



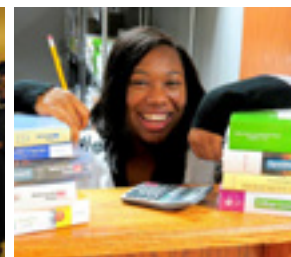
Nashville TN, Main Campus

# Catalog

***National College Tennessee***

*A Degree of Difference... Since 1886*

2017–2018 | Effective Date: July 1, 2017



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# Welcome

Thank you for taking a closer look at National College. We understand that choosing a college is one of the most important decisions you'll ever make. Getting the right education will be one of the biggest factors in attaining your career goals, and we hope that you will find National College is the key to opening up the door to success for you—just as it has for thousands of students since 1886.



**Frank Longaker**  
President

Throughout this catalog, you will learn about the many advantages National College has to offer in terms of programs, courses, and support services. What you can't find in this catalog, and what most distinguishes National College from other colleges, is the personal attention you get here.

So we invite you to check us out in person. Read through the catalog and find out what you're interested in. Then come in and meet with one of our Admissions Representatives one-on-one. They'll be glad to answer any questions you may have and get you started on the path to a better future.

I look forward to the opportunity to work with you as you pursue your career goals.

Sincerely,

**Frank Longaker**  
President



# Mission Statement and Goals

## Foreword

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This catalog contains policies and procedures for the information of students attending National College at its main campus in Nashville, TN; and non-main campus in Memphis, TN which includes a separate classroom in Bartlett, TN.

## Mission Statement

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National College provides opportunities for individuals who are seeking to achieve their career goals by offering credential and degree programs through distance education and blended learning. National College is dedicated to assuring adult students have access to quality programs in career focused disciplines that provide the skills needed to be competitive in today's changing marketplace.

## Institutional Goals

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- Offer credential and degree programs focused on preparing students to be competitive in the current marketplace.
- Integrate soft skills and practical knowledge students need to be effective in their chosen career.
- Assist students in achieving their academic goals through proactive support and encouragement.
- Maximize the use of current technologies to offer accessible and relevant academic programs.

## Institutional Objectives

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1. Enhance students' educational experience in credential and degree programs to meet current marketplace needs in health science education through efficient and effective access to quality curricula, learning resources, equipment, and facilities.

2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in professional settings while encouraging students to express their own ideas and respect the ideas of others.
3. Engage students through the development of relevant curricula that allows students to achieve the stated program outcomes.
4. Support students from their enrollment to beyond graduation by providing individualized and interactive career services.
5. Employ appropriately qualified faculty to deliver practical and theoretical knowledge, skills, and abilities that motivate students to learn and achieve their educational goals.
6. Develop a collaborative culture of continuous improvement that puts students' first and allows the College to consistently strive for educational and operational excellence.

## Accreditation and Approvals

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The Nashville, Memphis, and Bartlett, TN locations are accredited by the Accrediting Council for Independent Colleges and Schools to award Associate's degrees, and diplomas.

The Nashville, Memphis, and Bartlett campuses are authorized for operation by the Tennessee Higher Education Commission, located at 404 James Robertson Parkway, Suite 1900, Nashville, TN, 37243, and can be reached at (615) 741-3605. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

The Health Information Management Associate of Applied Science degree program at the Memphis, Tennessee campus

is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the accredited program are eligible to sit for the Registered Health Information Technician (RHIT) exam.

The Medical Assisting Associate of Applied Science degree program offered at the Tennessee campuses in Nashville, Memphis, and Bartlett are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of Allied Health Education Programs is located at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, and can be reached at (727) 210-2350.

The Accrediting Council for Independent Colleges and Schools (ACICS) is recognized as a national accrediting agency by the Council for Higher Education Accreditation. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, and their phone number is (202) 336-6780.

Many programs offered at National College are approved so that eligible veterans and their dependents may receive their benefits. To inquire about specific programs, contact your local campus. The college makes available to students a copy of the documentation describing the school's accreditation. Contact the Campus Director at your local campus.

# The College

## Heritage

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In 1886, a group of visionary educators and business leaders saw the need for a higher education institution focused on career-based training to meet workforce needs in the southeastern United States. Together they founded what is now known as National College with the intent of training workers in business, banking, accounting, administration, and other skilled professions.

National College steadily developed a reputation for providing men and women with an efficient and effective education preparing them for the world of professional work. Students from many states made the trek to Roanoke, Virginia to receive a practical education that was more focused and relevant than that offered by other colleges and universities of the time.

As the institution's first 100 years drew to a close, however, changes had already been under way that would give the institution a different appearance even as it continued to remain true to its original purpose. Rather than bringing students from surrounding states to stay at the dormitories and large central campus in Roanoke, National College came to them. New community-based campuses were built throughout Southwest Virginia, Kentucky, and Tennessee. As the needs of the workforce expanded, business training was supplemented by career-focused programs in computers and health care. Certificate programs were no longer the norm—students pursued more in-depth study leading to associate's degrees.

Today, National College offers a wide variety of health science programs through community-based locations throughout Tennessee.

The College's reputation for excellence has been affirmed through numerous awards and acknowledgments, including awards for grassroots student advocacy (Association for Private Sector Colleges & Universities TOPS Award, 2012), support for veterans (Military Friendly School, 2010-2017),

and a Lifetime Achievement Award (Imagine America Foundation, 2012) recognizing National College President Frank Longaker's 40 years of service to the career college sector – to name just a few.

## Evolution 2086 Vision

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The College continues to evolve. In an effort to recognize the College's continuous history of adapting to change and envisioning the development that will carry us to our 200th anniversary in 2086, we look ahead to our "Evolution 2086."

The Evolution 2086 vision guides our goal of continuing to meet the workforce training needs for the 21st century and beyond. We will continue to update our programs to ensure our graduates are prepared for the modern work force. We will expand and explore more accessible teaching methodologies, including online delivery, blended courses, and open-enrollment online courses.

While focusing on our core of health science programs, we will expand our curriculum to include training in developing fields and offer more in-depth courses where career-opportunity continues to grow. We will continue to pursue programmatic accreditation and preparation for certification in appropriate programs.

The evolution of the institution is reflected in our name: National College. National, acknowledging our historical roots and nationwide reputation; College, representing our status as an institution offering diverse academic programs. The college's motto, *Scientia et Civitas* – "Knowledge and Citizenship" – reflects our mission to develop educated men and women ready to pursue lives as productive citizens.

What does not change are the hallmarks of the experience our tens of thousands of graduates have enjoyed since 1886: National College will continue to offer the career-focused, hands-on learning environment that has characterized our more than 130 years of excellence, while steadily



evolving new programs, venues, and methods of instruction appropriate to the 21st-century global economy. Students will continue to reap the benefits of our decades of tradition and experience as well as explore new opportunities and resources.

## Academics

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Career opportunities in health care are ever-expanding for those who are well trained. The curricula are specific and concentrate on essential professional skills that will lead toward employment in a specific field. Academic programs are planned to offer the most efficient methods in organization and management, consistently meeting industry demands for skilled workers.

## Structure and Design of Programs

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The programs of study at National College are career-oriented. Students enrolled in a Diploma program take a number of entry-level courses that prepare them to begin a career in their field of study.

Students in the associate's degree programs take a number of program-specific courses that would normally be offered only as upper-level classes at other institutions. These classes ensure that associate's degree graduates are well prepared to meet the demands of the work environment. This provides an in-depth, well-rounded, and rigorous educational experience, enabling our graduates to compete in today's ever-changing global economy.

Students enrolled in a program are considered concurrently enrolled in any lesser included programs. Upon completion of the requirements of such program, they are entitled to the appropriate certificate, diploma, or degree.

## Resources for Research

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The ANU Library delivers exceptional online resources and services to a diverse student population in certificate, and degree programs. Librarians are available via chat, email, and telephone, and have created a number of recorded tutorials, subject guides, a writing and research center, and a frequently asked questions database to aid students in their research.

## Career Services

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Career Services at National College is your most important connection to successfully develop the skills needed to secure the job you want in your chosen career. The College is committed to training individuals to meet the expectations of the workplace, and will help you acquire the skills necessary to transition into a new career or advance in your current profession.

Our Career Services team is here to assist with career planning and career preparation. Career placement specialists provide valuable advice and feedback to help you effectively communicate your knowledge, skills, and abilities to employers both on the resume and during the interview to land the job. Career Services will help you navigate through the career search process, keeping you informed of current trends and employer expectations.

We also offer students and alumni a unique opportunity to access an online comprehensive platform of quality career tools and resources that are effective, efficient, and customizable. Our 24/7 career services portal, CareerConnect, was established to meet the growing needs of our students and alumni, including employed, evening, online, individuals with limited daytime availability, and/or those who prefer to manage their own career path. Students and alumni can access CareerConnect for career advice videos, resume writing, virtual mock interviews, and employment postings - anytime, anywhere, from any computer connected to the internet.

The college strives to give the education, training, and guidance each student needs to be successful in his or her career. While career counseling and placement assistance are available, you are primarily responsible for seeking and obtaining your employment. The college cannot and does not promise or guarantee a job. Criminal convictions may hinder or prevent employment. So whether you're a student, graduate, or alumnus, connect with Career Services. Our goal is to prepare you to find success in the workplace.

## Student Activities

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There is more to college life than just academics. You need to unwind! Through the student activities offered at National College, you'll be able to relax and mingle with your friends. Getting involved in the planning of student activities is an important part of your educational experience. Please contact your Campus Director to learn how you can participate. We hope you take full advantage of the activities your National College community has to offer. Suggestions for activities are always welcome.

## Professional/Occupational Licensure and Certifications

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Occupational and professional licensing and certification are largely functions of state government and/or private organizations or associations offering accreditation or certification. There are literally hundreds of occupations and professions that are regulated in one form or another, but licensing or certification requirements for the same occupation or profession often vary from state to state, or even from employer to employer.

Because occupational and professional licensing and certification requirements are constantly changing, and because they are also highly decentralized activities that are typically spread out among many different state agencies, accreditors and occupational or professional organizations or associations, National College does not make any representations about the suitability of any of its programs for establishing eligibility for licensure, certification or examination for licensure or certification in any state or by any accreditor or occupational or professional organization or association.

Students must accept responsibility for learning what occupational or professional licensing or certification regulations or requirements apply to them prior to enrolling in any educational program and should inquire of the relevant state agency, accreditor, association or organization to ensure that the educational program in which they are considering enrollment will be suitable for establishing eligibility for licensure, certification or examination in any occupation, profession or field in which they intend to seek employment.

## Notice of Non-Discrimination

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National College admits students of any race, color, national or ethnic origin, religion, creed, sex, handicap, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance in administration of its educational policies, admissions policies, scholarship and loan programs, or other college-administered programs. Title IX of the Education Amendments of 1972 requires that the college not discriminate on the basis of sex in its education programs or activities. No qualified handicapped person shall, on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any College-related program or activity.

Students enrolling in the Medical Assisting program will acknowledge that the student has no known physical or personal limitations that will prevent the student from successfully completing the program.

National College is an equal opportunity employer. We are committed to the concept of equal opportunity in our hiring, employment, and personnel practices and policies. All personnel activities are conducted without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The College's Executive Vice President of Academic Affairs is the College's Title IX Coordinator and is responsible for coordinating compliance with its non-discrimination policies. S/he may be contacted by mail at 1813 East Main Street, Salem Virginia 24153, by email at [TitleIXCoordinator@an.edu](mailto:TitleIXCoordinator@an.edu), or by telephone at (540) 283-6600. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.



## Accommodation Policy

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National College recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973 by prohibiting discrimination on the basis of disability. To ensure equality of access the College provides reasonable accommodations to students who require them and inform the College by completing the “Student Disability Accommodation Request” form which will be provided by the Campus Director.

## Student Health Services

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National College is a commuter college without dormitories. Because of this, no health services are provided to our students. Should a medical emergency arise, the student may contact any member of the faculty or staff for assistance or direction.

## Consumer Information

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It is important that students and other interested parties have access to timely and accurate information about the institution and the educational opportunities offered at each campus. Therefore, consumer information is made available in this catalog, on the College website ([www.national-college.edu](http://www.national-college.edu)), and at each main campus location. Students requesting additional information, or who wish to receive paper copies of information disclosed electronically, may obtain such information from the above sources.

## College Email Account

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It is important for students to communicate with one another and work with instructors to improve the learning process. In order to help students communicate and form a strong learning community, the institution has made email available to all faculty and students. Students should keep in touch with instructors and classmates if they need help with an assignment, have questions about coursework, or are unable to attend a scheduled class.

Students can go to [www.national-college.edu](http://www.national-college.edu) and click

on National Mail from the Quick Links Menu to access their email. Students’ usernames will be last name, first and middle initial, followed by a 2-digit number, followed by the appropriate college email domain name (@students.national-college.edu) For example: johnsonkt88@students.national-college.edu. The first time students log into National Mail, their password will be the first and last initial plus the last four digits of their SSN. For example: rs6799. Students will be asked to change their password the first time they log in. Please remember that use of National Mail is a privilege and subject to National College acceptable use policies.

## Identification Cards

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Students will be given an identification card at their campus. See your campus director or student services representative to obtain yours.

## Orientation

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All new students are required to attend an orientation session. The objectives of the Orientation are:

1. Understand National College’s attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.
3. Identify course communication tools i.e. email.
4. Understand how to utilize Course Information and Assignment tools i.e. posting to Discussion Forums, submitting assignments, taking tests.
5. Identify course resources.
6. Be able to access the College Library and the Career Connect sites.

## Academic Tutoring

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During the course of your program, you may find the need for additional assistance with your studies. National College offers a no-cost peer tutoring service. Contact the Student Services Department for assistance in locating a tutor. Students may also apply to be a student tutor. A student tutor is a current student who has successfully passed the

course that they will become a tutor in with a grade of an A or B. All tutoring is done at the college campus locations. To become a student tutor, complete the Application for Student Tutoring and submit it to a Student Services representative who will process the application for approval. Applications may be requested through Student Services.

# Admissions

## Admission

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The first step to getting started in your new career is your personal interview with our Admissions staff. Applicants and their parents or spouse are invited to visit their local National College main or non-main campus to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. High school students may request that the Admissions Department contact their guidance counselor to arrange for an interview at their school. Refer to page 85 for the address and telephone number of the Admissions Office nearest you.

## Undergraduate Admission Requirements

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Graduation from high school is a minimum requirement for admission to National College for those students enrolling in the Diploma, or Associate's programs. Those who have completed high school in a homeschool setting or have satisfied graduation requirements through the General Educational Development (GED) Test or a state authorized examination are also eligible for admission. An official transcript from an accredited college will be recognized as the equivalent of a high school diploma for basis of acceptance. For colleges and universities outside the U.S., transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services). Students will sign an attestation on the enrollment application as to which of these credentials they have received.

## Applying for Undergraduate Admission

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To apply for admission, complete an Application for Admission and deliver it in person or mail it to the college campus you wish to attend or fill out an application online at [www.national-college.edu](http://www.national-college.edu). The addresses of each campus location is on page 85 of this catalog. The Application for Admission is considered complete when the application, enrollment agreement, and Transferability of Credit Disclosure are received.

Your application will be reviewed promptly, and a determination will be made as soon as possible. Applying early is to the student's advantage in obtaining financial assistance for those who qualify, scholarships, part-time employment, and desired class schedules. The college will inform applicants of their acceptance or denial in writing by U.S. mail.

## Medical Assisting Associate of Applied Science and Certificate Admissions Requirements

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Students enrolling in the Medical Assisting Associate of Applied Science degree or certificate program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, can lift at least 50 pounds, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Medical Assisting programs will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/

or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

### **Health Information Management Associate of Applied Science Admission Requirements**

Students enrolling in the Health Information Management Associate of Applied Science program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Health Information Management program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

### **Phlebotomy and ECG Technician Diploma Admission Requirements**

Students enrolling in the Phlebotomy and ECG Diploma program will affirm in writing that the student has no known physical or personal limitations that will prevent the student from successfully completing the program, has

reasonable vision and hearing, and has no communicable diseases known to the student.

Students enrolling in the Phlebotomy and ECG program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or tuberculosis screening as required by the individual externship sites. The immunizations may include: varicella (chickenpox), measles, mumps, and rubella, hepatitis B, diphtheria, tetanus, and pertussis and influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

### **Pharmacy Technician Associate of Applied Science and Diploma Admission Requirements**

Students enrolling in the Pharmacy Technician Associate of Applied Science or diploma program will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

Students seeking enrollment into the Pharmacy Technician program at the Parkersburg or Princeton, WV campuses must complete a criminal background check prior to enrolling into the program. Any costs associated with this service are the responsibility of the student.

## Medical Billing and Coding Diploma Admission Requirements

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If students in the Medical Billing and Coding diploma program are enrolling in the externship, they will also be asked to affirm in writing that they understand that failing a drug screen or having a misdemeanor or felony conviction in their background may affect their ability to secure an externship site or obtain employment in their field of study.

Students will be required to obtain immunizations and/or proof of immunity and/or Tuberculosis screening as required by the individual externship sites. The immunizations may include: Varicella (chickenpox), Measles, Mumps, and Rubella, Hepatitis B, Diphtheria, Tetanus, and Pertussis and Influenza vaccine. Hospital settings often mandate more extensive requirements than other healthcare facilities. The cost of immunizations and screening is the responsibility of the student.

## Student Identity Verification

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National College initiates the student identity verification process during admissions. The College uses ProctorU to verify student identity throughout their enrollment.

ProctorU provides digital solutions for identity management and assessment proctoring. National College uses ProctorU's Ucard product. The Ucard requires an initial set up by the student in a live, online environment with ProctorU staff. During this session, students show a government issued photo identification that is compared to the live student appearing on the screen. A screenshot is captured of both the student and the identification card. Students are asked challenge questions using information taken from public records. Additionally, students are asked to type a passage to establish keystroke biometric identification for future verifications. All of this information is stored within the student's profile and secured. This product works in conjunction with the College's Blackboard learning management system. The link to the initial Ucard setup and future identification verifications are conducted following the student's login into Blackboard using secure username and password.

Students are provided a unique username and password for accessing Blackboard. Password resets require students to answer a security question before proceeding.

# Academic Policies

## Academic Terms

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For the convenience of its students, National College operates its classes year-round. The five-term schedule enables students to complete their programs and enter the workforce as quickly as possible. Students may begin their programs at any of the five starting dates during the year.

## Academic Year

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An academic year is defined as a period of time beginning on the first day of classes and ending on the last day of examinations, containing a minimum of 30 weeks of instructional time during which a full-time student is expected to complete at least 36 credit hours.

## Grade Reports

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The records of each student are kept on a per-term basis. These complete records show the grade received in each subject and certain specialized honors received. At the end of each term, a summarized per-term grade report on each student is provided via the online portal. Students have up to 90 days from the last day of the term to dispute a final grade given in that term. Students are to see their Campus Director on final grade issues.

## Transcripts

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The official progress record of a student is maintained by the College. All qualified students may receive one official transcript without charge. For each transcript after the first one, a charge of \$5 will be made. Requests of transcripts can be made via the National College website, [www.national-college.edu](http://www.national-college.edu).

## Students

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A regular student is a student who is attending the College for the purpose of obtaining a degree or diploma in one of the programs of study offered. All regular students must have declared a major course of study. Regular students are eligible to apply for financial programs offered through the College.

The following categories of students are not considered regular students: employees attending the College (except work study students or others enrolled in a program), students taking refresher courses, students attending under any category such as an approved audited course, students taking single subjects, students taking more than one subject but not declaring a major, or students attending under any other special category as otherwise approved by the College, or a student attending classes after being dismissed as a regular student (See Standards of Satisfactory Academic Progress on page 20).

## Credit Designations

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All credits offered are expressed in quarter hours. One quarter hour of credit is the amount of credit gained for the successful completion of one hour per week of lecture, two hours per week of skill development, or three hours per week of externship. A class hour is 50 minutes. All courses completed are awarded the appropriate credit hours.

## Credit Hour Policy

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National College awards quarter credit hours and adheres to the following formula to award appropriate credit for each course offering.

One quarter credit hour is 10 hours of direct instruction (Lecture).

One quarter credit hour is 20 hours of lab instruction.

One quarter credit hour is 30 hours of externship.



If a course is 4 credits and in direct instruction only, it would be 40 instructional hours.

If a course is 4 credits of strictly lab instruction only it would be 80 instructional hours.

If a course is 4 credits of externship only, it would be 120 hours of instruction.

## Outside of Class Work

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Students will be expected to complete an average of two (2) hours of out of class work for every one (1) hour of lecture in each course. For example, if a course has 4 hours of lecture, a student will need to complete an average of 8 hours a week of outside of class work.

## Standard Course Load and Program Lengths

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A minimum full-time subject load is 12 credit hours (three 4-credit hour subjects). However, students may carry up to 20 credit hours. To estimate the length of time a program will take, note the credit hours required in your chosen curriculum. Divide this by the number of credit hours you will carry each term. The result is the number of terms it will take you to complete the program.

## Matriculation

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A regular student is considered enrolled when all of the following conditions are satisfied:

1. Application for admission and accompanying forms are completed and accepted
2. The student has graduated from high school, received a GED, or completed high school in a homeschool setting (Students will sign an attestation on the enrollment application as to which credential they received)
3. All necessary tuition and fees are paid
4. All classes for which the registration process has been completed have been attended

## Articulation Agreements

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National College has articulation agreements with several institutions to promote the acceptance of equivalent courses and work together to promote continued educational opportunities for students.

The following are the Institutions that we have articulation agreements with:

- Harrison College
- Virginia College Online

## Nontraditional Credit Allowance

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National College is committed to providing a comprehensive Academic Plan to students that accounts for both traditional learning and nontraditional sources or experiences that contribute to degree achievement. The maximum allowable nontraditional credit incorporated into an individual degree plan is 25% of the total credit requirement of any program offered by National College. Nontraditional credit allowances do not satisfy any portion of the residency requirement for graduation from any National College program.

Nontraditional sources that may be considered include coursework and examinations which meet the American Council on Education (ACE) guidelines.

## Credit Granted for Work Experience

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The College recognizes the value of work experience as a part of the applicant's overall educational experience. The maximum amount of credit earned for work experience will be limited to one class or four (4) credits for a Certificate Program and two classes or eight (8) credits for an Associate's. If an applicant desires the College to evaluate work experience for credit, the applicant must:

1. Discuss the experience with his/her Program Director, Campus Director, or Student Services Representative to determine proper procedure for presentation.
2. Submit a completed Work Experience Course Credit Application, which may be obtained from your Program Director or your Student Services Representative.

3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc., and superiors or co-workers who can attest to the experience).
4. Only experience directly related to the course will be considered. The student must be able to show how all of the Course Objectives as found in the Syllabus have been achieved through work experience.
5. All materials must be received by the Work Experience Review committee by the fifth week of the term in order to be considered for credit the following term.
6. The decision of the committee is final.

## College Placement Evaluations

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All students will take the College Placement Evaluations in English and Math prior to the start of class. This is regardless of whether their program requires any of the placements or prerequisites. This requirement is waived for students who have earned an Associate's or Bachelor's degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. The College Placement Evaluation reflects one's strengths and weaknesses with regards to essential skills. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the required college preparatory course associated with that placement evaluation in addition to their other curriculum requirements. Students may retake the placement evaluation one time prior to the first day of scheduled classes. These courses do not count toward programmatic requirements for graduation. These courses are: ENG090 (Basic English) and MAT090 (Basic Math).

## Advanced Placement Evaluations

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Advanced Placement Evaluations are designed for students who wish to demonstrate their current skill level in selected areas. If successful, the student will receive full credit for that particular course. There is no charge for these evaluations or for any credit received. Advanced Placement Evaluations cannot be attempted if the student has enrolled

or sat in the course. A complete list of Advanced Placement Evaluations and administration times is available from your Campus Director or the Student Services Representative.

The College has established criteria that will allow students to request an evaluation of recognized industry certifications and receive credit for appropriate courses. Students should contact their Student Services representative for more information on required documentation used for evaluation.

## Credit by Examination

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The College offers opportunities for award of credit to students who demonstrate competency in specific subject areas. The College Level Examination Program (CLEP) and the Dantes Subject Standardized Tests (DSST) are nationwide testing programs through which an individual can validate learning and receive college credit.

## Students Transferring to National College

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Prior collegiate work from an institution previously attended is accepted by National College when it is demonstrated that this work was obtained from an institution that is accredited by an agency recognized by the US Dept. of Education and is in keeping with career and educational objectives of the student's chosen course of study. Transfer credits are accepted on an individual basis after complete evaluation.

**Residency Requirement:** A student must complete the last 25% of any diploma or associate's degree program coursework at National College. This requirement means that a maximum of 72 quarter credit hours for an associate's degree may be accepted. Exceptions to the residency requirement can be sent to the Executive Vice President of Academic Affairs for consideration.

Advanced Placement exams and Work Experience credit do not fulfill the residency requirement. Unless special conditions prevail and prior permission is granted, all of a student's final coursework which applies to a degree or a diploma from National College must have been earned at the College.

Evidence of prior collegiate work should be received by

the College prior to the student's entry or during the first term of attendance if course credit is to be given. Students should be aware that it is their own responsibility to avoid duplicating a course for which credit may be awarded. Any duplication which results in Title IV and Veterans overpayments to the student is the responsibility of that student.

Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. In order for a course to transfer, a letter grade of "C" or better must have been achieved and the course must be at least 3 semester hours, 4 quarter credit hours or 90 clock hours in length. Selected courses completed more than six years prior to enrollment will not be considered for transfer of credit. However, some courses have no time limit for consideration for transfer of credit. Applicants are encouraged to request an evaluation from Student Services prior to enrollment to develop an Academic Plan. This complimentary service reviews for transferability of course credits as well as explores the applicability of nontraditional means of credit acceptance, including, but not limited to: Advanced Placement (AP), College Level Achievement Program (CLEP) tests, credit for military training and experience in accordance with American Council on Education (ACE) guidelines and the submission of a Work Experience Portfolio for review. Please refer to page 13 of this catalog for more information regarding nontraditional credit sources. Certain programs offered at specific locations of National College are programmatically accredited. Please see the College Catalog section on Approvals and Accreditation for additional information on those programs. Transfer credits for courses designated as part of the Program Core in a program which has been programmatically accredited will only be awarded if the program in which the course credit was originally earned is similarly programmatically accredited. Failing of the Placement Evaluation in Math or English negates the transfer of Business Math I (BUS110) and/or English Composition (ENG102) from prior collegiate work.

To accommodate the mobile way of military life, the College will consider all previous education and training and grant credit, if appropriate, for veterans and other eligible students. National College limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty service members. Academic residency can be completed at any time while active-duty service members are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

## Students Transferring from National College

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The philosophy, purpose, and objectives of the College are to prepare students for successful careers. The objective of the institution is not to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of the College have been developed to provide the most efficient and effective preparation for business life and career positions.

Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at National College as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution and accreditation does not guarantee transferability.

## Program Course Concentration and General Education

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Each program at the College is divided into two areas of concentration: Program Core and General Education. The Program Core satisfied the curriculum concentration. The course listings are on pages 62-78 for each specific program.

For successful completion of the Associate degree programs, a student must complete 24 credit hours of General Education courses. The student must select at least one course from each discipline required:

## Written and Oral Communication

ENG102 English Composition

ENG126 Oral Communication

## Mathematics, Statistics, and Logic

LOG215 Thinking Critically

MAT101 Understanding Mathematics

MAT214 Algebra

MAT220 Algebra and Basic Statistics

## Arts and Humanities

ETH205 Ethics

GEN241 Cultural Appreciation

## Social and Behavioral Sciences

PSY127 Psychology

PSY200 Human Growth and Development

POL202 Political Science

## Physical/Natural Science

BIO101 Introduction to Biology

BIO201 Basic Anatomy and Physiology I

BIO202 Basic Anatomy and Physiology II

CHM105 General, Organic Biochemistry

ENV101 Environmental Science

## Numbering of Courses

Courses numbered 000–099 are preparatory courses and cannot be used to satisfy graduation requirements. Courses numbered 100–199 are primarily for first-year students. Courses numbered 200–299 are primarily for second-year students. Courses numbered 300–499 are primarily for third- and fourth-year students.

## Program Revisions and Course Substitutions

National College reserves the right to change its curricula, course content, subject matter, tuition, fees, academic policy, administrative policies, and other aspects of the education provided or of the institution itself. In all cases,

appropriate notice shall be given to concerned parties and regulatory agencies.

Curriculum revisions and other academic changes are ongoing. Revisions are made for the benefit of the student, ensuring he or she receives the most current information and material possible.

Adjustments to the requirements of published curricula may be made at the discretion of the College for individual students as long as the intent and overall content of the program of study are not significantly altered.

While neither encouraged nor routine, students occasionally request to substitute one course in their chosen program of study for another course approved as part of another program. Should students choose to request a course substitution, they should consult their Campus Director to ensure that the substitution is a good fit for their current curriculum and career goals.

Student requests to take a course as a substitution must be reviewed and approved by the Vice President of Academic Affairs of the programmatic area in which the student is enrolled.

## Code of Academic Integrity

National College, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and students to the maintenance of the highest possible standards of academic integrity. These members of the National College community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the National College community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire College community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, cheating, plagiarism, and aiding and abetting others to cheat or plagiarize.

- I. Cheating is defined as: copying another student's answers while completing any class assignment or during in-class and take-home examinations.
- using notes, books, or unauthorized aids (i.e., smartphones, iPads, etc.) during an examination.
  - discussing answers during an in-class examination.
  - submitting another student's work as one's own.
  - stealing another student's work.
- II. Plagiarism is defined as: submitting a paper or answer in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that sources.
- III. Aiding and abetting is defined as: gaining from or giving assistance to another student in any of the areas as described in the above-mentioned categories.

Enforcement of this policy is the responsibility of the appropriate campus faculty and staff. The College reserves the right to take any disciplinary action necessary which is compatible with the interest of the student body, staff, and/or faculty. Disciplinary action may include: receiving a "0" on an assignment, expulsion from class, or expulsion from the College. The Campus Director will determine the course of action, with recommendation from the instructor. The student may submit a written appeal to the Academic Review Committee in order to have action dismissed or to request re-admittance to the College. The decision of the committee is final.

## Drop/Add Period

A student may drop/add (dropping a class and replacing it with another) within five class days, beginning with the first day of scheduled classes, or add a class within the same time frame as long as it is approved by the Dean or Program Director. A student not attending a class session within the first two weeks of a term may be automatically withdrawn from that class and/or the College. Specific rules apply for online students. Please check with your campus director for details.

## Withdrawals

A student who withdraws from a class at or before the end of the fourth week of the term will receive a "W" grade, which will not affect his or her overall grade point average. However, a "W" does count toward total attempted hours. (See Standards of Satisfactory Academic Progress on page 20 for further information.)

A student who withdraws from a class after the fourth week of the term will be assigned a "WF." A "WF" is charged as "0" quality points and subsequently affects the student's grade point average adversely, does count toward total attempted hours and can result in the student not meeting a satisfactory Standard of Academic Progress toward his or her goal.

A student who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she is withdrawn. If withdrawal from all classes occurs, the stated refund policy is in effect.

## Repetitions

A student making grades of "A," "B," "C," or "D" has made full credit, but may repeat a course(s) if desired. Credits for repeated course(s) can be used only one time when determining enrollment status for federal financial aid purposes. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for completion and successful course completion. The highest grade will be calculated into the grade point average.

A student making a grade of "D" may advance if desired. It is recommended, however, that the course be repeated, especially if it is in a student's major area of study.

A grade of "F" is a failure, and the subject must be repeated to earn credit.

A student may retake a class in which he received an "F," "WF" or "WF" and the highest grade will be calculated into his grade point average. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for

completion and successful course completion. Credits for the repeated course are used when calculating enrollment status for federal financial aid purposes, except if a course was first passed, then retaken and failed, then retaken for a third time (or more).

### Course Incompletes

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An “I” will be given when a student is prevented from taking the final examination by sickness or emergency. The “I” must be approved by the office of the Campus Director. Such an “I” must be removed at the convenience of the instructor within the first 30 days of the next term. Students must complete their externship in a time frame approved by their instructor and Campus Director. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of the final exam, a letter grade is assigned and calculated into the student’s overall grade point average. If the final examination is not taken within the required time, a “0” is calculated into the final grade for the class. The “I” grade does count as attempted hours for the purpose of Standards of Academic Progress.

### No Grade Assigned

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A “G” will be given when an instructor does not assign a grade to a student by the due date of the final exam for the term. The Campus Director is responsible for having the correct grade assigned by the Friday of the first week of the next term. During the period a “G” is assigned, the “G” is calculated with “0” quality points and it does count as attempted hours for the purpose of Standards of Academic Progress.

### Transfer of Credits

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A “T,” “X,” “TA,” “TB,” “TC,” or “TD” is given to students whose courses taken at another institution are being transferred in for required courses at National College. The grade of “T” or “X” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” does have an effect on hours attempted and successful completion of courses. A grade of “TA,” “TB,” “TC,” or “TD” does have an effect on the student’s overall grade point average, hours attempted and successful completion of courses. See section “Quality Point System” for point value of the assigned grades.

### Academic Honors

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For the distinction of “High Honors,” a student must graduate with a CGPA between 3.75 and 4.0. The distinction of “Honors” is awarded to a student who graduated with a CGPA between 3.50 and 3.74. The name of any student who earns a term’s grade point average of 3.5 or above in an academic program will be placed on the Dean’s List, which is prepared at the end of each term.

### Cumulative Grade Point Average

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The cumulative grade point average (CGPA) is used to determine student’s progress toward completion of their program of study. The CGPA is calculated by dividing the total number of quality points completed by the total number of credit hours attempted. Grades of FS, W, T, LW, Y, NC, X, XA, xb, xc, xd, PP, FF, RDROP, R, and AU are not included in the calculation of the CGPA.



## Grading Scale

In all subjects, with the exception of Nursing and Emergency Medical Technology courses (not offered in TN), the following grading scale is used:

LETTER GRADE	POINTS	EXPLANATION
<b>A</b>	<b>94-100</b>	Excellent
<b>B</b>	<b>84-93</b>	Above Average
<b>C</b>	<b>74-83</b>	Average
<b>D</b>	<b>64-73</b>	Below Average
<b>F</b>	<b>63 and Below</b>	Failure

## Grading and Quality Point System

In all subjects, the following letter designations are used:

A (4 PTS)	Excellent	WF (0 PTS)	Withdrew Failing
TA (4 PTS)	Transfer Excellent	R	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Course
B (3 PTS)	Above Average	RDROP	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Drop Course
TB (3 PTS)	Transfer Above Average	T	(No Academic Value) Transfer Credit
C (2 PTS)	Average	NC	(No Academic Value) Refresher Course
TC (2 PTS)	Transfer Average	Y	(No Academic Value) Advanced Placement Evaluation after July 1, 1995
D (1 PT)	Below average but passing Not passing for graduate courses	P (4 PTS)	Advanced Placement Evaluation prior to July 1, 1995
TD (1 PT)	Transfer Below Average but passing Not passing for graduate courses	LW	(No Academic Value) Life Experience Credit
F (0 PTS)	Failure	G (0 PTS)	No Grade Assigned
FS	(No Academic Value) Failure to Meet Enrollment Standards	X, XA, XB, XC, XD	(No Academic Value) No Transfer Credit
I (0 PTS)	Incomplete	PP	(No Academic Credit) Pass
W	(No Academic Value) Withdrew	FF	(No Academic Credit) Fail
WP (0 PTS)	Withdrew Passing (Prior to April 10, 2017)	AU	(No Academic Value) Audit Class Refresher courses taken after November 7, 2016 are assigned this grade.

# Standards of Satisfactory Academic Progress

All students must meet the Standards of Satisfactory Academic Progress (SAP) policy in order to stay enrolled as a student at National College and to retain eligibility for Federal Student Aid. SAP is determined by measuring both a student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of their academic program. Below are the minimum standards of SAP that students must meet. A National College requires that all courses be successfully completed in order to graduate from the program. A student's academic progress status is reviewed each term both for CGPA and rate of completion, and it is reported to students through their online portal account.

## SAP Calculation

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**Repeated Classes** – only the highest grade will count in the CGPA calculation. All course attempts count toward rate of completion.

**Incomplete Classes** – if a student receives a W for an incomplete course, the attempt counts toward rate of completion, but the W will not be calculated in CGPA. If a student received a WP or WF grade with an academic point value of 0, these courses count towards both CGPA calculation and rate of completion.

**Transfer credits** - if a student transfers credits into the institution for the program in which they are enrolled, those credits will count for both CGPA and rate of completion.

## Maximum Time Frame/Rate of Completion

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All students must complete their program in a period not exceeding 1.5 times the normal length of the program. For example, in a program which requires successful completion

of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 x 60).

A student will become ineligible to receive Title IV funds at the point where it becomes mathematically impossible for the student to complete the program within 150% of the maximum timeframe.

Students will be evaluated at the points listed below based on the number of credit hours required in their program of study:

### 36-Credit Hour Program:

Students who have attempted 1–17 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

Students who have attempted 18–35 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 36 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

### 48-Credit Hour Program:

Students who have attempted 1–23 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 24–47 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.\*

Students who have attempted 48 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

### 96-Credit Hour Program:

Students who have attempted 1-35 credit hours must have a CGPA of 0.0 and have successfully completed 0% of the hours attempted.

Students who have attempted 36-47 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.\*

Students who have attempted 48-71 credit hours must have a CGPA of 1.75 and have successfully completed one-half of the hours attempted.\*\*

Students who have attempted 72 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.\*\*\*

\* At the end of the first academic year (36 credits) a student must have a CGPA of 1.5.

\*\* At the end of the second academic year (72 credits) a student must have a CGPA of 1.75.

\*\*\* At the end of the third and fourth academic year (136 and 144 credits)

### Financial Aid Warning as a Regular Student

As required by the Department of Education, if these minimums are not met, a student may continue as a regular student on financial aid warning for one term and continue to be eligible for financial aid. Students will meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. After this one term of financial aid warning, the student's CGPA and percentage of successful completion must be at least as required at the evaluation point. If these standards are not met, the student will be dismissed as a regular student.

### Dismissed as a Regular Student (Financial Aid Denial)

As required by the Department of Education, a student not meeting these requirements for a second consecutive term will be dismissed as a regular student from the institution and will receive official notification of this status change in writing. Such a student is in financial aid denial status and would therefore not qualify for federal financial aid upon his or her re-entry into the institution, unless the following appeal process takes place.

### Institutional Dismissal Appeal Procedures

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the Campus Director. The Campus Director will submit the form to the chairperson of the Academic Review Committee. The student must submit the Dismissal Appeal Form (available from Student Services) by the fifth week of the term to be considered for re-entry into the following term. This should include any mitigating or special circumstances such as illness, military service, etc. that may have contributed to not meeting SAP satisfactory progress. If the committee approves for the student to return, the student will be placed on Financial Aid Probation for one term and can receive financial aid for that term. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. If after this term the student does not meet the Standards of Satisfactory Academic Progress (SAP), the student will be dismissed. A student making SAP after this term will continue as a regular student.

## Reinstatement Following Institutional Dismissal

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Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. The Academic Review Committee will make the determination if a student may return. After the student has been approved to return to the institution they will be placed in financial aid probation status. Students will be required to meet with their Campus Director to complete the SAP advising form which will outline the courses that students need to complete to successfully meet SAP. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

## Leave of Absence

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A leave of absence has no effect on the student's standards of progress. However, a leave of absence will have an effect on financial assistance and will extend the program completion time.

## Withdrawals

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A course from which a student has withdrawn and received a "W" grade will not affect the student's CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student's maximum time frame for completion and successful course completion.

Courses from which a student has withdrawn and received a "WP" or "WF" grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

## Course Incompletes

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A student receiving an "I" (incomplete) has 30 days after the start of the next term to complete their final exam. For the period of time the student has received an "I" grade it will affect the student's CGPA as well as their maximum time frame for completion and successful course completion. After completion of their final exam, a letter grade is assigned and calculated into the student's overall CGPA. A student not completing their final exam will receive a "0" for the exam, and it will be calculated into their final grade. (See "Grading and Quality Point System" on page 19.) The final grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

## Repetitions

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See page 17 of catalog.

## Non-Degree Credit Courses (Preparatory Courses)

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Preparatory courses (Math and English) are calculated into the student's overall grade point average and the student's maximum time for completion and successful course completion. However, the courses do not count toward completion of the individual program requirements. Students required to take preparatory courses will have their time for completion extended and a tuition fee for the preparatory courses will be charged. (See "Tuition Fees and Charges" on page 43)

## Change Programs and Additional Degrees

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For students who change and/or earn additional degrees, only those credits attempted and grades earned that count toward the student's new program of study will be included in the determination of the student's satisfactory academic progress.

## Application of Standards

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These satisfactory progress standards apply to all students whether part-time or full-time.

## Graduation

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In order to graduate, a student must successfully complete 100% of the total required credits and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal credits required to complete the program.

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. (See “Career Programs” on page 60–78)

In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate coursework to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all externships and all required courses, before students are allowed to walk in the graduation ceremony.

Candidates should be present at their annual commencement exercises. Exceptions may be made at the discretion of the College. The graduation fee, as outlined, is still the responsibility of the student, regardless of whether or not he or she attends the commencement ceremony. The graduation fee will only be charged once in a three-year period for all degrees earned in that time period.

Graduation with honors from Diploma and Associate’s, degree programs is the meeting of all requirements for graduation, plus the attainment of a certain cumulative grade point average. For the distinction of “High Honors,” a student must graduate with a CGPA between 3.75 and 4.0. The distinction of “Honors” is awarded to a student who graduated with a CGPA between 3.50 and 3.74.

## Transfer of Credit

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The grade of a “T” or “X” has no effect on the student’s overall grade point average. Effective December 7, 2007, the “T” grade does have an effect on the hours attempted and successful completion for the purposes of Standards of Academic Progress. A grade of “TA,” “TB,” “TC,” and “TD” does have an effect on the student’s overall grade point average, hours attempted and successful completion of courses for the purposes of Standards of Academic Progress. See section “Quality Point System” for point value of the assigned grades.

# Administrative Policies

## Conduct/Dismissal Policy

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. The College expressly prohibits harassment of employees or students on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Harassment undermines College morale of the entire community and our commitment to treat each other with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of the College as an academic institution is strictly prohibited. This includes but is not limited to conduct:

- By students, faculty, or staff that use language or behavior that is detrimental to and disruptive within the classroom environment.
- That interferes with the well-being of fellow students and/or faculty and staff members.
- That includes any type of sexual harassment or sexual violence towards members of the College community on or off campus.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students, faculty and staff that use College networks to access the internet to visit or view sites that violate copyright/intellectual property or other suspicious/illegal activity. (This includes, but is not limited to, viewing pornographic images, illegal file sharing such as downloading of music/videos, and other actions

outlined in the Code of Computing Conduct policy.)

The College reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and College. Such disciplinary action may include, but is not limited to, the following possible actions:

- Suspension from participation in a specific course for a specific period of time;
- Suspension from participation in all courses for a specific period of time;
- Reassignment to a different course section;
- Withdrawal from enrollment in a specific course or all courses due to failure to meet minimum attendance requirements as a result of a suspension;
- Withdrawal from enrollment in a specific course as a result of dismissal from that course;
- Referral to legal authorities;
- Withdrawal from enrollment at the College as a result of dismissal from the College.

Students may appeal any disciplinary action taken pursuant to this conduct policy by filing a grievance in accordance with the College's grievance policy.

## Code of Computing Conduct

Educational Computing Facilities (ECF) are intended to support the academic mission and the administrative functions of National College. This Code of Conduct states the principles regarding the use of ECF. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

The policies controlling acceptable behavior at the institution are implicitly extended to cover the use of the ECF. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with



others to be anything but well-mannered, ethical and legal.

For example, if it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen. Unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest by the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

Educational Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software or any combination thereof, owned by the institution or under the custody or control of the institution.

The ECF include stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to ECF via telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all of the institution and institutional staff, institutional students and other users of the Educational Computer Facilities. Users shall:

1. Be responsible for using these facilities in an effective, ethical and lawful manner.

This policy states that individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible such actions and may be held accountable for all results and repercussions of such actions.

Be aware that wasteful or inefficient use of resources may incur significant expense for the institution or result in a reduction in service to other users.

2. Use only those facilities for which they have authorization, whether these facilities are at the institution or at any other location accessible through a network.

Normally, ECF systems require explicit authorization. Authorization based on the provision of false or misleading information is not valid.

3. Take all reasonable steps to protect the integrity and privacy of the ECF including software and data. In particular, users shall not share with others the access codes, account numbers, passwords or other authorization which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to a flaw in or bypass of computing facility security, to the appropriate Instructor, Campus Director, and Department Head or to the Campus Support Information Technology Department. Such security “holes” must not be “tested” without proper authorization. Turning a blind eye to potential violations or system flaws may allow your privacy or access to be jeopardized.

In this and following sections, “access code” represents the username, account, sign-on ID, password or whatever system-dependent mechanisms are used to gain access to particular facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of the ECF. As described in several later sections, much software which the institution utilizes requires that all actions be identified and traceable. For these reasons, if you do allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to ECF indirectly is similarly prohibited (such as allowing access to a private computer at home, where this computer in turn provides access to ECF).

A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

Some system management functions require that all those responsible for such functions share a single access code. Similarly, specific access codes are at times allocated to allow several people performing a common function to receive email. The use of such shared codes must be restricted to the intended purpose. Other usage by the same people should be through single-user access codes.

4. Respect the copyrights of the owners of all software, media and data they use.

Most of the programs made available on the ECF are copyrighted. Copyright law specifically prohibits copying of any software except as explicitly allowed in the usage agreement. Copyright law also provides similar protection for data and text.

Unless the software explicitly states otherwise, ALL software is copyrighted, even those normally referred to as shareware or freeware. Individual license agreements detail the exact rights and limitations.

Media files such as music and video files are also subject to copyright protection. Unauthorized downloading of such files, including unauthorized peer to peer sharing of copyrighted material is specifically prohibited.

Unauthorized use, sharing or distribution of copyrighted material may subject the user to criminal and civil penalties, including fines, incarceration, money damages payable to the copyright owners, and attorneys' fees. In addition the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment of students.

5. Respect the policies established by the administrators of external networks such as GAPS, COD, ED Connect, WestLaw, and various virtual library networks when using such networks. They shall also respect the policies established by the administrators of local computing facilities at the institution.

The use of networks external to the institution must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. This Code of Conduct hereby specifically incorporates these external policies. Adherence to this code ensures compliance with the policies of our associated networks.

6. Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the institution regulations.

The ability to access information does not imply permission to access it. Specifically, having read-access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's directories or files (either manually or program-assisted) without explicit permission. This also applies to floppy disks and tapes and similar storage media.

There may be cases where supervisors must access an employee's mail or files to get specific job-related materials or conduct business. For example, an urgent memo must be sent, but the staff member who typed it is ill. The need to respond to business-related email is another example. In all cases, unless prior arrangements have been made, reasonable effort to ask the employee's permission must be made.

Access codes allocated for specific purposes may be designated as "non-private." In such cases, no data stored under the code may be considered for the private use of the individual to whom the code is allocated. Prior notice of such designation must be given.

7. Refrain from using ECF for unauthorized commercial activities.

As with other institution resources, the use of the ECF for private, commercially oriented applications is forbidden without appropriate authorization. Use for institution-related private activities is often permitted. For example, running an unauthorized business, doing tax returns or sending e-mail soliciting donations for a non-institution-related entity are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, Campus Director, Department

Head, Executive Vice President or Executive Director.

8. Refrain from using ECF for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment of users of such facilities at the institution or elsewhere, unauthorized disruption of ECF, attempts to discover or alter passwords or to subvert security systems in ECF or in any other computing or network facility.

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm or similar software is an explicit violation of this principle.

Any unauthorized action which intentionally denies or obstructs access for another legitimate user to ECF is forbidden.

9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the ECF or in establishing connections from the ECF.

All transmissions must be identifiable by the institutional staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering “anonymous FTP” services request that you enter your network address as a password. Users must comply with this convention.

Users do not have a right to privacy when using ECF.

Users do not own accounts on the institution computers but are granted the privilege of use of

accounts owned by the institution. Users have no ownership rights or reasonable expectation of privacy right regarding computer communications and data stored on institution computers or accessed through institution accounts.

Institution officials have the right to access electronic files, including e-mail files, for any purpose deemed reasonable by them in their sole discretion.

Any violation of this Code may be prosecuted in conformity with the relevant institution policy (Code of Student Conduct, personnel policies, etc.) as well as applicable criminal and civil laws.

## Conflict of Interest Policy

A conflict of interest arises with respect to activities that compromise, or appear to compromise, an employee’s judgment in performing his or her College duties. These conflicts can arise when an employee, or a member of his/her family (as defined below) has an existing or potential personal, financial or other interest that: (a) impairs or may reasonably appear to impair his/her independence of judgment in the discharge of responsibilities to the College; or (b) may result in personal gain or advancement at the expense of the College. The integrity of the College must be protected at all times, both in actuality and appearance. Conflicts of interest therefore must be: (1) disclosed, (2) eliminated or (3) properly managed.

Many outside activities in which an employee may wish to engage, such as certain outside employment, private activities, involvement in public organizations, public service, and political involvement, present no conflicts of interest and can enhance the reputation of the College. When engaging in an otherwise permissible endeavor or activity, the employee must nonetheless make clear when she or he is acting as a private individual rather than as a representative of the College. In this regard, employees must abide by the terms of the College policies governing use of trademarks and use of the College name, symbols, letterhead.

Certain situations give rise to a possible conflict of interest and must therefore be disclosed so that they may be

either ruled out as conflicts or handled under the conflicts management process. This is list not an all-inclusive list rather examples of conflicts.

- Negotiating or authorizing on behalf of the College a contract or other business transaction for services, goods, or products, from a company or enterprise in which the employee or a member of the employee’s family has an substantial financial interest or management position known to the employee.
- Accepting external employment or consulting contracts during a period of ANU employment that conflict with the employment at ANU.
- Accepting any form of remuneration, financial or otherwise, for endorsement of the products or services of a business or individual where a UVM title or employment is an express or implied aspect of the endorsement.
- Disclosing, or otherwise using on an unauthorized basis, College confidential or proprietary information to which the employee has access in the course of College duties

### Conflicts of Interest Resolution Procedure

- I. Any activities that may be considered a conflict of interest must be promptly, and in advance of the proposed activity, disclosed in writing by an employee to his or her immediate supervisor, under the procedures described below. Addressing conflicts and developing strategies to manage them may require steps such as:
  - 1) no action required beyond the disclosure;
  - 2) development of a conflicts management plan memorialized in writing;
  - 3) modification of College responsibilities, as mutually agreed, under applicable policies;
- II. Violation by an employee of prohibited conflicts may lead to serious disciplinary action, up to and including dismissal.

### Reporting of Possible Policy Violations

Supervisors are required to investigate promptly, possible

violations of these policies. If a policy violation is proven, the supervisor must take appropriate responsive action, and report the violation to the Executive Vice President of Campus Operations or the Executive Vice President of Academic Affairs who will determine if any disciplinary measures need to be taken. Third parties may report possible violations of the conflict of interest policy to the employee’s supervisor.

## Grievance Policy

National College has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the Academic Dean with responsibility for the program of study in which the student is enrolled. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, and a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to StudentAcademicAppeal@an.edu.
  - a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
  - b. The Academic Dean will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the Academic Dean, he or she may make a written appeal within thirty (30)

days of the determination or action of the Academic Dean to the Executive Vice President for Academics for complaints which relate to academic issues, or to the Executive Vice President for Operations for all other complaints. The appeal should be filed by email to [FormalGrievance@an.edu](mailto:FormalGrievance@an.edu).

- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Academic Dean to be in error.
  - b. The respective Executive Vice President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.
3. If the complainant is not satisfied with the determination or action of the Executive Vice President, he or she may make a written appeal within thirty (30) days of the determination or action of the respective Executive Vice President to the President of the College. The appeal should be filed by email to [FormalGrievance@an.edu](mailto:FormalGrievance@an.edu).
- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the Academic Dean and the respective Executive Vice President to be in error.

The President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

## Sexual Misconduct Policy

National College recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the College to provide our employees and students with an environment that is free from harassment.

The College expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The College has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. These procedures are set forth in the college's grievance policy. If an institutional conduct proceeding arises from an incident report, the college will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for National College.

## Definitions

Sexual harassment is unwelcome conduct of a sexual nature, and can include unwelcome sexual advances, requests for sexual favors, stalking and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.

Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually-oriented statements;
7. Stalking
8. Physical conduct, such as: touching, assault, or impeding or blocking movements.
9. Dating violence, domestic violence, and abusive sexual contact.

National College provides educational programming to students and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to new students as part of the orientation process and to staff and

students throughout the year. The educational program includes:

## Victims' Rights Under Sexual Harassment Policy

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1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any campus facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;
7. The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes.

## Sexual Misconduct Grievance Procedures

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In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based

misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.

### 1. Definitions.

- a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:
  - i. physical assault;
  - ii. unwanted sexual advances, requests for sexual favors or propositions of a sexual nature;
  - iii. direct or implied threats that submission to sexual advances is a condition for employment promotion, good grades, recommendations, etc.
  - iv. unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.
- b. Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

### 2. Complaint or Allegation of Sexual Violence or Misconduct.

Any individual who believes they have been subjected gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking is strongly encouraged to report such occurrence. A

report should be filed in writing with the Title IX Coordinator. S/he may be contacted by mail at 1813 East Main Street, Salem, Virginia 24153, by email at TitleIXCoordinator@an.edu., or by telephone at (540) 769-8200

- a. Upon receiving a report, National College (“the College”) will respond promptly, equitably, and thoroughly.
- b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off campus, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.
- c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: <http://www.an.edu/documents-library/about/consumer-disclosure/crime-tip/>.
- d. In addition, the College will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.
- e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The College system and police/legal system work independently from one another. Individuals can file reports with the College, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.

### 3. Retaliation

Any attempt by a member of the College community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he or she has been the victim of retaliation for



reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

#### 4. Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas of campus, and/or appropriate changes in academic or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

#### 5. Preservation of Evidence

It is important to preserve evidence (if applicable) of the offense as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

#### 6. Evidentiary Standard

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the Coordinator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred.

#### 7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If the Coordinator determines that a violation has occurred, they will then determine the appropriate sanctions in consultation with the College's Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, College safety concerns and any other information deemed relevant.

Once a decision has been made, both the accuser and the accused shall be simultaneously informed, in writing, of the outcome, the procedures for both the accused and victim to follow to appeal the results of the decision, any change to the decision that occurs prior to the time that the results become final, and when the results become final.

#### 8. Potential Remedies and Sanctions

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including termination.

Students are subject to disciplinary action, up to and including dismissal. Remedies may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to College property and/or events, disciplinary probation, or dismissal.

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements.

Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all College properties and may also be subject to action deemed appropriate by their respective employer.

#### 9. Sources of Counseling, Advocacy, and Support

The College's primary concern is with the health, safety, and well-being of the members of the community. If you or someone you know may have experienced any

form of gender-based misconduct, we urge you to seek immediate assistance.

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

Title IX Coordinator – (540) 769-8200

U.S. Department of Education, Office for Civil Rights  
<http://www.ed.gov/ocr>

New York—Region II  
 32 Old Slip, 26th Floor  
 New York, NY 10005  
 Telephone: 646-428-3800  
 Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

U.S. Department of Justice, Office on  
 Violence Against Women  
<http://www.ovv.usdoj.gov/>

and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus. The latest report is posted on the campus bulletin board devoted to official notices, and is available upon request by contacting the Campus Director's office through the address of the campus the student is attending or planning to attend, or by writing to the College administrative office.

In summary, the report indicates the incidence of crimes at the individual campuses of National College are very low or nonexistent for all of the reportable years. However, any incident is a cause of concern to the College. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the Campus Director, who will immediately notify the appropriate local law enforcement agency. In the absence of the Campus Director or other official, or in lieu of notifying them, the individual should directly notify the local law enforcement agency.

## Additional Avenues of Resolution

1. Should any grievance not be resolved at the College level, the student may contact The Accrediting Council for Independent Colleges and Schools at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.
2. In addition to the above, the student may submit a complaint to the approval or licensing authority in their home state using the contact information below.

Tennessee Students: Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243, (615) 741-3605.

Mississippi Students: Mississippi Commission on College Accreditation, 3825 Ridgewood Rd., Jackson, MS 39211-6453, (601)-432-6972.

## Campus Security

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, the College makes available to current students, prospective students, employees,

## Inclement Weather Policy

In the event of adverse weather, the following procedures will be followed:

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made on e2Campus, as well as local television and radio stations.

Each National College campus location participates in e2Campus, an emergency alert system that allows students to receive emergency notifications via email and text message. Students can sign up for this optional alert system by going to e2Campus and clicking "User Sign Up." From there, students can follow the on-screen instructions to register and create an account.

## Parking Policy

- 1) Visitors' Parking - Reserved for visitors ONLY.  
 Students may not park in parking spaces identified for visitors.

- 2) Handicapped Parking - Marked and located near campus entrances.
- 3) General Parking - Open at all times and free to all students, faculty, and staff.

Your assistance is requested in order to ensure that everyone has access to a parking space. Cars should be parked in a courteous manner, using only one space, avoiding yellow areas, and not blocking passages.

## Dress Policy

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All members of the National College community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have business people and guests on site; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.

A National College student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended.

Some programs may have a dress code for specific courses.

## Children On Site

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National College understands that many of our students are also parents and realizes that sometimes parents must bring their children on a campus. Please remember that your campus is an educational environment; whether you are there for class or to conduct other business, you should at all times refrain from any activity which could be disruptive to your fellow students, faculty, and staff. In particular, children should never be brought into

classrooms, labs, or libraries regardless of age. In other non-academic areas of the campus, children should be in the company of a parent and properly supervised at all times.

## Mobile Phones and Other Communication Devices

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Students may possess a mobile telephone or other communication device on College property, provided the device is in silent mode during class. If students are caught using communication devices during class and are causing a disruption, the instructor may and should confiscate the device and return it at the end of class. If the infraction occurs more than once during a term, disciplinary action will be taken for those failing to comply with this policy.

## Tobacco Policy

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All National College campuses are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco.

## Substance Abuse Prevention Program

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National College (the “College”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the College community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain a campus environment free from such substance abuse, the College established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention), and is set forth for students and employees alike. It consists of two

primary parts. First, the College developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, the College put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

The College believes that the benefits of its substance abuse prevention program are manifold. The program provides the College community with critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for students and employees alike. The program also serves to ensure our continued reputation and quality of service, to protect the College’s property and operations, and to enhance the safety of the general public.

## Attendance Policy

National College feels our students interests will be best served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the student’s career training. Consistent attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

The following attendance policies were developed in order to provide allowances for medical problems, personal, or other emergencies that may occasionally arise. As with all absences, it is the responsibility of the student to make up or learn any missed material. No additional burden is required of the instructional staff toward any student who misses scheduled classes.

One instructional hour equals a 50-minute period. Students should be aware that faculty and/or staff have no authorization to vary from these attendance policies.

Concepts such as “excused” or “unexcused” have no relevant bearing on the allowable absences permitted by these policies. In the unlikely event an instructor is absent and no substitution is provided, a make-up session during the same term will be provided for the student.

The student must have positive attendance posted for a class by the second calendar week of the term or the student may be dropped from the class.

Attendance is posted to the administrative software for each class each term. Students have up to 90 days from the last day of the term to dispute any attendance for that term. In order to receive academic credit for a class from which a student was dropped due to lack of attendance, the student will be required to retake the class. See the Campus Director for any attendance issues.

Note: The College monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the College at the point they fail to meet the requirements of either policy. Effective Term 173 (April 10, 2017) students enrolled in online classes will only follow “Policy II: Consecutive Days Missed.”

## Policy I: Class Hours Missed (Applicable to Each Ground and Video-Conferencing Course)

Any absences above and beyond the numbers stated will result in the student being automatically withdrawn from class.

- Students taking classes that meet for four hours per week may only miss a total of 14 instructional hours per term. Students who are absent more than 14 hours will be automatically withdrawn from the class.
- Students taking classes that meet for five hours per week may only miss a total of 17 instructional hours per term. Students who are absent more than 17 hours will be automatically withdrawn from the class.
- Students taking classes that meet for six hours per week may only miss a total of 20 instructional hours per

term. Students who are absent more than 20 hours will be automatically withdrawn from the class.

- Students taking classes that meet for seven hours per week may only miss a total of 24 instructional hours per term. Students who are absent more than 24 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eight hours per week may only miss a total of 26 instructional hours per term. Students who are absent more than 26 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eight-and-a-half hours per week may only miss a total of 28 instructional hours per term. Students who are absent more than 28 hours will be automatically withdrawn from the class.
- Students taking classes that meet for nine per week may only miss a total of 29 instructional hours per term. Students who are absent more than 29 hours will be automatically withdrawn from the class.

## **Policy II: Consecutive Days Missed (Applicable to each individual online, ground, and video-conferencing course)**

After missing 14 consecutive days (including weekends), the College will contact the student to determine the student's intentions. The student will inform the College that their intention is to return to class(es) or not return to class(es). Students who do not intend to return will be withdrawn from the class(es) immediately. If the student informs the College that they plan to return to class(es), the student will inform the College of the date they plan to return. If the student does not attend on that date, the student will be withdrawn from the class(es). Note that for ground or video-conferencing courses the student may not return if the number of allowable absences according to the Class Hours Missed policy has been exceeded.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records for review, unless, for reasons such as great distance, it is impossible for eligible students to otherwise review the records. Schools may charge a fee for copies.

Additionally, eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to the Student Services Office. National College makes the following forms available in the Student Services Office for these purposes – "Student Request to Review, Change or Receive a Copy of Education Records," and "Student Request for Formal Hearing to Change Education Records."

Generally, schools must have written permission from an eligible student in order to release personally identifiable information from that student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31).

Accordingly, it is the policy of National College to release information to these parties:

- National College school officials with legitimate educational interest;
- Other educational institutions that have requested the information and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law;
- To persons or agencies requesting “directory information” (see below);

National College faculty, staff, and certain agencies to which National College outsources institutional services who may require information from a student’s education record in order to carry out their official duties. They are considered school officials with legitimate educational interest in those cases.

Students wishing to provide consent of release of their information to a party other than those listed above should complete form “Identity Authentication Process and Student Consent to Disclose Records,” available in the campus Student Services Office.

Schools may disclose “directory” information without consent. Directory information is defined by National College as a student’s name, address, telephone listing, electronic mail address, photograph, date of birth, place of

birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities, degrees, honors, awards received, and the most recent institution attended. However, schools must tell eligible students about directory information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their directory information. National College makes such notification annually, allowing students 10 business days from the date of the annual notification to request that the College not disclose directory information. Additionally, students may make a request related to the release of their directory information at any time by submitting a written request to the Student Services Office. The “Directory Information” form, available in the campus Student Services Office, may be used for this purpose.

Eligible students who believe that the school has failed to comply with the requirements of FERPA may file a complaint with the Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## Refresher Privileges

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In an effort to keep our graduates’ skills and training up to date, it is the policy of the College to permit its graduates to return to the College at any time to retake courses in their respective field. There is no tuition fee to National graduates for this benefit, however they will be responsible for any book costs.

## Changing Programs

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Students who wish to change their program of study must make a written request using the Student Request form. Such requests are reviewed and approved by the Campus Director. Students should be advised that any change to their program may delay their graduation date. Any additional financial obligation incurred is the responsibility of the student.

The College reserves the right to change or discontinue



any program or instruction at any time it deems advisable. Every effort is made to ensure that student objectives are not disturbed if such a change occurs.

## Withdrawal

The College reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by college rules, regulations or policies may be dismissed and withdrawn from enrollment at the college. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with the College's Grievance Policy set forth on page 28 of this catalog.

## Refunds and Adjustments

Students should meet with an administrator prior to withdrawing. In many cases, an exit interview is required.

A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

1. has made application and has been accepted for admission by the College;
2. has accepted a schedule of classes for the academic term; and
3. has attended any regularly scheduled sessions.

If a student discontinues attendance before the expiration of the period for which tuition has been paid or obligated, and notifies the College of his or her intent to withdraw, the official date of withdrawal is the day the student discontinued classes. If the student registered for classes but did not attend class, the official date of withdrawal is the date of registration.

Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if a student does not officially withdraw. In all instances, the refund shall be based on and computed from the last day of attendance.

## Refund Calculations Procedures

If a student cancels their enrollment prior to the start of classes or fails to begin classes the refund shall equal the sum of all monies paid for tuition and refundable fees for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment. The enrollment period is based on the number of days in the term, beginning on the first day of classes and ending on the last day of the term, including all periods of examination. A student who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she withdraws.

### 1. Refund Policies

- A. Refund Policy (for all students attending a campus in Tennessee, with the exception of Mississippi residents)

A student who discontinues his or her studies prior to the end of a term for which he or she is obligated will receive a refund in accordance with the following schedule:

1. If a student withdraws from the institution the first day of classes, the refund shall equal the sum of all tuition and refundable fees paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of \$100;
2. If after classes have commenced and before expiration of 10% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all tuition and refundable fees paid or to be paid by or on behalf of the student for the period, less an administrative fee of \$100;
3. If after expiration of 10% of the period of enrollment for which he or she was charged, and before expiration of 25% of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all tuition and refundable



fees paid or to be paid by or on behalf of the student for the period, less an administrative fee of \$100;

4. If after expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.

## 2. Refund Policy (for Mississippi Students)

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

### Refunds for Classes Cancelled by the Institution

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

### Refunds for Students Who Withdraw on or Before First Day of Class

If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

### Refunds for Students Who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.

### Refunds for Students Who Withdraw After Instruction Begins

Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- A. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- B. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- C. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- D. After the first fifty percent (50%) of the period of financial obligation, the institution may retain one hundred percent (100%) of the tuition.

## 3. Return of Title IV Funds

If a student discontinues his or her studies prior to completing 60% of the term for which he or she has received Title IV financial aid funds, federal regulations require that the College and/or the student return Title IV funds which have not been earned for that term. Generally, Title IV funds are earned at the same

percentage as that percentage of the term which was completed as of the student's last date of attendance. Unearned funds must be returned even if such a return results in a balance due to the College from the student for tuition, fees or other charges which had originally been paid by those Title IV funds. In some circumstances, a student may receive a post-withdrawal disbursement of Title IV funds for which the student was eligible on or before his or her last date of attendance.

### **Order of Return of Title IV Funds and Title IV Overpayments**

In the event that federal regulations require the College to return unearned Title IV funds, such funds will be returned in the following order:

1. to unsubsidized Direct Stafford Loans
2. to subsidized Direct Stafford Loans
3. to Federal Perkins Loans
4. to Direct PLUS Loans
5. to Federal Pell Grants
6. to Federal SEOG Program
7. to other Title IV, HEA Programs

In the event that federal regulations require a student to return unearned Title IV funds, such funds are to be returned to the appropriate source in the order listed above, except that Title IV overpayments due to the federal loan programs are to be made in accordance with the terms of the promissory note. Students who are required to return unearned Title IV funds and who do not do so may lose eligibility for subsequent financial aid.

### **How Earned Financial Aid is Calculated:**

The amount of federal financial aid a student earns is determined on a pro-rated basis. The Financial Aid Office uses the following Department of Education formula to determine the percent of unearned aid that has to be returned to the federal government:

- A. For Students in Credit Hour Programs:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 consecutive days long.)
- The payment period for most students is the entire term. This is true even if the institution cancels a class or withdraws a student due to lack of prerequisite or other reason.
- The percent unearned is equal to 100 percent minus the percent earned.
- If more than 60% of the payment or semester has been completed by the student, no Title IV aid is required to be returned

**Official Withdrawals:** A student's withdrawal date is the last day of attendance, determined once the school receives notice from the student that they are withdrawing.

**Unofficial Withdrawals:** A student's withdrawal date is their last day of attendance. The school's determination that a student is no longer in school for unofficial withdrawal is determined after 3 weeks of non-attendance.

## **4. Order of Refunds**

If a credit balance exists on a student's account after funds have been returned due to the application of the Return of Title IV Funds Policy, or if a refund is payable due to the application of the institution's Refund Policy, any such credit balance or refund will be paid as set forth below:

1. Any amount attributable to the student will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
2. Any amount attributable to institutional loans, grant, or scholarship programs shall be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.

3. Any amount attributable to Title IV fund sources will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
4. Any amount attributable to state grant or scholarship programs will be paid to such programs, up to the amount received for the enrollment period from which the student withdrew.
5. Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
6. Any amount attributable to federal job development, workforce investment, vocational rehabilitation, or similarly purposed sources will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.
7. Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

#### **5. Examples of the implementation of these refund policies are available upon request by writing to:**

College Refund Examples, P.O. Box 6400, Roanoke, VA 24017.

#### **6. Refund Procedures**

Students should make application for refunds by contacting the Campus Director or campus Student Services Office and completing a withdrawal form as soon as they become aware that they must withdraw. The student should note his or her date of withdrawal on the form. The submission of this form by the student will initiate the refund process. If a student does not officially withdraw, the College will initiate the withdrawal process when it is apparent by the

student's absences that he or she has withdrawn. The refund policy as stated in the catalog will be implemented in the event of both official and unofficial withdrawals.

#### **7. Students are obligated to pay their tuition, fees and other institutional charges on or before the first day of class.**

If a student expects to receive federal, state, or other financial assistance but ultimately does not receive that assistance, the student is obligated to pay unpaid charges remaining for that period of enrollment.

### **Veterans Administration Refund Procedure**

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The refund policy for a student enrolled under the Veterans Administration in a diploma or an Associate's degree program is in accordance with the standard Refund Policy of the College.

### **Cost and Financial Planning**

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A major concern of many students considering college is the cost: "Can I afford to go to college? Can I get help financing my college education?" Such students are pleased to discover that National College is affordable! Through a comprehensive financial assistance program, National College helps qualified students and their families apply for various types of assistance.

There are several kinds of financial assistance available – grants and scholarships, which do not have to be repaid; student loans, which must be repaid; and work study, which is part-time employment.

Many students find it helpful to meet with a campus Student Services representative when planning how to arrange funding for their education. During these meetings, each student is evaluated, privately and impartially, to determine the dollar amount that they and their family can be expected to contribute to their education, based on a federal formula developed for this purpose. This amount is called their "expected family contribution" (EFC). To determine the amount of funding

for which a student may qualify, their EFC is compared to their cost of education, including tuition, fees, housing, meals, transportation, certain living expenses, books and supplies. Specific information as to the types of financial assistance available are discussed, as well as how to apply for each, and any relevant deadlines. In addition, students may refer to the section of this catalog titled “Types of Financial Assistance” for this information.

Payment arrangements must be made prior to the start of the term. This means that students on a tuition payment plan must make their first payment before the term begins. Students using federal funds and loans must have all paperwork completed and payments scheduled before the term begins. Students utilizing employer or other third-party tuition reimbursement plans must have a letter of contract on file that has been approved by the College for delayed payment.

National College encourages students who are interested in learning more about the financial assistance application process to contact the Student Services Office at their local campus.

# Tuition Fees and Charges

**UNDERGRADUATE TUITION – Effective Term 175 (June 26, 2017) Per Term (in-state and out-of-state students) with the exception of Military (Active and Reserve) and Veteran Students**

Full-time (16 credit hours): \$6,592

Full-time (12 credit hours): \$4,944

Per Credit Hour: \$412

**UNDERGRADUATE TUITION – Per Term – For Military (Active and Reserve) and Veteran Students**

Full-time (16 credit hours): \$5,072

Full-time (12 credit hours): \$3,804

Per Credit Hour: \$317

**STUDENT ACTIVITIES FEE – A term fee. This fee pays for a variety of student activities and services (charged to half-time and full-time students). \$15**

**PAST-DUE ACCOUNTS – A 1.5% monthly late fee, which is an annual percentage rate of 18%, may be made on all past-due accounts.**

**TRANSCRIPT FEE – (No charge for first copy) \$5**

**GRADUATION FEES – Charges to cover the cost of the ceremony, diploma, cap and gown, invitations, and other expenses. This fee is charged to all graduates and is payable at the beginning of the final term. This fee is not contingent upon participation in the ceremony. \$100**

**RETURNED CHECK FEE – \$25**

**DUPLICATE ID FEE – \$10**

**DIPLOMA REPRINT FEE – \$50**

**TRANSCRIPT REQUEST FEE – A student's account will be assessed for the costs incurred by the College for requesting and obtaining high school and college transcripts.**

**TEXTBOOK – The cost of books is estimated at \$225 per class.**

## Additional Programmatic Charges

### Medical Assisting Associate of Applied Science Degree and Certificate Programs:

**PROGRAM FEE:** Charged each term. Associate: \$25, Certificate: \$60

**UNIFORMS:** Ordered from online bookstore during MED202 (three sets of scrubs and a scrub jacket). \$100

**RMA (Registered Medical Assistant) CERTIFICATION FEE:** Charged when registered for MED298. \$120

The Hepatitis B Vaccine is optional for the Medical Assisting program and is the responsibility of the student.

Additional immunizations and screenings may be required by the externship sites and are the student's responsibility and not paid by the college.

Students are provided with the opportunity to sit for the CMA Certification Exam. The cost of the exam is \$125 and is the responsibility of the student.

### Health Information Management Associate of Applied Science Degree:

**PROGRAM FEE:** Charged each term. \$30

**RHIT (Registered Health Information Technician) CERTIFICATION FEE:** Charged when registered for HIT298. \$299

The Hepatitis B Vaccine is optional for the Health Information Management program and is the responsibility of the student.

Additional immunizations and screenings may be required by the externship sites and are the student's responsibility and not paid by the college.

### Pharmacy Technician—Diploma:

PROGRAM FEE: Charged each term. \$20

TN BOARD OF PHARMACY: Charged in the student’s first term. \$85

UNIFORMS: Ordered from online bookstore during PTA170/178 (one lab jacket). \$25

CPhT (Certified Pharmacy Technician) CERTIFICATION FEE: Charged when registered for MED198/288. \$129

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the college.

### Pharmacy Technician—Associate of Applied Science Degree:

PROGRAM FEE: Charged each term. \$20

TN Board of Pharmacy: Charged in the student’s first term. \$85

UNIFORMS: Ordered from online bookstore during PTA170/178 (one lab jacket) and during PTA270/278 (one lab jacket). \$50

CPhT (Certified Pharmacy Technician) CERTIFICATION FEE: Charged when registered for MED198/PTA288. \$129

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the college.

### Phlebotomy and ECG Technician – Diploma:

PROGRAM FEE: Charged each term. \$25

UNIFORMS: Ordered from online bookstore during PEC110 (three sets of scrubs and a scrub jacket). \$100

National Certified Phlebotomy Technician (NCPT) Certification. \$90

National Certified ECG Technician Certification. \$90

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the university.

### Medical Billing and Coding—Diploma:

PROGRAM FEE: Charged each term. \$10

Students are provided with the opportunity to sit for the Certification Exam(s). The cost of these exam(s) can range from \$150–\$370 depending on the credentialing organization and the status of the individual, e.g., student member of the credentialing agency.

Additional immunizations and screenings may be required by the externship sites and are the student’s responsibility and not paid by the college.

### Additional Costs — National College

The cost of attending college is not limited to charges that appear on students’ college accounts. Additional costs will vary by individual, but the following estimates may be helpful for planning purposes. These figures correspond to those used to determine eligibility for federal and state financial aid for a full-time student for one academic year (3 terms) in the 2017–2018 year.

	STUDENTS WITHOUT DEPENDENTS, LIVING WITH PARENTS	STUDENTS OTHER THAN THOSE WITHOUT DEPENDENTS LIVING WITH PARENTS
Housing	\$4,808	\$6,448
Transportation	\$2,006	\$2,006
Other Living Expenses	\$3,064	\$4,112

### Financial Assistance Eligibility

Students must establish and maintain satisfactory progress toward their educational objective in order to receive and retain eligibility for financial aid. This progress is measured according to the standards found in the Standards of Academic Progress section of this catalog.

The Standards of Academic Progress for financial assistance

recipients are the same as those required of other students.

Students denied financial assistance as a result of a failure to meet the published standards may subsequently have their assistance eligibility re-established by following the procedures as outlined by the Standards of Academic Progress.

Students who have not met the Standards of Academic Progress eligibility requirements for financial assistance as a result of involuntary military service, serious medical emergencies, personal disaster, or other like circumstances may appeal their case. This appeal should be made in writing to the Campus Director. The appeal will then be directed to the Institutional Academic Committee, which will act on the appeal.

## Verification Policy

To ensure that students receive the correct types and amounts of federal financial aid, the Department of Education has established a procedure to verify the accuracy of information reported on students' FAFSAs (Free Application for Federal Student Aid).

Verification documents are collected by National College from students selected by the Department of Education and for additional students selected by the college. Such students must provide documentation supporting the answers to certain questions on the FAFSA to their campus Financial Aid Office, (FAO). This documentation will be used to determine if corrections to the information reported on the FAFSA are required. The documentation required will include some or all of the following information:

1. 2015 income information for anyone required to report income on the FAFSA:
  - Dependent Students - the student and the student's parent(s)
  - Independent Students - the student and the student's spouse, if any (not required if student was separated as of the date the FAFSA is signed)

Tax filers should provide this information by using the IRS Data Match available through FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In many cases this satisfies the

requirement to verify income; however, some situations may arise that require alternate documentation. Students should contact the FAO to discuss whether the use of the IRS Data Match is available to them.

Due to the unavailability of the IRS Data Retrieval Tool, filers may provide a signed copy of the 2015 tax return that was used by the tax filer for submission to the IRS.

Non-tax filers (those who were not required to file taxes) should provide W2s to confirm the amount of their 2015 work income.

2. A 2017-18 Verification Worksheet, available through the FAO.
3. Proof of the student's secondary school completion, such as a high school diploma or transcript, a GED certificate or a state certificate or transcript for students who passed a state authorization examination that the state recognizes as the equivalent of a high school diploma, or, for those who completed secondary school in a homeschool setting, a copy of any state-required credential or a transcript from the parent or guardian. For students who completed secondary school in a foreign country, a copy of the "secondary school leaving certificate" or similar document, obtained from the appropriate government agency, may be used.
4. Proof of the student's identification and completion of a Statement of Educational Purpose. Students taking courses exclusively online must submit a notarized Statement of Educational Purpose.
5. Proof of the amounts of untaxed income received in 2015.

A student selected for verification will be notified of his/her verification status and required documentation by the FAO. Students should provide the requested documentation to the FAO prior to the beginning of the award year (or by the earliest term of the award year in which he or she expects to be in attendance) whenever possible. Failing to comply with this schedule may result in a delay in the receipt of federal funding, or in some cases a loss of federal funding for the award



year. The institution's deadline for 2017-18 verification is September 22, 2018, or 120 days after the last day of the student's enrollment, whichever is earlier. Note that this deadline applies to everyone selected for verification – including those who receive a filing extension from the IRS. Notwithstanding any IRS extension dates, taxpayers must file taxes and complete verification prior to the verification deadline in order to retain any federal financial aid received for the award year.

A student who is selected for verification, but fails to complete the process, will not receive federal financial aid. In addition, any information received by the college that appears to be potentially fraudulent or may indicate criminal misconduct will be investigated by the college. Any credible instances of such activity will be referred to the Office of Inspector General.

If, as a result of the verification process, a student must make corrections to some of the information on the FAFSA, the FAO will notify him or her of this requirement. ISIR Correction Forms are available in the FAO for this purpose. If a student's financial aid award and Expected Family Contribution (EFC) change due to the verification process, the campus FAO will notify the student of the change(s) via a revised Financial Plan. Notification that a student has a revised Financial Plan takes place as soon as possible once it is determined that the award amount(s) have changed and is made using the method(s) most appropriate to the student's situation, such as by mail, email, or in person. Changes to Financial Plans are typically discussed in person with enrolled students.

## Rights and Responsibilities of Financial Assistance Recipients

Students who receive state or federal assistance have certain rights and responsibilities. A full understanding of these will place them in a better position to make decisions about their educational goals and how such goals may best be achieved. Students with questions about their rights and responsibilities should contact the Financial Aid Office or Campus Director for additional information.

Students have a right to know:

- The total “cost of attendance” for National College for an academic year, including tuition, fees and estimated costs of personal expenses, housing, meals, books, supplies, and transportation
- The due dates for mandatory fees and the payment procedures for those receiving financial assistance
- The deadline for submitting applications
- How their financial need is determined
- How much of their financial need has been met
- The types and terms of financial assistance offered by the College
- The method the College uses to determine satisfactory academic progress
- The College refund policy for students who withdraw from the College

Students are responsible:

- To submit honest and accurate information concerning enrollment and family financial circumstances
- To adhere to all agreements signed in the course of applying for and receiving financial assistance
- To report changes to their enrollment status during the award period
- To promptly report to the College the receipts of any scholarships, grants, or loans awarded by organizations or agencies other than the College
- To become familiar with the deadlines for application, the terms of financial assistance received and refund policies for students who withdraw from the college
- If transferring to National College from another college, to request that the previous college(s) update the National Student Loan Data Service with updated enrollment financial aid information
- To know student loan repayment terms and to abide by those terms as disclosed on the promissory note
- If awarded student employment, to perform the job in a satisfactory manner

## Study Abroad

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Although the institution has no study-abroad programs, in compliance with federal regulations (34 CFR Part 668.39) the following statement is made: A student enrolled in a program of study abroad is eligible to receive title IV, HEA program assistance if – the student remains enrolled as a regular student in an eligible program at an eligible institution during his or her program of study abroad; and the eligible institution approves the program of study abroad for academic credit.

## Final Financial and Academic Transactions

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All financial and academic transactions and financial awards between this College and students are considered final 12 months after a student's last date of attendance (LDA). Any interruption of attendance of longer than five (5) months (two terms) will be a firm LDA for purposes of this policy. This policy does not apply if a financial or academic charge or adjustment is governed by a federal, state, or other controlling jurisdiction.

## To Apply for Financial Assistance

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Any student interested in attending National College may apply for financial assistance. The types of financial aid offered at National College are listed starting on page 48. In addition, students are encouraged to review the Department of Education document “Do You Need Money for College 2017-18,” available via the Financial Aid link at [www.national-college.edu/admissions/financial-assistance](http://www.national-college.edu/admissions/financial-assistance). Students seeking financial assistance are scheduled by campus staff to meet with the Financial Aid Office and review all financing options. Students seeking to participate in federal and/or most state financial aid programs must complete the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Transfer students should contact the Financial Aid Office to determine if this step is necessary. Staff members in the Financial Aid Office are available to answer questions regarding the financial aid application process, student eligibility, and other financial aid-related matters.

# Types of Financial Assistance

## Federally Funded Grants

### Federal Pell Grant

This program was established for undergraduate students with financial need who have not completed a first bachelor's or graduate degree. Eligibility is determined according to a formula established by the federal government. Eligible full-time students may receive up to \$5,920 for the 2017-18 award year. Eligible students who attend less than full-time or who attend less than the full award year are eligible to receive a reduced award. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA). The completion of the FAFSA results in the calculation of an Expected Family Contribution (EFC)\*, which is used along with other factors to determine the student's eligibility for this grant. These factors include the academic year structure of the University, the student's enrollment status, and cost of attendance. Pell eligible students may receive no more than the equivalent of 12 semesters of full-time Pell disbursements during their lifetime. Additional eligibility requirements for future award years will depend on the federal rules in place at that time.

\* An increased Pell amount is awarded to otherwise Pell-eligible children of soldiers whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death, and who has a Pell-eligible EFC other than 0.

### Iraq and Afghanistan Service Grant

This program was established for non-Pell Grant eligible children of military personnel killed as a result of service in Iraq or Afghanistan after September 11, 2001, if the student was less than 24 years old when the parent or

guardian died or was enrolled at an institution of higher education at the time of the parent or guardian's death, and who meets all other criteria for Pell Grant eligibility. Awards are made under the same terms and conditions as for Pell Grant and disbursements are calculated in the same manner as for Pell Grants.

### Federal Supplemental Educational Opportunity Grant

This program was established for undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant eligible students with the lowest Expected Family Contribution (EFC) figures (based on the federal formula). Awards are made in the amount of \$100 for each term of the award year. Students apply for this program by filing the Free Application for Federal Student Aid (FAFSA) by the deadlines published each year (see below). No funds will be awarded to students who apply past these deadlines.

#### 2017–2018 deadlines:

Continuing Students as of 175	June 26, 2017
New Students in 177	Sept. 11, 2017
New Students in 179	Nov. 27, 2017
New Students in 181	Feb. 19, 2018
New Students in 183	May 7, 2018

## Institutional Grants and Scholarships

### Armed Services Recognition Grant

The Armed Services Recognition Grant is awarded and funded by National College. It is designed to assist military service member students by supplementing some or all of the contribution made to the student's tuition, fees and books from any military education assistance program. Funds are awarded to minimize expenses incurred while pursuing an education at National College. In addition,

spouses and dependents of a military service member are eligible if the service member is receiving military education benefits.

**Application:** Students with military education assistance funding are evaluated for eligibility during financial aid appointments.

**Award:** If eligibility is established, the grant will be awarded in an amount that supplements the contribution made to the student's tuition or fee costs from any veterans education assistance program, \$5,000, or the amount of a student's remaining tuition, fees or book costs after the application of other financial aid, whichever is less. Disbursement amounts for a term will not exceed \$1,000. Full time students who participate in the Blue Ribbon Grant and apply at least \$800 of military education benefits toward their tuition, fees and book costs will receive ASRG for book costs. Halftime students who participate in the Blue Ribbon Grant and apply at least \$600 of military education benefits toward their tuition, fees and book costs will receive ASRG for book costs, with the following exception – halftime students using Chapter 1606 must bring in all of the VA education benefits and will be eligible for ASRG to cover the cost of one book. Armed Services Recognition Grant will be used to match Yellow Ribbon payments for certain students with Chapter 33 benefits.

Recipients are evaluated annually for continued eligibility.

### **Blue Ribbon Grant**

The Blue Ribbon Grant is designed to recognize and assist veterans, active-duty military personnel, and other related individuals (spouses, dependents, etc.) by providing additional financial support to extend the impact of military educational benefits.

**Eligibility:** MyCaa recipients are not eligible to receive the Blue Ribbon Grant, but for all others, National College provides a grant of up to 35% (effective Term 173) of the total amount that is paid toward the cost of education (tuition, fees and books) on behalf of an individual qualified by the Veterans Administration under Chapter 30, 31, 33, 35, 1606, Military Tuition Assistance, State National Guard benefits or other related program; the

Department of Defense under any applicable educational support program; or any military service component or branch under any applicable educational support program (the “applicable veterans’ benefits”).

**Application:** See the Financial Aid Office staff at your local campus for an application.

**Award:** Eligible students may accumulate up to a maximum of \$18,000 to use to extend their programs of study, complete their studies, or assist a qualified spouse or dependent at National College.

The grant will be considered payable toward the student's direct cost of education once earned. At that time, the accumulated grant amount may be utilized to pay tuition and fees at National College in the recipient's current program, or any new academic program or degree level.

The military student, spouse, or dependent earning the grant may elect to transfer the earned grant to a current spouse or to a dependent under the age of 30. In the event of such transfer, the grant will be considered earned, transferable, and payable toward the transferee spouse or dependent's account following the completion of any term in which eligible military student benefit funds are paid toward the transferor's tuition, fees, and books.

### **Evolution Grant**

The Evolution Grant is awarded and funded by National College. It is available to those undergraduate students attending locations in Tennessee who are under the \$412 per credit hour tuition rate.

It is designed to increase grant aid to students while keeping student debt as low as possible. Award amounts are capped at the amount of students' unpaid tuition, fees and book costs after the application of other aid, or \$380 per 4 credit hour course, whichever is less. Awards are typically made for one academic year at a time. Disbursements are made quarterly, directly to eligible students' accounts. International students, those receiving military or veteran benefits and those who are under \$317 per credit hour tuition rate are not eligible to receive the Evolution Grant.

### Fast Track Grant

The Fast Track Grant is awarded and funded by National College. It is designed to assist exceptionally needy undergraduate students whose Pell Grant eligibility for the award year has expired, by paying up to 50% of their cash payment or private education loan payment up to the amount of the full Pell award for the term but not to exceed the amount of their tuition and fee costs. Funds are awarded to minimize out-of-pocket expense incurred while pursuing an education at National College.

**Award:** If eligibility is established, the grant will be awarded in an amount that pays up to 50% of the cash payment or private education loan payment up to the amount of the full Pell award for the term, but not to exceed the amount of their tuition and fee costs. Recipients are evaluated each academic year for continued eligibility.

### Friendship Grant

The Friendship Grant is funded by National College and is available to students who are transferring from ITT Technical Institute, Brown Mackie College or Med Tech to a NC campus in Nashville, Memphis or Bartlett, TN. The grant is made for the amount of unpaid direct costs after the application of other financial aid sources to students' accounts, or \$50 per credit hour, whichever is less. Friendship Grant funds may not be used in conjunction with the University Grant.

### University Grant

The University Grant is awarded and funded by National College. Students attending the Nashville, Memphis or Bartlett, TN, campuses beginning in term 167 will be eligible for the grant if they transfer to the Roanoke, VA campus, either in an online program or at the Roanoke location. Students must maintain continuous enrollment to qualify for consideration for the grant.

**Award:** Eligible students will receive \$50 per credit hour or the amount necessary to pay the student's remaining tuition and fee costs after the application of all other payments or financial aid disbursements, whichever is less. Award amounts are determined by term and disbursed for each term in which the student is continuously enrolled and otherwise eligible.

### Private Loan Supplemental Grant

The National College Private Loan Supplemental Grant assists students who utilize private loan funds to finance their tuition, fees, and book costs at National College.

**Eligibility:** National College students who are financing such costs with private loan funds may qualify. The grant amount depends upon the number of courses financed by the private loan funds.

**Application Process:** Students are reviewed for eligibility at the time the institution becomes aware of their private loan.

**Award:** The maximum grant amount is equal to 40% of the amount of the private loan required to fund their education. The University has allocated \$600,000 to fund this grant program for the 2016–2017 award year. Continued eligibility is determined at the time of reapplication.

### Business Partnership Grant

The Business Partnership Grant was designed to provide additional assistance to students receiving employer tuition assistance, who are attending the College in order to obtain new job skills or to upgrade existing job skills.

**Eligibility:** Eligible students are identified through association with a company that has entered into a tuition assistance agreement with the College. Continued eligibility is dependent on the continued receipt of employer tuition assistance. This award is not available to those who are enrolled as international students.

**Application Process:** Eligible students and their employers will complete the Business Partnership Grant application, available at the Student Services Office, and will return the completed application to the Student Services Office.

**Award:** Awards are made up to \$1 for every \$2 of employer tuition assistance received, limited to the amount of unpaid tuition costs. For the four-year period beginning June 1, 2014, National College has allocated \$2,000,000 for this grant.

### National College Opportunity Grant

The Opportunity Grant is awarded and funded by National College. It is designed to provide additional support to students receiving outside grant and scholarship funds

provided by defined social, local, and civic organizations.

**Eligibility:** Eligibility is based on a student's receipt of outside agency funds. Students are required to utilize grant and scholarship funding available through other local, state, federal or institutional programs before they may be considered for the Opportunity Grant. Students must provide a letter disclosing award amount on agency letterhead, or other relevant documentation, to verify the source of the outside scholarship or grant. This can be provided when the student (or agency) makes payment to the College.

**Award:** If eligibility is established, a grant will be awarded in an amount no greater than the amount of the outside agency award, \$4,000, or the amount of a student's remaining tuition and fees after the application of other financial aid, whichever is less. Awards are calculated every 12 months beginning with the term in which the student began to receive payments from the social, local, or civic organizations. Students may receive this grant for subsequent years if eligibility criteria are met.

### **President's Grant**

This grant has been established by National College to provide administrators, at the direction of the President, with the ability to assist students in overcoming financial barriers to program completion, including but not limited to students who have experienced a reduction in eligibility for Title IV funds, students who are not eligible for Title IV funds, students whose schedules have created undue financial hardships, and students for whom a financial barrier due to a prior withdrawal from enrollment exists. It is the intent of the College in establishing this grant that its parameters be construed as widely as necessary to effectuate the goal of reducing financial barriers to enrollment, re-enrollment, and program completion.

### **Workforce Development Grant**

The Workforce Development Grant is awarded and funded by National College. It is designed to assist eligible displaced or disadvantaged students in financing an education to help them enter or reenter the workforce or to transition into another career.

**Eligibility:** Eligibility is based on a student's status as dislocated or disadvantaged, as determined through their association with local, state, or federal job training programs such as WIA or TAA; the amount of a student's remaining tuition and fees after the application of other aid; and the availability of grant funds. Students are required to utilize grant and scholarship funding available through local, state, and federal sources such as WIA, TAA, Pell, SEOG, etc., institutional grants and institutional scholarships before they may be considered for the Workforce Development Grant. Students may receive this grant for subsequent years if eligibility criteria are met.

**Award:** If eligibility is established, awards are made annually, in an amount not to exceed \$7,500 or the amount of a student's remaining tuition and fee costs after the application of other financial aid, whichever is less. No more than \$1,500 will be awarded per term.

### **Joseph E. Hurn Scholarship**

The Joseph E. Hurn Scholarship is designed to recognize and assist students who excel in their college studies. Eligibility is based on academic merit and pace toward program completion. At the end of each academic year (typically 3 terms), students are evaluated for eligibility for the following academic year. The first academic year is called the "leading academic year" and the next year is the "trailing academic year." Awards are made to assist students with tuition and fee costs.

To qualify for the scholarship, students must:

- Have a Cumulative Grade Point Average (CGPA) of at least 3.0 at the end of the leading academic year,
- Have maintained continuous enrollment throughout the leading academic year,
- Have received at least 8 credits in each of the terms in the leading academic year, and
- Be taking at least 8 credits at the time of each disbursement during the trailing academic year.

**Eligibility Evaluation:**

Initial review - to assist students in the planning process for their trailing academic year, a review takes place before

that year begins, normally during the 2nd term of the leading academic year. If they appear eligible at that time, the scholarship will be listed on their initial Financial Plan for the trailing academic year. If such a student does not maintain eligibility through the end of the leading year, he or she will not receive funding for the trailing year, but will be evaluated for eligibility again after that year.

Final review - after grades are posted for the last term of the leading year, students are evaluated for eligibility for the trailing year and awards are made to those who qualify.

Disbursement amounts – for each term of the trailing award year, a disbursement is made for the lesser of \$350 or the amount of tuition and fees not paid/expected to be paid from other sources.

This review, evaluation and awarding process continues each academic year until students graduate or withdraw from the college.

Withdrawal and Reentry Policy: Hurn Scholarship recipients who withdraw from the institution before receiving a full award for their trailing year, lose eligibility for any unpaid disbursement for that year. However, if they reenter (and otherwise meet all of the eligibility requirements), they will be considered for the scholarship at the conclusion of the academic year in which they reenter.

## State Funded Grants

### Tennessee Student Assistance Award Program

This program is funded by the state of Tennessee to provide non-repayable financial assistance to financially needy undergraduates who are Tennessee residents who have not completed a first baccalaureate degree, and are enrolled in or accepted for enrollment at an eligible college in Tennessee. The parents of dependent students must also be Tennessee residents in order for the student to qualify for consideration. Students apply by filing the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st, as funding availability may expire prior to the state aid deadlines published on the FAFSA. Students must

be enrolled on at least a half-time basis and have a 2017-18 Expected Family Contribution that does not exceed \$2,100. Students must maintain satisfactory academic progress and cannot be in default on a loan or owe a refund on a grant in order to qualify for TSAA consideration. Eligibility is based, in part, on financial need. Award amounts are determined by the TSAC Board of Directors, and the maximum award for the 2017-18 award year for students is \$2,000. Students may access [www.tn.gov/collegetpays](http://www.tn.gov/collegetpays) for more information and to access the Student Financial Aid Portal to create an account to view their individual award information. Starting with the 2014-2015 academic year, prior-year recipients (renewals) will receive the award if they meet all eligibility requirements and complete the FAFSA on or before January 17, 2017. After January 17, remaining funds will be awarded to the neediest applicants who apply by January 17 based on the availability of funds. Awards are made until funds are depleted. Eligibility for subsequent award years depends on the awarding criteria set forth by the state at that time.

## State Scholarships

### Dependent Children Scholarship Program

The Dependent Children Scholarship Program provides aid for Tennessee residents who are, or were at the time of the incident, a dependent child of a Tennessee law enforcement officer, fireman, or an emergency medical service technician who has been killed or totally and permanently disabled while performing duties within the scope of such employment. The parent must be a Tennessee resident and have been on duty when the incident occurred. The scholarship is awarded to full-time undergraduate students attending eligible Tennessee institutions. The award may be renewed three times for a total of four years or the period required for the completion of the program of study, whichever is less. The recipient must be enrolled full-time and maintain satisfactory progress to remain eligible. The awards are subject to funding availability.

Applicants must submit the Free Application for Federal Student Aid (FAFSA) by the state application deadline listed on the FAFSA and have a valid EFC. Students may



access [www.tn.gov/collegetpays](http://www.tn.gov/collegetpays) for more information and for additional documentation requirements, and to access the Dependent Children Scholarship application. To be considered, the Tennessee Student Assistance Corporation (TSAC) must receive the completed application and documentation by July 15. Eligibility for subsequent award years will depend on the awarding criteria set forth by the state.

\*This scholarship is available to students attending the Bartlett, Bristol, Nashville, and Memphis, TN campuses.

### **Ned McWherter Scholars Program**

The Ned McWherter Scholars Program is intended to encourage academically superior Tennessee high school graduates to attend college in Tennessee. Tennessee high school seniors starting their last semester in high school may apply. To be eligible an applicant must have at least a 3.5 unweighted cumulative grade point average and scored a minimum composite score of 29 on the ACT or 1280 on the SAT (math and critical reading only). Difficulty of courses and leadership positions held while in high school are also considered. The student must be a resident of Tennessee, a U.S. citizen or permanent resident, and attend an eligible Tennessee college or university full-time. Applications must be accompanied by an official high school transcript that contains the applicant's high school grades through the first semester of the senior year and the applicant's ACT/SAT scores.

The award is made in an amount up to \$6,000 per academic year, funded jointly by the State of Tennessee and the college or university attended. Awards are made in equal installments each term throughout the academic year.

The award may be renewed three times for a total of four years. The recipient must maintain at least a 3.2 cumulative grade point average and attend full-time to remain eligible.

Awards are very competitive and are based on funding. Students may access the state website at [www.tn.gov/collegetpays](http://www.tn.gov/collegetpays) for general information regarding this program and to access the Ned McWherter Scholars application. To be considered, the Tennessee Student Assistance Corporation (TSAC) must receive the completed application, or in the case of renewal applicants, the

renewal application, and required attachments by February 15.

\*This scholarship is available to students attending the Bartlett, Bristol, Nashville, and Memphis, TN campuses.

## **Federal Student Loans**

### **Federal Direct Loans**

Direct student loans are made available to students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan Program (through which the federal government provides funds). Within this program, there are two types of loans – subsidized loans (those subsidized by the federal government) and unsubsidized loans. A student may qualify for one or both depending on the student's need and other factors. In general, the federal government pays interest on subsidized loans until repayment begins and during authorized periods of deferment. However, this benefit does not apply to all borrowers. See the Financial Aid Office or refer to “Do You Need Money for College 2017-18,” a Department of Education publication, or go to [www.studentaid.gov](http://www.studentaid.gov) to determine whether, and under what circumstances, the interest subsidy benefit applies to you. “Do You Need Money for College 2017-18” is available on the college website, [www.national-college.edu/admissions/financial-assistance](http://www.national-college.edu/admissions/financial-assistance). Students with unsubsidized loans are charged interest from the time the loan is disbursed until it is paid in full. Maximum annual loan amounts range from \$5,500 for first-year dependent students to \$20,500 for graduate students. Graduate students are ineligible for subsidized loans but may borrow through the unsubsidized program. Note that, effective July 1, 2013, some students' subsidized loan eligibility is limited to a time period equal to 150% of the length of their program. Please see “Do You Need Money for College 2017-18” or go to [www.studentaid.gov](http://www.studentaid.gov) for more information regarding annual and aggregate loan limits and other financial aid information. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Repayment is made in installments, generally beginning six months after a student leaves school or from the point his or her enrollment

status falls below half-time. Please see the Repayment Success Office for further information. Students may apply and access loan application and entrance counseling at <https://studentloans.gov>. Note that Federal Stafford Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education. Students must complete entrance counseling prior to the disbursement of a loan to their student account.

### Federal Direct PLUS Loans

Graduate students and parents of dependent students are eligible to apply through the PLUS Loan Program. Such loans are available for students attending college on at least a half-time basis through the William D. Ford Federal Direct Loan program (through which the federal government provides funds). These unsubsidized loans enable borrowers to borrow up to the cost of attendance minus other aid received. Eligibility is determined, in part, upon the credit history of the borrower. Repayment is made in monthly installments until the loan is paid in full. Interest rates, fees, and loan limits are subject to legislative changes that may affect continuing eligibility. Additional information is available at [www.studentaid.com](http://www.studentaid.com). Graduate students must complete entrance counseling prior to the receipt of a loan disbursement. Parent borrowers in certain, limited situations may have to complete exit counseling as well. You may contact your Student Services Office for more information. Loan applications and entrance counseling is available at <https://studentloans.gov>. “Do You Need Money for College 2017-18,” a Department of Education publication, provides more information regarding annual and aggregate loan limits. This may be accessed at the National College website, [www.national-college.edu/admissions/financial-assistance](http://www.national-college.edu/admissions/financial-assistance), along with other financial aid information. Note that PLUS Loan information is submitted to the National Student Loan Data System, and information about the loans is accessible there to certain guaranty agencies, eligible lenders and eligible institutions of higher education.

### Private/Education Loans

Not all students are eligible to borrow through the federal loan programs, and some students with financial need may

prefer to participate in private loan programs. Accordingly, National College participates with a variety of private lenders who make educational loans to students. The terms, loan limits and eligibility criteria vary between lenders, and the Financial Aid Office can assist in reviewing a student’s private loan options.

### Employer Tuition Assistance Program

Some employers encourage the professional development of their employees by providing tuition reimbursement to their employees. Students can contact their employers to see if they currently have or are willing to develop an Employer Tuition Assistance Program. The College will partner with employers to increase the amount of tuition assistance offered through its Business Partnership Grant (see page 50). The College will be pleased to send information about these programs to any employer interested in learning more about our course offerings or degree requirements.

### Tuition Payment Plan

The College offers a Tuition Payment Plan to its students. Students choosing to enroll in this voluntary program will make their first payment on or before the first day of the term, their second payment on the first of the next month, and their third and final payment for the term on the first of the next month. The amount of each payment is dependent on the total amount to be paid each term, which will be divided by three and paid in equal installments. Students who choose to enroll in the payment plan will complete and sign a Tuition Payment Plan Agreement.

## Work Study Programs

### Federal Work Study

This program provides part-time employment for students with financial need. Jobs are available on and off campus, providing student service and community service employment opportunities. Work schedules may not conflict with students’ class schedules. Employment under this program is dependent on the availability of federal funds. Applications for this program are available in the

Student Services Office. Award amounts are determined based on the hourly rate and hours required for the FWS job, generally for the period of an academic year. Continued eligibility depends upon federal rules and guidelines in place for each year.

### Institutional Work Study

National College offers an institutional work study program which provides additional opportunities for students to help finance their educations. Whenever possible, work study employment is designed to improve students skills and to provide experience for the specialization in which they are enrolled. Students interested in this program should contact their campus Student Services Office.

### Veterans Affairs Work Study Program

Qualified students enrolled at a rate of three-quarter time or greater in a college degree, vocational or professional program may “earn while they learn” under the Department of Veterans Affairs (VA) Work Study Allowance Program. This program is open to all individuals eligible for the following VA education programs, not just veterans, and permits eligible students to perform services related to the VA in return for a monetary allowance equal to the prevailing federal or state minimum wage, whichever is higher. The VA education programs are Post-9/11 GI Bill, Montgomery GI Bill-Active Duty, Reserve Educational Assistance program, Montgomery GI Bill-Selected Reserve, Post-Vietnam Era Veterans’ Educational Assistance Program, Dependents’ Educational Assistance Program, Vocational Training and Rehabilitation for Veterans with service connected disabilities, and the Fry Scholarship. Eligible dependents under 38 U.S.C. Chapter 35 may use work study only while training in a state. Services a VA work study employee performs must be related to VA work, such as working at a VA facility, at educational institutions, or in certain veteran support capacities. For additional information and application procedures, please contact the school’s veteran affairs office or the VA Regional Office at (800) 827-1000 or visit the VA website at [www.va.gov](http://www.va.gov).

### Other Federal Assistance Programs

National College is approved by the State Approving Agency for the education and training of eligible veterans and their dependents. To inquire about specific programs, contact the Student Services Office at your local campus.

# 2017 Calendar

## Term 173

Term Begins April 10, 2017

No Classes on Campus\* May 29, 2017

\*Make up day will be scheduled for ground classes

Last Day of Term June 17, 2017

## Inter-Term Break – NO CLASSES – June 18, 2017 – June 25, 2017

## Term 175

Term Begins June 26, 2017

No Classes on Campus\* July 3-4, 2017

\*Make up day will be scheduled for ground classes

Last Day of Term September 2, 2017

## Inter-Term Break – NO CLASSES – September 3, 2017 – September 10, 2017

## Term 177

Term Begins September 11, 2017

Last Day of Term November 18, 2017

## Inter-Term Break – NO CLASSES – November 19, 2017 – November 26, 2017

## Term 179

Term Begins November 27, 2017

No Classes on Campus\* December 24, 2017 –Jan. 1, 2018

\*2 make up days will be scheduled for ground classes

Last Day of Term February 10, 2018

## Inter-Term Break – NO CLASSES – February 11, 2018 – February 18, 2018

# 2018 Calendar

## Term 181

Term Begins	February 19, 2018
Last Day of Term	April 28, 2018

## Inter-Term Break – NO CLASSES – April 29, 2018 – May 6, 2018

## Term 183

Term Begins	May 7, 2018
No Classes on Campus*	May 28, 2018
No Classes on Campus*	July 4, 2018
*2 make up days will be scheduled for ground classes	
Last Day of Term	July 14, 2018

## Inter-Term Break – NO CLASSES – July 15, 2018 – July 22, 2018

## Term 185

Term Begins	July 23, 2018
No Classes on Campus*	September 3, 2018
**Make up day will be scheduled for ground classes	
Last Day of Term	September 29, 2018

## Inter-Term Break – NO CLASSES – September 30, 2018 – October 7, 2018

## Term 187

Term Begins	October 8, 2018
No Classes on Campus*	November 19-23, 2018
**Make up day will be scheduled for ground classes	
Last Day of Term	December 22, 2018

# Distance Education Courses

National College offers flexibility with Distance Education courses. There are different types of distance education: Video conferencing classes which require a student to be on a campus and will receive instruction through a video instructor and students from other campuses, and Online Courses through the Blackboard Learning Management system.

National College understands that students often lead a busy life. With this in mind, we offer blended programs that may include campus based classes, video conferencing classes and online classes. Our programs offer a convenient and flexible medium for learning, and they are taught by caring faculty dedicated to your success.

## Technology Requirements

Minimum technology requirements for enrolling in an online course include:

- Desktop or laptop computer utilizing Windows 7, 8 or 10; Macintosh OS 10.9 or higher
- Broadband Internet Access
- Java version 7 or higher
- Pop-up blockers disabled
- Browser: Firefox from Mozilla version 31 or higher, Chrome from Google version 35 or higher, Safari version 6 or higher, Internet Explorer Version 11 or higher (Firefox is the preferred browser)
- Adobe Reader version 9 or higher
- Adobe Flash Player version 10 or higher
- Apple Quicktime Player version 7 or higher
- Microsoft Office 365 (available free to students via download)

Please note that Chromebooks are not a supported system in Blackboard. Some features of Blackboard may not work when using a Chromebook.

It is not recommended that you attempt to complete an online course using only a Chromebook, tablet or smartphone. While some features and assignments may work successfully, others will not.

Some courses may require additional software. Please check your course syllabus. Some courses will have software access codes or keys that are purchased with the textbook.

## Student Portal

It is vital that students keep track of their academic performance. Students can do this by logging into the Student Portal, an online student portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. The Student Portal is also where students must complete their registration process within the published deadlines. Students should check their attendance for each course throughout the term, and students should also log into the Student Portal to review the course outline and syllabus for each of their classes. This will help students to keep track of important deadlines and assignments. Missed deadlines could result in termination of enrollment, so it is important for students to log into the Student Portal frequently!

Students can access their profile by going to [www.national-college.edu](http://www.national-college.edu) (National College students can access their profile by going to [www.national-college.edu](http://www.national-college.edu)) and clicking on Student Portal from the Quick Links Menu. New users should click on “Student Portal Homepage” and then “Create New Account.” Students’ usernames will be automatically created, but students will have the option to select their own password. If students forget their password

and are unable to reset it using the “forgot password” option on the Student Portal homepage, they may email [softwaresupport@national-college.edu](mailto:softwaresupport@national-college.edu) for assistance. Students can also access the career services portal, ANU CareerConnect, by logging into the student portal. ANU CareerConnect provides career-related tools and resources essential for career success.

## **Blackboard Login Information**

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Please point your web browser to <http://an.blackboard.com>. Your login name will be your National Mail address (the whole thing). Your first password will be your last name with the first letter capitalized and the last four digits of your social security number. If your name is Joe Smith and your SSN is 123-45-6789, then your password will be Smith6789.



# Career Programs

Select your degree or diploma program from among these career choices.\*

## Health Science

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Health Information Management, Associate of Applied Science Degree . . . . .	63	Medical Office Professional, Diploma . . . . .	72
Medical Assisting, Associate of Applied Science Degree . . . . .	65	Pharmacy Technician, Associate of Applied Science Degree . . . . .	73
Medical Assisting, Certificate . . . . .	68	Pharmacy Technician, Diploma . . . . .	76
Medical Billing and Coding, Diploma . . . . .	70	Phlebotomy and ECG Technician, Diploma . . . . .	77

\*Check campus for program availability. Campus program listings on pages 82-84 of catalog.

## Progressive Learning Path

Earn your diploma or degree and immediately use your training to start or advance your career as you continue your education at the bachelor's degree level. Continue to build a strong academic foundation by pursuing a graduate level degree.



# Health Science Career Programs

The health science programs at National College are a great fit for those who are both compassionate and career-oriented. The academic programs offered train students for a variety of in-demand, entry-level health science careers, whether you are looking for direct patient contact or prefer an administrative setting.

Industry professionals help build the program curricula, which are taught by faculty with real-world experience. The programs offered provide the in-depth knowledge and skills needed to seek health science-related certifications relative to the student's field of study. Most programs include externship or practicum placements in clinical settings, as well as lab experience with up-to-date equipment and technologies. Many graduates of our programs find employment in hospitals, private medical practices, clinics, and labs.

Our health science diploma and undergraduate degree programs include certificate, diploma, and associate's degree programs designed to allow you to seamlessly continue your education as you advance in your career.

## **Laura Gerrity – Medical Assisting Associate of Applied Science**

*Nashville Campus*

Laura Gerrity, a graduate from the medical assisting Associate of Applied Science in medical assisting and medical billing and coding diploma programs at the Nashville Campus, took an early retirement from the Army. She had been working for the government and happened to live right around the corner from the campus. She knew that she wanted to work with people and did not want to be confined to working in a cubicle so she decided to pursue a medical career. She was also able to use her veteran benefits. She said that this, coupled with the “friendly people” at the campus, is the reason she chose National College.

Some words of wisdom that she has for current or future National students include: “Keep up with your homework,” said Laura. “Don’t get behind because once you do, it’s very hard to catch-up. If you need help, ask because there is plenty of help out there...everyone is always willing to help...there [are] lots of tutors.”



## Health Information Management (HIM) Associate of Applied Science Degree

The Health Information Management associate of applied science degree program provides graduates with the skills necessary to compile, organize, analyze, evaluate, and secure information using health data, applications systems, and electronic health information databases. The program encompasses the disciplines of medicine, information management, and computer technology.

In addition to the principal course of study, students in the program will receive a background in computers and will participate in an externship placement that will further provide practical work experience. Graduates of the health information management associate degree program can be employed in a variety of different settings and job titles in hospitals, physician's offices, home health care agencies, nursing homes, public health offices and insurance companies.

### Student Learning Outcomes

1. Apply current federal, state, institutional, and accreditation agency guidelines for health record content, accuracy, integrity, collection and maintenance for the purpose of correct coding and reimbursement by integrating knowledge of medical terminology, anatomy and physiology, pharmacology, and disease processes.
2. Utilize the knowledge of current health laws, regulations, and internal and external standards to remain in compliance with privacy, security, and confidentiality of patient data while maintaining professional and ethical behavior.
3. Utilize health information technologies and information systems to support enterprise wide decision support for strategic planning, policy making, data and information governance, analytics and revenue cycle management processes.
4. Apply general leadership, management, and critical thinking skills to health information management roles and responsibilities, including change management, effective communication skills, work design and process improvement, human resource management, training and development to improve patient care quality.
5. Demonstrate the knowledge, skills, and attitudes to function as an entry level health information management professional and be prepared to obtain the Registered Health Information Technician (RHIT) credential upon graduation.

**96 credit hours required/192 quality points required** (80 weeks)

### Program Core (Required)      total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
COM151	The Microsoft® Office	55	4
MED107	Medical Terminology	40	4
HIM101	Introduction to Health Information Management	50	4
HIM104	Legal and Ethical Practices in Health Information Management	40	4
HIM150	Pharmacology for Health Information Management	40	4
HIM160	Healthcare Delivery Systems	40	4
HIM200	Health Informatics	50	4
HIM201	Clinical Classification Systems I	50	4

HIM202	Clinical Classification Systems II	50	4
HIM205	Procedural Coding I	50	4
HIM206	Procedural Coding II	50	4
HIM208	Reimbursement Methodologies	50	4
HIM210	Advanced Coding	50	4
HIM249	Principles of Health Care Management	40	4
HIM250	Quality Management in Health Care	40	4
HIM298	RHIT Exam Success Class	40	4
HIM299	Professional Practice Experience	120	4

**General Education (Select 6)**

At least 1 from each discipline required    total credit hours required

\*This program required this general education course or equivalent.

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
<b>Written and Oral Communications</b>			
ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4
<b>Mathematics, Statistics and Logic</b>			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT220	Algebra and Basic Statistics*	40	4
MAT214	Algebra	40	4
<b>Arts and Humanities</b>			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
<b>Social and Behavioral Sciences</b>			
POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
<b>Physical/Natural Science</b>			
BIO101	Introduction to Biology	40	4
BIO201	Basic Anatomy and Physiology I*	40	4
BIO202	Basic Anatomy and Physiology II*	40	4
CHM105	General, Organic Biochemistry	40	4
ENV101	Environmental Science	40	4
<b>Program Totals</b>		<b>1,135</b>	<b>96</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://national-college.edu/programs/health-information-management-associates>

## Medical Assisting (MAA) Associate of Applied Science Degree

The Medical Assisting associate of applied science degree program provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, medical terminology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or the CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) and can be employed in a variety of healthcare organizations under titles such as medical assistant or clinical medical assistants.

### Student Learning Outcomes

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with medical assisting; enhancing skills through continuing education; treating all patients with compassion and empathy; utilizing psychological theories; and promoting the practice through positive public relations.
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.
3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.
4. Provide instruction for individuals according to their needs; explain office policies and procedures; teach methods of health promotion and disease prevention; and locating community resources for dissemination of information.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third

- party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.
  8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers.
  9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

### 96 credit hours required/192 quality points required (80

weeks) **Program Core (Required)** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
MED107	Medical Terminology	40	4
MED110	Dosage and Calculation of Medications	40	4
MED160	Health Care Law and Ethics	40	4
MED175	Pharmacology I for Medical Assistants	40	4
MED202	Clinical Medical Assisting	60	4
MED208	Medical Office Procedures	40	4
MED218	Communications for the Healthcare Professional	60	4
MED225	Pharmacology II for Medical Assistants	40	4
MED273	Invasive Clinical Procedures	60	4
MED275	Non-Invasive Clinical Procedures	60	4
MED285	Medical Office Finance	60	4
MED298	Medical Assisting Exam Success Class	60	4
MED299	Medical Assisting Externship	132	4



**Electives (Required) Select 4**

total credit hours required

Students may only take two COM classes; \*this program requires this course as a selection. +Only offered at campuses approved to offer the PEC program.

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
ACC101	Principles of Accounting I	40	4
COM151	The Microsoft® Office *	55	4
COM234	Desktop Applications	55	4
COM235	Spreadsheet Applications	55	4
BUS125	Principles of Management	40	4
BUS225	Business Communications	40	4
HIM201	Clinical Classification Systems I	50	4
HIM202	Clinical Classification Systems II	50	4
PEC110	Phlebotomy Techniques +	66	4
PEC115	ECG Interpretation +	66	4
PEC198	Phlebotomy and ECG Review +	66	4
PEC199	Phlebotomy and ECG Externship +	120	4

**General Education (Select 6)**

At least 1 from each discipline required total credit hours required

\* This program requires this General Education course or equivalent

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
<b>Written and Oral Communications</b>			
ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4
<b>Mathematics, Statistics and Logic</b>			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT220	Algebra and Basic Statistics	40	4
MAT214	Algebra	40	4
<b>Arts and Humanities</b>			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
<b>Social and Behavioral Sciences</b>			
POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4

**Physical/Natural Science**

BIO201	Basic Anatomy and Physiology I*	40	4
BIO202	Basic Anatomy and Physiology II*	40	4

<b>Program Totals</b>		<b>1,202</b>	<b>96</b>
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MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/medical-assisting-associates>

## Medical Assisting (MAC) Certificate

The Medical Assisting certificate program provides graduates with both clinical and administrative skills. The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The practical and comprehensive coursework will include anatomy, physiology, pharmacology, administering injections, performing EKGs, and venipuncture.

In addition to the principal course of study, students in the program will receive a background in computers and may participate in an externship placement that will further provide practical work experience. Graduates of the Medical Assisting program are eligible to take the RMA (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) or CMA (Certified Medical Assistant) exam, administered by AAMA (American Association of Medical Assistants) and can be employed in a variety of healthcare organizations under titles such as medical assistant or clinical medical assistants.

### Student Learning Outcomes

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; promoting credentials associated with medical assisting; enhancing skills through continuing education; treating all patients with compassion and empathy; utilizing psychological theories; and promoting the practice through positive public relations.
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; using medical terminology appropriately; utilizing electronic technology to receive, organize, prioritize, and transmit information; and serving as a liaison and patient navigator, demonstrate self-boundaries and respect for individual diversity.
3. Apply legal concepts by performing with legal and ethical boundaries; maintaining confidentiality, preparing and maintaining medical records; documenting accurately and appropriately; following the employer's established policies dealing with the health care contract; implementing and maintaining federal and state health care legislation and regulations; complying with established risk management and safety procedures; recognizing professional credentialing criteria and the impact personal ethics and morals have on delivery of healthcare.

4. Provide instruction for individuals according to their needs; explain office policies and procedures; teach methods of health promotion and disease prevention; and locating community resources for dissemination of information.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; scheduling, coordinating and monitoring appointments; scheduling inpatient/outpatient admissions and procedures; understanding and applying third party guidelines; obtaining reimbursement through accurate claims submissions; monitoring third-party reimbursement; and understanding and adhering to managed care policies and procedures; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Perform clinical fundamental principles by applying principles of aseptic technique and infection control; complying with quality assurance practices; and screening and following up on patients' test results; perform diagnostic testing by collecting and processing specimens as well as testing specimens in the CLIA waived category. Follow safety protocols, and ergonomics procedures.
8. Incorporate critical thinking skills with patient assessment and care; actively participate in patient care by adhering to established patient screening procedures; obtaining patient history and vital signs; preparing and maintaining examination and treatment areas; preparing patients for examinations, procedures, and treatment; assist with examinations, procedures, and treatment; exhibit knowledge regarding usage of drug reference materials; read and verify drug labels; prepare and administer medications and immunizations; maintain medication and immunization records; recognize and respond to emergencies; and coordinate patient care information with other health care providers.
9. Identify structure and function, organization, systems, directional terms, major organs, genetic concepts, and pathology related to body systems; analyze pathology for each system including diagnostic measures and treatment; describe dietary nutrients, the function of dietary supplements, and special dietary needs and restrictions; categorize medication classifications to include indications for use, routes of administration, desired effects, side effects and adverse reactions; demonstrate knowledge of math computations, using measurement systems, conversions of the systems, and identify abbreviations and symbols used with the systems in calculations.

**48 credit hours required/96 quality points required** (40 weeks)

**Program Core (Required)** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
BIO201	Basic Anatomy & Physiology I	40	4
BIO202	Basic Anatomy & Physiology II	40	4
MED175	Pharmacology I for Medical Assistants	40	4
MED202	Clinical Medical Assisting	60	4
MED208	Medical Office Procedures	40	4

MED225	Pharmacology II for Medical Assistants	40	4
MED273	Invasive Clinical Procedures	60	4
MED275	Non-Invasive Clinical Procedures	60	4
MED285	Medical Office Finance	60	4
MED298	Medical Assisting Exam Success Class	60	4
MED299	Medical Assisting Externship	132	4
<b>Program Totals</b>		<b>672</b>	<b>48</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/medical-assisting-certificate>

## Medical Billing and Coding (MCD) Diploma

The Medical Billing and Coding diploma program prepares graduates to perform many of the billing and coding duties of the medical office including accurately coding medical conditions and services, adhering to insurance plan rules and regulations, and operating a medical billing program.

Graduates are eligible to take the certification exam as a Medical Biller through the American Association of Medical Billers (AAMB), or the Certified Professional Coder (CPC) and Certified Professional Coder-Hospital (CPC-H) through the American Academy of Professional Coders (AAPC).

Graduates may be employed in physician's offices, clinics, medical service bureaus, insurance companies, or through managed care plans under a variety of job titles such as Medical Records Technician, Medical Biller and Coder, and Health Information Technician.

### Student Learning Outcomes

1. Apply comprehensive knowledge of medical terminology, anatomy, physiology, disease processes, and the principles of coding utilizing Official Coding Guidelines for Coding and Reporting established by public and private agencies in coding information from medical records.
2. Analyze documentation in health records to ensure accuracy, integrity and quality of information to remain in compliance with regulations and internal and external standards while maintaining the privacy, security, and confidentiality of patient data in a professional and ethical manner.
3. Utilize current applications and classification systems in assigning diagnosis codes, procedure codes, service codes and payment methodologies for the coding and billing functions for appropriate reimbursement.
4. Demonstrate coding skills by qualifying to take a coding certification exam and function as an entry level position in the field of coding, billing, claims handling for any health care related delivery setting.

**48 credit hours required/96 quality points required** (40 weeks)

**Program Core (Required)** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO201	Anatomy and Physiology I	40	4
BIO202	Anatomy and Physiology II	40	4
BIO206	Diseases of the Human Body	40	4
COM151	The Microsoft® Office	55	4
HIM201	Clinical Classification Systems I	50	4
HIM202	Clinical Classification Systems II	50	4
HIM205	Procedural Coding	50	4
HIM206	Procedural Coding II	50	4
HIM208	Reimbursement Methodologies	50	4
HIM210	Advanced Coding	50	4
MED107	Medical Terminology	40	4

**Electives (Select 1)**

HIM104	Legal and Ethical Practices in Health Information Management	40	4
MED249	Medical Billing and Coding Externship and Review	84	4

<b>Program Totals</b>		<b>555 or 599</b>	<b>48</b>
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MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/medical-billing-coding>

## Medical Office Professional (MOP) Diploma

The Medical Office Professional diploma program will prepare graduates to function in a medical health care environment. Students will gain knowledge and experience in medical office skills, including medical and general office technologies, managing medical office procedures, electronic medical records, records management and medical language. It is also designed to prepare students to take the National Center for Competency Testing (NCCT) National Certified Medical Office Assistant (NCMOA) Exam. Graduates of the Medical Office Professional program can be employed in a variety of healthcare organizations under titles such as Medical Office Specialist, Medical Secretary, Healthcare Support Workers, etc.

### Student Learning Outcomes

1. Demonstrate knowledge and skills to be prepared for the medical and collaborate with the health care team within the scope of practice as required to function as an entry level medical office professional.
2. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the health care team; prioritizing and performing multiple tasks; adapting to change; and promoting credentials associated with medical office professional.
3. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; using professional telephone techniques; recognizing and responding effectively to verbal, nonverbal, and written communications; and using medical terminology appropriately;
4. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; documenting accurately and appropriately; and complying with established risk management and safety procedures.
5. Perform operational office functions by performing an inventory supplies and equipment; perform routine maintenance of administrative and clinical equipment; and applying computer techniques to support office operations.
6. Perform administrative procedures utilizing basic administrative medical assisting function; apply principles of practice finances by performing procedural and diagnostic coding; apply bookkeeping principles; and manage accounts receivable.
7. Incorporate critical thinking skills with patient assessment and care; performing clinical fundamental principles by observing BBP, applying principles of aseptic technique, and infection control.

**36 credit hours required/72 quality points required** (30 weeks)

### Program Core (Required) - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COM151	The Microsoft® Office	55	4
COM235	Spreadsheet Applications	55	4
ENG102	English Composition	40	4
MED107	Medical Terminology	40	4
MED160	Health Care Law and Ethics	40	4
MED208	Medical Office Procedures	60	4
MED218	Communications for Healthcare Professionals	60	4
MED285	Medical Office Finances	60	4

**Electives (Select 1)** - total credits required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
ACC101	Principles of Accounting I	40	4
BUS125	Principles of Management	40	4
<b>Program Totals</b>		<b>450</b>	<b>36</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/medical-office-professional>

## Pharmacy Technician (PTA) Associate of Applied Science Degree

The Pharmacy Technician degree program is designed to provide students with an understanding of medical and pharmaceutical technology, pharmacology, pharmacy record keeping, pharmaceutical techniques, and pharmacy law and ethics. In addition, an externship is required so students can receive hands-on experience in a pharmacy practice site.

A pharmacy technician supports and assists the licensed pharmacist with ordering, stocking, and packaging prescription and over-the-counter medicines. Other duties may include controlling inventory, maintaining records, preparing labels, and processing insurance claims.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

### Student Learning Outcomes

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the pharmacy team; prioritizing and performing multiple tasks; adapting to change; promoting certification; and enhancing skills through continuing education;
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; and recognizing and responding effectively to verbal, non-verbal, and written communications.
3. Demonstrate knowledge of math computations; solve problems, work with units of measures and convert measurement systems; and identify abbreviations and symbols used in calculating medication dosages; and verify medication labels.
4. Correlate the therapeutic, side effects, adverse effects and non-prescription medications and alternative therapies; analyze brand, generic names, over-the-counter, and legend medications, what body systems they affect, the dosage forms, routes, administration and compare and contrast the desired affects, side effects, and contraindications.
5. Apply legal concepts by assisting the pharmacist, in accordance with local, state, federal, and company regulations; documenting accurately; and complying with established risk management and safety procedures.
6. Perform operational functions by preparing the pharmacy inventory; apply accepted procedures and quality assurance principles in inventory control, equipment and devices management, and purchasing.



7. Execute clerical procedures by screening and entering prescription orders into the computer; and creating a profile of patient's health and insurance information in the computer or updating the patient's profile.
8. Implement pharmacy principles by assisting the pharmacist with filling prescriptions; by compounding oral solutions, ointments, and creams; prepackaging bulk medications; and exhibit aseptic techniques and uses proper handling of hazardous agents under a laminar flow hood.

**96 credit hours required/192 quality points required** (80 weeks)

**Program Core (Required)** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
BIO206	Diseases of the Human Body	40	4
MED107	Medical Terminology	40	4
MED110	Dosage and Calculations of Medications	40	4
MED160	Healthcare Law and Ethics	40	4
MED218	Communication for the Healthcare Provider	60	4
PTA165	Pharmacy Law and Ethics	40	4
PTA178	Community Pharmacy Systems of Operation	40	4
PTA180	Community Pharmacy Systems of Operation Laboratory	80	4
PTA205	Pharmacology I for the Pharmacy Technician	40	4
PTA207	Pharmacology II for the Pharmacy Technician	40	4
PTA275	Intravenous Admixture and Compounding Lab	80	4
PTA278	Institutional Pharmacy Practice	40	4
PTA279	Community Pharmacy Technician Externship	120	4
PTA288	Pharmacy Technician Exam Success Class	40	4
PTA289	Institutional Pharmacy Technician Externship	120	4

**Electives (Required) Select 3** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
ACC101	Principles of Accounting I	40	4
BUS125	Principles of Management	40	4
BUS217	Organizational Behavior	40	4
BUS224	Organizational Leadership	40	4
BUS225	Business Communications	40	4
BUS227	Human Resource Management	40	4
COM151	The Microsoft® Office	55	4

COM234	Desktop Applications	55	4
COM235	Spreadsheet Applications	55	4

**General Education (Select 6)**

At least 1 from each discipline required      total credit hours required  
 \* This program requires this General Education course or equivalent

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
<b>Written and Oral Communications</b>			
ENG102	English Composition*	40	4
ENG126	Oral Communication	40	4
<b>Mathematics, Statistics and Logic</b>			
LOG215	Thinking Critically	40	4
MAT101	Understanding Mathematics	40	4
MAT220	Algebra and Basic Statistics	40	4
MAT214	Algebra	40	4
<b>Arts and Humanities</b>			
ETH205	Ethics	40	4
GEN241	Cultural Appreciation	40	4
<b>Social and Behavioral Sciences</b>			
POL202	Political Science	40	4
PSY127	Psychology	40	4
PSY200	Human Growth and Development	40	4
<b>Physical/Natural Science</b>			
BIO201	Basic Anatomy and Physiology I*	40	4
BIO202	Basic Anatomy and Physiology II*	40	4
<b>Program Totals</b>		<b>1,202</b>	<b>96</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/pharmacy-technician-associates>

## Pharmacy Technician (PTH) Diploma

The Pharmacy Technician diploma program provides students the opportunity to learn the basics of drug interactions, medical abbreviations, and patient communication. Training also includes a background in anatomy and physiology, and courses in Microsoft Office as well as health care law and ethics. In addition, an externship is required so students receive additional hands-on experience in a pharmacy practice site.

Pharmacy Technician graduates work in retail and non-retail pharmacies. This can include the town pharmacy, major pharmacy chains, grocery stores, a hospital or health care setting, or a mail-order pharmacy usually under the title Pharmacy Technician or Pharmacy Assistant.

Pharmacy Technician program graduates are eligible to sit for the Certified Pharmacy Technician (CPhT) exam offered by the Pharmacy Technician Certification Board (PTCB).

### Student Learning Outcomes

1. Display professionalism by displaying a professional manner and image; demonstrating initiative and responsibility; working as a member of the pharmacy team; prioritizing and performing multiple tasks; adapting to change; promoting certification; and enhancing skills through continuing education;
2. Exhibit communication skills by recognizing and respecting cultural diversity; adapting communications to an individual's ability to understand; and recognizing and responding effectively to verbal, non-verbal, and written communications.
3. Demonstrate knowledge of math computations; solve problems, work with units of measures and convert measurement systems; and identify abbreviations and symbols used in calculating medication dosages; and verify medication labels.
4. Correlate the therapeutic, side effects, adverse effects and non-prescription medications and alternative therapies; analyze brand, generic names, over-the-counter, and legend medications, what body systems they affect, the dosage forms, routes, administration and compare and contrast the desired affects, side effects, and contraindications.
5. Apply legal concepts by assisting the pharmacist, in accordance with local, state, federal, and company regulations; documenting accurately; and complying with established risk management and safety procedures.
6. Perform operational functions by preparing the pharmacy inventory; apply accepted procedures and quality assurance principles in inventory control, equipment and devices management, and purchasing.
7. Execute clerical procedures by screening and entering prescription orders into the computer; and creating a profile of patient's health and insurance information in the computer or updating the patient's profile.
8. Implement pharmacy principles by assisting the pharmacist with filling prescriptions; by compounding oral solutions, ointments, and creams; prepackaging bulk medications; and exhibit aseptic techniques and uses proper handling of hazardous agents under a laminar flow hood.

**48 credit hours required/96 quality points required** (40 weeks)

### Program Core (Required) - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
MED110	Dosage and Calculations of Medications	40	4
MED218	Communication for the Healthcare Provider	60	4

PTA165	Pharmacy Law and Ethics	40	4
PTA178	Community Pharmacy Systems of Operation	40	4
PTA180	Community Pharmacy Systems of Operation Laboratory	80	4
PTA205	Pharmacology I for the Pharmacy Technician	40	4
PTA207	Pharmacology II for the Pharmacy Technician	40	4
PTA275	Intravenous Admixture and Compounding Lab	80	4
PTA278	Institutional Pharmacy Practice	40	4
PTA279	Community Pharmacy Technician Externship	120	4
PTA288	Pharmacy Technician Exam Success Class	40	4
PTA289	Institutional Pharmacy Technician Externship	120	4
<b>Program Totals</b>		<b>740</b>	<b>48</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/pharmacy-technician>

## Phlebotomy and ECG Technician (PBY-ECG) Diploma

The Phlebotomy and ECG Technician Program prepares students for entry level careers as a phlebotomy and/or ECG technician. The program prepares students to collect and prepare blood specimens for laboratory testing. Additionally students will gain the skills and knowledge needed to perform diagnostic tests to assess a patient's heart rhythm and rate and record the ECG. By combining these skills graduates will qualify for a variety of positions in healthcare including Phlebotomist, Medical Lab Technician or ECG Technician. Real-world experience will be gained through an externship. Students will sit for the National Center for Competency Testing (NCCT) National Certified Phlebotomy Technician (NCPT) and the National ECG Technician (NCET) exams in the final course of the program. The program is transferrable to the Medical Assisting program for students wishing to pursue an associate degree in healthcare.

### Student Learning Outcomes

1. Perform an ECG and interpret cardiac rhythms and dysrhythmias.
2. Function as an entry-level ECG technician with the necessary knowledge, skills, and professional behavior.
3. Perform venipuncture and capillary puncture following proper protocol.
4. Function as an entry level phlebotomist with the necessary knowledge, skills and professional behavior.
5. Apply legal concepts by performing with legal and ethical boundaries; preparing and maintaining medical records; and documenting accurately and appropriately and communicate effectively.

**36 credit hours required/72 quality points required** (30 weeks)

**Program Core (Required)** - total credit hours required

COURSE CODE	COURSE TITLE	CONTACT HOURS	CREDIT HOURS
COM151	The Microsoft® Office	55	4
MED107	Medical Terminology	40	4
MED160	Health Care Law and Ethics	40	4
BIO201	Basic Anatomy and Physiology I	40	4
BIO202	Basic Anatomy and Physiology II	40	4
PEC110	Phlebotomy Techniques	55	4
PEC115	ECG Interpretation	45	4
PEC198	Phlebotomy & ECG Review	40	4
PEC199	Phlebotomy & ECG Externship	120	4
<b>Program Totals</b>		<b>475</b>	<b>36</b>

MODE OF DELIVERY: Residential or Blended

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.national-college.edu/programs/phlebotomy>

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# Administration and Organization

The following locations operating as National College are owned and controlled by National College of Tennessee, Inc., a Kentucky corporation: Nashville, TN (main); Memphis, TN (non-main); and Bartlett, TN (separate classroom).

The Officers and Directors of National College of Tennessee, Inc. are:

- Frank Longaker** . . . . . Chairman, Treasurer, Director
- Jason R. Towers** . . . . . Director
- Steven Cotton** . . . . . Director
- Lindsay Mayhue** . . . . . Secretary

## Advisory Board Members

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The College utilizes Advisory Boards to gather information from community members and employers to ensure that the programs are current and relevant to their field. The membership of the committee must include a minimum of three members from each professional health science community. The other members of this board should include, faculty, staff, students, alumni, Deans and Program Directors.

Advisory Boards meets a minimum of once per year. The agenda includes a review of the outcomes assessment data, a discussion on curriculum and relevance to the current career field, and review of the community job outlook.



## College Administrative Staff

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President . . . . .	Frank Longaker
Executive Vice President and General Counsel. . . . .	Steven Cotton
Executive Vice President of Campus Operations . . . . .	Jason Towers
Executive Vice President of Academic Affairs and Accreditation . . . . .	Cathy Plunkett
Vice President of Accounting and Financial Services . . . . .	April Howard
Vice President of Academic Affairs, Business and Management Programs . . . . .	Annette Chamberlin
Vice President of Academic Affairs, Health Science Education. . . . .	Diane Morey
Vice President of Communications . . . . .	Chuck Steenburgh
Regional Director of Admissions . . . . .	Trent Ramey
Executive Director of Career Support Services . . . . .	Shonny Cooke
Executive Director of Compliance and Accreditation. . . . .	David Yeaman
Director of eUniversity Program Delivery . . . . .	Bridget Moore
Director of IT Support Services . . . . .	Becky S. Dudley
Director of Library Services . . . . .	Eric Rector
Comptroller. . . . .	Carl Robertson
Director of Repayment Success . . . . .	Jodie Terry
Director of Academics and Financial Aid Processing . . . . .	Bettie Clay
Regional Director of Health Science Education . . . . .	Rhonda Epps

## Campus Directors for National College’s Tennessee Campuses

Nashville, TN (Main) . . . . .	Patricia Whitt
Memphis, TN (Non-Main) . . . . .	Larry Smith
Bartlett, TN (Separate Classroom) . . . . .	Larry Smith

# Campuses

## National College—Nashville, TN (Main Campus)

The campus serving Tennessee’s capital city is conveniently located on Bell Road adjacent to the Bell Road Church of Christ and is easily accessible from I-65 (exit 78) and I-24 (exit 59). The campus is situated in the heart of a bustling metropolitan area, enabling our graduates to explore career opportunities across a wide range of businesses. This 31,000-square-foot campus houses 13 classrooms, six computer labs, a medical lab and information technology lab. Public transportation service is available to this location.



Nashville TN, Main Campus

### Staff

- Campus Director** – Patricia Whitt
- Administrative Assistant** – Christina Lockwood
- Receptionist** – Susan Vonderheid
- Admissions Representatives** – Jamie Galaba
- Student Services Representative** – Chasitee Whitworth
- Director of Health Science Education** – Honda Epps
- Interim Internship Coordinator** – Lawrence Luck

### Associate of Applied Science Degrees

Medical Assisting

### Diplomas

- Medical Billing and Coding
- Medical Office Professional
- Pharmacy Technician
- Phlebotomy & ECG Technician

### Certificates

Medical Assisting

## National College—Memphis, TN (Non-Main Campus)

National College's Memphis campus is located in southeast Memphis in an area known for a solid business climate and supported by a diverse list of companies, enabling our graduates to explore career opportunities in a wide range of businesses. Conveniently located just off I-240 and Perkins Road (exit 18), the campus has helped working adults in the Memphis, North Mississippi and East Arkansas areas achieve their education goals since 2005 and continues to build on its reputation with local employers for its graduates. The new 30,000-square-foot campus includes fifteen classrooms, four computer labs and a medical lab.



Memphis TN, Non-Main Campus

### Staff

**Campus Director** – Larry Smith

**Administrative Assistant** – Anina Norwood

**Receptionists** – Leroy Baymon, Laurice Brown

**Admissions Representative** – Sharon Turner

**Student Services Representatives** – Bridget Tate, Tracey Kocsis

**Director of Health Information Management** – Jenny Nguyen

**Director of Health Science Education** – Morris Butcher

### Associate of Applied Science Degrees

Health Information Management

Medical Assisting

Pharmacy Technician

### Diplomas

Medical Office Professional

### Certificates

Medical Assisting

## National College—Bartlett, TN (Separate Classroom)

The Bartlett separate classroom is situated in the Bartlett Station Plaza, accessible via I-40 and resides in an area of vigorous economic activity, enabling our graduates to explore career opportunities in a wide range of businesses. National's Bartlett separate classroom is 13,769 square feet and contains seven classrooms, three computer labs, and a medical lab. Public transportation service is available to this location.

### Staff

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**On-Site Administrator** – Larry Smith

**Administrative Assistant** – Camesha Jones

**Student Services Representative** – Raya Banks

# Campus Locations

## National College—Tennessee

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### **Nashville** (Main Campus)

1638 Bell Rd.  
Nashville, TN 37211  
615.333.3344

### **Memphis** (Non-Main Campus)

2576 Thousand Oaks Cove  
Memphis, TN 38118  
901.363.9046

### **Bartlett** (Separate Classroom)

5760 Stage Rd.  
Bartlett, TN 38134  
901.213.1681

## Office Hours

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Monday–Thursday: 8:00 a.m.–5:00 p.m. | Saturday by appointment

# Undergraduate Course Descriptions

## Preparatory Courses

These courses carry four credit hours and count toward attempted hours for purposes of Standards of Academic Progress. However, these courses do not count toward programmatic requirements for graduation.

### ENG090 Basic English

*4 Non-Degree Credits*

This course is designed to develop and enhance students' basic English skills.

### MAT090 Basic Math

*4 Non-Degree Credits*

This course is designed to develop and enhance students' basic math skills.

## Accounting Courses

### ACC101 Principles of Accounting I

*4 Credit Hours*

This introductory level course focuses on contemporary accounting practices and the procedures of individually owned businesses.

## Business Courses

### BUS125 Principles of Management

*4 Credit Hours*

This course focuses on decision-making, strategic planning, organizing, and job organization design aspects that are essential to the field of management.

### BUS217 Organizational Behavior

*4 Credit Hours*

Students taking this course will learn how interpersonal relationships develop in an organization and how the organization deals with both formal and informal power structures. Topics for discussion include motivation, leadership, organizational environment, and communication.

### BUS224 Organizational Leadership

*4 Credit Hours*

Students taking this course will examine concepts of leadership and explore skills to become leaders. Students will learn how leaders set goals, resolve conflict, manage change and motivate the workforce.

### BUS225 Business Communications

*4 Credit Hours*

(Prereq.- ENG090 if applicable) A comprehensive course in business communication, that includes the study and practice of concepts and skills as they apply to business and professional settings including written communication, business and professional presentations, interpersonal and group dynamics. Special attention is given to learning to communicate effectively in multiple formats as professional in today's digital, social, and mobile world.

### BUS227 Human Resource Management

*4 Credit Hours*

This course examines the principles of employee selection, job design, performance appraisal, compensation, training and development, safety and health, and labor relations.

## Computer Courses

### COM151 The Microsoft® Office

*4 Credit Hours*

This is an introductory course that provides a comprehensive study of The Microsoft® Office. This course is a combination of lecture and hands-on training.

### COM234 Desktop Applications

*4 Credit Hours*

(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Word, Microsoft® PowerPoint, and desktop publishing to prepare documents and presentations.

### COM235 Spreadsheet Applications

*4 Credit Hours*

(Prereq. – COM151) Students taking this course will learn how to use Microsoft® Access and Microsoft® Excel to prepare databases and spreadsheet applications.

## English Courses

### ENG102 English Composition

*4 Credit Hours*

(Prereq. – ENG090 if applicable) Students taking this course will study and discuss rhetoric, style, and composition, with special emphasis on written communication skills.

### ENG126 Oral Communication

*4 Credit Hours*

Students taking this course will develop the ability to express themselves effectively in public and private settings.

## General Education Courses

### BIO101 Introduction to Biology

*4 Credit Hours*

Introduction to Biology is a general biology class for non-biology majors in which the following basic principles are explored: Characteristics of Life, Basic Biochemistry, Cell Structure and Function, Cell Metabolism and Reproduction, Genetics and Heredity, and Scientific Method. This class is intended for students who have never studied biology or who need to review basic biology.

### BIO201 Basic Anatomy and Physiology I

*4 Credit Hours*

A study of the anatomy and physiology of the skeletal, muscular, respiratory, cardiovascular, lymphatic, immune, hematological, digestive, and reproductive systems. This course covers human development, birth and genetics.

### BIO202 Basic Anatomy and Physiology II

*4 Credit Hours*

Students taking this course will study the anatomy and physiology of the cell, tissues, membranes, and structures of the nervous system, the sensory system, the integumentary system, the digestive, the urinary system, and the endocrine system. This course will discuss the basic chemistry, water acids, bases, carbohydrates, lipids, proteins, nucleic acids and classes of macromolecules in cells.

### CHM105 General, Organic and Biochemistry

*4 Credit Hours*

This course covers an introduction to general principles of chemistry providing an integrated approach to aspects of general, organic, and biochemistry. The course is designed to provide a background for students in nursing and other related allied health areas.

### ENV101 Environmental Science

*4 Credit Hours*

Environmental Science is a general course for non-biology majors in which students will explore the following basic principles: concepts required to understand interrelationships of the environment and the natural world; environmental problems both natural and man-made; risks associated with air, water, land pollution; health of humans and ecosystems; deforestation and climate change; overpopulation, and environmental law, economics, and ethics.

### ETH205 Ethics

*4 Credit Hours*

Students taking this course will study ethical thought and ideals, with emphasis on the central assumptions of personal and social morality. Students will also investigate ethics and related problems in industry, civil society, and the typical American community.

### GEN241 Cultural Appreciation

*4 Credit Hours*

The need for cultural awareness doesn't just apply to one's relationship with others; conflicting cultural perspectives often exist within the individual. Students will learn to appreciate their own heritage and understand how their heritage influences their perspectives while gaining an appreciation for the cultural heritage of those around them. Students will be challenged to think and discuss their beliefs and opinions in light of cultural influence and understand how those values affect their work ethic and working relationships. Course content will incorporate experiences similar to those that will occur in the vocations students have chosen to study.

### LOG215 Thinking Critically

*4 Credit Hours*

This course introduces students to the process of critical thinking and offers knowledge and experience that can be applied to academic, professional, and personal growth. Students will learn to examine and evaluate the information they are exposed to, confidently select appropriate evidence from conflicting data, and craft that evidence into viable answers or solutions. Material will be drawn from examples and scenarios based on actual academic and professional situations so that the application of knowledge will easily transfer to events outside of the classroom.

### POL202 Political Science

*4 Credit Hours*

This course provides the student with the means and opportunity to engage their government as a concerned individual. Global political systems and principal theories will be examined and compared to events and decisions affecting each student at the local level. Throughout the course, students will be encouraged to

become participants in their local government and to recognize and understand the various challenges that influence local decisions. The information and skills students learn in this course may be applied to many professional fields.

### **PSY127 Psychology**

*4 Credit Hours*

This course provides students with an overview of the fundamental principles and methods of psychology. Topics for discussion include biological basis of behavior, sensory and perceptual processes, learning, motivation, developmental changes, personality, social behavior, and behavioral disorders.

### **PSY200 Human Growth and Development**

*4 Credit Hours*

This course is designed to study human growth and development across the life span with emphasis upon normal growth and milestones achieved in the physical, cognitive, social, and emotional systems.

Professional consideration is given to understanding changes that occur at different stages of development, and how care and interaction with individuals needs to be appropriate for their stage of development.

#### **Other General Education Courses Include:**

ENG102	English Composition
ENG126	Oral Communication
MAT101	Understanding Mathematics
MAT214	Algebra
MAT220	Algebra and Basic Statistics

#### **Health Information Management Courses**

### **HIM101 Introduction to Health Information Management**

*4 Credit Hours*

This is an introductory course providing an overview to the various aspects of Health Care Information Management (HIM) and the technology used. The course introduces a student to the role of health information professional in the documentation process and managing the information flow within a health care organization. It provides an introduction to the content of health records, electronic medical records, as well as an overview of the clinical classification systems—taxonomies, vocabularies, and coding systems. It prepares the student to face the challenges in the health information management field in keeping up with the advancements in medicine and technology.

### **HIM104 Legal and Ethical Practices in Health Information Management**

*4 Credit Hours*

This course provides the students an understanding of the American legal system specially pertaining to health care laws and theories. It focuses on the use and development of privacy, security and confidentiality policies, procedures and infrastructure in a health care organization, emphasizing on risk management, access and disclosure management, and compliance activities related to regulations and standards in the field of health information management. It also introduces the learner to the myriad issues which pose ethical challenges for a health information professional.

### **HIM150 Pharmacology for Health Information Management**

*4 Credit Hours*

(Prereq. – BIO206) This course provides students of Health Information Management the fundamental knowledge of drugs, uses of common brand name and generic drugs, different formats and administration of drugs, therapeutic, preventive, and diagnostic uses of drugs. The emphasis is on the drugs that are used to treat conditions associated with the specific body systems. Students will apply the pharmacology knowledge to clinical documentation in health records via case studies to associate drugs to usage, diagnosis and treatment.

### **HIM160 Healthcare Delivery Systems**

*4 Credit Hours*

(Prereq. – HIM101) This course introduces the different types healthcare services provided in diverse settings throughout the patients' continuum of care. It familiarizes the students with the structure, and content of data these systems produce, and the standards and requirements of the data structures. It also covers regulatory issues, reimbursement and funding, information management, data flow, quality improvement, utilization management, and risk management issues associated with each system.

### **HIM200 Health Informatics**

*4 Credit Hours*

(Prereq. – HIM101, COM151 for HIM students only) This course offers students with an over view of the application of information technology in health care delivery and management. It provides students with hands on experience with clinical information systems via virtual laboratory exercises and web services. Students are exposed to the health information standards for electronic health records. It also includes an introduction to data base systems, security issues related to health care information management systems, and health information exchange.



**HIM201 Clinical Classification Systems I***4 Credit Hours*

(Prereq.-BIO206) This course introduces students to the organization, principles and practices of ICD-10-CM, Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Students learn to assign ICD-10-CM codes to medical diagnoses using the current codebook following current coding guidelines.

**HIM202 (HIM202ON) Clinical Classification Systems II***4 Credit Hours*

(Prereq.– HIM201) In this course students learn the ICD-10-CM chapter specific guidelines continuing from the Clinical Classification Systems I. Students are introduced to the organization, principles and practices of ICD-Procedure Coding in this course. They are given an overview of ICD code sets related to procedure coding. Emphasis is on following current regulations and established guidelines in code assignment.

**HIM205 (HIM205ON) Procedural Coding***4 Credit Hours*

(Prereq.-BIO206) This course provides introduction to assigning accurate medical codes to procedures and medical services performed in an outpatient setting through the use of Healthcare Common Procedure Coding System Levels I and II. The Students are trained to use the Current Procedural Terminology (CPT) to code procedures following coding conventions and current guidelines. The sections from CPT book that are covered in this course are Evaluation and Management, Anesthesia, and Surgery Subsection Integumentary, Musculoskeletal, and Respiratory Systems.

**HIM206 Procedural Coding II***4 Credit Hours*

(Prereq.– HIM205) This course is a continuation of Current Procedural Terminology coding. The students will continue to learn to use terms and codes for reporting medical services, procedure supplies, and equipment through the use of Healthcare Common Procedure Coding System Level I and Level II coding systems. Encoder will be utilized in assigning codes to procedures in coding complex case studies, and students will recognize the use of the encoder in determining the NCCI and other code editors built into the systems.

**HIM208 Reimbursement Methodologies***4 Credit Hours*

(Prereq. – HIM201, HIM205; ENG090 and MAT090 if applicable) This course focuses on health care reimbursement systems, methodologies and payment process throughout the continuum of care. It provides an overview of government-

sponsored, commercial, and managed care insurance plans. Students learn the methods and guidelines used to ensure accuracy of diagnostic and procedural groupings to support accurate billing through claims management and reconciliation process. The components of revenue cycle management and its importance in fiscal stability are reviewed.

**HIM210 Advanced Coding***4 Credit Hours*

(Prereq.-HIM202, HIM206; HIM150-for HIM students only; ENG090, MAT090-if applicable) The purpose of this course is to provide students with an advanced knowledge of applying ICD-10 and CPT coding skills to accurately report diagnoses and procedures based on Uniform Hospital Discharge Data Set (UHDDS) guidelines of coding and reporting and the use of encoder software. Students will learn the role, principles, and applications of coding audits in the field of healthcare reimbursement for inpatient as well as outpatient services.

**HIM249 Principles of Health Care Management***4 Credit Hours*

(Prereq. – HIM101) This course provides the health care information management students with basic business and administrative principles applicable to diverse health care delivery settings. Emphasis is placed on organizational leadership, human resource development, training and development, and finance management pertaining to the health care delivery systems.

**HIM250 Quality Management in Health Care and Healthcare Statistics***4 Credit Hours*

(Prereq. – HIM101, MAT220) The Quality Management course is designed for health information management students to be able to understand and implement the role of quality of services for improving health outcomes. It provides the students with tools and methods for data analysis to evaluate the need of efficient use of resources allocated for health care, and how they can lead to better patient care outcomes. The students will calculate common statistical measures used by organizations in different healthcare settings in data collection and reporting.

**HIM298 RHIT Exam Success***4 Credit Hours*

(Prereq. – Must be taken in last term) This course will prepare the student for the Registered Health Information Technician (RHIT) certification exam. There is a strong emphasis on review and application of the six domains described in the RHIT content outline and knowledge statements published by AHIMA. The six domains include: Data Content Structure and Information Organization Access Disclosure Privacy and Security Data Analytics and Use of Revenue Cycle Management Compliance and Leadership. The students will need to register for the

certification exam before the last week of this course and have a date selected for the exam within three months of registration.

### **HIM299 Professional Practice Experience**

*4 Credit Hours*

(Prereq. – Must be taken in the last term) Professional Practice Experience (PPE) is an externship course developed to enhance student education in the field of career development during their last term of the Health Information Management program. This course provides a means in which students can bridge the gap from the classroom to the work environment. The experience provides meaningful exposure to the HIM practice environment all the while providing support and instruction to the student. Students will accomplish externship through a combination of simulations and in field experience. Externships may be located in a variety of traditional or non-traditional (insurance companies, consultants, health IT software vendor, etc.) sites and students will work under the supervision of the facility's staff and/or the course faculty.

## **Mathematics Courses**

### **MAT101 Understanding Mathematics**

*4 Credit Hours*

(Prereq. – MAT090 if applicable) Students taking this course will examine the fundamental principles of mathematical theory and grow to understand the logic and inter-relationship of various mathematical functions.

### **MAT214 Algebra**

*4 Credit Hours*

(Prereq. – MAT090 if applicable) Students will learn algebraic problem solving, radicals, quadratic equations, polynomials, inequalities, and applied problem solving.

### **MAT220 Algebra and Basic Statistics**

*4 Credit Hours*

(Prereq. MAT090, if applicable) This course introduces algebra topics and basic elements of exploratory data analysis. This course will cover constructing, evaluating and analyzing mathematical models, specifically linear and exponential functions, to represent relationships in quantitative data.

## **Medical Courses**

### **BIO206 Diseases of the Human Body**

*4 Credit Hours*

(Prereq. – BIO201, BIO202) This course examines diseases affecting the various tissues, organs and body systems. Topics include genetics, mental health disorders, and diseases affecting children and the older adult.

### **MED107 (MED107ON) Medical Terminology**

*4 Credit Hours*

Medical terminology is the language of medicine. Students will be taught using a systematic approach to word building and term comprehension based on the concepts of word roots, prefixes and suffixes. This course will provide the student the primary skills to use terminology to accurately describe the body and associated components, conditions, processes, and procedures. Students will learn terms pertaining to all the body systems and terms pertaining to pharmaceutical treatment.

### **MED110 Dosage and Calculation of Medications**

*4 Credit Hours*

(Prereq. – MAT090 if applicable) The core of the course involves the basis for proper calculation for medication dosages. Topics include dosage calculation, how to properly interpret medication labels and identification of equipment used for dosage measurement. A letter grade of “c” is required for successful completion of this course.

### **MED160 Health Care Law and Ethics**

*4 Credit Hours*

Introduction to law and ethics pertinent to medical careers. Topics include legal issues that are important to health care professionals, including the foundations of law and ethics as well as professional, social, and interpersonal health care issues.

### **MED175 Pharmacology I for the Medical Assistant**

*4 Credit Hours*

(Prereq. – MAT090 if applicable; Co-req.–BIO201, BIO202) This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, drug actions, and body responses. Topics include Federal Regulations such as the Controlled Substance Act, Pure Food and Drug Act, and Federal Food, Drug, and Cosmetic Act and Amendments. Other topics introduced in the course are dietary nutrients and their functions, sources, and signs of deficiencies. A minimum letter grade of “C” is required for successful completion of this course.

**MED202 Clinical Medical Assisting***4 Credit Hours*

The focus of this course is to introduce the students to entry-level clinical skills including: integrated clinical procedures, assisting with specialty examinations, and assisting with minor surgery. Information on patient education for health maintenance and disease prevention will be reinforced throughout the course. Blood borne pathogen and standard precaution training will be required in this course.

**MED205 Introduction to Pharmacology***4 Credit Hours*

Students will analyze the classes of medically approved drugs, their action, indications, side-effects, and interactions. A letter grade of a “C” is required for successful completion of this course.

**MED208 Medical Office Procedures***4 Credit Hours*

Course includes skills needed to handle administrative duties in a busy medical office, including: reception, telephone procedures, computer skills, and scheduling and office equipment usage. Topics include the electronic healthcare record, patient navigator, written and oral communications skills. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.

**MED218 Communication for the Healthcare Professional***4 Credit Hours*

(Prereq. – ENG090 if applicable) Effective communication is a critical skill for the healthcare professional. This course provides the basic skills to communicate orally and in writing within an interdisciplinary, multicultural, and multigenerational healthcare environment. The essential of communication and the “soft-skills” needed for entry level healthcare jobs and career success are taught.

**MED225 Pharmacology II for the Medical Assistant***4 Credit Hours*

(Co-req.–BIO206) This course examines the major drug classifications in relation to the treatment of diseases and disorders, including the effects of selected medications on pathophysiology. Topics include an analysis of the classes of medically approved drugs, their action, indications, side-effects, and interactions for the body systems including cardiovascular, urinary, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, nervous, integumentary, and ophthalmology. A minimum letter grade of “C” is required for successful completion of this course.

**MED249 Medical Billing and Coding Externship and Review***4 Credit Hours*

(Prereq: Must be taken in last term; HIM202, HIM206) This course includes on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Science Education. Students are encouraged to locate their own site; however, the selection and approval of the site remains the responsibility of the Director of Health Science Education. Any competencies performed at the site must be checked off as “satisfactory” for performance. Any student who misses 12 or more hours from the externship site will be withdrawn from the class. Content includes HIPPA regulations, and legal and ethical issues. A review to prepare for the Certified Professional Coder, CPC exam is provided.

**MED273 Invasive Clinical Procedures***4 Credit Hours*

(Prereq. – BIO201; MED202 and MED175 must be taken prior to or in conjunction with MED273) This course provides an introduction to the tools and skills used in the physician’s office laboratory by the Medical Assistant. Examples of skills taught are blood specimen collections including: venipuncture and capillary puncture; injection procedures; basic hematological procedures; clinical chemistry, and immunologic testing in the CLIA-waived laboratory. Instruction are given in medication administration and diagnostic testing. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

**MED275 Non-Invasive Clinical Procedures***4 Credit Hours*

(Prereq. – BIO202; MED202 must be taken prior to or in conjunction with MED275) Instruction will be provided regarding OSHA compliance with blood-borne (and airborne) pathogen; urinalysis procedures; basic microbiological principles and procedures; diagnostic imaging; nutrition for health and disease; spirometry testing, and electrocardiography. The basic elements of nutrition and dietary management will be reviewed. Principles of body mechanics and ergonomics will be taught and practiced. A minimum letter grade of “C” is required for successful completion of this course. Each student must demonstrate each skill identified in the course to the minimum stated level of competency for successful completion of the course or score an 85% on all skill-based competencies.

**MED285 Medical Office Finances***4 Credit Hours*

(Prereq. – MED208, MAT090 if applicable) This specialized course is designed to teach basic medical office skills. Instruction will be provided in the preparation of various medical forms and reports, and medical office financial procedures such as recording payments, reconciling bank statements, and general bookkeeping procedures. This course also provides detailed instruction in processing insurance claims including: ICD and CPT coding, completion of CMS1500 and other specialized insurance forms, and third party billing and reimbursements. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies.

**MED298 Medical Assisting Exam Success Class***4 Credit Hours*

(Prereq. – Should be taken in the final term and student must have completed all MAA core courses except for MED 285 and MED299) This course is designed to prepare the student for success on the Registered Medical Assistant (RMA) exam through a structured classroom review and testing to reinforce the student's recall and knowledge of materials presented throughout the program. This is a capstone course culminating with the student taking the RMA as the final examination. The success class consists of 30 direct instructional hours and 30 externship clock hour of on-site practical experience.

**MED299 Medical Assisting Externship***4 Credit Hours*

(Prereq. – Should be taken in the final term and student must have completed all of the MAA core courses except for MED 285 and MED298) The course will provide a real life-experience in an ambulatory care setting performing the skills and processes they have acquired through their studies. This externship consists of 132 clock hours of on-site practical experience.

**Pharmacy Technician Courses****PTA165 Pharmacy Law & Ethics***4 Credit Hours*

This course is designed to provide an overview of law and ethics affecting the pharmacy technician's role. Federal and state laws and regulations are reviewed. Special attention is given to the pharmacy technician's professional standards, and compliance with relevant legal, regulatory, formulary, contractual, and safety requirements.

**PTA178 Community Pharmacy Systems of Operation***4 Credit Hours*

(Co-Req.–PTA180) This course is an introduction to the operation of the community pharmacy with content areas devoted to the origins of the pharmacy, various drugs, dosage forms, delivery systems, and pharmacy billing and reimbursement. The evolving role regarding major trends, issues, goals, and initiatives taken within the pharmacy profession will be studied. Instruction regarding the roles and responsibilities of the pharmacy technician with emergent situations will be given.

**PTA180 Community Pharmacy Systems of Operation Laboratory***4 Credit Hours*

(Co-Req. or Prereq.–PTA178) In a simulated laboratory environment and with virtual pharmacy software, students' skills for dispensing, patient billing, purchasing, receiving, and inventory management will be developed. Scenarios allow for application of their skills and knowledge to respond to customer requests, and interact with the pharmacist or co-workers. The techniques and skills regarding medication recalls, data entry, database management, and patient education are practiced.

**PTA205 Pharmacology I for the Pharmacy Technician***4 Credit Hours*

This is the first in the series of pharmacology courses for the pharmacy technician. This course examines the basic principles of pharmacology, including drug nomenclature, dosage forms, administration routes, indications and uses, drug actions and clinical effects, adverse actions, side effects, and interactions. Pharmacy law topics include Federal laws such as the Controlled Substance Act, and the Federal Food, Drug, and Cosmetic Act and its amendments. Drug topics include dietary supplements, skin medications, drugs of the autonomic nervous system, and antineoplastic drugs. Classification of drugs by both body system and drug function will be examined.

**PTA207 Pharmacology II for the Pharmacy Technician***4 Credit Hours*

(Prereq: PTA205) This is the second course in the series for pharmacy technicians that examines the major drug classes in relation to the treatment of diseases and disorders, including the clinical effects of selected medications. Topics include an analysis of drug action, indications and uses, side-effects, adverse actions, and interactions for body systems including cardiovascular, renal, respiratory, endocrine, gastrointestinal, musculoskeletal, reproductive, central nervous system and ophthalmology. Classification of drugs by both body system and drug function will be examined.

### **PTA275 Intravenous Admixture and Compounding Laboratory**

#### *4 Credit Hours*

(Co-Req.–PTA278) This course will focus on the role of the pharmacy technician within an institutional pharmacy practice setting. The routes of administration for various medications, selection of appropriate supplies and equipment, and proper dosage calculations will be taught. Topics include the principles of aseptic technique, infection control and proper handling of hazardous materials. Sterile and non-sterile compounding techniques will be demonstrated. Through the use of the “virtual: pharmacy and laboratory procedures, students are provided with complex real-world scenarios allowing them the opportunity to utilize their skills and knowledge.

### **PTA278 Institutional Pharmacy Practice**

#### *4 Credit Hours*

(Prereq. – PTA178; Co-req.–PTA275) This course focuses on the pharmacy technician’s role within an institutional pharmacy setting. Instruction in routes of administration for various medications, selection of appropriate supplies and equipment, and proper calculation of dosages of medications will be provided. The basics of aseptic technique, infection control, and proper handling of hazardous materials will be taught.

### **PTA279 Community Pharmacy Technician Externship**

#### *4 Credit Hours*

(Prereq. – To be taken in the student’s next to last term, may take concurrently with PTA278 and PTA289; all other core courses completed except for PTA288, PTA289 and MED218) The student will be provided a real life-experience in the pharmacy setting to reinforce the skills and processes they have acquired through their studies. This externship consists of 120 clock hours of on-site practical experience.

### **PTA288 Pharmacy Technician Exam Success Class**

#### *4 Credit Hours*

(Prereq. – To be taken in final term and concurrently with PTA289) This course is designed to prepare the student for success on the Pharmacy Technician Certification Exam (PTCE) through a structured classroom review and testing to assess the student’s recall of materials presented throughout the program.

### **PTA289 Institutional Pharmacy Technician Externship**

#### *4 Credit Hours*

(Prereq. – To be taken in the student’s last term, all core courses completed except for PTA288 and MED218) Students who take this course will obtain valuable practical experience in an institutional pharmacy environment. Course work includes 120 clock hours of on-site practical experience.

## **Phlebotomy and ECG Technician Courses**

### **PEC110 Phlebotomy Techniques**

#### *4 Credit Hours*

(Prereq.- MED107, BIO201) This course serves as a practical introduction to the field of phlebotomy by discussing the role of the phlebotomist, reviewing medical terminology, and anatomy and physiology. Topics discussed include safety procedures, documentation, and other roles of a phlebotomist in healthcare. Students will practice phlebotomy skills for venipuncture and capillary punctures.

### **PEC115 ECG Interpretation**

#### *4 Credit Hours*

(Prereq.- MED107, BIO201) This course serves as a practical introduction of the basic fundamentals of electrocardiographic (ECG) devices and their use in the evaluation of cardiac rhythms. Students will learn how to perform ECGs, vital signs, and document cardiac rhythms. Content includes the analysis and interpretation of normal ECGs and basic dysrhythmias.

### **PEC198 Phlebotomy and ECG Review**

#### *4 Credit Hours*

(Prereq.- Must be taken in student’s last term and in conjunction with PEC199) This course is designed to prepare the student for success with the National Certified Phlebotomy Technician (NCPT) and National Certified ECG Technician (NCET) examinations. Instruction will be provided through a structured classroom review and testing to assess and support the student’s recall of materials presented throughout the program. This is a capstone course that culminates with the student completing the certification exams.

### **PEC199: Phlebotomy and ECG Externship**

#### *4 Credit Hours*

(Prereq.-to be taken in the student’s last term, PEC110, PEC115) This course provides students with the opportunity to receive hands-on experience in phlebotomy and with electrocardiography. Course work includes 120 clock hours of on-site experience under the supervision of the facility’s staff and/or Director of Health Science Education.

### **VEN199 Phlebotomy Directed Practice**

#### *4 Credit Hours*

(Prereq. – PEC110) This course includes 120 clock hours of on-site practical experience under the supervision of the facility’s staff and/or the Director of Health Care Education. Students also receive 10 hours of on-campus attendance for lecture review seminar to help them prepare for the Phlebotomy Technician Certification Examination.

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# Programs of Study

Every program curriculum offered at National College is specific to the health science fields and leads to well-defined employment positions. Our diploma programs prepare students for entry-level positions while students in the associate's degree programs take program-specific courses that enable them to be better prepared than most to meet the demands of their chosen field. But no matter what level of completion, our graduates are ready to compete.

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