Louisiana. A branch campus is located at 105 Gause Blvd. West in Slidell, Louisiana.

The classrooms and administrative areas are designed for school usage and reflect a progressive educational facility. Equipment in use is consistent with that typically used in the professions for which training is offered and consists of computers & software, massage tables, spa and related equipment, a medical lab and a dental lab.

The equipment in use is comparable to that utilized in the work place and is of such a quality as to endure classroom use. The facilities are accessible to the handicapped person.

ADA Contact

Persons with disabilities wishing to obtain information about Delta College, Inc. should contact the Admissions Director.

Admission Requirements

Requirements for admission to the career programs at Delta College are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date. (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential).
3. Applicant must successfully complete a personal interview with appropriate college personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA. (Please see the Practical Nursing section later in this publication for additional residency requirements.)
6. Applicant must freely submit to random drug testing at any time during the program and/or as deemed necessary by the campus director, or affiliated clinical facilities. A positive drug screen will result in disciplinary action which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), Varicella, and a MCV4 (Meningitis) or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. *All Students are recommended to undergo the Hepatitis B Series vaccination.*
8. Applicants for the following programs are required to possess a functioning laptop device to service their instructional needs. If the student does not possess a laptop, they may purchase one through the institution. Student must possess access to internet connectivity. Programs: Dental Assistant, Medical Assistant & Medical Office and Health Information Technician,.

Notes: Valid home education credentials are accepted. Please contact the college Admissions Department for details.

Some majors may have additional admissions criteria (please see the description of each major later in this publication).

Some additional immunization requirements may be deemed necessary by clinical sites.

Hybrid Specific Admissions Requirements

Institutional admissions requirements must be met by all hybrid students in addition to the following:

1. Hybrid students must attend face-to-face on campus and via distance education as prescribed by the institutional personnel's instructional calendar and course outlines, as reviewed during the admissions interview process.
2. All technical requirements outlined in the program must be met by the student to be eligible for enrollment.
3. Hybrid students are required to maintain Satisfactory Academic Progress as determined by the institution in accordance with its policies. Additionally, hybrid students will adhere to the following process, each grading period.
    a. Failure to obtain a passing grade after the first assessment: student will be required to attend via a real-time virtual meeting into the classroom for the entire duration of the instructional term.

Failure to obtain a passing grade after the second assessment: student will be required to report to on-campus instructional days, full-time.

9.

Notes: ***Valid home education credentials are accepted. Please contact the college Admissions Department for details.***

Some majors may have additional admissions criteria (please see the description of each major later in this publication).

Some additional immunization requirements may be deemed necessary by clinical sites.

Admission Procedure

Prospective students should contact the school to arrange an appointment for a personal interview with an admissions representative.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid officer.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

School Calendar

Delta College, Inc. operates on a modular system with start dates approximately once every six weeks. However, due to the variety of programs offered and lengths of programs, classes may start at irregular intervals. Please contact the college for upcoming class start dates. The dates below are subject to change.

	2022
Classes Resume	Jan. 10
Mardi Gras Holiday *	Feb 28th & Mar 1st
Easter Break Begins	Apr. 10
Classes Resume	Apr. 19
Memorial Day Holiday*	May 30
Summer Break Begins	July 3
Classes Resume	July11
Labor Day Holiday*	Sept. 5
Thanksgiving Break Begins*	Nov. 24
Classes Resume	Nov. 28
Christmas Break Begins	Dec. 24

****Requires Make-up Day(s). Check with the front office for scheduled dates.***

Rules and Regulations

Attendance

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 20% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it.

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). Delta College, Inc. may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Note: some majors may have more stringent attendance requirements (please see the description of each major elsewhere in this publication).

Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

Note: some majors may have more stringent requirements (please see the description of each major elsewhere in this publication).

Make-Up Work

In the case of excused absences, make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left to the sole discretion of each individual instructor and approved by Campus Director. Make-up work must be completed within 2 weeks of the date it is assigned.

Clinics – Therapeutic Massage Students – The LA Board of Massage Therapy requires 90% attendance in all Therapeutic Massage classes. Absences exceeding 10% from any class will require make-up work OR class repetition. 20% absenteeism or greater in any class will require class repetition. The Director (or designee) may grant make-up work and an assignment will be given upon approval. All clinical absences must be made-up. The student will pay the normal clinic make-up fee and any clients needed to complete the assignment will pay the normal clinic fee.

Student Conduct

Any student who exhibits unsatisfactory conduct while enrolled in the college will be reprimanded and disciplinary action will be taken on an individual basis. Disciplinary action may include suspension or dismissal from the program.

You are representing Delta College, Inc. at all times and as such your conduct must be of an exemplary nature. Unsatisfactory conduct includes but is not limited to the following:

1. Stealing,
2. Cheating,
3. Any form of substance abuse,
4. Falsification of any document,
5. Unprofessional conduct,
6. Smoking in undesignated areas.

Dress Code

All students are expected to conform to accepted standards of good taste in dress and grooming. Attire at all times should reflect the professional nature of the college.

1. Always dress neatly and conservatively. **When in doubt, wear something else.**
2. Students may never wear any of the following: shorts, mini-skirts, midriff tops, muscle shirts/tank tops, halter tops, spandex pants, slippers, flip-flops, etc.
3. Female students may wear only one pair of small earrings. No visible facial, body or tongue piercings. **Men-no earrings!**
4. No T-shirts with offensive content.
5. No visible tattoos. All tattoos should be covered by clothing, make-up, or dressings; check with instructor for additional guidance.
6. Men may not wear any type of head covering inside the building.

Note: Some majors may have additional dress requirements (please see the description of each major elsewhere in this publication).

Class Size

Class size is closely monitored in order to facilitate quality instruction. Class size for lecture style classes typically have 15-25 students (up to 50) to one instructor, while lab style classes typically have 10-15 students (up to 23) to one instructor.

Student Work

Delta College, Inc. reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

Grading

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 2.0: D--69-60; 1.0: F--below 60: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. A student who receives an incomplete in a course must complete the course within 30 days or the "I" automatically changes to an "F".
Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript. A student wishing to challenge any final grade has fourteen (14) days to do so from the date the final grade was posted. ***Grading standards may differ by program (please see the description of each program elsewhere in this publication).***

Test Taking & Course Assignments Policy

All scheduled tests and quizzes are to be taken on the day given by the instructor. Missed pop quizzes cannot be made up and will not be integrated into the final course grade.

If a student is absent on a scheduled test day, the make-up test is to be taken on the next scheduled make-up day or before class for the Night Program. The student is responsible to make arrangements with the instructor. All make-up tests will have ten (10) points automatically deducted from the test score. No bonus points will be allowed on make-up tests.

If the make-up test is not taken in accordance with the expectations previously stated, the student will receive a zero (0) for the test score **or** may:

a. Submit written responses to assigned chapter objectives, **AND**
b. Take the make-up test on the second make-up day following the originally scheduled day.

If the make-up test is not taken on the second day, the student will receive a zero (0) for the test score, which will be included in the computation of the final grade for the course.

Completion of all assignments in a timely manner is mandatory. Any student who fails to hand in an assignment on the correct day and at the correct time will lose 10 percent off the grade of that assignment the first day and 5 additional percentage points for each additional day the assignment is late.

Honor Code

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your instructors and future employers a distorted view of your true abilities, and also is very unfair to more honorable students who try hard to earn honest grades according to their abilities.

Students caught cheating will automatically be expelled from the class in question. The student may also be expelled from the college, depending on the decision of the Dean and President. If not expelled from the college, the student may retake the class (additional charge) from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take one or more tests under controlled conditions to guarantee a fair grade for all.

Audited and Refresher Classes

Under normal circumstances, a student auditing a class receives neither a grade nor credit hours for that subject. He is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a credit class. Since no credit is given for an audited class, it does not apply toward the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class. ***Exception: A student auditing classes with the intent of gaining admission to those classes must meet all class requirements***

A refresher class is one in which a student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the Institution have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study. Nongraduates will be charged the same tuition rates as for a credit class. No grades or credit hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student except to permit him to attend classes.

Graduates and current students may use the equipment and facilities of Delta College, Inc. for educational purposes during regular school hours.

Veterans' Educational Benefits apply only when seeking an approved program of study.

President's and Dean's List

A student is placed on the President's List upon earning a 3.9-4.0 grade point average. A student is placed on the Dean's List upon earning a 3.5-3.89 grade point average. Students receiving an (I) Incomplete or (W) Withdrawal in any course are not eligible for these honors.

Graduation Requirements

A student must meet the following criteria in order to graduate from Delta College, Inc.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum.
3. Each student must be in good standing with the Institution, both financially and academically.
4. A minimum of 50% of required coursework must be completed at this college.

Transcripts

Transcripts are available upon request unless the student is indebted financially to the College. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee. (Please see Miscellaneous Fees in the Tuition & Fees section of this catalog). A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from fees.

Definition of Credit

Subjects are evaluated in terms of collegiate Quarter Hours of credit. Quarter Hours of credit are earned in the following manner:

1 Quarter Hour of Credit = 10 class periods of lecture.
1 Quarter Hour of Credit = 20 class periods of lab work.
1 Quarter Hour of Credit = 30 class periods of externship time.

One class period is generally defined as 50 minutes of instruction within a 60 minute period of time. Classes may contain lecture, lab, and/or externship components; therefore, credits are awarded based on the time spent in each method of instruction.

Advanced Standing & Prior Credit

Delta College will grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The institution must be accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency, the student must have earned a grade of "C" or better, and the student must have been taking coursework at the post-secondary level within the last two years prior to their expected start date at Delta College.

It is the student's responsibility to have official academic transcripts sent to Delta College and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior college work shall be approved by the Dean of Education. Written verification shall be placed in each student's file.

Transfer of Credits from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average. The student's tuition is reduced on a per credit basis.

If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered to him. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours earned, but are not used when calculating grade point average. *Because credits are counted as earned, there is no reduction or refund in tuition.*

Transfer of Credit

Students wishing to transfer from one program to another within the institution should see the campus director to determine transferability of credits within the institution. All courses at the institution have a two letter/three digit code that is universal among programs at the institution thus facilitating transfer of credit between programs at the institution.

The courses of study offered by Delta College are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Delta College are non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

Leave of Absence Procedures

Students may be granted a temporary leave of absence if all of the following conditions are met:

1. The student must request a leave of absence in writing.
2. Delta will not charge the student anything additional for the leave of absence.
3. A leave of absence may not exceed 60 days. An extended leave of absence may be granted if based on a medical condition and a physician recommends in writing that the leave should extend past the 60 days.
4. Only one leave of absence may be granted to a student in any 12-month period.
5. All requests for leave of absence should be directed to the Financial Aid Office.

Termination

Termination from the College may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or College.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as previously established by the College and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.

8. Students must not remove from the College any supplies, books, equipment, or other property belonging to the College without prior written permission from the director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as previously established by the College.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

Re-entrance After Dismissal

Each student dismissed will have a chance to appeal his/her dismissal. The appeal should be submitted in writing to the school director. Permission to re-enter shall be granted on an individual basis. The decision of the Dean and/or Director shall be final.

Re-entrance After Withdrawal

A student who has withdrawn from college or has been dropped from the college and who wishes to re-enter must abide by the following time parameters:

First Re-entry: Must wait until the next class start date.
Second Re-entry: Must wait until the next 12-week start date.
Third Re-entry: Must wait six months, then next 12-week start date.
Fourth Re-entry: Must wait one year, then next 12-week start date.

Complaint Procedure

Student complaints relative to the actions/policies of the school or its employees should first be resolved with college officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should choose one or more of the two remedies listed below.

ONE: Student complaints relative to actions of school officials shall be addressed in written form to **Louisiana Board of Regents**, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, Louisiana 70821-3677, phone (225) 342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

TWO: If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898, or website www.council.org.

Security and Safety Policies and Procedures

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

Mandated Reporting

All college employees who are not designated as confidential or "responsible employees'" such as administration are expected to report the details of which they are aware about an incident. This information is shared in accordance with Title IX to the Campus Director and / or President. Giving a responsible employee notice of an incident constitutes official notice to the college. Incident of sexual misconduct will be taken seriously when official notice is given. Incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner, under the college's complaint policy. If suspicion of threat to the community based on the use of weapons, violence, pattern, predation, or threating conduct by the person being accused confidentiality cannot be guaranteed.

Reporting Procedures

Incidents: An incident is an offense (violation, misdemeanor, or felony), emergency or occurrence that is immediately dangerous to life, health, or the College as a whole that occurs or may occur at a college location.

Incident Report: An incident report is an official report taken by an college employee documenting information about an incident as defined above. A police agency report may serve as an official incident report under this definition.

All college staff, faculty and students are asked to assist in making the college a safe place by being alert to suspicious situations or persons and reporting them as outlined below.
If you witness, are the victim of, or are involved in any on-campus violation of the law such as assault, robbery, theft or sex offense, contact the local police agency (911) and follow their directions. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable.

Offenses or incidents of a lesser nature including, but not limited to: property crimes and larceny shall be immediately reported to the Campus Director who will inform additional college employees, as applicable. If an individual notices a person(s) acting suspiciously at a campus, she/he should contact the Campus Director or the local police agency (911), based on the situation.
Incidents requiring medical attention should be reported to local emergency 911 center. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable. The Campus Director will complete an incident report.

In the event of a critical incident or violent criminal act, the college, in conjunction and communication with local law enforcement will, in accordance with the Jeanne Clery Act (34 CFR 668.46(e), issue a "timely warning". All college staff and students are provided with written notification by the administration regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community, upon request.

Identification of College Campus Security Authorities: As required under, (34 CFR 668.46a), the College must designate certain administrative personnel as "College Security Authorities" (CSA) in accordance with the Clery Act. A CSA must report to the appropriate law enforcement personnel any allegations of Clery Act crimes that are "made in good faith." A CSA must report the statistics regardless of whether the victim wants to speak to the police. The Corporate Office provides training to CSA's annually to notify them of their status and explain what is expected of them.

The following persons are recognized as College Security Authorities: President, CEO, Campus Director, and Corporate Office representatives. These designated administrative personnel receive training and resources through www.clerycenter.org.

Facility Access: All visitors and non-students are required to check in with the administration office before entering any other area / facility of the campus. Campus facilities exist to provide the spaces in which the college's primary mission is fulfilled. Any activities occurring inside a campus facility must be an appropriate use of the facility. The college maintains the right to scrutinize all utilization of the space; determine what constitutes appropriate use; deny use; and/or change fees for services and equipment utilized. The campus is deemed closed to the general public after normal hours of business operation or when buildings are locked unless an event or function is sanctioned by the college and approved by the President. College facilities serve primarily the educational mission and are open to students and employees during normal hours of business operation. There are no residence facilities associated with the campus.
Law Enforcement: Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department or in the event of an emergency, 911.
Crime Awareness / Prevention: Normal operating procedures, rules and regulations are covered with students during orientation.
Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at http://www.lasocpr.lsp.org/socpr/.
The Louisiana Coalition Against Domestic Violence provides the college with numerous publications and materials for awareness and prevention of domestic violence and dating violence and students can also access these resources at https://lcadv.org/resources/.
The college offers bystander intervention programming in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. Program participates are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists. Students and personnel can also access these resources at https://stepupprogram.org/.

Title IX

The college prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at college related activities and functions. The college is required to investigate all allegations regarding sexual misconduct under Title IX. Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person. A list concerning registered sex offenders may be obtained at https://www.icrimewatch.net/louisiana.php.

Sexual Harassment: Unwelcome behavior of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Violence: Any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved.

Consent: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Dating/Domestic Violence: Any of the following engaged or threatened to be engaged in by an adult against another adult living with or in a dating relationship with the person:
-Intentional impairment of physical condition
-First, Second or Third Degree Sexual Assault
-Whoever intentionally causes damage to any physical property of another without the person's consent

Stalking: Behavior directed at a specific person(s) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Voyeurism: Practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature.

Help & Support: You can seek help and support AND make a formal anonymous campus report if you so choose by filling out a report form.

On-Campus

If you fear for your immediate safety, contact 911.
Note that by law, all staff are mandated to report any potential Title IX violations for investigation.

Off-Campus

Contact your local Police Department to report abuse and to help keep yourself safe, 911 or the non-emergency number. Any of the on-or off-campus resources can assist in finding information about legal options such as filing a protective/harassment order. Even if you do not plan on talking to anyone on campus about the incident, please submit a report form. This information will help the college obtain a more accurate picture of violence that is happening on and around campus.

Bystander Intervention

The college believes that risky, potentially dangerous situations can be avoided if a bystander witnesses the event and steps in to intervene. The college encourages students who observe a concerning situation to move past being a bystander and become active.
Here are some tips to become an active bystander:
- Dial 911
- Tell a staff person what you observed
- Submit a report.
- Yell for help
- Intervene directly, if you feel you can safely do so
- Ask a victim if he/she is OK and actively listen to them without telling them what to do

Emergency Alert System: Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and staff. The college will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain respond to, or otherwise mitigate the emergency. The Corporate Office and / or Campus Director is responsible for carrying out the emergency response notification.

Alcoholic Beverages: Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

Illegal Drugs or Weapons: Neither is ever acceptable. Any person caught possessing a weapon or illegal drugs will be immediately suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

Drug & Alcohol Abuse Prevention and Awareness: During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each "new employee package." All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

Annual Security Reports

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law, originally known as the Campus Security Act. This legislation requires colleges and universities across the United States to disclose information pertaining to crimes that have been reported or occurred on or around college campuses, or in the vicinity of college properties on public properties, including properties owned or maintained by the college.

The annual report contains three years of campus crime statistics and must outline certain security policy and/or procedural statements, including sexual-assault awareness programs and reporting procedures. Specific information is provided regarding both the law-enforcement authority and how and where the college community may report crimes.

The Corporate office collects criminal statistical information, compile crime reports and distribute the annual security report, in accordance with law, on or before Oct. 1 of each calendar year. Criminal activity reports are filed annually at www.survey.ope.ed.gov/campussaftey through the Campus Safety and Security website.

Criminal Activity Report for 2018 – No criminal activity reported.
Criminal Activity Report for 2019 – No criminal activity reported.
Criminal Activity Report for 2020 – No criminal activity reported.

Health & Safety Measures

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. All students are encouraged to have provisions for hospitalization and liability insurance.

First Aid

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

Accidents & Health/Safety Emergencies

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.

5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

Insurance

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

Weather Emergencies / Evacuations

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

Should evaluation be necessary administration will communicate to all college personnel in accordance with local authorities utilizing the emergency alert system. The Campus Director will facilitate the evacuation procedure in accordance with local authorities' recommendations.

Test of Emergency Response

The college tests the emergency response and evaluation program routinely to ensure procedures are current and effective.

Notification of Changes from Provided Information

The student is required to notify the Business Office of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the College cannot locate students.

Title IX Formal Resolution Process Flowchart

This document is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *school catalog* available at www.deltacollege.com.

Receipt of Complaint

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of the school.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submit compliant to covadmissions@deltacollege.com.
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant's stead.

Notice of Supportive Measures

- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (ias outlined in school catalog).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

Determination to Proceed with an Investigation

- The appropriate Title IX coordinator or designee determines whether the allegation(s): 1. occurred while participating in or attempting to participate in the school's education program or activity, 2. impacted a person in the United States, and/or 3. if proven, would meet the definition of prohibited conduct.
- If the allegations meet the criteria defined above, the appropriate Title IX coordinator or designee assigns an appropriate individual(s) to investigate the complaint.
- If the allegation(s) should be addressed through another school process, the appropriate Title IX coordinator or designee forwards the complaint to the appropriate party.
- If the allegations do not meet one (1) or more of the criteria listed under above, the complaint is dismissed. Additionally, the school may dismiss a complaint at any time if: 1. the complainant would like to withdraw the complaint, 2. the respondent is no longer enrolled at or employed by the school, or 3. specific circumstances prevent the school from gathering evidence sufficient to reach a determination.

Investigation

- The respondent is presumed to be not responsible for the alleged misconduct until a written determination is made at the conclusion of the Title IX complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator, not the parties.
- The investigator notifies the parties of their rights and options.
- The investigator meets separately with each party and their respective advisors (if the parties elect to provide their own advisors during this phase).
- The investigator meets separately with each witness.
- The investigator engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator or designee. If the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from the school premises, temporary employee administrative leave, etc.), the respondent has the right to challenge the interim action(s) immediately after the removal.

Title IX Formal Resolution Process Flowchart

This document is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *school catalog* available at www.deltacollege.com.

Investigation Report

- At the conclusion of the investigation, the investigator writes an *Investigation Report* that fairly summarizes the investigation and includes all evidence.
- The investigator sends the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) the *Investigation Report* in electronic format or hard copy, and gives them 10 days to respond to the document prior to finalizing it.
- The investigator finalizes the *Investigation Report* at least 10 days prior to the live hearing.
- The investigator notifies the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) simultaneously in writing of the final *Investigation Report*, and sends a copy of the document to them in electronic format or hard copy.

Live Hearing

- The investigation is followed by a live hearing.
- If a party is unable to obtain an advisor, the appropriate Title IX coordinator or designee assigns an appropriate advisor to the party for the purpose of conducting cross-examination for the party during the live hearing.
- The appropriate Title IX coordinator or designee notifies the parties and their respective advisors simultaneously in writing of the date, time, and place of the live hearing.
- Specific procedures for the live hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the parties and their respective advisors prior to the live hearing.
- The appropriate Title IX coordinator or designee assigns an individual(s) from the pool of hearing officers to conduct the live hearing.
- The hearing officer deliberates on the evidence, determines responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes a *Written Determination of Responsibility.*

Appeal

- Either the complainant or respondent may appeal the hearing officer's determination within 10 school business days on the following grounds: 1. procedural irregularity that affected the outcome, 2. new evidence not reasonably available that could affect the outcome, or 3. conflict of interest or bias by the school's participants that affected the outcome.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee assigns the appropriate vice president or designee to serve as the appeal decision-maker.
- The appropriate designee deliberates on the evidence, makes a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an *Appeal Determination.*

Expulsion and Termination Appeals

- In cases where expulsion of a student or termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator or designee within 10 school business days of the appeal decision-maker's determination.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee forwards all information regarding the case to the school president or designee.
- The school president or designee deliberates on the evidence and makes a determination to affirm, modify, remand, or reverse the recommendation for expulsion or termination.
- The school president or designee's decision is final and non-appealable.

Examination of Student Records

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

A. Procedure for Examination

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

B. Challenge to the Record

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading or in violation of the privacy or the right of the student. b) The reasons why the data is contested to be inaccurate, misleading or in violation of the right of privacy or the rights of the student. c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data. d) A request for a hearing on the challenge.

C. Release of Information

Delta College, Inc. does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following: 1) When records are required by college officials in the proper performance of their duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office in order for parent(s), spouse, or other relative(s), to discuss and/or disclose educations records with school personnel.

Delta College, Inc. maintains files containing the following information for each student: 1) Social Security number, 2) name, 3) local address, 4) local telephone number, 5) permanent address, 6) permanent telephone number, and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended by the student.

To file a complaint or grievance regarding FERPA, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901, Email: ferpa@ed.gov.

Advising

Staff and Instructors are available during regular school hours to aid the student with whatever problems might arise, whether academic or personal.

Orientation

Prior to the first week of attendance, each new student attends an orientation to student life at Delta College, Inc.

Student Housing

There are no dormitory facilities at Delta College, Inc. Students from out of town or out of state must secure their own residence; however, the College will assist students in finding suitable accommodations.

Comparable Program Information

Comparable program information related to tuition and program length is available from the **Commission, Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898.

Requirements for Satisfactory Progress and Continued Receipt of TITLE IV Funds

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The college developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

Same As or Stricter Than

The SAP policy of the college for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the college's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the college, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the PN program requires that all classes be completed on the first attempt with a "C" or better.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Increments of Measurement and Quarter Credit, Non-Term Basis

To ensure the student is making sufficient progress both quantitatively and qualitatively, the college's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22 credit program, an increment must not exceed 11 credit hours.

The college operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half (½) of an academic year. During the first payment period, the student must complete one half (½) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half (½) of an academic year. During each payment period, the student must complete one fourth (¼) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

Full Time Students

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

Part Time Students

Although virtually all students at the college are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV eligibility for the next payment period.

Qualitative - Grade Point Average (GPA)

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Quantitative – Time Frame

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student.

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Transfer Students

The college will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

Withdrawals

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

Incompletes

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F".

Repeated Courses

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

SAP Warning

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

SAP Probation

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

Attendance

In accordance with the "Attendance Policy" in the "Rules and Regulations" portion of the catalog, <u>any student missing eight (8) consecutive days of scheduled classes will be dismissed from school,</u> unless the student is on an approved Leave of Absence.

Appeal

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

Satisfactory Progress Readmission Policy

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the "Appeal" process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

Satisfactory Academic Progress Chart

Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
8.0 months	12.0 months	4 months	4 months	4 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

Full Time Program - Two Academic Years

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
15 months	22.5 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
16.5 months	24.75 months**	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
22 months	33 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months
24 months	36 months	6 months	6 months	6 months	6 months	6 months	6 months
	Minimum Required GPA	2.0	2.0	2.0	2.0	2.0	2
	Rate of Progress*	67%	67%	67%	67%	67%	67%

**24.75 months - The student may stay in school for up to 24.75 months, but Financial Aid eligibility ends after 22.5 months

*Rate of Progress = the percentage of courses attempted that must be successfully completed

Tuition and Fees

Registration Fee

Each new student is charged a registration fee of $100 upon enrollment. Graduates entering a different program, and those applicants desiring re-entry due to voluntary or involuntary withdrawal should refer to the "Re-Entry Fees" section of the catalog.

Tuition

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due.

Dental Assistant, 7.5 months day	$14,350
Medical Assistant, 7.5 months day	$14,350
Medical Office and Health Information Technician, 7.5 months day	$14,350
Therapeutic Massage, 7.5 months day/12 months night	$13,530
Pharmacy Technician, 9 months day	$15,395
Practical Nursing, 16 months day/24 months night	$29,700

Books & Supplies

Textbooks and most required supplies are included in the tuition of all programs. These items will be issued as needed according to the courses listed on each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, linens, etc. are the responsibility of the student. Please see each major for a listing of additional supplies and costs.

The College assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

Although books are included with tuition, a student wishing to supply their own textbooks may be able to do so and receive a tuition credit. See the academic office for a listing of texts, our cost, ISBN numbers, and other important information.

Uniforms

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the bookstore or an approved supplier.

Repetition Fees

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of $50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

Make-Up Fees

Make-up fees will be charged as follows for other required make-up time:

Class or Lab Make-up Fee	$25 per occurrence
Therapeutic Massage Clinical	$25 per occurrence
Practical Nursing Clinical	$50 per occurrence

Re-Entry Fees

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus "Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus "Repetition Fees". Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.
- Over one year of absence: The student will be treated as a new student and must repeat the entire program from the beginning. The student will be charged current tuition. No Registration Fee Charged.

Leave of Absence Fees

There are no tuition or registration fee charges for a student returning from an approved leave of absence. However, if a student must repeat courses, the "Repetition Fees" policy will apply.

Short Course Fees

Under certain circumstances, an applicant may be permitted to enroll in select courses only. The cost for these courses is equal to the normal per hour cost times the number of hours for the class. This fee covers any required books only – any additional items needed must be purchased separately. Short Course students are required to wear a school uniform and may purchase one from the school or an approved supplier. The standard registration fee will apply for short course students. It is important to note that there is no federal funding available for courses taken apart from an approved program of study offered by this institution. All charges must be paid prior to starting the classes. The standard refund policy will apply.

Miscellaneous Fees

Student File copies (unofficial), per page	$2.00
Maximum per file request (unofficial)	$20.00
Student File copies (sealed/official; except diploma or transcript), per page	$5.00
Maximum per file request (sealed/official; except diploma or transcript)	$50.00
Duplicate diploma (sealed)	$15.00
Additional Transcript (sealed/official)	$5.00
Additional Unofficial Transcript	$2.00
Name Tag Replacement Fee	$10.00
School Catalog (additional copy)	$20.00
NSF Fee	$25.00

Refund Policy

All monies paid by the prospective student, including registration fees will be refunded if cancelled within 3 business days after signing a Certificate of Enrollment, or after first making a payment to the college, or if the application is rejected by the College. After 3 business days, all tuition paid prior to entrance (with the exception of the $100.00 registration fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the registration fee, not to exceed $100.00. All other tuition and fees are refunded within 45 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. When a student's withdrawal date is before the sixty percent (60%) or less point (in time) for the student's current payment period, the School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the College will make a settlement with the student, which is reasonable and fair to both the student and the College.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the registration fee not to exceed $100.00. All other tuition and fees are refunded within 45 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

Withdrawal Procedures

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 45 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

Return of Title IV Funds

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, FSEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Withdrawal prior to graduation may result in the loss of Title IV funding! Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The college's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the college for the time attended. The responsibility to repay unearned Title IV aid is shared by the college and the student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

Calculation

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total

days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine "Earned" Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

Overpayments

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any "Unearned" Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

Post-withdrawal Disbursement

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

Grant Funds: The school will credit a student's account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account within 45 days after the date of the school's date of determination that the student withdrew.

Loan Funds: Within 30 days after the date of the school's date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30 day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school's date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school's possession will be returned to reduce the student's Title IV loan obligation.

For More Information

Additional explanations of the Return to Title IV Funds requirements are available in the School's Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.

Refund Distribution Policy

In the case of student withdrawal from classes prior to reaching the 60% point of the program, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Federal Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Federal Subsidized Direct Stafford Loans
3. Federal Direct PLUS Loans received on students behalf
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other non-federal loan, grant, and/or scholarship programs as applicable
8. Refunded to Student

Financial Aid Programs

The college currently participates in a number of public and private programs to help students defray the cost of their education. Each student will receive a personal interview with a financial aid officer to determine what programs will best fit their needs.

Financial Aid Information

Delta College, Inc. coordinates a variety of programs of financial aid for entering and continuing students. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Delta College, Inc. is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The College provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making satisfactory progress. The college defines its academic year as 30 weeks of training and 36 quarter credits and its award year is from July 1st to June 30th. Delta College, Inc. makes every effort to assist students who need financial aid to complete their program.

Forms/Application Information

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid." This is a confidential financial statement of parental and student income. This form is available in the financial aid office. It is helpful to bring to the aid office a copy of the appropriate U.S. Income Tax Return and W-2's for the most recent tax year. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

Eligibility

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making satisfactory progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

Aid Recipient Selection

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

How Will My Aid Be Processed?

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts. The institution deposits Stafford checks as credits to students' accounts. If payments are made to the student, payment will be made from the Institution's account.

When Will my Aid Be Processed?

Loan and grant payments are split into two payments. The first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received. The second loan disbursement is made half way into the academic year. The first grant payment is made as soon as the necessary paperwork is received. The second grant disbursement is made when the student completes one half of the academic year.

To Maintain Eligibility

1) A student must meet the satisfactory progress standards printed in this catalog; 2) You must be enrolled when the Stafford Student Loan check and/or Pell Grant Student Aid Report (SAR) is processed; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

Transfer Students

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Delta College, Inc., check with our financial aid officer to find out what steps you must take.

If you have a Pell Grant as a transfer student, we will help you obtain a duplicate copy of your Student Aid Report (SAR) to submit to the financial aid officer at Delta College, Inc. If you have a Stafford Student Loan, you must check with your current lender (bank) to be sure you can re-apply for a loan for attendance at Delta College, Inc.

An NSLDS print out must be received from the prior school before being eligible for aid at this institution.

Verification

Some students are selected for a process called verification. When this happens, Delta College is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a Student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

Veterans Information

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Placement Services

Because of the proven competence of graduates from Delta College, Inc., area employers are in frequent communication with the school Placement Office. Our placement office maintains complete records of available positions and graduate's qualifications.

All students seeking placement must submit a resume to the Placement Office during their final quarter prior to graduation. When possible, The Placement Office will arrange interviews for students seeking assistance in job placement.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place each graduate in the position for which he is best qualified.

Placement services are available at no additional cost to Delta College, Inc. graduates and include the following services:

1. Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts),
2. Help in preparing and arranging the portfolio for presentation at job interviews,
3. Advice on preparing for the interview; grooming, interview techniques, etc.,
4. Current job openings and potential employer lists,
5. Reference materials in the library are available to students regarding job markets, interviewing, preparing the portfolio and preparing a resume,
6. Referrals through notices of job openings (written and verbal) communicated to the College office.
7. Sending resume's via fax (with graduate's permission) to potential employers with advertised vacancies.

Programs of Study

Diploma Programs

Medical Assistant ǂ
Medical Office and Health Information Technician ǂ
Dental Assistant ǂ
Therapeutic Massage
Pharmacy Technician
Practical Nursing

ǂ ***Program available in both traditional and hybrid delivery.***

Medical Assistant *(Traditional and Hybrid)*

Approximate Completion Time--7.5 months (Day)/12 months (Evening)

This program is designed to prepare students for a broad spectrum of entry level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab and clinical competencies including phlebotomy techniques, 12-lead EKG procedures, specimen collection, infection control and safety measures, vital signs, and assisting with minor office surgery and physical exams. The students will gain administrative competencies in medical bookkeeping, medical insurance, basic billing, and coding, medical records, medical office software, and medical office ethics. The students will study appropriate anatomy and physiology and medical terminology. The student will be able to perform injections and master basic dosage calculations. The externship is designed to enhance the skills learned in the classroom by allowing the student first-hand experience in a medical office environment as part of the curriculum. Facilities such as clinics, physician's offices, and laboratories are among the many employment opportunities for medical assistants. Students completing this program can work in various aspects of the field such as Medical Assistant, Medical Secretary, Clinical Assistant, Phlebotomy Technician, EKG Technician, Lab Assistant, Medical Records, Personal Care Attendant, and Medical Receptionist.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
CM 121	Professional Development	3.0	48	22	26	---
DP 101	Computer Literacy	3.0	48	12	36	---
MO 201	Computerized Medical Office	3.0	48	12	36	---
TP 111	Elementary Typing/Keyboarding	3.0	48	12	36	---
MS 141	Insurance/Coding/Bookkeeping/Ethics	3.0	48	12	36	---
MS 142	Essentials of Medical Language/Terminology I	4.0	48	32	16	---
MS 143	Essentials of Medical Language/Terminology II	4.0	48	32	16	---
MS 144	Essentials of Medical Language/Terminology III	4.0	48	32	16	---
MS 145	Med Lab Procedures I	3.0	48	12	36	---
MS 146	Med Lab Procedures II	3.0	48	12	36	---
MS 147	Med Lab Procedures III	3.0	48	12	36	---
MS 149	Pharmacology	4.0	48	32	16	---
MS 221	Medical Assistant Externship	7.0	210	---	---	210
	Total Credits	**47.0**	**786**	**234**	**342**	**210**

Externship Scheduling

The externship portion of classes will be scheduled during those hours which fall in the normal working schedule of the facility to which the student is assigned.

Medical Assistant Health and Employment Requirements

Additional tests may be necessary to satisfy the requirements of the health care facility in which the externship is being conducted.

The Medical Assistant program does not qualify the graduate to work as a Nursing Assistant. No person may work as a Nursing Assistant unless certified by the State of Louisiana. The graduate of the Medical Assistant program is eligible to take a national certification exam. National Certification is not necessary for employment as a medical assistant and certification testing is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical assistant.

Certification

Graduates of the Medical Assistant program are eligible to take national certification examinations. National certification as a Certified Clinical Medical Assistant (CCMA); EKG Technician; Phlebotomist; or Electronic Records Certification is not required for employment or graduation. Graduates are encouraged to take the certification tests to enhance their employment prospects.

NHA – National Healthcareer Association	Exam Fee	Exam Review Materials
CCMA - Certified Clinical Medical Assistant*	$155.00	$52.00
Phlebotomy Certification	$117.00	$48.00
EKG Technician	$117.00	$48.00
Electronic Records Certification	$117.00	$48.00

*One certification exam is paid by the college.

Additional Expenses

While enrolled in the Medical Assistant program at Delta College, students will incur the following expenses NOT covered by tuition:

Watch with second-hand.....$10.00 and Up
Medical Dictionary.....$10.00 and Up
White shoes.....$10.00 and Up
Laptop .....$175.00 - $275.00

Medical Office and Health Information Technician *(Traditional and Hybrid)*

Approximate Completion Time--7.5 months (Day)/12 months (Evening)

This program is designed to prepare students for a broad spectrum of entry level positions in the Medical Office and related occupations. A student completing this program can perform many tasks including medical/dental insurance coding and billing, reception area duties, medical filing and records, medical secretarial duties, and medical bookkeeping. The graduate of this program should be able to recognize and accurately complete insurance forms, prepare correspondence, and record simple medical histories. The graduate will be familiar with insurance rules and billing practices. The successful student must be able to understand the language of medicine, anatomy and physiology, and diagnostic procedures and treatment.

Graduates of this program would be eligible for employment in various positions such as Medical Office Administrative Assistant, Medical Insurance Billing Clerk (Medical/Dental), Billing and Coding Specialist (Medical/Dental), Medical Secretary, and Medical Records Assistant.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
CM 121	Professional Development	3.0	48	22	26	---
DP 101	Computer Literacy	3.0	48	12	36	---
DP 117	Spreadsheet Concepts	3.0	48	12	36	---
MO 201	Computerized Medical Office	3.0	48	12	36	---
MO 202	Medical Insurance Billing and Coding	3.0	48	12	36	---
MO 204	ICD-10-CM Coding	3.0	48	12	36	---
MO 205	CPT/HCPCS Coding	3.0	48	12	36	---
MS 141	Insurance/Coding/Bookkeeping/Ethics	3.0	48	12	36	---
MS 142	Essentials of Medical Language/Terminology I	4.0	48	32	16	---
MS 143	Essentials of Medical Language/Terminology II	4.0	48	32	16	---
MS 144	Essentials of Medical Language/Terminology III	4.0	48	32	16	---
TP 111	Elementary Typing/Keyboarding	3.0	48	12	36	---
MO 222	Medical Office Externship	7.0	210	---	---	210
	Total Credits	**46.0**	**786**	**214**	**362**	**210**

Health Requirements

Additional tests may be necessary to satisfy the requirements of the health care facility in which the externship is being conducted.

Externship Scheduling

The externship portion of classes will be scheduled during those hours which fall in the normal working schedule of the facility to which the student is assigned.

Certification

Graduates of the Medical Office and Health Information Technician program are eligible to take national certification examinations. National certification as a Certified Medical Administrative Assistant, or Certified Billing and Coding Specialist is not required for employment as a Medical Office and Health Information Technician, nor is certification testing mandatory for graduation. Graduates are encouraged to take the certification test to enhance their employment prospects.

NHA – National Healthcareer Association	Exam Fee	Exam Review Materials
CMAA - Certified Medical Administrative Assistant*	$155.00	$52.00
CBCS – Certified Billing & Coding Specialist	$117.00	$48.00
Electronic Records Specialist	$117.00	$48.00

*One certification exam is paid by the college.

Additional Expenses

While enrolled in the Medical Office and Health Information Technician program at Delta College, students will incur the following expenses NOT covered by tuition:

Medical Dictionary ..... $10.00 and Up
White shoes ..... $10.00 and Up
Laptop ..... $175.00 - $275.00

Dental Assistant *(Traditional and Hybrid)*

Approximate Completion Time--7.5 months (Day)/12 months (Evening)

This program is designed to prepare students for employment as entry level dental assistants in dental offices and clinics or to provide supplemental training for persons previously or currently employed in these or other dental auxiliary occupations. The program content includes, but is not limited to, chair side dental assisting skills, interpersonal skills, CPR, AIDS awareness & prevention, OSHA awareness, dental specialties, office & communication skills, and oral hygiene by a combination of theory and hands-on instruction.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
DP 101	Computer Literacy	3.0	48	12	36	---
TP 111	Elementary Typing/Keyboarding	3.0	48	12	36	---
CM 121	Professional Development	3.0	48	22	26	---
DA 101	Embryology & Oral History	1.5	24	6	18	---
DA 102	Alginate & Study Casts/Oral Evac/Instr/xfer	1.5	24	6	18	---
DA 105	Dental Language/Terminology I	1.5	24	6	18	---
DA 106	Dental Language/Terminology II	1.5	24	6	18	---
DA 107	Preventive Dentistry & Nutrition	1.5	24	6	18	---
DA 108	Restorative & Fixed Prosthodontics	1.5	24	6	18	---
DA 109	Infection Control/OSHA Awareness/AIDS Ed	1.5	24	6	18	---
DA 110	Microbiology & Oral Pathology	1.5	24	6	18	---
DA 111	Pharmacology/Anesthesia/Pain Control	1.5	24	6	18	---
DA 112	Dental Instruments & Materials	1.5	24	6	18	---
DA 113	Medical/Dental Emergencies & CPR	1.5	24	6	18	---
DA 114	Endodontics/Rubber Dam/Moisture Control	1.5	24	6	18	---
DA 115	Dental Radiology I & II	1.5	24	6	18	---
DA 116	Pediatrics & Orthodontics	1.5	24	6	18	---
DA 117	Removable Prosthodontics & Dental Implants	1.5	24	6	18	---
DA 118	Periodontics & Oral Surgery	1.5	24	6	18	---
DA 120	Computerized Dental Office	3.0	48	12	36	---
DA 119	Clinical Externship	6.0	180	---	---	180
	Total Credits	**42.0**	**756**	**154**	**422**	**180**

Health Requirements

Additional tests may be necessary to satisfy the requirements of the health care facility in which the externship is being conducted.

Externship Scheduling

The externship portion of classes will be scheduled during those hours which fall in the normal working schedule of the facility to which the student is assigned.

Additional Expenses

While enrolled in the Dental Assistant program at Delta College, students will incur the following expenses NOT covered by tuition:

Safety Glasses ..... $5.00 and up
White shoes ..... $10.00 and up
Ear buds or headphones (for computer lab)..... $5.00 and up

Therapeutic Massage

Approximate Completion Time—7.5 months (Day) / 12 months (Evening)

(Only offered at the Covington Main Campus)

This program is designed to provide the student with the theory and the practice of a variety of recognized modalities and also prepares the student to successfully pass the state examination. The anatomy and physiology classes will inform students about the body and its functions related to massage. The modalities of massage classes will provide basic training techniques, theory related to the techniques, and many hours of hands-on experience. Other health care classes including herbology, stress management, nutrition and many others will provide a complete, well-rounded health care background. As a professional massage therapist in the health care field, the opportunities for employment are constantly being made available. Physical rehabilitation centers, chiropractic clinics, health clubs, resort spas, university athletic departments, beauty salons, corporate offices, hospitals, and private practices all reflect the growing demand for well-trained massage therapists.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
TM 101	Introduction to Massage	2.0	20	20	---	---
TM 103	Swedish Massage	5.0	90	10	80	---
TM 105	Clinical Sports Massage	3.0	48	12	36	---
TM 107	Connective Tissue Massage	3.0	48	12	36	---
TM 109	Neuromuscular Massage	4.0	72	10	62	---
TM 121	Chair Massage	.5	10	4	6	---
TM 125	Reflexology	1.0	20	4	16	---
TM 201	Applied Musculoskeletal Anatomy	8.5	100	70	30	---
TM 203	Body System Fundamentals for MT I	5.5	68	48	20	---
TM 205	Body System Fundamentals for MT II	5.5	68	48	20	---
TM 301	Health	1.0	12	12	---	---
TM 305	CPR/First Aid	0.5	8	2	6	---
TM 311	HIV/AIDS	0.5	6	6	---	---
TM 321	Law/Ethics	0.5	8	2	6	---
TM 326	Documentation	1.0	16	12	4	---
TM 401	Clinical Practicum I	0.5	24	---	---	24
TM 403	Clinical Practicum II	0.5	24	---	---	24
TM 405	Clinical Practicum III	0.5	16	---	---	16
TM 451	SPA Applications: Hydrotherapy, Salt Glow Hot Stone Therapy, Body Wraps	2.5	43	10	33	---
TM 501	Career Development	1.5	24	8	16	---
TM 505	National Exam Review	1.0	20	2	18	---
	Total Credits	**48.0**	**745**	**292**	**389**	**64**

Health Requirements

Additional tests may be necessary to satisfy the requirements of the health care facility in which the clinic is being conducted.

Therapeutic Massage Attendance Requirement

Delta College Inc. follows the LA Board of Therapeutic Massage attendance requirements. The LA Board of Therapeutic Massage requires 90% attendance in all Therapeutic Massage classes. Absences exceeding 10% from any class will require make-up work OR class repetition. 20% absenteeism or greater in any class will require class repetition. The Director (or designee) may grant make-up work and an assignment will be given upon approval. All clinical absences must be made-up. The student will pay the normal class/clinic make-up fee and any clients needed to complete the assignment will pay the normal clinic fee.

Therapeutic Massage Clinical Scheduling

After completion of Swedish massage, students begin compulsory participation in the Clinical Practicum portion of the curriculum. Clinics provide Therapeutic Massage to the public on Delta College's premises, which help the students gain assessment skills while learning to operate the business of massage under the direct supervision of a licensed massage therapist instructor. Delta College provides massage tables and related equipment for student use on premises. Students are neither expected nor required to purchase massage tables to pursue this course of studies.

Therapeutic Massage Employment and Licensure Requirements

No one may work as a Massage Therapist in the State of Louisiana unless they have a currently license from the Board of Massage Therapy

To obtain this license, a person must:

1 Successfully complete a Board approved program and have 90% attendance in all courses.
2 Pass an approved written National Certification Exam (MBLEX*)
3 Submit a Louisiana Application for License with required attachments and fee**
4 Submit a Louisiana Professional License Application and fee***

Upon approval, the Board of Massage Therapy will issue a license number.

Certification and Licensure Fees

Graduates of the Therapeutic Massage program are prepared to take an approved written National Certification Exam (MBLEX).

***National Certification Exam:** One National Test Fee ($265.00) is pre-paid by the College. Student must register for the exam within 90 days of issues ATT date and students are responsible for any retest fees.

****Louisiana Application for License:** The College will reimburse the application fee ($75.00) to the student. The student must submit proof of licensure with their reimbursement request.

*****Louisiana Professional License Registration application:** This fee is the students responsibility and is pro-rated based on the date of the application ($31.25 - $125.00).

Additional Expenses

While enrolled in the Therapeutic Massage program at Delta College, students will incur the following expenses NOT covered by tuition. These items may include:

Mandatory Supplies		Price Range
(4) twin sheet sets including pillow case (white or pastel only)	(price per set)	$10.00 - $50.00
(1) blanket (lightweight)		$5.00 - $15.00
(1) bath towel (white or pastel only)		$2.00 - $10.00
(8) hand towels (white or pastel only)	(price each)	$1.00 - $5.00
(1) pair athletic type or nurses shoes		$25.00 - $75.00
White socks (per pair)		$1.00 - $8.00
Louisiana State Police and FBI, Background Processing Fee		$39.25
Louisiana State Police Fingerprint Cards (total of 2)		$20.00

Pharmacy Technician

Approximate Completion Time— 9 months (Day)

(Only offered at the Covington Main Campus)

The objective of this program is for the graduate to gain employment as a Pharmacy Technician and to successfully pass the required Pharmacy Technician certification examination.

Students are provided with instruction in theory and lab practice for recognized areas of study and best practices in a variety of pharmacy settings. Fundamental math and science skills provide a foundation for the pharmacy technician student to be successful in classifying medication, dosage calculations, pharmacology, IV and unit preparation, aseptic techniques, compounding and related areas of study for the pharmacy technician.

Employment opportunities abound. Community pharmacies (Retail Pharmacy), hospitals, home health care facilities, clinics, and nursing homes all reflect the growing demand for well-trained pharmacy technicians.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
TP 111	Elementary Typing/Keyboarding	3.0	48	12	36	--
CM 121	Professional Development	3.0	48	22	26	--
DP 101	Computer Literacy	3.0	48	12	36	--
PH 100	Core Fund. Of Health Sciences and Professions	2.0	24	20	4	–
PH 101	Dosage Calculations & Pharm. Med. for the Pharm. Tech I.	2.0	24	20	4	–
PH 102	Dosage Calculations & Pharm. Med for the Pharm. Tech. II	2.0	24	20	4	–
PH 103	Essentials of Pharmacy	2.0	24	16	8	–
PH 104	Health &Safety Practices in the Pharmacy	1.5	24	8	16	–
PH 105	Applied Anatomy for the Pharm. Tech. I	2.0	24	20	4	–
PH 106	Med. Terminology for Pharm. Tech. I	2.0	24	20	4	–
PH 107	Applied Anatomy for the Pharm. Tech II	2.0	24	20	4	–
PH 108	Med. Terminology for Pharm. Tech II	2.0	24	20	4	–
PH 109	Laws, Ethics, and Trends in Pharmacy	2.0	24	20	4	–
PH 110	Pharmaceutical Classification	4.0	48	40	8	–
PH 111	Pharm. Applications, Dispensing, Med. Safety & Hosp.Ph	3.0	48	12	36	–
PH 112	IV&Unit Prep, Aseptic Compounding & Home Health Care	3.0	48	12	36	–
PH 113	Pharmacology I	4.0	48	40	8	–
PH 114	Pharmacology II	4.0	48	40	8	–
PH 115	Community Pharmacy	3.0	48	12	36	--
PH 116	Certification Preparation	1.5	24	8	16	--
PH 117	Pharmacy Technician Externship	7.0	210	--	--	210
	Total Credits	**58.0**	**906**	**394**	**302**	**210**

Pharmacy Technician Externship

After completion of the didactic and laboratory courses (including the institution's eligibility requirements for extern) and successful candidate registration with the Louisiana State Board of Pharmacy, the student will be eligible to participate in a 210-hour externship. Pharmacy Technician externs may be assigned to community and hospital pharmacies for the purpose of gaining knowledge and experience in a pharmacy setting. All students will work under the supervision of a licensed Pharmacist.
The externship portion of classes will be scheduled during those hours which fall in the normal working schedule of the facility to which the student is assigned.

Pharmacy Technician Health

Additional tests may be necessary to satisfy the requirements of the health care facility in which the externship is being conducted. Drug screening may be required at extern sites. One drug screening is paid by the college. Students are responsible for any additional drug screening tests.

Pharmacy Technician Employment Requirements

No one may work as a Pharmacy Technician in the State of Louisiana unless currently registered or certified by the Louisiana Board of Pharmacy. To obtain candidate registration a person must apply with the Louisiana Board of Pharmacy. In order to be eligible for candidate registration a person must provide proof of enrollment in a nationally-accredited board-approved pharmacy technician training program **OR** proof of successful completion of a board approved technician certification examination and graduation from a high school approved by a state department of education **OR** provide proof of credentialing as a pharmacy technician by another state board of pharmacy and have practiced at least one year. Upon completion of candidate registration and successful completion of a board approved examination the person may apply with the board to become a Certified Pharmacy Technician.

Certification

Our Pharmacy Technician students are prepared to pass the certification examination. Students may be eligible to sit for the examination prior to graduation however will be unable to be certified under Option A unless they graduate from a nationally-accredited board-approved Pharmacy Technician Training Program. Upon successful completion of a nationally-accredited and board-approved program and a board approved certification examination the graduate will be eligible to become a Certified Pharmacy Technician in the State.

Admissions Testing

Prospective students are required to meet or exceed entrance test requirements for the Pharmacy Technician Program.

Additional Expenses

While enrolled in the Pharmacy Technician program at Delta College, students will incur the following expenses NOT covered by tuition. These items may include:

Mandatory Supplies

(1) pair athletic type or nurses shoes	$20.00 - $80.00
White socks (per pair)	$1.00 - $8.00
Calculator	$3.00-$15.00

Candidate Registration (Collected during admissions process submitted to board after completing 12 weeks of class/18 weeks prior to beginning extern)

2 x 2 passport picture	$10.00
Louisiana Board of Pharmacy Candidate Registration Fee	$25.00
Louisiana State Police and FBI, Background Processing Fee	$39.25
Louisiana State Police Fingerprint Cards (total of 2)	$20.00

Optional Costs

Pharmacology (Quick Study Academic) Laminated Card	$5.00 +
Medical Math (Quick Study Academic) Laminated Card	$5.00 +
The Pill Book (15th Edition)	$8.00 +

Near Graduation

Pharmacy Technician Certification Examination Fee (to be paid by the college)*	$129.00

After Graduation

Louisiana Board of Pharmacy Application for New Louisiana Technician Certification	$100.00

*One Certification Test Fee is paid by college. Students are responsible for any retest fees. A maximum of three (3) attempts are allowed by Louisiana State Board of Pharmacy.

Suspension /Dismissal Policies

Failure to comply with the rules and regulations listed in the College Catalog and the Pharmacy Technician Student Handbook will result in disciplinary action. This action may include suspension or dismissal from the Pharmacy Technician Program. The Campus Director, in consultation with the Pharmacy Technician Program Director, shall be the final authority regarding these actions.

Student Organizations

Students are encouraged to participate in extra-curricular organizations to foster development of skills in self-direction, leadership and professional activity. Contact information for professional organizations is provided below:

American Association of Pharmacy Technicians
P.O. Box 1447
Greensboro, N.C. 27402
Toll Free 877-368-4771
National Number 336-333-9356
www.pharmacytechnician.com

National Pharmacy Technician Association
P.O.Box 683148
Houston, TX 77268
Tel. 888-247-8700
www.pharmacytechnician.org

Accreditation Council for Pharmacy Education
135 S. La Salle St. Suite 4100
Chicago, Ill. 60603-4810
Tel. 312-664-4652
info@acpe-accredit.org

Practical Nursing

Approximate Completion Time--16 months (Day) / 24 months (Evening)

The goal of this program is to prepare the graduate to take and pass the Louisiana Practical Nursing Exam, thus gaining their license, and gain employment as a Licensed Practical Nurse.

Diploma Program

Course	No.	Course Title	Credits	Hours
PN	101	Introduction to Practical Nursing	5.0	50
PN	103	Anatomy and Physiology	7.0	70
PN	104	Nutrition/Diet Therapy	4.0	40
PN	105	Microbiology/HIV-AIDS	2.0	20
PN	108	Nursing Fundamentals	6.0	60
PN	110	Nursing Skills Lab	4.0	80
PN	114	Pharmacology and Medication Administration	7.0	70
PN	115	Alteration in Skin Integrity	2.0	22
PN	113	IV Therapy	4.0	40
PN	116	Alteration in Endocrine Function	2.0	22
PN	117	Alteration in Respiratory Function	2.5	29
PN	118	Perioperative Care	2.0	22
PN	119	Alteration in Cardiovascular Function	3.0	31
PN	120	Mental Health Theory	4.0	40
PN	121	Alteration in Gastrointestinal Function	2.0	20
PN	122	Alteration in Urinary Function	2.0	20
PN	123	Alteration in Neurological Function	2.5	28
PN	126	Alteration in Musculoskeletal Function	3.0	32
PN	127	Neoplasia	2.0	20
PN	131	Geriatric Theory	8.0	80
PN	132	Geriatric I Clinical	1.5	48
Med-Surg I Clinical			2.0	64
Med-Surg II Clinical			5.0	152
PN	124	Maternal/Neonatal Nursing Theory	4.0	40
PN	125	Pediatric Nursing Theory	4.0	40
PN	129	Alteration in Reproduction	1.5	16
PN	140	Mental Health Clinical	1.0	40
PN	144	Maternal/Neonatal Nursing Clinical	1.0	40
PN	145	Pediatric Nursing Clinical	1.0	40
Med-Surg III Clinical			3.5	112
Med-Surg IV Clinical			6.0	192
PN	128	Sensory Perception	2.0	23
PN	133	Geriatric II Clinical	1.0	40
PN	134	Career Readiness, Compendium, NCLEX Prep	5.5	55
		Totals	**113.0**	**1698**

Additional Admissions, Exam and Other Costs: Please see the following pages pertaining to this program and/or contact the admissions office.

Philosophy of the School of Nursing Faculty

The goal of the Practical Nursing Program is to prepare the graduate to take and pass the Louisiana Practical Nursing Exam, thus gaining licensure and enabling the graduate to gain employment as a Licensed Practical Nurse.

We believe that practical nursing is both an art and a science whose purpose is fourfold: to promote health, to prevent illness, to restore health, and to alleviate suffering.

We believe that practical nursing is an essential component of the health care team. The opportunity to prepare for a career in practical nursing at the college is available to all individuals who meet our admissions criteria regardless of race, color, creed, or gender.

The curriculum follows the Louisiana Board of Practical Nurse Examiners (LSBPNE) guidelines for education of practical nurses, and is planned related to the practice of nursing focusing on direct patient care. We seek to provide each student with both the technical skills and knowledge, which will enable them to join the nursing community as competent, compassionate, caring practical nurses.

Objectives

Upon the completion of this program the graduates will be able to:

1. Apply knowledge of the health and illness needs of their clients by successfully passing classroom and clinical education.
2. Have the ability to provide nursing care and demonstrate an understanding of the scientific principles upon which nursing care is based.
3. Exhibit safety awareness, which is reflected by good work habits including cleanliness, orderliness, honesty and habits of safe practice of nursing.
4. Apply the necessary technical knowledge and understanding of scientific, mathematic and mechanical principles to form sound judgments.
5. Exhibit self-confidence, initiative, excellence of performance, a cooperative attitude and an appreciation of professionalism needed for successful employment in the practical nursing field.
6. Exhibit an awareness of the various organizations affiliated with the practical nursing field.
7. Successfully complete the NCLEX-PN examination.
8. Exhibit an awareness of the value of continuing education.

Admission Requirements

The general requirements for admission to the career programs at the college are a High School Diploma or equivalent (GED). Students must be at least 17 years of age. In addition to the admission requirements and procedures of the College Catalog, the prospective Practical Nursing student **must**:

1. Be a high school graduate or equivalent (GED).
2. Applicant must be a US citizen or permanent resident in possession of appropriate documentation. A non-citizen must produce first citizenship papers.
3. Successfully complete the admissions interview.
4. Meet or exceed entrance test requirements in accordance with LSBPNE regulations.
5. Provide a copy of their birth certificate.
6. Not be currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with any felony convictions, plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedures, Article 893.
7. Comply with all health requirements of the PN program. All medical records must be signed by a physician and returned prior to admission.
8. Satisfy all fingerprinting requirements prior to admission.
9. Be prepared, as a candidate for admission to the PN program, to be totally devoted to the PN course for the duration of the program.
10. Freely submit to random drug testing at any time during the program and/or as deemed necessary by the campus director, PN instructors and/or affiliated clinical facilities. A positive drug screen will result in disciplinary action which may include termination from the college.
11. Comply with the Program Coordinator's request to be seen by a physician at any time in this nursing program and to bring documentation to the Coordinator.

NOTE: Your acceptance in and subsequent graduation from our program does not automatically give you the right to sit for the PN licensure exam. That decision is made by the LSBPNE.

Admission Procedure

Prospective students should call or write the school to arrange an appointment for a personal interview with an admissions representative. At the time of the appointment, both parents and/or spouse should accompany the applicant.

During this interview, the applicant will complete a questionnaire and an informal aptitude test in order to ensure that the applicant has the ability to successfully pursue their studies. Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid office.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies, and a class schedule, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Health Requirements

1. Health History and Appraisal form are to be completed by the Physician, Nurse Practitioner, or Physician's Assistant certifying you are physically and mentally fit to perform and function as a student practical nurse. This form must be completed within 6 months of your expected start date.
2. Proof of positive lab results for the following titer (serology) tests:
    a. Measles, Mumps, Rubella and Varicella
        i. Lab results showing equivocal immunity, will require the appropriate vaccine(s) or boosters are to be administered with proof attached.
        ii. Lab results showing negative immunity, will require the appropriate vaccine(s) or boosters are to be administered with proof attached.
3. Proof of Tetanus (Td), Tdap or DTaP (within last 10 years).
4. Proof of Mantoux/TB Skin test (within 3 months of class start date):
    a. If positive, attach written documentation of INH therapy and chest x-ray impression/report.
    b. If Mantoux/TB skin test is contraindicated, a chest x-ray must be obtained. Submit written documentation of contraindication and chest x-ray impression/results.
5. All students should undergo the Hepatitis B series of three shots (1st, booster in one month, booster in 3 months) and provide written documentation. If previously immunized for Hepatitis B, student must provide a lab report documenting a positive result for Hepatitis B surface antibodies. Student may sign disclaimer if refusing Hepatitis B immunization.
6. If pregnant, a medical release form must be completed & submitted to the clinical coordinator upon initial diagnoses and every month thereafter.
7. Recommended labs: Chemistry panel, CBC, RPR, UA.

Other requirements may be added or deemed necessary by clinical sites.

Felony Arrests or Felony Convictions

The policy of the Louisiana State Board of Practical Nurse Examiners is that anyone applying for the Practical Nursing program that has been arrested or convicted of a felony may be required to have a hearing before the Board prior to the time the applicant is approved to take the licensure examination (NCLEX-PN).

The student may not be granted a hearing until after the student has completed the nursing course; therefore, successful completion of the nursing program does not guarantee the student will be allowed to take the state board examination.

Each student is fingerprinted prior to the first day of class and the background checks are mailed directly from the Louisiana State Police to the Louisiana State Board of Practical Nurse Examiners.

"Anyone currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893" is ineligible to be enrolled in any practical nursing program in the state of Louisiana. (LA Administrative Code, Title 46, Part XLVII, Subpart 1, Chapter 9, Subchapter F: 937.8)

Fingerprinting

As part of the admission process to the PN program, you will need to be fingerprinted before the start of the program, but no earlier than three months before the start of the program.

1. You must report to the State Police Headquarters to be fingerprinted on (2) Fingerprint Cards (check with the admissions office for the current address and phone number for locations).
2. You must complete the Louisiana State Police Background Request Form and Disclosure Form to be submitted to the admissions office.
3. Bring a money order for the fingerprinting fee (contact the admissions office for the correct amount).
4. When the background check is completed by the Louisiana Department of Public Safety, the results will be returned to the Louisiana State Board of Practical Nurse Examiners. If you have questions concerning the procedure, please contact State Police headquarters or contact the College Admissions Department.

Falsification of Documents

Falsification of **any** document shall result in disciplinary action up to and including dismissal from the program.

Orientation Program

During orientation the students are to be informed and reminded of the school policies and procedures including parking, grading scales, attendance, dress, etc.

Confidentiality

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher relationship and the student-student relationship.

Because of this legal, ethical and moral obligation, I understand that a breach of the confidentiality of teacher or student information and records can result in disciplinary action, including expulsion from the educational program that I may be taking.

I understand and agree that this obligation extends to, but is not limited to the following instances:

1. The obtaining or communicating of information obtained from teacher materials, teacher notebooks, teacher questions and answers, or other teacher notes without the consent of the teacher or the school.
2. The obtaining or communicating of information obtained about a fellow student, including but not limited to, concerning grades or progress in a curriculum without the consent of the student.
3. The communicating of information or rumors tending to cause embarrassment or harm to another student.
4. The creation or contributing to an atmosphere that is harmful to the educational process, teachers or other students.

Pregnancy

While enrolled in the Practical Nurse Program there will be times when a student is required to perform duties, which may be physically demanding. Because of this, if at any time during the program a student becomes pregnant, she must notify the Program Coordinator immediately. This is for the student's protection and that of the unborn child. If the student elects to remain in school, she must obtain a medical release, provided by the school, from her attending physician indicating that she is physically and emotionally able to remain in school. After receipt of the initial release an additional release must be received every month. In pregnancy/postpartum, the students' OB/GYN physician is considered the attending physician.

Employment During Enrollment

The practical nursing program is very intense and requires many hours of study outside of the classroom for most students. For this reason, we strongly recommend that the student refrain from outside employment during the entire period of enrollment in the practical nursing program.

If the student does choose to be employed in the healthcare arena, such as nurse assistant, patient care technician, etc., the College assumes no responsibility or authority for the student's activities as an agency employee. The student, as an agency employee, is liable for any action performed or activity in which they participate. While employed, the student shall not be identified as a student of this College. No part of the school uniform, jacket, identification tag, etc. may be worn as an agency employee.

Scheduling

Day Division: Classroom/lab time typically occurs four days a week for approximately seven hours per day. Clinical time will normally be eight to twelve hours a day, two to three days per week. Days and times will vary according to clinical facility availability.

Evening Division: Classroom/lab time normally occurs four nights per week for four hours per session. Clinical time will normally be four hours an evening two to three nights per week and usually two Saturdays per month for an eight to twelve hour clinical rotation. Days and times will vary according to clinical facility availability.

Attendance

It is our hope that all students would attend all classes, but we realize that absences will occur due to a variety of reasons. This attendance policy is designed to assure that adequate training time is provided to all students enabling them to successfully pass all courses.

There will be four grading periods of approximately sixteen-weeks each for the day division and approximately twenty-four weeks each for the evening division.

Any student missing more than twenty hours of classroom/clinical time (approximately 3 full days or 5 full evenings) in any grading period will automatically be on attendance probation and subject to dismissal from the program if absenteeism continues to be a problem.

Students are allowed to miss the equivalent of eighty (80) hours (classroom, clinical or lab) throughout the entire length of the program. On the 81st hour of absence, the student will be dropped. Students dropped due to poor attendance will be given an opportunity to join the next class on a space available basis.

A student absent for the clinical day (for whatever reason) must make-up the clinical time (see Make-Up Time & Fees). There are no excused absences.

Make-Up Time & Fees

Classroom time missed within the guidelines of "Attendance" will not have to be made up. However, the student is responsible for getting missed notes, assignments or handouts. Missed lab time may delay clinical rotations.

All missed clinical times will be required to be made-up by the lesser of 30 days or prior to the end of the grading period (at the discretion of the coordinator & based on availability of clinical space). There will be a fee per day for clinical make-up time - see the Tuition and Fees section of this catalog for the current fee. A grade of "I" will be given for clinical coursework/hours not completed by the end of the current grading period. Grades of "I" are automatically converted to an "F" after 30 days if no other grade is posted.

The make-up hours will not alter the computation of the total number of hours absent with consequences as stipulated in the attendance policy.

Tardiness

Failure to report to class on time or to leave class early (even if the student returns) results in a Tardy. Tardiness in the classroom is measured in one (1) minute increments, rounded upward to the nearest 15 minute increment. All minutes missed are recorded as such in the student's official attendance record.

When a student is tardy to Clinical, they lose points from their daily clinical grade according to the following schedule:

1 – 5 minutes	5 points
6 – 10 minutes	10 points
11 – 15 minutes	15 points
15 – 30 minutes	Points per Instructor's choice
> 30 minutes	100 points and Forced Absence

Grading

The Louisiana State Board of Practical Nurse Examiners mandates that students enrolled in a state approved PN program must maintain a minimum grade average of 80% or above in every course. Failure to do so will result in dismissal from the program.

Completion of all assignments in a timely manner is mandatory. Any student who fails to hand in an assignment on the correct day and at the correct time will lose 10 percent off the grade of that assignment the first day and 5 additional percentage points for each additional day the assignment is late.

The grading scale is as follows:

100 - 94 = A	85 - 80 = C
93 - 86 = B	Below 80 = F

Test Taking Policy

All scheduled tests and quizzes are to be taken on the day given by the instructor. Exams and quizzes cannot be administered BEFORE the scheduled class period of the scheduled exam day without approval from the Practical Nursing Coordinator.

If a student is absent on a scheduled test day, the make-up test is to be taken on the next scheduled "business day" – at the end of the day for the Day Program and before class for the Night Program. Business days are Monday through Friday. The student is responsible to make arrangements with the instructor.

All make-up tests will have seven (7) points automatically deducted from the test score. No bonus points will be allowed on make-up tests.

If the make-up test is not taken on the next business day in accordance with the expectations previously stated, the student will receive a zero (0) for the test score **or** may:

- Submit written responses to assigned chapter objectives, **AND**
- Take the make-up test on the second business day following the originally scheduled day.

If the make-up test is not taken on the second day, the student will receive a zero (0) for the test score, which will be included in the computation of the final grade for the course.

Course Progression

The PN curriculum is comprised of core and non-core courses. A student must prove competency of course content prior to progression to the next course. Course competence is measured by the student's ability to complete each course with a minimum grade of 80%.

Core Courses: PN 101 – 110, PN 114, PN 131 & PN 132

Core courses are classes with coursework that is foundational to the practice of nursing and are the basis for successful progression in subsequent coursework in the nursing curriculum.

A student will be allowed one opportunity to pass all core courses with an 80% or better. There will be no re-take or make-up work allowed for the sole purpose of gaining a passing grade in these core courses.

A student failing any of these courses will be dismissed from the program. Core courses do not qualify for the re-take option as described for non-core courses.

A student failing a core course may apply for re-entry per the "Re-Entry Policy."

Remaining Non-Core Courses

The remaining courses must also be completed with an 80% or better. However, if a student failed a non-core course, there will be an opportunity to re-test (a comprehensive final) in order to prove their competencies and post a score of 80% or better. It is the student's responsibility to make arrangements for the re-test, which must occur within two (2) weeks of completion of the failed course. If the student passes the re-test, a grade of "C" will be recorded as the final grade for the course.

While awaiting the re-test, the student must attend all currently assigned classes and meet attendance and clinical requirements until the re-test is taken and graded. Failure of the re-test results in a failing grade recorded for the course and dismissal from the program.

A student will only be allowed this opportunity once and for only one course.

Re-Entry Policy

Important: A student will only be allowed TWO (2) Re-Entries into the Practical Nurse Program at the College.

A student wishing to re-enter the Practical Nurse program must submit a completed re-entry packet to the admission department. Once the request is received, the student will be scheduled to appear before a review committee, which will evaluate the student's request for re-entry and recommend acceptance or denial. The review committee will normally be comprised of at least two PN instructors and one admissions representative. Factors to be considered for re-entry may include but not be limited to academic performance, attendance, professionalism, discipline and other relevant information.

If the recommendation is for denial, the student may appeal. The appeal should be submitted in writing to the school director.

If the recommendation is for acceptance, the student must continue with the normal admissions process (including, but not limited to, health requirements, fingerprinting, and application to and acceptance by the Louisiana State Board of Practical Nurse Examiners as a practical nursing student) and make satisfactory payment arrangements with the Financial Aid Office prior to final approval for re-entry.

If the student is approved for re-entry, he/she will be placed into the appropriate class per the recommendation of the re-entry committee, the PN Program Coordinator, and/or as determined from results of competency exams on a space available basis. A student approved for re-entry will be required to re-take and pass ALL courses in the grading period to which they are placed (even those courses that the student previously passed).

If space is not available, the student will be placed on a waiting list. Class placement and position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors including but not limited to academic performance, attendance, professionalism, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking re-entry in order to be eligible for re-entry when space becomes available. Please note that even though auditing, space may never become available. The student may only audit those classes that were previously completed.

Clinical classes may not be audited.

Re-entering students will have their allowable hours of absence and CU's prorated. New editions of textbooks previously issued to a re-entering student, may need to be purchased.

Classroom and/or Clinical Unsatisfactory

A student can receive a **Classroom/Clinical Unsatisfactory (CU)** for severe infractions of the expectations of the classroom/clinical experiences. These infractions include but are not limited to:

- Insubordination to school faculty/staff or hospital personnel
- Not in designated Student Practical Nurse uniform including name tag according to Dress Code requirements
- Unprofessional behavior or attitude
- Actions reflecting lack of knowledge regarding clinical procedures and medications in accord with current level of education.
- HIPAA violation (including the use of electronic or social media such as texting, emailing, Facebook, Twitter, Instagram, etc.)
- Life threatening safety errors.
- **No Call / No Show Absences**.
- Other issues as determined by the school faculty on a case-by-case basis.

A maximum of two (2) **CU's** is allowed throughout the entire program. A third **CU** will result in termination from the program.

Dress Code

All students are expected, at all times, to conform to accepted standards of good taste in dress and grooming. Attire at all times should reflect the professional nature of the PN program. The following is given as minimum guidance and is not to be considered all-inclusive.

1. Dress should always be neat, clean, without stain or discoloration, nor torn. Uniform apparel must be professionally presentable.
2. No visible tattoos. All tattoos should be covered by clothing, make-up, or dressings; check with instructor for additional guidance.
3. If needed, prescribed uniform jacket or sweater may be worn in the classroom. In the Clinical setting, only the prescribed uniform jacket is permitted.
4. All white tennis shoes may be worn in classroom. But, for Clinicals you may only wear white nursing shoes -- **not white tennis shoes!**
5. Earrings must be 5mm or smaller in size, preferably small gold, silver or white balls. Only one pair of earrings allowed. **Men-no earrings!**
6. No head coverings of any type in classroom. Men are not permitted to wear head coverings.
7. You may wear one wedding ring to class. In clinical, you may wear one wedding ring without a high setting. If in doubt, check with instructor.
8. No chains on neck nor bracelets allowed in clinical.
9. Men must be clean shaven or mustache trimmed neatly. No beards in classroom or clinical.
10. Hair may be worn down in class. The instructor will approve acceptable hair accessories.
11. For clinical, hair must be up. It may not touch your collar. It should be neat. No extravagant hairstyles. Hair should not be in face. If in doubt, check with instructor.
12. Fingernails should be short, clean and groomed. Nails will be inspected for clinical along with the rest of the uniform. Fingernails should not surpass the tips of each finger. No fingernail polish is permitted. No artificial (acrylic, overlay, gel, etc.) nails are permitted.
13. Make-up must be professional and discreet. No obvious lip liner. Any make-up that is not discreet will need to be removed or the student will be sent home.
14. Nametags are mandatory and are to be worn every day in class and clinical.
15. Every student will always carry the following equipment for Clinical: watch with second hand, stethoscope, sphygmomanometer, bandage scissors, penlight, two (2) diaper sized safety pins, two (2) black ink pens, pocket-sized notebook, and nametag.

Graduation Requirements

A student must meet the following criteria in order to graduate.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum.
3. Each student must be in good standing with the Institution, both financially and academically.
4. A minimum of 50% of required coursework must be completed at this college.

Suspension/Dismissal Policies

Failure to comply with the rules and regulations listed in the College Catalog and the Practical Nursing Handbook will result in disciplinary action. This action may include suspension or dismissal from the PN program. The Campus Director, in consultation with the PN Program Coordinator, shall be the final authority regarding these actions.

Student Services

Advising

The advising function is to be accomplished by various personnel in the college. This begins with the admissions process and a personal interview with an admissions representative. During this interview the prospective student's vocational and career interests, aptitude, academic background and their commitment to the program are discussed and evaluated.

After completion of the admissions interview and prior to starting class, the prospective student completes a personal interview with a financial aid officer. During this interview the financial aid officer works with the student to design a financial aid package enabling the prospective student to afford college. After the student begins classes, the student may confer with the financial aid officer as needed.

After the student enters school, the instructors are to take on the primary advisory role for the students. Most of this takes place with an academic and/or vocational focus. For problems outside of this realm, the student is referred back to the campus director for referral to appropriate services.

Near graduation, the placement officer teaches students about finding and keeping a job in their chosen career field. This allows the placement officer to develop a relationship with the student, which is helpful to both parties during the job search.

Student Records

All student records (academic, attendance, financial, and educational progress) are kept in fireproof cabinets in the Financial Aid Office. The Financial Aid Officer is responsible for maintaining these records. These records are made available to students upon request in accordance with our "Examination of Student Records" policy as printed in the College Catalog.

Students are to be given report cards ***at the end of each term***. Upon graduation, each student is to be given a copy of their official transcript along with their diploma. Students may request a copy of their grades at any time from the front office.

Faculty and administration should have access to these records as needed under the supervision of the Financial Aid Officer.

Those desiring to review student records who are not part of the faculty nor the student themselves must go through the procedures as presented in our College Catalog under the heading "Examination of Student Records."

Student Grievances/Complaints

A procedure is published in the catalog for students to voice their concerns. Students are encouraged to ***first take their concerns directly to the faculty***.

Student Financial Assistance

Each prospective student is to be given a personal interview with a Financial Aid Officer. During this interview, available funding (Pell, Direct Loans, FSEOG, WIA, etc.) and payment arrangements are to be discussed and finalized.

Special Student Services

Our facility is accessible to those with physical limitations including handicapped accessible rest rooms and classrooms.

Student Organizations

Students are encouraged to participate in extra-curricular organizations to foster development of skills in self-direction, leadership and professional activity. Contact information for professional organizations is provided below:

Louisiana Federation of Licensed Practical Nurses (LFLPN) — $ 25.00 annually
3819 Liaison Drive
Shreveport, LA 71108
Contact Person: Margie Monroe
www.NFLPN.org

National Association of Practical Nurse Education and Service (NAPNES) — $ 15.00 annually
8607 2nd Avenue, Suite 404A
Silver Springs, MD 20910
Contact email: napnes@bellatlantic.net
www.napnes.org

National Association of Health Professionals — $ 40.00 annually
105 South Elm Street
Post Office Box 459
Gardner, KS 66030 *(915) 856-6125*

Itemized List of Fees for the Practical Nursing program

While enrolled in the PN program, students will incur expenses that **are not** covered by tuition. These items include but may not be limited to:

Must be complete before the first day of class:

➢ Complete physical per family MD	(Est.)	150.00
➢ Titer Test (Showing proof of Immunity to MMR and Varicella)		85.00
➢ TB skin test	(Est.)	15.00
➢ Fingerprinting fee La. State Police & FBI Background		39.25
➢ Electronic Fingerprint Card (2)	(Est)	20.00
➢ LA State Board PN Examiners Application Evaluation Fee	(plus state fee	50.00

Mandatory Supplies: (Before Clinicals)

➢ Criminal Background Check		70.00 – 120.00
➢ Blood Pressure Cuff	(Est.)	40.00
➢ Stethoscope		7.50 – 100.00
➢ Bandage Scissors		7.00 – 15.00
➢ Pen Light		10.00
➢ Watch with second-hand		5.00 – 50.00
➢ Current Nursing Drug Book	(Est.)	35.00 – 4 5.00
➢ Nursing shoes (required for clinical)	(Est.)	30.00 – 75.00
➢ Flu Shot	(Est)	10.00 – 40.00
➢ Repeat TB skin test	(Est.)	15.00

Optional Expenses:

➢ Hepatitis B Vaccine (Series of 3)	(per injection)	25.00 – 100.00
➢ Care Plan Book	(Est.)	35.00
➢ NCLEX Review book	(Est.)	35.00
➢ Replacement or Additional Uniform Pieces		See Below

PN Test Cost: (Near Graduation)

➢ NCLEX Registration		200.00
➢ La. State Board of PN Examiners Testing Fee (plus state fee)		125.00
➢ Fingerprinting fee La. State Police & FBI Background		39.25
➢ Electronic Fingerprint Card (2)	(Est)	20.00
➢ Graduation Tunic		25.00

Supplies provided by the College with estimated replacement costs:

➢ Uniform Pieces

• Pants or Embroidered Top (2 each included in tuition)	25.00
• Embroidered Lab Jacket (1 included in tuition)	30.00
• Nametag Replacement Fee	10.00

Course Descriptions

The courses named and numbered herein, if scheduled, will be taught as described during the time covered by this catalog. Additional courses may be added at a later date and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of Delta College, Inc.

The course numbering system consists of a two (2) letter and a four (4) digit number combination for each course. The numbers generally indicate the order in which courses are to be scheduled. The letters indicate subject area as identified below:

CM	Communications	PH	Pharmacy Technician
DP	Data Processing/Computer Science	PN	Practical Nursing
DA	Dental Assistant Studies	TM	Therapeutic Massage Studies
MO	Medical Office Studies	TP	Typewriting
MS	Medical Assistant Studies		

COMMUNICATIONS

CM 121-PROFESSIONAL DEVELOPMENT: 3.0 credits. Prerequisites: None. General operations of the office are emphasized through application of theory. Telephone techniques, files management, work ethics, professional etiquette, job search, interviewing skills, and resume writing are covered.

DATA PROCESSING

DP 101-COMPUTER LITERACY: 3.0 credits. Prerequisites: None. This course will introduce the student to working with computers in today's world. Students learn basic Windows skills along with how to work with programs and manage files using both My Computer and Windows Explorer. Students will also learn word processing skills. This course is a prerequisite to DP 117.

DP 117-SPREADSHEET CONCEPTS: 3.0 credits. Prerequisites: DP 101 & TP 111. This course is designed to introduce the student to the concepts and mathematical procedures necessary to work with a popular, modern electronic spreadsheet. Upon successful completion the student will be able to create a worksheet, create graphs and charts, manipulate data, and interpret "what if" analysis.

DENTAL ASSISTANT STUDIES

DA 101-EMBRYOLOGY & ORAL HISTORY: 1.5 credits. Prerequisites: None. In this module, the student will study the basic and advanced development of the fetus, oral and maxillofacial structures, tooth development, eruption and exfoliation.

DA 102-ALGINATE & STUDY CASTS/ORAL EVACUATION/INSTRUMENTS TRANSFER: 1.5 credits. Prerequisites: None. In this module, the student will study alginate or preliminary impressions, mixing of material, and assisting for application of and pouring study casts for diagnostic purposes. The student will also study oral evacuation techniques and maintenance as well as instrument transfer techniques.

DA 105-DENTAL LANGUAGE/TERMINOLOGY I: 1.5 credits. Prerequisites: None. In this module, the student will study the language and terminology of the related dental anatomy of the head, neck, oral and maxillofacial structures.

DA 106-DENTAL LANGUAGE/TERMINOLOGY II: 1.5 credits. Prerequisites: None. In this module, the student will continue studies of the language and terminology of the related dental anatomy of the head, neck, oral and maxillofacial structures as well as the dental examination, charting and tooth morphology.

DA 107-PREVENTIVE DENTISTRY & NUTRITION: 1.5 credits. Prerequisites: None. In this module, the student will study preventive dentistry techniques, oral hygiene instruction techniques, and nutrition of the general population vs. the dental patient with special needs.

DA 108-RESTORATIVE DENTISTRY & FIXED PROSTHODONTICS: 1.5 credits. Prerequisites: None. In this module, the student will study the procedures, instrumentation and tray set-ups for restorative dentistry such as amalgam, composites, esthetic restorations as well as medications, materials and cements. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for fixed prosthodontics such as crowns and bridges and the use of temporary and permanent cementation options.

DA 109-INFECTION CONTROL/OSHA AWARENESS/AIDS EDUCATION: 1.5 credits. Prerequisites: None. In this module, the student will study different microorganisms, transmission, prevention, infection control, techniques, procedures, and use of infection control barriers and asepsis and OSHA awareness, recommendations and requirements. In addition, the student will study the AIDS Education Program as well as how it relates to the dental field. The course defines AIDS, HIV, and how the virus works, transmission, prevention and empathy.

DA 110-MICROBIOLOGY & ORAL PATHOLOGY: 1.5 credits. Prerequisites: None. In this module, the student will study the area of microorganisms, their transmission and prevention. Also studied in this course is the study of normal vs. abnormal oral and maxillofacial hard and soft tissues, diseases and cancers.

DA 111-PHARMACOLOGY/ANESTHESIA/PAIN CONTROL: 1.5 credits. Prerequisites: None. In this module, the student will study basics in related pharmacology, terminology, PDR use, various anesthesia used for pain control in the dental office and assembly of an anesthesia tray set-up.

DA 112-DENTAL INSTRUMENTS & MATERIALS: 1.5 credits. Prerequisites: None. In this module, the student will study various hand and rotary instruments as well as various dental materials such as cements, amalgam and tray set-ups used in the dental office.

DA 113-MEDICAL/DENTAL EMERGENCIES/CPR: 1.5 credits. Prerequisites: None. In this module the student will study emergency medical care procedures including allergic reactions to pain control medications and pediatric or geriatric client's special needs. The students will also study the American Heart Association - Basic Life Support for the health care provider.

DA 114-ENDODONTICS/RUBBER DAM/MOISTURE CONTROL: 1.5 credits. Prerequisites: None. In this module, the student will study endodontics including root canal techniques, instrumentation and tray set-up. This course will also cover the use and assisting with the application of rubber dam, the various uses and techniques as well as various moisture control techniques.

DA 115-DENTAL RADIOLOGY I & II: 1.5 credits. Prerequisites: None. In this module, the student will study the basics in radiology, techniques, applications & continue with emphasis on radiation safety, clinically exposing (on mannequins), exposure theory, processing theory and mounting instruction.

DA 116-PEDIATRICS & ORTHODONTICS: 1.5 credits. Prerequisites: None. In this module, the student will study the specific area of pediatric dentistry, techniques instrumentation, and laboratory procedures. In addition, procedures and techniques of orthodontics are presented in the content of this course.

DA 117- REMOVABLE PROSTHODONTICS & DENTAL IMPLANTS: 1.5 credits. Prerequisites: None. In this module, the student will study concepts and procedures with relation to removable prosthodontic. This course will also introduce various dental implant procedures and facts about dental implants.

DA 118-PERIODONTICS & ORAL SURGERY: 1.5 credits. Prerequisites: None. In this module, the student will study the specialty of periodontics, related gum disease and charting techniques. This course will also cover the dental specialty of oral surgery, pre-medication, post-operative care/instructions, instrumentation, procedures and protocol. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for removable prosthodontics with special emphasis on the geriatric population.

DA 119-CLINICAL EXTERNSHIP: 6.0 credits. Prerequisites: DA 101-DA 118 and DA 120. In this module, the student will study various clinical aspects of an entry-level dental assistant. Here the student will put to use all the theory, classroom and laboratory learning. This module places students in a dental office where they will study and perform various aspects of an entry-level dental assistant, giving them the opportunity for a marketable skill.

DA 120-COMPUTERIZED DENTAL OFFICE: 3.0 credits. Prerequisites: None. This course will provide the student with an introduction to Dental Practice Management Software and an ample background in using the dental practice management software. Students will gain familiarity with the different dental practice management modules and their application including: entering and maintaining patient information, appointment scheduling, charting, and report generation. Students are introduced to dental office procedures as well.

MEDICAL ASSISTANT STUDIES

MS 141-INSURANCE/CODING/BOOKKEEPING/ETHICS: 3.0 credits. Prerequisites: None. The student will learn various administrative methods for the medical office, including filing, appointment scheduling, ICD-9 coding, accepting payments, and completing insurance claim forms.

MS 142-ESSENTIALS OF MEDICAL LANGUAGE/TERMINOLOGY I: 4.0 credits. Prerequisites: None. This course is a technical review of professional medical language pertaining to the human body design and function. It includes basic word construction and learning the language and terminology relative to anatomy and physiology of the integumentary, musculoskeletal, respiratory, and nervous systems. The student will also learn about the eye, ear, nose, and throat.

MS 143- ESSENTIALS OF MEDICAL LANGUAGE/TERMINOLOGY II: 4.0 credits. Prerequisites: None. This course is a technical review of professional medical language pertaining to the human body design and function. It includes basic word construction and learning the language and terminology relative to the anatomy and physiology of the urinary, digestive, cardiovascular, and reproductive systems. The student will also gain understanding of radiology and nuclear medicine.

MS 144- ESSENTIALS OF MEDICAL LANGUAGE/TERMINOLOGY III: 4.0 credits. Prerequisites: None. This course is a technical review of professional medical language pertaining to the human body design and function. It includes basic word construction and learning the language and terminology relative to the composition of the blood and lymph system, as well as the endocrine system. The student will also learn about hematology, oncology, and mental health.

MS 145-MEDICAL LAB PROCEDURES I: 3.0 credits. Prerequisites: None. The student will be able to understand and practice infection control, learn to accurately assess vital signs, and assist the physician with minor office surgery and physical exams. The student will also learn sterilization and disinfection techniques.

MS 146-MEDICAL LAB PROCEDURES II: 3.0 credits. Prerequisites: None. The student will be able to perform urinalysis, assist with colon procedures, perform a 12-lead EKG, assist with gynecological and prenatal care.

MS 147-MEDICAL LAB PROCEDURES III: 3.0 credits. Prerequisites: None. The student will be able to understand and practice OSHA guidelines for the laboratory, perform phlebotomy and capillary puncture, and have an understanding of microbiology. The student will also learn CPR and first aid.

MS 149-PHARMACOLOGY: 4.0 credits. Prerequisites: None. The student will be able to perform injections, drug calculations, and correct documentation. The student will also have an understanding of nutrition, diet therapy, drug classifications, as well as be able to administer medicine orally.

MS 221-MEDICAL ASSISTANT EXTERNSHIP: 7.0 credits. Prerequisites: All other courses in this curriculum must be successfully completed before this course is taken. The student will spend 210 hours working in a medical clinic or physician's office. All aspects of their medical assistant studies will be utilized.

MEDICAL OFFICE STUDIES

MO 201-COMPUTERIZED MEDICAL OFFICE: 3.0 credits. Prerequisites: None. This course will provide the student with an introduction to medical office software including: entering and maintaining patient data, appointment scheduling, posting transactions, primary and secondary insurance billing routines, patient billing, and report generation.

MO 202-MEDICAL INSURANCE BILLING & CODING: 3.0 credits. Prerequisites: DP 101, TP 111. Medical Insurance Billing/Coding introduces the student to the fundamental principles of insurance billing, including but not limited to the legal and ethical side. Students learn basic diagnosis coding systems with instruction in International Classification of Diseases ICD-10. They also learn basic procedure coding systems with instruction

in basic HCPCS coding with a focus on CPT coding. This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as it relates to government programs, such as Medicaid and Medicare.

MO 204-ADVANCED BILLING & CODING: 3.0 credits. Prerequisites: DP 101, TP 111, MO 202. ICD-10-CM Coding course is designed to prepare the student to code in a medical setting at an entry level. Students learn and practice coding with diagnosis coding systems with instruction in International Classification of Diseases ICD-10. The student learns the coding conventions and guidelines of outpatient coding.

MO 205 – CPT/HCPCS CODING: 3.0 Credits. Prerequisite: DP 102, TP 111, MO 204. CPT/HCPCS Coding course is designed to prepare the student to code in a medical setting at an entry level. They also learn and practice procedures of the coding system with instruction in HCPCS coding with a focus on CPT coding. The student learns the coding conventions and guidelines, evaluation and management coding, use of modifiers when coding, and outpatient coding.

MO 222-MEDICAL OFFICE EXTERNSHIP: 7.0 credits. Prerequisites: All other courses in this curriculum must be successfully completed before this course is taken. 210 hours will be invested by the student in a medical clinic or physician's office.

PHARMACY TECHNICIAN STUDIES

PH 100-CORE FUNDAMENTALS OF HEALTH SCIENCE AND PROFESSIONS: 2.0 Credits. Prerequisites: None. This course is designed to familiarize the student with an introductory foundation in medical career skills, including but not limited to the job duties and responsibilities of a pharmacy technician. Students learn the basic structure of the human body, its chemical processes, the pathology of diseases and basic medical terminology. Students will be introduced to healthcare delivery systems, health occupations, HIPPA guidelines, basic and general laws and ethical responsibilities of healthcare workers. Course content will apply principles of interpersonal communications skills and concepts, basic math and science skills. The student will gain the understanding of the developmental principles of the life cycle and other essential foundational areas. Materials for this course were developed to provide the pharmacy technician student an essential introduction to the world of healthcare.

PH 101-DOSAGE CALCULATIONS AND PHARMACY MEDICATIONS FOR THE PHARMACY TECHNICIAN I: 2.0 Credits. Prerequisites: None. This course will provide basic mathematical calculations essential to a pharmacy technician, the use and side effects of the top 100 medications used in the pharmaceutical industry within specified classifications. Instruction in basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals and other basic operations. Students will review drug trade names and generic names. Introduction to applications of mathematical concepts used in the daily duties of a pharmacy technician.

PH 102-DOSAGE CALCULATIONS AND PHARMACY MEDICATIONS FOR THE PHARMACY TECHNICIAN II: 2.0 Credits. Prerequisites: PH 101. This course is designed to meet the needs of the pharmacy technician. The safe and accurate dosage calculation of medications to the client is an important and primary responsibility of a pharmacy technician. A step-by-step approach to medication dosage calculations by various routes of administration will be used. This course will assist the pharmacy technician in applying basic mathematic concepts acquired in Dosage Calculations and Pharmacy Medications for the Pharmacy Technician I to real world pharmacy situations. All pharmaceutical math formulas and concepts will be continually reviewed throughout the program.

PH 103-ESSENTIALS OF PHARMACY: 2.0 Credits. Prerequisites: None. The primary focus of this course is to introduce the students to the technical aspects of a pharmacy. The course examines prescription writing and interpretation, medical abbreviations, drug forms and administration. The content will familiarize the student with the various types of pharmacy environments (hospital, retail, home health, and other pharmacy settings) with an emphasis on the pharmacy technician's role in each pharmacy setting and the association between the pharmacist and the pharmacy technician. Students will be introduced to industry standards in purchasing pharmaceutical supplies. Additionally, students will be instructed on the proper usage of common pharmaceutical weighing equipment, and common pharmaceutical volume measurement equipment.

PH 104-HEALTH AND SAFETY PRACTICES IN THE PHARMACY: 1.5 Credits. Prerequisites: None. This course provides instruction in health and safety in various pharmacy settings. Including but not limited to OSHA, universal precautions, emergency procedures (CPR training), HIV/AIDS and other best practices for promoting optimal health and safety in various pharmacy environments. Students are introduced to aseptic and sterile techniques.

PH 105-APPLIED ANATOMY FOR THE PHARMACY TECHNICIAN I: 2.0 Credits. Co-requisite: PH 106. This course includes applications of anatomy concepts for the pharmacy technician. Discussions emphasize the study of the body as a whole, understanding related medical terminology and the use of these terms in a pharmacy setting. Introduce the application of concepts of the nervous, endocrine, musculoskeletal, respiratory, and cardiovascular systems. Identify and label anatomical structures of the above mentioned systems.

PH 106-MEDICAL TERMINOLOGY FOR PHARMACY TECHNICIANS: 2.0 Credits. Co-requisite: PH 105. This is a medical terminology course designed to prepare the student to become a pharmacy technician. The content includes basic word construction and learning medical language and terminology of the integumentary, musculoskeletal, nervous, respiratory, and cardiovascular systems. The student learns general professional medical language, spelling and common medical abbreviations utilized as a pharmacy technician.

PH 107-APPLIED ANATOMY FOR THE PHARMACY TECHNICIAN II: 2.0 Credits. Co-requisite: PH 108. This course includes applications of anatomy concepts for the pharmacy technician. Discussions emphasize the study of the body as a whole, understanding related medical terminology and the use of these terms in a pharmacy setting. Introduces the application of concepts of the EENT, gastrointestinal, immune, integumentary, renal and reproductive systems.

PH 108-MEDICAL TERMINOLOGY FOR PHARMACY TECHNICIANS II: 2.0 Credits. Co-requisite: PH 107. This is a medical terminology course designed to prepare the student to become a pharmacy technician. The content includes basic word construction and learning the medical language and terminology of the integumentary system, specials senses (Eye and Ear), digestive system, cardiovascular, urinary system and reproductive system. The student learns general professional medical language, spelling and common medical abbreviations utilized as a pharmacy technician.

PH 109-LAWS, ETHICS AND TRENDS IN PHARMACY: 2.0 Credits. Prerequisites: None. This course provides the student with an introduction to the laws that govern pharmacies plus sound ethical practices utilized in a variety of pharmacy settings. Additional topics covered include the history, changing trends and roles of the pharmacist and the pharmacy technician.

PH 110-PHARMACEUTICAL CLASSIFICATIONS: 4.0 Credits. Prerequisites: None. Upon completion of this course, the student will be able to define the major classifications of pharmaceuticals. The student will be introduced to medication classifications; as well as which conditions or diseases each classification treats. Students will be provided instruction for the purpose of becoming proficient in identifying pharmaceutical classifications and related materials, drug names, classifications, indications, adverse reactions and special considerations required to become a pharmacy technician.

PH 111-PHARMACY APPLICATIONS, DISPENSING, MEDICATION SAFETY AND HOSPITAL PHARMACY: 3.0 Credits. Prerequisites: None. This course emphasizes the importance of reading and preparing the medication order/prescription and understanding a patient profile correctly. Student will be introduced to various sources of drugs and how the medications are classified in the pharmacy. The prevention of medication errors and safety will be topics covered in this course. Students will identify special precautions and considerations with relation to the application and dispensing of medications to different types of patients. In addition, the course will examine the functions of pharmacy technicians in the hospital practice setting.

PH 112-IV AND UNIT PREP, ASEPTIC COMPOUNDING AND HOME HEALTH CARE: 3.0 Credits. Prerequisites: None. This course is designed to provide the student with an overall understanding of IV and aseptic technique used for sterile compounding. In a simulated laboratory setting the student will receive an order, will be given the opportunity to pull the accurate medication vial, use aseptic technique, and compound the vial of medication with IV fluid bag. The student will be introduced to proper techniques for withdrawing from an ampule. Basic knowledge for TPN, PPN and chemotherapy will be covered in the course. Pharmaceutical sterile and non-sterile compounding will be discussed during this course. In addition, this course introduces best practice in home health care for the pharmacy technician.

PH 113-PHARMACOLOGY I: 4.0 Credits. Prerequisites: None. This is a basic pharmacology course in which principles underlying the actions of drugs are presented. The course includes but is not limited to, pharmacokinetics, drug receptor interactions, and drug metabolism. Pharmacodynamics and bio-pharmaceuticals are also introduced. In addition, mechanisms of action, therapeutic effects, adverse effects and therapeutic indications are noted for major classes of drugs and for commonly used drugs within each class.

PH 114-PHARMACOLOGY II: 4.0 Credits. Prerequisites: None. An intermediate pharmacology course in which principles underlying the actions of drugs are presented. Including, pharmacokinetics, drug receptor interactions, and drug metabolism. Pharmacodynamics and bio-pharmaceuticals are also introduced. In addition, mechanisms of action, therapeutic effects, adverse effects and therapeutic indications are noted for major classes of drugs and for commonly used drugs within each class.

PH 115-COMMUNITY PHARMACY: 3.0 Credits. Pre-requisites: None. During the course the student will be exposed to the clinical activities and academic theory of the community pharmacy setting, with the focus upon a patient care approach. Students will process prescription orders, interpret patient profiles, demonstrate knowledge of laws and regulations in the pharmacy, interact with a health care team, understand sources of drugs in a community pharmacy setting, inventory control, and understand and manage physical space and workflow. Develop specific communication skills for prescription counseling, support group education, compliance education and knowledge base and communication skills to provide appropriate self-care counseling. In addition, the course includes but is not limited to Disease State Management and using pharmacy management software to enter patient data, process prescriptions refill authorization, verify cash pricing and produce audit log.

PH 116-CERTIFICATION PREPARATION: 1.5 credits. Prerequisites: None. This course was developed for the purpose of preparing the student to successfully complete the Pharmacy Technician Certification.

PH 117-PHARMACY TECHNICIAN EXTERNSHIP: 7.0 Credits. Prerequisites: All other courses in this curriculum must be successfully completed before this course is taken. Advanced students are assigned to specific pharmacy environments. Student practice the duties and responsibilities of a pharmacy technician in an actual pharmacy. Students will have the opportunity to work in community and hospital pharmacy settings during their externship experience.

PRACTICAL NURSING STUDIES

PN 101 - INTRODUCTION TO PRACTICAL NURSING: 50 hours, 5.0 credits. Prerequisites: None. The student is introduced to the philosophy, policies, and procedures of the school, the nursing department, and Louisiana law. The origin of, developments in, and trends in nursing and health care are presented. Students will gain knowledge of vocational adjustment, self-adjustment, personality development, ethical, legal and social relationships with parents, families, employers and co-workers as well as ethical, legal and cultural factors as they relate to the Practical Nurse/Student and the care they provide. Students will receive basic instruction in the spread and control of disease, personal, family and community health and its maintenance. Therapeutic communication, medical math, medical terminology, confidentiality, basic computer skills, human development throughout the life span and basic human needs throughout the continuum of wellness-illness-death are introduced. The student is informed of local, state and national health resources and nursing organizations.

PN 103 - ANATOMY AND PHYSIOLOGY: 70 hours, 7.0 credits. Prerequisites: None. This course is designed to provide practical nursing students with the explanation of the integrated structure and function of the body systems including cells, tissues, organs, and systems.

PN 104 – NUTRITION/DIET THERAPY: 40 hours, 4.0 credits. Prerequisites: None. This course is designed to provide practical nursing students with the basics of nutritional care of clients. Students will study concepts of proper nutrition for all age groups and diet modifications for therapeutic purposes.

PN 105 – MICROBIOLOGY/HIV-AIDS: 20 hours, 2.0 credits. Prerequisites: None. This course is designed to provide practical nursing students with explanation of factors associated with growth and spread of microorganisms and the basic principles of infection control and wound healing. Factors associated with HIV transmission and AIDS treatment and preventive measures are included.

PN 108 – NURSING FUNDAMENTALS: 60 hours, 6.0 credits. Prerequisites: None. This core course is designed to provide practical nursing students with an understanding of the nursing process to individualize patient care. Students will gain instruction on accurate documentation (written and electronic) and how to communicate client/patient data to the health team. Students will learn and perform fundamental physical assessment procedures and skills as part of the nursing process in relation to altered and healthy body systems. Students will become familiar with the appropriate documentation for admitting, transferring, referring and discharging clients.

PN 110 - NURSING SKILLS LAB: 80 hours, 3.5 credits. Prerequisites: Completion of or concurrent enrollment in PN 108. This course is designed to provide practical nursing students with "hands-on" training in physical assessment. Students will demonstrate competency in skills and techniques associated with physical assessment and patient care. Students will also receive training and basic certification in CPR.

PN 113 – IV THERAPY: 40 hours, 4.0 credits. Prerequisites: Completion of or concurrent with PN 101-110 114, 131. This course is designed to provide practical nursing students with essential terms and factors related to body fluid, electrolytes, and acid-base balance and imbalance. Students will learn and demonstrate proficiency in starting an IV.

PN 114 - PHARMACOLOGY AND MEDICATION ADMINISTRATION: 70 hours, 7.0 credits. Prerequisites: None. This course is designed to provide practical nursing students with terminology, classifications, and information regarding drugs and safe drug administration.

PN 115 - ALTERATION IN SKIN INTEGRITY: 22 hours, 2.0 credits, and Part of Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisites: Completion of or concurrent with PN 101-105. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in skin integrity.

PN 116 - ALTERATION IN ENDOCRINE FUNCTION: 22 hours, 2.0 credits, and Part of Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisites: PN 101-110. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in endocrine function.

PN 117 - ALTERATION IN RESPIRATORY FUNCTION: 29 hours, 2.5 credits, and Part of Med-Surge I Clinical (64 hours, 2.0 credits). Prerequisites: Completion of or concurrent with PN 101-105. This course is designed to provide practical nursing students with the necessary information for nursing care/support for the patient/client with alteration in respiratory function.

PN 118 - PERIOPERATIVE CARE: 22 hours, 3.0 credits, and Part of Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide the practical nursing student the necessary information for nursing care/support of the perioperative patient.

PN 119 - ALTERATION IN CARDIOVASCULAR FUNCTION: 31 hours, 3.0 credits and Part of Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students with the necessary information for nursing care/support for the patient/client with cardiovascular alterations.

PN 120 - MENTAL HEALTH THEORY: 40 hours, 4.0 credits. Prerequisites: PN 101-110,114,131,132. This course is designed to provide practical nursing students necessary information for nursing care/support of the patient/client experiencing psychological, emotional, and behavioral alterations utilizing the nursing process. Students also study the basic history, scientific orientation and developments of psychology and contemporary theories of human behavior.

PN 121 - ALTERATION IN GASTROINTESTINAL FUNCTION: 20 hours, 2.0 credits and Part of Med-Surge II Clinical (152 hours, 5.0 credits). Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in gastrointestinal function.

PN 122 - ALTERATION IN URINARY FUNCTION: 20 hours, 2.0 credits and Part of Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students the necessary information for nursing care/support of the patient/client with alteration in urinary function.

PN 123 - ALTERATION IN NEUROLOGICAL FUNCTION: 28 hours, 2.5 credits, Part of Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisitse: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in neurological function.

PN 124 – MATERNAL/NEONATAL NURSING THEORY: 40 hours, 4.0 credits. Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students the knowledge necessary to provide nursing care and support of the childbearing family.

PN 125 – PEDIATRIC NURSING THEORY: 40 hours, 4.0 credits. Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students the knowledge necessary to provide nursing care and support for the neonate, infant and child.

PN 126 - ALTERATION IN MUSCULOSKELETAL FUNCTION: 32 hours, 3.0 credits and Part of Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisites: PN 101-110,114,131,132. This course is designed to provide practical nursing students information in nursing care/support of the patient/client with alteration in musculoskeletal function.

PN 127 - NEOPLASIA: 20 hours, 2.0 credits, and Part of Med-Surge III Clinical (112 hours, 3.5 credits). Prerequisites: Completion of or concurrent with PN 101-110, 114, 131. This course is designed to provide practical nursing students with the necessary information in nursing care/support for the patient/client experiencing aberrant cell growth.

PN 128 - SENSORY PERCEPTION: 23 hours, 2.5 credits, and Part of Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisites: PN 101-110,114,131,132. This course is designed to provide practical nursing students with the necessary information for nursing care/support of the patient/client with alteration in sensory perception.

PN 129 - ALTERATION IN REPRODUCTION: 16 hours, 1.5 credits, and Part of Med-Surge IV Clinical (192 hours, 6.0 credits). Prerequisites: PN 101-110,114,121,122, 123,131,132. This course will provide practical nursing students with the knowledge to provide nursing care and support to clients with alterations in the reproductive systems.

PN 131 – GERIATRIC THEORY: 80 hours, 8.0 credits. Prerequisites: None. Students will gain knowledge, understanding, and nursing care as it applies to the elderly client. The course will afford the student cultural awareness, critical thinking concepts, nursing care plans, patient teaching, and psychosocial adjustments as they apply to the elderly. The student will gain knowledge of culture, spirituality, therapeutic communication, system changes, and end-of-life care.

PN 132 – GERIATRIC I CLINICAL: 48 hours, 1.5 credits. Prerequisites: PN 131. This course is designed to first provide students new to the clinical arena with an understanding of the rules, regulations and expectations of clinical students; and second to provide practical nursing students with “hands-on” training in physical assessment and patient care skills with regard to the elderly client in local long-term care facilities.

PN 133 – GERIATRIC II CLINICAL: 40 hours, 1.0 credit. Prerequisites: PN 132. This course is designed to provide practical nursing students with “hands-on” training in physical assessment and patient care skills with regard to the elderly client in local long-term care facilities. The student will have an opportunity to function in management roles in a nursing home as charge nurse, medication nurse and treatment nurse.

PN 134 – CAREER READINESS, COMPENDIUM, NCLEX PREP: 55 hours, 3.5 credits. Prerequisites: All other PN courses completed or concurrently enrolled. This course is designed to provide practical nursing students with information that will assist the student in making decisions concerning job choices, educational growth, and preparation of resumes and proper conduct for a job interview. The course includes a review of state law pertaining to practical nursing. This course will reinforce the four basic nursing processes: data collection, planning, implementation, and evaluation. Instruction and review will be conducted on the critical thinking process, therapeutic communication, and pharmacological aspects of nursing practice. Computer based testing and question sampling will be used in preparation for the National Council for Licensure Examination

PN 140 – MENTAL HEALTH CLINICAL: 40 hours, 1.0 credit. Prerequisites: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client experiencing psychological, emotional, and/or behavioral alterations utilizing the nursing process in mental health care settings.

PN 144 – MATERNAL/NEONATAL NURSING CLINICAL: 40 hours, 1.0 credit. Prerequisites: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client in a maternity nursing setting.

PN 145 – PEDIATRIC NURSING CLINICAL: 40 hours, 1.0 credit. Prerequisites: PN 101-110,114,131,132. Students will gain practical experience in providing nursing care/support of the patient/client in a nursery and pediatric setting.

MED/SURG CLINICALS – All med/surg clinicals will give the students experience in applying the theory learned in the med/surg theory classes.

THERAPEUTIC MASSAGE STUDIES

TM 101-INTRODUCTION TO MASSAGE: 2.0 Credits. Prerequisite: None. An introduction to the history, current approaches, and future of therapeutic massage. Included are, introductions to the various massage modalities, and the ethical responsibilities of the therapist, as well as study techniques. 20 Hours.

TM 103-SWEDISH MASSAGE: 5.0 Credits. Prerequisite: TM 101. This course is designed to teach the student the basics of Swedish Massage. The student will be performing Therapeutic Massage in the lab setting and will refine their skills and timing with repetition of routines and varying student clients. 90 Hours.

TM 105-CLINICAL SPORTS MASSAGE: 3.0 Credits. Prerequisite: TM 103. This course is designed to teach the student pre-event and post-event massage, maintenance and recovery for the athlete, active isolated stretching techniques, PNF techniques, biomechanical evaluations, and investigative procedures for an injured person. 48 Hours.

TM 107-CONNECTIVE TISSUE: 3.0 Credits. Prerequisite: TM 103. A study of the composition and the structure of the fascial system in the body and its functions, its relationships to organs and muscles, and techniques used to release myofascial dysfunction and movement techniques for myofascial unwinding.48 Hours.

TM 109-NEUROMUSCULAR MASSAGE: 4.0 Credits. Prerequisite: TM 103. A study of the function of the reflex, trigger points, ischemia, referred pain patterns, nerve compression, and nerve entrapments. 72 Hours.

TM 121-CHAIR MASSAGE: 0.5 Credits. Prerequisite: TM 103. This course is designed to offer the student a chair massage routine that may be used as their primary modality. 10 Hours.

TM 125-REFLEXOLOGY: 1.0 Credit. Prerequisite: TM 103. This course is designed to offer the student a unique method of using the thumb and fingers on the reflex areas which correspond to all of the glands, organs, and parts of the body. 20 Hours.

TM 201-APPLIED MUSCULOSKELETAL ANATOMY: 8.5 Credits. Prerequisite: None. The student will learn fundamental word elements, terminology of location and position, and basic structure of the body as a whole. Particular interest is placed on learning the structures of the musculoskeletal system. Palpation lab is included where appropriate to the subject. 100 Hours.

TM 203-BODY SYSTEM FUNDAMENTALS FOR MT I: 5.5 Credits. Prerequisite: TM 201. The student will gain a working understanding of organizational and systemic physiological processes so as to understand how and why bodywork methods are beneficial to the human body. This course studies the structure & function of the nervous, cardiovascular, lymphatic, respiratory, integumentary systems, and an understanding of cell structure and tissue. The student will gain an understanding of pertinent terminology, diseases, and massage contraindications associated with these systems to assist the future therapist in the clinical application of massage.
68 Hours.

TM 205-BODY SYSTEM FUNDAMENTALS FOR MT II: 5.5 Credits. Prerequisite: TM 201. The student will gain a working understanding of organizational and systemic physiological processes so as to understand how and why bodywork methods are beneficial to the human body. This course studies the structure & function of the digestive, endocrine, urinary, reproductive, and skeletal and muscular systems. The student will gain an understanding of pertinent terminology, diseases, and massage contraindications associated with these systems to assist the future therapist in the clinical application of massage.
68 Hours.

TM 301-HEALTH: 1.0 Credits. Prerequisite: None. The student will learn factors involved in personal health, hygiene, and sanitation. Included are: pathophysiology and disease awareness, hygiene & health for the therapist, safety & fire prevention for the massage therapist. 12 Hours.

TM 305-CPR/FIRST AID: 0.5 Credits. Prerequisite: None. This course is designed to teach the student basic cardiopulmonary resuscitation and First Aid. 8 Hours.

TM 311-HIV/AIDS: 0.5 Credits. Prerequisite: None. This class is designed to teach the student an understanding of the HIV/AIDS virus and to determine an appropriate course of action when dealing with a client who is infected with the virus. 6 Hours.

TM 321-LAW/ETHICS: 0.5 Credits. Prerequisite: None. This course will review the laws of Therapeutic Massage according to the Louisiana Board of Massage Therapy. The student will also learn the code of ethics pertaining to this profession. 8 Hours.

TM 326-DOCUMENTATION: 1.0 Credit. Prerequisite: TM 103. This course is designed to teach the student the writing skills needed to prepare functional reports using the SOAP method 16 Hours.

TM 401-CLINICAL PRACTICUM I: 0.5 Credits. Prerequisite: TM 103. This course is designed to ready the student for his profession outside the classroom, by conducting hands-on clinics, under the direct supervision of the massage instructor. In this setting, the student will not only perform massage for the public, but will also conduct the day to day business in running an establishment. 24 Hours.

TM 403-CLINICAL PRACTICUM II: 0.5 Credits. Prerequisite: TM 103. A continuation of supervised, hands-on application, in a clinical atmosphere. 24 Hours.

TM 405-CLINICAL PRACTICUM III: 0.5 Credits. Prerequisite: TM 103. The final phase of supervised, hands-on experience in the clinical setting. Final evaluations. 16 Hours.

TM 451-SPA APPLICATIONS: 2.5 Credits. Prerequisite: TM 103. This course is designed to teach the student the health benefits from therapeutic spa treatments. This course will include Hydrotherapy, Hot Stone Therapy, Body Wraps, and Salt Glows. 43 Hours.
Hydrotherapy: The student will learn applications of hydrotherapy, and guidelines pertaining to indications and contraindications.
Hot Stone Therapy: The student will learn the application of hot stones to the body to promote relaxation.
Body Wrap: The student will learn the benefits and application of performing a body wrap.
Salt Glow: The student will learn the benefits and applications of performing a salt glow.

TM 501-CAREER DEVELOPMENT: 1.5 Credits. Prerequisite: None. Teaches skills on managing and promoting a private practice. Included is an understanding of the law as it pertains to Therapeutic Massage.
24 Hours.

TM 505-NATIONAL EXAM REVIEW: 1.0 Credit. Prerequisite: None. This course covers the necessary procedures to follow when taking the National Exam. It will also cover all fees, forms, and mailing procedures.
20 Hours.

TYPEWRITING

TP 111-ELEMENTARY TYPING/KEYBOARDING: 3.0 credits. Prerequisite: None. Students will learn to key by touch (without any visual assistance) on a standard computer keyboard and key selected paragraph copy at speed and accuracy rates appropriate to the kind of copy. Upon completion the student will be able to key basic business documents in MS Word. Minimum speed requirement: 25 GWAM/5 errors/3 minutes

TP 112-INTERMEDIATE TYPING: 3.0 credits. Prerequisite: TP 111. Students will cover all aspects in the keyboarding of communication documents such as business correspondence, memos, tables, and office forms with emphasis on increased speed and accuracy. Minimum speed requirement: 35 GWAM/5 errors/5 minutes

A

Accidents & Health/Safety Emergencies, 15
Accreditation and Licensure, 4
ADA Contact, 6
Administration and Faculty, 4
Admission Procedure, 7
Admission Requirements, 6
Advanced Standing & Prior Credit, 11
Attendance, 8
Audited and Refresher Classes, 10

B

Board of Directors, 4
Books & Supplies, 24

C

Class Size, 9
Comparable Program Information, 19
Complaint Procedure, 12
Course Descriptions, 49

D

Definition of Credit, 10
Dental Assistant, 34
Dress Code, 9

E

Examination of Student Records, 19

F

Facilities, 6
Financial Aid Information, 28
Financial Aid Programs, 28
First Aid, 15

G

Grading, 9
Graduation Requirements, 10

H

Health & Safety Measures, 15
Honor Code, 10
Hybrid Specific Admissions Requirements, 7

L

Leave of Absence Procedures, 11

M

Make-Up Work, 8
Medical Office Assistant, 33
Mission and Philosophy, 6

N

Notification of Changes from Provided Information, 16

O

Orientation, 19
Ownership and Control, 4

P

Pharmacy Technician, 37
Placement Services, 30
Practical Nurse, 39
President's and Dean's List, 10
Programs of Study, 31

R

Re-entrance After Dismissal, 12
Re-entrance After Withdrawal, 12
Refund Distribution Policy, 27
Refund Policy, 26
Registration Fee, 24
Requirements for Satisfactory Progress and Continued Receipt of TITLE IV Funds, 20
Return of Title IV Funds, 26
Rules and Regulations, 8

S

Satisfactory Academic Progress Chart, 23
School Calendar, 7
Security Policies and Procedures, 12
Student Conduct, 8
Student Housing, 19
Student Work, 9

T

Tardiness, 8
Termination, 11
Test Taking & Course Assignments Policy, 9
Therapeutic Massage, 35
Title IX, 14
Title IX Formal Resolution Process Flowchart, 17
Transcripts, 10
Transfer of Credit, 11
Tuition and Fees, 24

W

Withdrawal Procedures, 26