



Catalog

National College Tennessee

A Degree of Difference... Since 1886

2017 | Effective Date: May 1, 2017

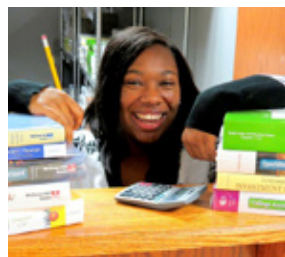
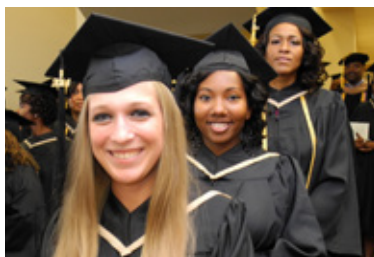


Table of Contents

The College	3
Overview of who we are and how we can help you achieve your goals	
Academic Calendars	7
Admissions	10
How to apply as a new or transfer student	
Academic Policies	15
Information on course credit, grades, honors, standards of progress, and requirements for graduation	
Standards of Satisfactory Academic Progress	21
Administrative Policies	26
Information regarding attendance, conduct, and withdrawals; tuition, other costs, and financial assistance	
Tuition Fees and Charges	40
Types of Financial Assistance	45
Grants, scholarships, loans, and work-study programs	
Career Programs	
Diplomas, Associate's Degrees	54
Administration and Organization	80
Campuses	82
Campus Locations	85
Undergraduate Course Descriptions	86
Specific class offerings in College Preparatory, Accounting, Business, Computers, English, General Education, Health Information Management, Information Technology, Logistics and Supply Chain Management, Mathematics, Health Science, Pharmacy Technician, Phlebotomy and ECG Technician	
Index	99

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 career counseling. 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,

A handwritten signature in black ink that reads "Frank Longaker". The signature is fluid and cursive.

Frank Longaker
President



Mission Statement

Mission Statement

National College is dedicated to the training and educating of men and women for a full life and a successful career in a number of general and particular fields. The College seeks to give students a broad competency in a field of specialization and an understanding of and respect for their own and others' ideas and thoughts. Graduates of National College should understand and practice their responsibilities to their families, their fellow men and their communities by becoming effective and contributing citizens.

As a collegiate institution offering educational credentials from diplomas to a master's degree, National College strives to develop each student intellectually, culturally and socially. The College is interested in each individual becoming proficient in the disciplines necessary for his and her success, with the training necessary to be self-sufficient and enterprising and with the background necessary to be constantly expanding his or her intellectual and cultural horizons.

Accreditation and Approvals

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

The Bartlett, Memphis, and Nashville 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 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 degree program offered at the Tennessee campuses in Bartlett, Memphis, and Nashville campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (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

In 1886, a group of visionary educators and business people saw a need for focused, career-based training in the southeastern United States. Roanoke National Business College was thus born, to fulfill the need for trained business, banking, accounting, administrative, and other professionals.

Through its first century, 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 college'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. The dormitories and large central campus gave way to multiple community-based campuses throughout Southwest Virginia, Kentucky, and Tennessee. Business curricula were supplemented by career-focused programs in computers and healthcare. Certificate programs were no longer the norm—students pursued more in-depth study leading to associate's degrees, and the college's first baccalaureate programs had been introduced. Also during this time, two other distinguished institutions—Kentucky College of Business, founded in 1941, and Fugazzi College of Business & Technology, founded in 1915—became part of National College.

In March of 2013, in recognition of the addition of graduate-level programs, diversification into programs such as ESL and corporate training, and increasing numbers of international students, National College's flagship Roanoke Valley Campus became American National University. Additional campuses will transition to the American

National University name, while other campuses continue to serve their communities under the National College name.

National College continues to offer our students the benefits of more than 125 years of excellence in career education, with a fundamental purpose of preparing students for both a “full life and a successful career.”

Purpose

The fundamental purpose of National College is to educate men and women for the duties and responsibilities of business life and to help place them in positions where there is opportunity for advancement.

The college attempts to instill in these graduates the ability to take the initiative in formulating their lives and to change in order to meet the challenges and demands of modern business. Our aim is to have the resources and curricula, staff and faculty that motivate students to be fully prepared for well-defined fields of employment.

Objectives

In keeping with the Mission of National College, the administration and faculty are dedicated to achieving the following objectives:

1. Provide a broad array of academic programs in business and technical areas to meet the needs of students and the community, enriched with a varied selection of general education instruction.
2. Provide students with facilities, curricula and equipment that are continually reviewed and updated to industry standards.
3. Provide educational environments in which students can examine and develop ethical values in professional, personal and business settings.

4. Assist employers in local communities by ensuring that graduates are educated in the professional and technical skills needed to become successful members of the work force.
5. Assist graduates in securing gainful employment through a total educational experience that will enhance their communication skills, self-confidence, and life-long learning ability, while developing the technical knowledge and skills to be successful in their chosen career.

Academics

Career opportunities in business, health care, and technology 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.

Curricula

A major strength of the College is its ability to quickly adjust the curriculum to changes in industry employment needs and in the career interests of students. Community representatives, serving as a Campus Advisory Board, provide current and timely advice relative to the employment needs of the area's business, health care, technical, and government organizations.

Structure and Design of Programs

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

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

The National College Library provides a full suite of library services, including research support, and provides an extensive collection of full text article databases and eBooks that are complemented by small, program-focused print collections at each campus.

The Library's electronic collections are comprised of magazine, newspaper, and academic journal articles, as well as reference materials that support the core programs of the College, including business, information technology, health care, and general education. The Library web site includes numerous guides to help students navigate the research process, and students can work with a librarian via live chat or can ask questions through the AskUs reference question system.

Library resources and services are provided to both current students and graduates of the College. Each campus houses dedicated computers through which students and graduates can access the library collections and interact with a librarian. Active students can also access resources from off campus using their College credentials, so the library resources and services are always available to them, and can be used to complete coursework and to maintain skills or stay current with the latest knowledge in their career field.

Career Services

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.

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.

Professional/Occupational Licensure and Certifications

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

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, 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

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

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

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), and at each campus in the Campus Director's, Admissions, and Student Services offices. Students requesting additional information, or who wish to receive

paper copies of information disclosed electronically, may obtain such information from the above sources.

Student Life

National College offers a friendly atmosphere which only a small college can provide. The College provides academic assistance that includes academic advising, tutoring, and student support services such as orientation and career counseling, all working together to provide a healthy and meaningful experience.

2017 Calendar

Term 170 - ONLINE ONLY

Term Begins	December 12, 2016
College Closed	December 24, 2016 – Jan. 1, 2017
Last Day of Term	February 25, 2017

Inter-Term Break – No Classes – February 26 – March 5, 2017

Term 171

Term Begins	January 23, 2017
Last Day of Term	April 1, 2017

Inter-Term Break – NO CLASSES – April 2, 2017 – April 9, 2017

Term 172 – ONLINE ONLY

Term Begins	March 6, 2017
Last Day of Term	May 13, 2017

Inter-Term Break – No Classes May 14, 2017 – May 21, 2017

Term 173

Term Begins	April 10, 2017
College Closed*	May 29, 2017
*Memorial Day Observed- Mandatory Makeup Day	June 3, 2017
Last Day of Term	June 17, 2017

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

Term 174 – ONLINE ONLY

Term Begins	May 22, 2017
Last Day of Term	July 29, 2017

Inter-Term Break – No Classes – July 30, 2017 – August 6, 2017

Term 175

Term Begins	June 26, 2017
College Closed*	July 3-4, 2017
*Independence Day Observed- Mandatory Makeup Days	July 8 and July 15, 2017
Last Day of Term	September 2, 2017

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

Term 176 – ONLINE ONLY

Term Begins	August 7, 2017
Last Day of Term	October 14, 2017

Inter-Term Break – No Classes – October 15, 2017 – October 22, 2017

2017 Calendar (continued)

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 178 – ONLINE ONLY

Term Begins	October 23, 2017
College Closed	November 20-24, 2017
College Closed	Dec. 24, 2017 – Jan. 1, 2018
Last Day of Term	January 13, 2018

Term 179

Term Begins	November 27, 2017
College Closed*	December 24, 2017 – Jan. 1, 2018
*New Year's Day- Mandatory Makeup Day	January 6, 2018
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
College Closed*	May 28, 2018
College Closed **	July 4, 2018
*Memorial Day Observed- Mandatory Makeup Day	June 2, 2018
**Independence Day Observed – Mandatory Makeup Day	June 30, 2018
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
College Closed*	September 3, 2018
*Labor Day Observed- Mandatory Makeup Day	September 1, 2018
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
College Closed*	November 19-23, 2018
*Thanksgiving Day Observed	
Last Day of Term	December 22, 2018

Admissions

Admission

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 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.

Admission Requirements

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. Students will sign an attestation on the enrollment application as to which of these credentials they have received. In addition, for Tennessee students, documentation of a student's high school diploma, GED, or state authorized examination must be received by National College, normally through the receipt of an official high school, GED, or state authorized examination transcript sent from the student's high school, home school, or other relevant agency. In rare circumstances, an exception to this

documentation requirement may be made by the college in consultation with the Tennessee Higher Education Commission.

Applying for Admission

To apply for admission, complete an Application for Admission and mail it to the campus you wish to attend or fill out an application online at www.national-college.edu. The addresses of campus locations are on page 85 of this catalog. The Application for Admission is considered complete when the application, enrollment agreement, Transferability of Credit Disclosure, and application fee 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.

Medical Assisting Admissions Requirements

Students enrolling in the Medical Assisting 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 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 may 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 Admission Requirements

Students enrolling in the Health Information Management 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 may 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 Admission Requirements

Students enrolling in the Pharmacy Technician 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 may 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 Office Professional and Medical Billing and Coding Admission Requirements

If students in the Medical Office Professional or Medical Billing and Coding programs 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 may 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.

Course Load

Students enrolled for 12 or more credit hours per term are considered full-time, and as such qualify for all College assistance and services. However, students are encouraged to take 16 or more credit hours to accelerate their education and career goals. Schedules may also be arranged for students to select less than a full-time course load if their circumstances prevent full-time attendance.

Students

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 21).

Matriculation

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

Students Transferring to National College

Prior collegiate work from an institution previously attended is accepted by National College when it is demonstrated that this work 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. Advanced Placement exams and Life 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, and the submission of a Life Experience Portfolio for review. Please refer to page 16 of this catalog for more information regarding nontraditional credit sources. The College neither guarantees nor assures that any credits taken at any other institution will be applicable to programs at National College or that credits taken in one program at National College will be applicable to other programs at National College. Certain programs offered at specific campuses of National College are programmatically accredited. Please see the College Catalog section on Approvals and Accreditation for additional information on those programs and campuses. 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 servicemembers. Academic residency can be completed at any time while active-duty servicemembers are enrolled. Reservists and National Guardsmen on active duty are covered in the same manner.

Students Transferring from National College

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.

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Academic Policies

Terms

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. Many high school students find it easier to make the transition from high school to the college work level by entering their program immediately after they complete high school.

Grade Reports

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 campus 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

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 on our website, www.national-college.edu or by visiting one of our campuses.

Standard Course Load and Program Lengths

A minimum full-time subject load is 12 credit hours (three 4-credit hour subjects). The recommended subject load is 16 credit hours. 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.

Articulation Agreements

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:

- Blue Ridge Community and Technical College
- Harrison College with ANU/NC*
- Virginia College Online with Roanoke, Harrisonburg, Dayton
- International American University and ANU/NC
- Ohio Valley College of Technology and ANU/NC
- Pennsylvania Institute of Health and Technology and ANU/NC
- Trumbull Business College and ANU/NC
- West Virginia Junior College and ANU/NC
- Moravian College and ANU – ESL Program

* Not all articulation agreements are applicable to all campuses. The institutions starred (*) above are for students attending a Tennessee campus of National College.

Student Advocacy

National College welcomes all applicants to engage Student Services to review possible avenues for experiential and other alternative means of credit attainment to provide an individualized degree program designed to maximize

opportunity and earn a degree as quickly and affordably as possible. National College believes in providing every opportunity for its students to be successful, and encourages applicants to provide any and all documentation they believe merits consideration to this process. Student Services may request additional information as necessary to ensure all possible avenues are considered.

Nontraditional Credit Allowance

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

The College recognizes the value of experiential learning as a part of the applicant's overall educational experience. If an applicant desires the College to evaluate work experience for credit, the applicant must:

1. Discuss the experience with your Admissions Representative, 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 Campus 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 appropriate. 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

All students will take the College Placement Evaluation prior to the start of class. Students who have not previously earned an Associate or Bachelor degree from an accredited institution are required to take placement evaluations in English and Math. This is regardless if 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 course associated with that placement evaluation in addition to their other curriculum requirement. 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).

Students enrolled in all IT programs will be given a computer literacy placement test. Students who do not achieve a score of 80% on this test will be required to take and pass IT090 (Basic Computing). The student will have 2 attempts to pass the course to continue in the program of study.

Advanced Placement Evaluations

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 Center.

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 the Student Services staff for more information on required documentation used for evaluation.

Credit by Examination

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.

Program Course Concentration and General Education

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 57-82 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.

Credit Designations

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.

Outside of Class Work

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.

Academic Year

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.

Code of Academic Integrity

Students are expected to complete their own work; therefore, cheating, plagiarism, or aiding or abetting cheating or plagiarism are prohibited. Students suspected of cheating should be addressed privately by the faculty or

staff member observing behavior or work which appears to violate the proscriptions listed below. Students should be given an opportunity to explain any suspicious work or circumstances. If the student's explanation does not resolve the issue, 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.

Appropriate disciplinary action will be determined by the Campus Director with recommendation from the instructor and may include: receiving a "0" on an assignment, failing the class, suspension from class, suspension from the College, expulsion from class or expulsion from the College.

The student may submit a written appeal to the Academic Review Committee. The decision of the Committee is final.

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 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 source.

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.

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 Administration. 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 21 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,” “WP” 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

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

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

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

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

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, PB, FF, RDROP, R, and AU are not included in the calculation of the CGPA.

Grading and Quality Point System

In all subjects, the following letter designations are used:

A (4 PTS)	Excellent
TA (4 PTS)	Transfer Excellent
B (3 PTS)	Above Average
TB (3 PTS)	Transfer Above Average
C (2 PTS)	Average
TC (2 PTS)	Transfer Average
D (1 PT)	Below average but passing Not passing for graduate courses
TD (1 PT)	Transfer Below Average but passing Not passing for graduate courses

F (0 PTS)	Failure
FS	(No Academic Value) Failure to Meet Enrollment Standards
I (0 PTS)	Incomplete
W	(No Academic Value) Withdrew
WP (0 PTS)	Withdrew Passing (Prior to April 10, 2017)
WF (0 PTS)	Withdrew Failing
R	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Course
RDROP	(No Academic Value, Highest Grade Calculated into CGPA) Repeated Drop Course
T	(No Academic Value) Transfer Credit
NC	(No Academic Value) Refresher Course
Y	(No Academic Value) Advanced Placement Evaluation after July 1, 1995
P (4 PTS)	Advanced Placement Evaluation prior to July 1, 1995
LW	(No Academic Value) Life Experience Credit
G (0 PTS)	No Grade Assigned
X, XA, XB, XC, XD	(No Academic Value) No Transfer Credit
PP	(No Academic Credit) Pass
FF	(No Academic Credit) Fail
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

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

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:

24-Credit Hour Program:

Students who have attempted 1–12 credit hours must have a CGPA of 1.0 and have successfully completed one-third of the hours attempted.

Students who have attempted 13–23 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 24 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

32-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 18–31 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.

Students who have attempted 32 or more credit hours must have a CGPA of 2.0 and have successfully completed two-thirds of the hours attempted.

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.

60-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 24–35 credit hours must have a CGPA of 1.0 and have successfully completed one-fourth of the hours attempted.

Students who have attempted 36–59 credit hours must have a CGPA of 1.5 and have successfully completed one-half of the hours attempted.*

Students who have attempted 60 or more credit hours must have a CGPA of 2.0 and 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)

Rate of Completion

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 timeframe.

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

Students dismissed from the institution for failing to make satisfactory progress will normally sit out for one term before being readmitted. After the student has been approved to return to the institution by the Academic Review Committee will make the determination if a student may return. 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

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

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

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 20.) The final grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Repetitions

See page 19 of catalog.

Non-Degree Credit Courses (Preparatory Courses)

Preparatory courses (Math, English, and Computer Literacy) 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 40)

Change Programs and Additional Degrees

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

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

Graduation

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.

The course graduation requirements are set forth in connection with each program offered by the College and are listed elsewhere in the catalog. (See “Career Programs” on page 57–78)

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. Additionally, students enrolled in the Bachelor’s program must complete a minimum of 56 credit hours after enrollment in the Bachelor’s program.

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, Associate’s, and Baccalaureate 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

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.

Dress Policy

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 campus; 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.

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

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.

Grievance Policy

The institution 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, 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.

- 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.
- 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.
 - b. 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 Grievance Procedures

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

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

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, 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.

Tobacco Policy

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

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.

Policy I: Class Hours Missed

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.

Policy II: Consecutive Days Missed

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 all classes 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 this date does not exceed the number of allowable absences according to the Class Hours Missed policy, the student may return on that date. If the student does not attend on that date, the student will be withdrawn from all class(es).

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

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

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. There will be no charge for the first program change. A fee of \$175 will be charged for each additional program change. The fee is due prior to the program change taking effect. Payment of the fee is by cash, check, or credit card. 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

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)

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 on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts 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 amounts 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 amounts 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

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

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 – Per term (in-state and out-of-state students)

Full-time (16 credit hours): \$5,072
 Full-time (12 credit hours): \$3,804
 Per Credit Hour: \$317

UNDERGRADUATE TUITION – Effective Term 175 (June 26, 2017) with the exception of benefit receiving Veterans at any campus.

Full-time (16 credit hours): \$6,592
 Full-time (12 credit hours): \$4,944
 Per Credit Hour: \$412

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

TECHNOLOGY FEE – A term fee (effective Term 159). This fee helps defray the cost of student's use of technology on campus. \$50 (This fee is not charged to a refresher enrollment.) Effective term 167: This fee will not be charged to student's whose tuition increased. It will still be charged to TN students whose tuition did not increase.

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.

PROGRAM CHANGE FEE – Students will be charged a program change fee with the second program change. This fee is due prior to the program change taking effect. Payment of the fee is by cash, check, or credit card. \$175

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

Additional Programmatic Charges

Medical Assisting:

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:

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's 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.

Medical Billing and Coding:

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.

Medical Office Professional (fees not applicable for 2017 version of this program):

NCMOA (National Certified Medical Office Assistant) CERTIFICATION FEE: Charged when registered for MOP299. \$90

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

Network Support—Associate:

CompTia A+, NET+ and MCSA (Microsoft Certified Solutions Associate) CERTIFICATION EXAMS. These charges are the responsibility of the student and are not paid through the university. \$703 + Tax

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 2015–2016 year.

	STUDENTS WITHOUT DEPENDENTS, LIVING WITH PARENTS	STUDENTS OTHER THAN THOSE WITHOUT DEPENDENTS LIVING WITH PARENTS
Housing	\$4,008	\$6,104
Transportation	\$2,193	\$2,193
Other Living Expenses	\$2,560	\$3,888

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. 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.

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 2016-17 Verification Worksheet, available through the FAO.
3. A statement signed by the student, and if the student is dependent, one parent, that indicates the receipt of SNAP funds by a member of the student's or parent's household in 2014 or 2015 (forms used for this purpose are available in the FAO).
4. Documentation of child support paid by the student, a student's spouse or a student's parent(s) in 2015.
5. 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.
6. 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.
7. 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 2016-17 verification is September 23, 2017, 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

International Students

Government-sponsored or Subsidized Programs

Programs sponsored or subsidized by the United States government are generally not available to foreign students. International students should consult their country's consul or ambassador for educational benefits sponsored by their home country or obtain a private sponsor before departing for study in the United States.

Study Abroad

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

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

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 45. In addition, students are encouraged to review the Department of Education document "Do You Need Money

for College 2016-17," available via the Financial Aid link at 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. 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 \$5,815 for the 2016-17 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.

2016–2017 deadlines:

Continuing Students as of 165	Nov. 7, 2016
New Students in 165 and 167	Nov. 7, 2016
New Students in 169 and 171	April 10, 2017
New Students in 173 and 175	June 26, 2017

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.

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.

Sure Success Grant

The Sure Success Grant is an institutional grant available beginning Term 169 for students transferring from ITT Technical Institute to the Memphis, Nashville, or Bartlett, TN, campuses. This grant is awarded in an amount equal to the cost of tuition less the amount of a student's Pell Grant award. This grant 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.

Partnership for International Education Scholarship

The Partnership for International Education Scholarship is designed to recognize, award, and assist international students who wish to study in the United States. The purpose of the scholarship is to help international students reach their goal of obtaining a career education at the post-secondary and graduate levels.

Initial Eligibility: Each calendar year, the first hundred international students who have a F1 or M1 Visa and have completed the application process may qualify for this scholarship.

Application Process: The application process consists of the submission of the following to an International Admissions Officer:

- A completed National College international student application and application fee
- A Partnership for International Education Scholarship form signed by the student
- A letter of sponsorship

Award: Eligible students will be awarded \$2,400 for each degree level – Associates, Bachelors and Masters. The scholarship is awarded in these amounts: \$200 per term for a 4 credit hour load, \$400 per term for an 8 credit hour load, \$600 per term for a 12 credit hour load, and \$800 per term for a 16 credit hour load. Scholarship payments are applied directly to students' tuition and fee charges on their student accounts.

Continued Eligibility at National College: Continued eligibility (from term to term and level to level), is contingent on students' continuous enrollment at the college. However, students who have had an interruption in their attendance due to a return to their home country for

Visa purposes or health issues may have the requirement for continuous enrollment waived and be eligible to receive the remainder of their award. Such students should discuss their situations with their Campus Director who will forward the information to the Regional Vice President of Operations who will make the final determination of eligibility.

National College will provide up to 100 Partnership for International Education Scholarships each calendar year. The certification of receipt of the Partnership for International Education Scholarship application will be based upon the date that it is received by an International Admissions Officer. The award year for the scholarship is defined as July 1st to June 30th. The total amount of funds allocated by National College for the scholarship is \$100,000 each award year. The availability of the scholarship will be evaluated at the end of each calendar year.

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 2016-17 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 2016-17 award year for students is \$2,000. Students may access www.tn.gov/collegepays 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 March

1. After March 1, remaining funds will be awarded to the neediest applicants who apply by March 1 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/collegepays 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/collegepays 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 2016-17,” a Department of Education publication, or go to www.studentaid.gov to determine whether, and under what circumstances, the interest subsidy benefit applies to you. “Do You Need Money for College 2016-17” is available on the college website, 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 2016-17” or go to 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. 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 2016-17,” 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, 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 47). 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' business skills and to provide experience for the business 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.

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.

Career Programs

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

Accounting

Business Administration Accounting, Associate’s Degree	57
Accounting, Diploma	59

Business Administration

Business Administration Management, Associate’s Degree	61
Business Administration, Diploma	63
Logistics/Supply Chain Management, Associate’s Degree	64

Health Science

Health Information Management, Associate’s Degree	67
Medical Assisting, Associate’s Degree	68
Medical Assisting, Certificate	69
Medical Billing and Coding, Diploma	70
Medical Office Professional 2017, Diploma	71
Medical Office Professional 2016, Diploma	72
Pharmacy Technician, Diploma	73
Pharmacy Technician, Associate’s Degree	73
Phlebotomy and ECG Technician	75

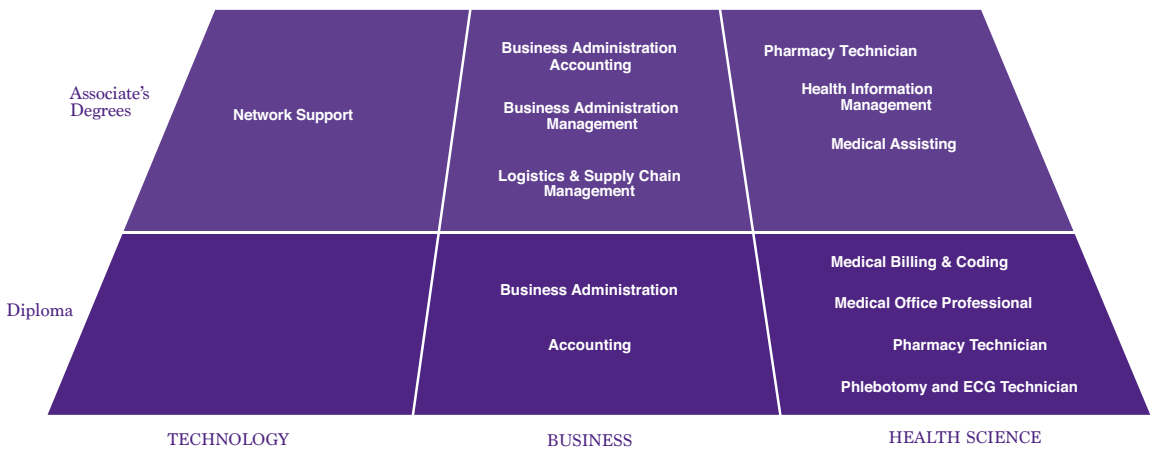
Information Technology

Network Support, Associate’s Degree	77
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*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.



Accounting

Accounting professionals are the lifeline of any organization, with the Bureau of Labor Statistics (www.bls.gov) listing accountants and auditors among “Occupations with the most job growth” as projected through 2022.

National College’s accounting programs combine rigorous technical accounting training with a general overview of business and a foundation in professional skills to prepare graduates for careers in this dynamic field.

Accounting programs are available at the diploma, associate degree, and bachelor’s degree levels, equipping new students and existing professionals alike with the skills necessary to cultivate a successful accounting career.



Sonya Angus—Accounting

Madison Campus

“I knew I was good at math, and accounting is a great field.”

Sonya Angus came to the Madison Campus two years after graduating high school to pursue a career in Accounting. She appreciated the small classes, real world experience, and one-on-one attention from instructors that she found at National College. Following graduation and the completion of her externship, Sonya was hired as an accounting clerk for a global food service supplier.

Business Administration – Accounting (BAA) Associate's Degree

The Business Administration Accounting associate degree program is designed to provide graduates with a solid core competency in general accounting practices, procedures, concepts, and theory. Students will gain the necessary training required to analyze transactions, prepare journal entries, and manage a company's payroll and books and will be prepared to assist in auditing and tax preparation utilizing industry standard accounting-based software. In addition to the principal course of study, students in this program will receive a foundation in computer technology and business organization.

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

ACC101 Principles of Accounting I	ACC203 Cost Accounting I
ACC102 Principles of Accounting II	ACC216 Income Tax
ACC110 Payroll Accounting	ACC320 Intermediate Accounting II
ACC115 Computerized Accounting	BUS125 Principles of Management
ACC200 Principles of Accounting III	COM151 The Microsoft® Office
ACC201 Intermediate Accounting I	MAT210 Business Math II

Career Support (Required) 20 total credit hours required

ACC313 Managerial Accounting	BUS225 Business Communications
BUS110 Business Math I	COM235 Spreadsheet Applications
BUS121 Principles of Economics	

General Education At least 1 from each discipline required, 24 total credit hours 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

POL202 Political Science
PSY127 Psychology
PSY200 Human Growth and Development

Physical/Natural Science

BIO101 Introduction to Biology
CHM105 General, Organic Biochemistry
ENV101 Environmental Science

Electives (Select 1 **) 4 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

** Based on availability

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

Accounting (ACC) Diploma

The Accounting diploma program provides students with both introductory skills and training in fundamental business practices with an emphasis on general accounting. Students will become familiar with the most widely-used accounting software. Upon completion of the accounting program, graduates will be able to assess, analyze, and interpret data and will have gained a deeper understanding of the accounting process.

60 credit hours required/120 quality points required All courses are 4 credit hours

Program Core (Required) 36 total credit hours required

ACC101 Principles of Accounting I

ACC102 Principles of Accounting II

ACC110 Payroll Accounting

ACC115 Computerized Accounting

ACC200 Principles of Accounting III

ACC203 Cost Accounting I

ACC216 Income Tax

COM151 The Microsoft® Office

COM235 Spreadsheet Applications

Career Support (Required) 16 total credit hours required

BUS110 Business Math I

BUS121 Principles of Economics

BUS225 Business Communications

ENG102 English Composition

Electives (Select 2 **) 8 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

** Based on availability

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

Business Administration

National College's business administration programs are designed for prospective students who are interested in managerial or administrative career opportunities in sales, business administration, management, operations, marketing, human resources, or office administration.

These programs will provide graduates with hands-on training in the basic theories, principles, concepts, and analytical tools used in business, with emphasis on computer technology, accounting, and a solid background in business administration. These skills are taught through an integrated curriculum that incorporates business fundamentals with critical thinking and decision-making skills.

Students from a variety of educational and career backgrounds can take advantage of the multiple degree levels available, advancing from diploma and associate's degree programs to the more focused and specialized baccalaureate program. The hallmark of the Bachelor of Business Administration program at National College is the unique emphasis on project management that helps prepare students for the Certified Associate in Project Management (CAPM) certification through the Project Management Institute.



Hope Durham—Business Administration

Nashville Campus

"I think the more education you have, the better off you're going to be."

After completing two deployments in Iraq, Hope Durham left the U.S. Army and was hired to work in the sterile process department of the VA Medical Center. She made the decision to return to school using the Post- 9/11 GI Bill benefits she'd earned while serving her country, in addition to National College's exclusive Armed Services Recognition Grant, which helped alleviate out-of-pocket expenses not covered by her GI Bill. Hope plans to use the skills she's gained in the business administration-management program at National to help her advance in her career at the VA Medical Center.

Business Administration – Management (MGT) Associate's Degree

In the Business Administration – Management associate degree program, students explore fundamental business principles and learn to apply problem-solving strategies to real-life scenarios. Students gain foundational knowledge in various functional areas of business, including accounting, human resources, marketing, and technology.

The broad knowledge gained will provide a solid base for entry into a wide range of business areas, such as marketing, sales, administration, human resources, accounting, and even business ownership.

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 44 total credit hours required

BUS101 Introduction to Business

BUS123 Practical Law

BUS125 Principles of Management

BUS218 Customer Service Management

BUS224 Organizational Leadership

BUS227 Human Resource Management

BUS228 Principles of Marketing

BUS350 Managing the Small Business

COM151 The Microsoft® Office

COM234 Desktop Applications

COM235 Spreadsheet Applications

Career Support (Required) 28 total credit hours required

ACC101 Principles of Accounting I

ACC102 Principles of Accounting II

BUS110 Business Math I

BUS121 Principles of Economics

BUS217 Organizational Behavior

BUS225 Business Communications

BUS270 Introduction to Project Management

General Education At least 1 from each discipline required, 24 total credit hours 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

POL202 Political Science

PSY127 Psychology

PSY200 Human Growth and Development

Physical/Natural Science

BIO101 Introduction to Biology

CHM105 General, Organic Biochemistry

ENV101 Environmental Science

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent
For program disclosure information, please visit <http://www.national-college.edu/programs/business-administrationmanagement-associates>.

Business Administration (BAM) Diploma

The Business Administration diploma program is designed to help build leadership and communication skills and to equip program graduates with a foundational knowledge of business principles and practices. In this program, students receive training in both theoretical concepts and the application of concepts to business-specific situations.

The Business Administration diploma program prepares students for entry-level employment using technology found in office environments of every size, including government agencies, corporations, medium and small businesses – or as a foundation for self-employment.

48 credit hours required/96 quality points required All courses are 4 credit hours

Program Core (Required) 24 total credit hours required

ACC101 Principles of Accounting I	BUS123 Practical Law
ACC102 Principles of Accounting II	BUS125 Principles of Management
BUS101 Introduction to Business	COM151 The Microsoft® Office

Career Support (Required) 16 total credit hours required

BUS110 Business Math I	COM235 Spreadsheet Applications
COM234 Desktop Applications	ENG102 English Composition

Electives (Select 2 *) 8 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

* Based on availability

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

Logistics/Supply Chain Management (LOG) Associate's Degree

The Logistics/Supply Chain Management program includes courses in logistics and systems support, transportation management, procurement and supply chain management, warehouse management, and inventory control. Students learn the principles of management, finance and regulatory compliance as it relates to the supply chain, distributors, retailers, and manufacturers.

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 40 total credit hours required

BUS223	Sales and Contract Law	SCM150	Procurement and Supply Management
BUS228	Principles of Marketing	SCM175	Purchasing Negotiation Principles
BUS270	Introduction to Project Management	SCM200	Warehouse Management
SCM101	Introduction to Logistics and Systems Support	SCM235	Regulatory Compliance for Logistics Managers
SCM110	Transportation Management: Inbound/ Outbound	SCM270	Inventory Management

Career Support (Required) 24 total credit hours required

BUS101	Introduction to Business	BUS225	Business Communications
BUS110	Business Mathematics I	COM151	The Microsoft® Office
BUS123	Practical Law	COM235	Spreadsheet Applications

General Education At least 1 from each discipline required, 24 total credit hours 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

POL202	Political Science
PSY127	Psychology
PSY200	Human Growth and Development

Physical/Natural Science

BIO101	Introduction to Biology
CHM105	General, Organic Biochemistry
ENV101	Environmental Science

Electives (Select 2 **) 8 total credit hours required

To be selected in consultation with the Academic Advisor to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

** Based on availability

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

Health Science

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 care 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 care-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 diploma, associate's degree, and bachelor's degree programs designed to allow you to seamlessly continue your education as you advance in your career.

Keiara Butler—Health Science

Madison Campus

"I got to be hands-on with the doctors [during my externship]—they were able to tell me what they needed and what they didn't and steer me in the right way."

Keiara Butler's dream of working in the medical field came true when she began working as a registered medical assistant in the cardiology clinic of one of the top children's hospitals in the nation. She was hired by the clinic after working there in the externship that was a part of her program at National College. Whether conducting EKGs or taking vitals, Keiara enjoys caring for her patients and most of all she loves seeing them smile.



Health Information Management (HIM) Associate's Degree

The Health Information Management degree program encompasses the disciplines of medicine, information management, and computer technology. The 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.

In addition to the principal course of study, students in the program will receive a foundational background in computer technology and will participate in an externship placement that will further provide practical work experience.

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 72 total credit hours required

BIO206	Diseases of the Human Body	HIM202	Clinical Classification Systems II
COM151	The Microsoft® Office	HIM205	Procedural Coding I
HIM101	Introduction to Health Information Management	HIM206	Procedural Coding II
HIM104	Legal and Ethical Practices in Health Information Management	HIM208	Reimbursement Methodologies
HIM150	Pharmacology for Health Information Management	HIM210	Advanced Coding
HIM160	Healthcare Delivery Systems	HIM249	Principles of Health Care Management
HIM200	Health Informatics	HIM250	Quality Management in Health Care
HIM201	Clinical Classification Systems I	HIM298	RHIT Exam Success Class
		HIM299	Professional Practice Experience
		MED107	Medical Terminology

General Education At least 1 from each discipline required, 24 total credit hours 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
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GEN241	Cultural Appreciation
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Social and Behavioral Sciences

POL202	Political Science
PSY127	Psychology
PSY200	Human Growth and Development

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

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

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

Medical Assisting (MAA) Associate's Degree

The Medical Assisting 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 the American Association of Medical Assistants (AAMA).

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 56 total credit hours required

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

Electives (Required) Select 4 16 credit hours students may only take two COM classes

ACC101 Principles of Accounting I	HIM202 Clinical Classification Systems II
COM151 The Microsoft Office *	PEC110 Phlebotomy Techniques +
COM234 Desktop Applications	PEC115 ECG Interpretation +
COM235 Spreadsheet Applications	PEC198 Phlebotomy and ECG Review +
BUS125 Principles of Management	PEC199 Phlebotomy and ECG Externship +
BUS225 Business Communications	VEN199 Phlebotomy Directed Practice +
HIM201 Clinical Classification Systems I	

General Education At least 1 from each discipline required, 24 total credit hours required

Written and Oral Communication

ENG102 English Composition*

Mathematics, Statistics, and Logic

LOG215 Thinking Critically
MAT101 Understanding Mathematics

MAT214 Algebra

Arts and Humanities

ETH205 Ethics

GEN241 Cultural Appreciation

Social and Behavioral Sciences

POL202 Political Science

PSY127 Psychology

Physical/Natural Science

BIO201 Basic Anatomy & Physiology I*

BIO202 Basic Anatomy & Physiology II*

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

+ Only offered to campuses approved to offer the PEC Program

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

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).

48 credit hours required/96 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

BIO206 Diseases of the Human Body

BIO201 Basic Anatomy & Physiology I

BIO202 Basic Anatomy & Physiology II

MED175 Pharmacology I for the Medical Assistant

MED202 Clinical Medical Assisting

MED208 Medical Office Procedures

MED225 Pharmacology II for the Medical Assistant

MED273 Invasive Clinical Procedures

MED275 Non-Invasive Clinical Procedures

MED285 Medical Office Finance

MED298 Medical Assisting Exam Success Class

MED299 Medical Assisting Externship

For all courses: See course description for applicable prerequisites.

For program disclosure information, please visit <http://www.an.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.

48 credit hours required/96 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

BIO201	Anatomy and Physiology I	HIM205	Procedural Coding
BIO202	Anatomy and Physiology II	HIM206	Procedural Coding II
BIO206	Diseases of the Human Body	HIM208	Reimbursement Methodologies
COM151	The Microsoft Office	HIM210	Advanced Coding
HIM201	Clinical Classification Systems I	MED107	Medical Terminology
HIM202	Clinical Classification Systems II		

Electives (Select 1)

HIM104	Legal and Ethical Practices in Health Information Management	MED249	Medical Billing and Coding Externship and Review
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For all courses: See course description for applicable prerequisites.

* Check course description for successful completion of course requirement(s)

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

Medical Office Professional 2017 (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.

36 credit hours required/72 quality points required All courses are 4 credit hours

Program Core (Required) 32 total credit hours required

COM151 The Microsoft Office	MED160 Health Care Law and Ethics
COM235 Spreadsheet Applications	MED208 Medical Office Procedures
ENG102 English Composition	MED218 Communications for Healthcare Professionals
MED107 Medical Terminology	MED285 Medical Office Finances

Electives (Select 1 **) 4 total credit hours required

ACC101 Principles of Accounting I
BUS125 Principles of Management

For all courses: See course description for applicable prerequisites.

** Based on availability

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

Medical Office Professional 2016 (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.

36 credit hours required/72 quality points required All courses are 4 credit hours

Program Core (Required) 32 total credit hours required

COM151 The Microsoft Office	MED202 Clinical Medical Assisting
ENG102 English Composition	MED208 Medical Office Procedures
MED107 Medical Terminology	MED218 Communications for Healthcare Professionals
MED160 Health Care Law and Ethics	MED285 Medical Office Finances

Electives (Select 1 **) 4 total credit hours required

ACC101 Principles of Accounting I	COM235 Spreadsheet Applications
BUS125 Principles of Management	MOP299 Medical Office Professional Externship and Review
COM234 Desktop Applications	

For all courses: See course description for applicable prerequisites.

* Check course description for successful completion of course requirement(s)

** Based on availability

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

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.

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

48 credit hours required/96 quality points required All courses are 4 credit hours

Program Core (Required) 48 total credit hours required

MED110	Dosage and Calculations of Medications	PTA205	Pharmacology I for the Pharmacy Technician
MED218	Communication for the Healthcare Professional	PTA207	Pharmacology II for the Pharmacy Technician
PTA165	Pharmacy Law and Ethics	PTA275	Intravenous Admixture and Compounding Lab
PTA178	Community Pharmacy Systems of Operation	PTA278	Institutional Pharmacy Practice
PTA180	Community Pharmacy Systems of Operation Laboratory	PTA279	Community Pharmacy Technician Externship
		PTA288	Pharmacy Tech Exam Success Class
		PTA289	Institutional Pharmacy Technician Externship

For all courses: See course description for applicable prerequisites.

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

Pharmacy Technician (PTA) Associate's 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).

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 60 total credit hours required

BIO206	Diseases of the Human Body	PTA180	Community Pharmacy Systems of Operation Laboratory
MED107	Medical Terminology	PTA205	Pharmacology I for the Pharmacy Technician
MED110	Dosage and Calculation of Medications	PTA207	Pharmacology II for the Pharmacy Technician
MED160	Healthcare Law & Ethics	PTA275	Intravenous Admixture and Compounding Lab
MED218	Communication for the Healthcare Professional	PTA278	Institutional Pharmacy Practice
PTA165	Pharmacy Law and Ethics	PTA279	Community Pharmacy Technician Externship
PTA178	Community Pharmacy Systems of Operation	PTA288	Pharmacy Technician Exam Success Class
		PTA289	Institutional Pharmacy Technician Externship

Electives (Choose 3) 12 total credit hours required

ACC101	Principles of Accounting I	BUS227	Human Resource Management
BUS125	Principles of Management	COM151	The Microsoft Office
BUS217	Organizational Behavior	COM234	Desktop Applications
BUS224	Organizational Leadership	COM235	Spreadsheet Applications
BUS225	Business Communications	HCM201	Introduction to Healthcare Management

General Education At least 1 from each discipline required, 24 total credit hours required

Written and Oral Communication

ENG102 English Composition*

Mathematics, Statistics, and Logic

LOG215 Thinking Critically

MAT101 Understanding Mathematics

MAT214 Algebra

Arts and Humanities

ETH205 Ethics

GEN241 Cultural Appreciation

Social and Behavioral Sciences

POL202 Political Science

PSY127 Psychology

Physical/Natural Science

BIO201 Basic Anatomy and Physiology I*

BIO202 Basic Anatomy and Physiology II*

For all courses: See course description for applicable prerequisites.

* This program requires this General Education course or equivalent

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

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. 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.

36 credit hours required/72 quality points required All courses are 4 credit hours

Program Core (Required) 36 total credit hours required

COM151	The Microsoft Office	PEC110	Phlebotomy Techniques
MED107	Medical Terminology	PEC115	ECG Interpretation
MED160	Health Care Law and Ethics	PEC198	Phlebotomy & ECG Review
BIO201	Basic Anatomy and Physiology I	PEC199	Phlebotomy & ECG Externship
BIO202	Basic Anatomy and Physiology II		

For all courses: See course description for applicable prerequisites.

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

Information Technology

Information and computer technology affects almost every aspect of modern life. Computer technicians, IT support specialists, and network administrators continue to be in high-demand.

The information technology (IT) programs at National College offer students the opportunity to learn from IT professionals in the field who provide a balance of theory with on-the-job relevance to the coursework.

Students train in computer labs using current technologies, where they tackle real-world challenges in which simulate the experiences they'll encounter on the job. In addition, our designation as a Microsoft IT Academy unlocks numerous opportunities for students to learn about the most widely used technologies in today's workplace.

Our IT bachelor's, associate, and diploma programs include lecture and lab training in courses centered around programming, databases, networks, security, software development, operating systems, and web development.

Our IT coursework is designed to deliver hands-on experiences enabling students to build, configure, create, maintain, and secure network infrastructures.

Many of our courses prepare students to sit for recognized industry certification exams, such as CompTIA Network+, Microsoft Certified Solutions Associate (MCSA), or Cisco Certified Network Associate (CCNA), among others. These valuable credentials help graduates stand out in today's competitive job market and broaden employment opportunities.

Terrence Glasgow—Information Systems Engineering

Bartlett Campus

U.S. Navy Veteran Terrence Glasgow, who is working as a system lane coordinator/claims representative for the Social Security Administration, already held a master's degree in information technology management but felt he was unable to advance in the IT field. He enrolled at National College to gain hands-on experience in IT to help him become job-ready for the IT field.

"I do have an advanced degree in information technology, but I didn't have any experience, so I came to National College to get some hands-on job training. I got to build a computer, got to set up a network, got to troubleshoot a network, and got a lot of valuable experience that I can use on my job now. It gave me the courage to apply for the positions I wanted."



Network Support (NET) Associate's Degree

The Associate of Network Support program prepares graduates as network and computer systems support engineers or analysts. These in-demand professionals are helping governments and industry respond to the challenges of today's technically complex work place. They possess skills in computer hardware, software, Local and Wide Area Networking. They are skilled in basic and advanced server configuration, server management, and security, as well as emerging virtualization and server cloud technologies.

The network support associate degree program will provide graduates with the foundation for pursuing a bachelor's degree in network administration, as well as the preparation to sit for recognized industry certifications, including CompTia's A+, NET+, and Microsoft Certified Solutions Associate (MCSA) .

96 credit hours required/192 quality points required All courses are 4 credit hours

Program Core (Required) 72 total credit hours required

COM151	The Microsoft Office	IT216	Client Configuration II
CS105	Introduction to Relational Database Management Systems	IT220	CISCO I
CY200	Security +	IT221	CISCO II
IT100	Electronics and Systems	IT230	Help Desk Remote Services
IT101	Implementing & Troubleshooting OS Technology	NET205	Windows Server Administration I
IT102	Computer Hardware Technology	NET227	Network Server Installation and Configuration
IT110	Network I	NET228	Network Server Core Services
IT111	Network II	NET229	Network Server Advanced Services
IT215	Client Configuration I	NET298	Network Administration Certification and Career Success

General Education At least 1 from each discipline required, 24 total credit hours 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

POL202	Political Science
PSY127	Psychology
PSY200	Human Growth and Development

Physical/Natural Science

BIO101 Introduction to Biology

ENV101 Environmental Science

CHM105 General, Organic Biochemistry

For all courses: See course description for applicable prerequisites.

**This program requires either MAT214 or MAT220 or equivalent.

For program disclosure information, please visit <http://an.edu/programs/networksupport>

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 with 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 full online programs, and blended programs that may include campus based classes, video conferencing classes, and online classes with emphasis in the IT field, Health Care field, and Management/Accounting field. Our programs offer a convenient and flexible medium for learning, and they are taught by caring faculty dedicated to your success. The e University support staff is ready to assist and advise students with financial aid, scheduling, books, tutoring, refresher courses, and career services.

There are certain hardware and software requirements for online courses. Necessary resources and equipment 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.

All fully online programs and any online courses are offered through the Roanoke Valley Campus through consortium agreement with the other National College/American National University Campuses. Only students enrolled through the Roanoke Valley Campus may take 100% of their program online. Students taking distance education classes through consortium agreement may take up to 49% of their program through that delivery mode, and still remain enrolled through their home campus.

Students may review the classes that are offered online by looking at the Undergraduate Course descriptions in the catalog. The courses that are listed with ON at the end are offered through online delivery. For example, this course is offered through ground and online delivery. ACC101 (ACC101ON) Please note that schedules are subject to change and not all courses are offered every term through online or on campus.

If you have a busy life but still want that degree or simply enjoy a flexible schedule, then earning your degree with American National University online may be the option for you. To find out more about program offerings in your area, please call (888) 410-6109.

Administration and Organization

The following campus locations operating as National College are owned and controlled by National College of Tennessee, Inc., a Kentucky corporation: Bartlett, TN; Memphis, TN; and Nashville, TN.

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

There is a Campus Advisory Board at each individual campus. Every member of the campus community has representatives on the committee. The membership of the committee includes a minimum of two members of the faculty, three outside members from the professional, technical, and/or business community (on those campuses which offer an Associate’s degree in a health care program, two additional outside members who must be licensed professional health care providers), one non-voting representative from the student population, one member from the student service area, one member of the Alumni, and one member from the administration.

The Campus Advisory Board meets two times a year or as required by the committee chairman. Minutes of committee meetings are to be maintained at both the campus and the office of the Regional Vice President of Operations. The Campus Director is responsible for notifying the President, Regional Vice President of Operations and the Program Development Committee of the local Campus Advisory Board’s findings and recommendations. Names of Campus Advisory Board members may be requested from the local Campus Director.

College Administrative Staff

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	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
Vice President of International Relations	Elizabeth Fondong
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
Institutional Coordinator of Academic Scheduling	Noel V. Denney
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

Larry J. Smith	Bartlett, TN
Larry J. Smith	Memphis, TN
Vacant	Nashville, TN

Whom To Contact

Students may contact the representatives listed below during regular business hours:

School security policies and crime statistics	Student Services Representative
Information on completion and graduation rates	Student Services Representative
School Information	Admissions Representative
Financial Aid Information	Student Services Representative

Campuses

National College—Bartlett, TN

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

The National College Bartlett campus offers associate's degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.



Staff

- Campus Director**– Larry J. Smith
- Administrative Assistant** – Camesha Jones
- Receptionist** – Lakisha Banks, Melanie Williams
- Admissions Representative** – LaShunta Wright, Jason Harris
- Student Services Representative** – Raya Banks
- Director of Health Science Education** – Morris Butcher
- Director of IT Programs** – Terrance Glasgow

Associate's Degrees/Associate of Applied Science

- Business Administration – Management
- Medical Assisting
- Pharmacy Technician

Diplomas

- Business Administration
- Medical Office Professional–2017
- Phlebotomy & ECG Technician

National College—Memphis, TN

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, a medical lab and a surgical technology suite.

The National College Memphis campus offers associate's degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.



Staff

Campus Director – Larry Smith

Administrative Assistant – Anina Norwood

Receptionists – Leroy Baymon, Laurice Brown

Admissions Representatives – Sharon Turner, Johnny McDonald

Student Services Representatives – Bridget Tate, Tracey Kocsis

Director of Health Information Management – Jenny Nguyen

Director of Health Science Education – Morris Butcher

Associate's Degrees/Associate of Applied Science

Business Administration – Accounting
 Business Administration – Management*
 Health Information Management
 Logistics/Supply Chain Management*
 Medical Assisting
 Network Support
 Pharmacy Technician*

Diplomas

Business Administration
 Medical Office Professional–2016

Certificates

Medical Assisting

*No longer enrolling

National College—Nashville, TN

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.

The National College Nashville campus offers associate's degrees and diploma programs in a range of high-demand fields, including business, health care and computer technology.



Staff

Campus Director – Vacant

Administrative Assistant/Receptionist – Susan Vonderheid

Admissions Representatives – De'Janel Henry

Student Services Representative – Chasitee Whitworth

Director of Health Science Education – Lawrence Luck

Associate's Degrees/Associate of Applied Science

Business Administration – Accounting
 Business Administration – Management*
 Medical Assisting
 Network Support*

Diplomas

Accounting
 Business Administration
 Medical Billing and Coding
 Medical Office Professional–2016
 Pharmacy Technician
 Phlebotomy & ECG Technician

Certificates

Medical Assisting

*No Longer Enrolling

Campus Locations

Administrative Office

National College—Tennessee

1638 Bell Rd.
Nashville, TN 37221
615.333.3344

Office Hours

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

National College—Tennessee

Bartlett

5760 Stage Rd.
Bartlett, TN 38134
901.213.1681

Nashville

1638 Bell Rd.
Nashville, TN 37211
615.333.3344

Memphis

2576 Thousand Oaks Cove
Memphis, TN 38118
901.363.9046

Undergraduate Course Descriptions

College Preparatory

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. A student not passing a placement evaluation or a student with a recommendation from the department chair will be required to take the required university preparatory course associated with that placement evaluation in addition to their other curriculum requirement. This requirement is for all academic programs, regardless of particular classes or prerequisites in the program. Preparatory course placement evaluations are 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.

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.

IT090 Basic Computing

4 Non-Degree Credits

Students taking this course will gain a solid understanding of the fundamentals of computers and computing as well as current trends in technology as they are applied in today's enterprise environment.

Accounting

ACC101 (ACC101ON) Principles of Accounting I

4 Credit Hours

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

ACC102 (ACC102ON) Principles of Accounting II

4 Credit Hours

(Prereq. – ACC101) This advanced course focuses on the principles of accounting as applied to inventory, tangible assets, owner's equity, and the wholesale or retail business. This course also provides a review of procedures for preparing end-of-the-year financial statements and the annual report.

ACC110 (ACC110ON) Payroll Accounting

4 Credit Hours

(Prereq. – ACC101) Payroll Accounting illustrates the methods of computing wages, deductions, and salaries; the methods of keeping records, and the preparation of government reports.

ACC115 (ACC115ON) Computerized Accounting

4 Credit Hours

(Prereq. – ACC102, COM151) Students will learn how to use the computer to apply the basic principles and procedures of accrual accounting. The focus of this course will include: general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs by using and familiarizing themselves with QuickBooks software.

ACC200 (ACC200ON) Principles of Accounting III

4 Credit Hours

(Prereq. – ACC102) This course focuses on corporate accounting. Students will learn about corporate organizations, capital stock, earnings and bonds, investments, branch operations, cost accounting, and financial statement analysis.

ACC201 (ACC201ON) Intermediate Accounting I

4 Credit Hours

(Prereq. – ACC200) This is the first in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of primary financial statements, revenues, receivables, and the use of present/future value techniques.

ACC203 (ACC203ON) Cost Accounting I

4 Credit Hours

(Prereq. – ACC200) This course provides students with an introduction to major topics including: job order costs; process costing; by-product and joint product costing; factory overhead planning and control; quantitative models for materials, and labor-related costs.

ACC216 (ACC216ON) Income Tax*4 Credit Hours*

(Prereq. – ACC101) This course provides students with an introduction to tax preparation for individuals.

ACC299 Accounting Externship*4 Credit Hours*

(Prereq. – Advisor's approval and completion of 48 credit hours with a CGPA of 2.0) Students will gain practical skills and hands-on experience by spending 120 clock hours in a supervised accounting environment.

ACC313 (ACC313ON) Managerial Accounting*4 Credit Hours*

(Prereq. – ACC200, BUS121) Students taking this course will learn accounting concepts used in managerial decision-making. Students will have the opportunity to apply these concepts to case studies. Course work focuses on the preparation of individual and corporate returns.

ACC320 (ACC320ON) Intermediate Accounting II*4 Credit Hours*

(Prereq. – ACC201) This is the second in a series of three courses that will provide students with a comprehensive study of the accounting process and methodology. Students taking this course will gain an in-depth knowledge of inventory; acquiring and writing off non-current assets; investments in debt and equity securities, and debt and equity financing.

Business**BUS101 (BUS101ON) Introduction to Business***4 Credit Hours*

This introductory course in modern business focuses on basic business terms, business concepts, organization structures, and the functions of business.

BUS110 (BUS110ON) Business Mathematics I*4 Credit Hours*

(Prereq. – MAT090 if applicable) Students will learn basic business math concepts, including number systems, fractions, decimals, the metric system, and problem solving.

BUS117 (BUS117ON) Supervision*4 Credit Hours*

Students taking this course will learn how to be effective supervisors. Topics for discussion include how supervisors inspire, empower and develop people so that they become more effective in their working roles, the supervisory function for employee and workplace safety, and the supervisor's responsibilities for planning

and decision-making.

BUS121 (BUS121ON) Principles of Economics*4 Credit Hours*

This course provides students with a study of how individuals attempt to satisfy their wants through consuming goods and services. Topics for discussion include: the U.S. economic system; government finance, and the consumption and distribution of the national wealth.

BUS123 (BUS123ON) Practical Law*4 Credit Hours*

Students taking this course will discuss the United States Constitution as it relates to the business community, commercial paper, negligence, criminal law, bankruptcy, and employment law.

BUS125 (BUS125ON) Principles of Management*4 Credit Hours*

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

BUS210 (BUS210ON) Business Mathematics II*4 Credit Hours*

(Prereq. – BUS110) Students will build on skills they acquired in Business Math I. Emphasis is placed on such topics as simple interest, the discounting process, compound interest, and present values.

BUS217 (BUS217ON) 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.

BUS218 (BUS218ON) Customer Service Management*4 Credit Hours*

(Prereq.-BUS101) The focus of this course is Customer Relationship Management (CRM), a strategic methodology emphasizing the centrality of customers to an organization's existence. The course examines best practices in enhancing customer relationships over time which enhances an organization's competitive position and increases its profitability.

Through case studies, class discussion, projects and presentations, the student will gain a firm understanding of the key decision variables required to successfully adopt and use the CRM methodology in marketing environments. Strong customer relationships also rely upon personal selling and sales strategy, featured in the second part of this course.

BUS223 (BUS223ON) Sales and Contract Law*4 Credit Hours*

This course provides an examination of the principles of law as they relate to contract and the application of the uniform commercial code as it relates to sale-of-goods contracts.

BUS224 (BUS224ON) 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 (BUS225ON) 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 (BUS227ON) 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.

BUS228 (BUS228ON) Principles of Marketing*4 Credit Hours*

This course focuses on the concepts and practices of the marketing function. Students taking this course will examine both macro- and micro-environmental variables as they influence the marketing function.

BUS270 (BUS270ON) Introduction to Project Management*4 Credit Hours*

Students will be guided through a four-phase systematic approach to project concepts, study, design, and implementation. Course work will include real world case studies that emphasize aspects of the project phases.

BUS350 (BUS350ON) Managing the Small Business*4 Credit Hours*

(Prereq. - BUS101, BUS228) This course examines the various aspects of starting, acquiring, and operating a small business enterprise. Students will discuss various problems encountered by small businesses.

Computers**COM151 (COM151ON) 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 (COM234ON) 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 (COM235ON) 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.

COM299 Computer Externship*4 Credit Hours*

(Prereq. - Completion of 48 credit hours with a CGPA of 2.0) Students will have an opportunity to explore potential computer career paths and gain hands-on experience by working 120 hours in a business or organization under the supervision of experienced professionals.

English**ENG102 (ENG102ON) 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 (ENG126ON) Oral Communication*4 Credit Hours*

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

General Education**BIO101 (BIO101ON) 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 (BIO201ON) 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 (BIO202ON) 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 (CHM105ON) 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 (ENV101ON) 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 (ETH205ON) 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 (GEN241ON) 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 (LOG215ON) 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 (POL202ON) 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 (PSY127ON) 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 (PSY200ON) 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
MAT419	Introduction to Statistics

Health Information Management**HIM101 (HIM101ON) 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 (HIM104ON) Legal and Ethical Practices in Health Information Management*4 Credit Hours*

(Prereq. – HIM101 in HIM program only) 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 Introduction to Pharmacology*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 (HIM200ON) 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 (HIM201ON) Clinical Classification Systems I*4 Credit Hours*

(Prereq. – BIO206) This course introduces students to the organization, principles and practices of ICD –Diagnosis coding. They are given an overview of ICD code sets related to diagnosis coding. Emphasis is on accuracy of code assignment following current regulations and established guidelines.

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

(Prereq. – HIM201) 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) In this course students learn to use terms and codes for reporting medical services, procedures supplies, and equipment through the use of Health Care Common Procedure Code System (HCPCS) level I and Level II coding systems, with emphasis on Level I or Current Procedural Terminology (CPT). They are trained to use the CPT coding manual to locate relevant entries accurately and assign them to services and procedures following coding conventions, current guidelines, modifiers, and code symbols.

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.

HIM208 (HIM208ON) 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 (HIM210ON) Advanced Coding*4 Credit Hours*

(Prereq. – HIM202, HIM206, HIM150; ENG090 and MAT090 if applicable) This course provides the means in which students apply comprehensive coding skills in coding from clinical case studies. Complex code assignment using CPT, HCPCS level II, ICD diagnosis and procedure coding based on Uniform Hospital Discharge Data Set (UHDDS) guidelines will be practiced to increase

accuracy of code sequencing and selection. Principles and applications of auditing, diagnostic and procedural grouping will be discussed. Students will use encoders and groupers to code health records.

HIM249 (HIM249ON) 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 (HIM250ON) 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 (HIM298ON) 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 seven domains described in the RHIT content outline and knowledge statements published by AHIMA. The seven domains include: Data Analysis and Management, Coding, Compliance, Information technology, Quality, Legal, and Revenue Cycle. The students will take the RHIT certification exam during the last two weeks of this course.

HIM299 (HIM299ON) 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 clinical sites and students will work under the supervision of the facility's staff and/or the course faculty.

Information Technology

CS100 (CS100ON) Introduction to Computer Science

4 Credit Hours

(Prereq.—IT090 if applicable) Students taking this course will gain a broad knowledge of the current practice of Computer Science including coverage of multicore and parallel systems, cloud computing wireless communications, embedded computing, agile software development, emerging programming languages (Go and F#), and new models of e-commerce.

CS105 (CS105ON) Introduction to Relational Database Management Systems

4 Credit Hours

This course provides a vendor-neutral survey of Relational Database Management Systems Technology. Students will study the relational model and relational design including E-R diagramming and normalization techniques. The course introduces the student to Query-by-Example (QBE) and Structured Query Language (SQL) and introduces the fundamentals of database administration and management, data integrity and data security.

CY200 (CY200ON) Security+

4 Credit Hours

(Prereq.—IT110 and IT111) This course provides students with the knowledge and skills necessary to understand the core concepts of computer and network security. This course explains key security concepts including understanding threats to a computing infrastructure, securing a network infrastructure, understanding encryption technologies, securing communication and applications, and responding to security incidents. This course is designed to help prepare students for the CompTIA Security+ Certification Examination.

IT100 Electronics and Systems

4 Credit Hours

(Prereq.—IT090 if applicable) Students taking this course will obtain a background in electronics, sources of electricity, circuits, safety, and its use in computer components.

IT101 Implementing & Troubleshooting Operating Systems Technology

4 Credit Hours

(Prereq.—IT100) This course is designed to prepare students for CompTIA A+ Essentials Certification examination (220-802). Topics include operating system fundamentals; operating system architecture; comparison of operating systems; the boot

process; installing, configuring, supporting, and upgrading operating systems; diagnosing and troubleshooting operating systems, and file systems. Students will also be introduced to networking, hard drive support, and Internet concepts and configurations as related to operating systems. At the conclusion of the course students will sit for the CompTIA A+ Essentials examination.

IT102 Computer Hardware Technology

4 Credit Hours

(Prereq.—IT100) This course is designed to prepare students for the CompTIA A+ Practical Application Certification examination (220-801). Students taking this course will develop the knowledge and hands-on skills necessary to install, troubleshoot, service, and support microcomputer hardware. At the conclusion of the course students will sit for the CompTIA A+ Practical Application examination.

IT110 Network I

4 Credit Hours

Students taking this course will prepare for the CompTia Net+ certification. They will use their knowledge of networking technology for local area networks (LANs), wide area networks (WANs), and the Internet.

IT111 Network II

4 Credit Hours

(Prereq.—IT110) Students taking this course will obtain an understanding of networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. As well as prepare them for the CompTia NET+ certification.

IT215 (IT215ON) Client Configuration I

4 Credit Hours

(Prereq.—IT102) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT216 (IT216ON) Client Configuration II

4 Credit Hours

(Prereq.—IT102) Students taking this course will obtain the knowledge and skills necessary to implement, administer, and troubleshoot a desktop operating system in a network environment. This course aligns with the objectives in the Microsoft certification for client configuration.

IT220 CISCO I

4 Credit Hours

(Prereq.—IT110, IT111)

Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND1 blueprint from Cisco Systems.

IT221 CISCO II*4 Credit Hours*

(Prereq.—IT220) Students taking this course will obtain a strong foundation in each aspect of computer networking. This course aligns with the objectives in the ICND2 blueprint from Cisco Systems.

IT230 (IT230ON) Helpdesk Remote Services*4 Credit Hours*

(Prereq.—IT101, IT102) Students completing this course will be able to understand concepts that a service and help desk use to solve simple to complex computer and server issues. These issues will be addressed using phone, remote services, and face to face interaction. Upon completion of the course the student will have also acquired skills necessary to measure performance and manage a service and help desk environment.

NET205 Windows Server Administration I*4 Credit Hours*

(Prereq.—IT111) This course provides students with a broad understanding of Microsoft Windows Server 2016 as well as the knowledge and skills necessary to plan, implement, administer, and troubleshoot Windows Server 2016 in an Active Directory domain environment.

NET227 Network Server Installation and Configuration*4 Credit Hours*

(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on implementing, managing, maintaining, and provisioning services and infrastructure using Windows Server 2012. It covers the initial implementation and configuration of core services, such as Active Directory Domain Services, networking services, and Hyper-V configuration.

NET228 Network Server Core Services*4 Credit Hours*

(Prereq.—NET205) Students taking this course will build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an enterprise environment. This course focuses on mastery of core services such as user and group management, network access, and data security.

NET229 Network Server Advanced Services*4 Credit Hours*

(Prereq.—NET205) Students taking this course will build the skills and knowledge necessary to implement advanced Windows Server 2012 Services in an enterprise environment. This textbook focuses on mastery of fault tolerance; load balancing, failover clustering, certificate services and identity federation.

NET298 (NET298ON) Network Administration Certification and Career Success*4 Credit Hours*

(Prereq.— To be taken in the final term) This course is designed to prepare students for success on Microsoft Certification Examinations 70-410: Installing and Configuring Windows Server 2012, 70-411: Administering Windows Server 2012 and 70-412: Configuring Advanced Windows Server 2012 Services through structured classroom review and testing to assess the student's recall understanding and ability to apply the material presented throughout the program. This is a capstone course that will culminate with the student sitting for these Microsoft certification examinations as part of the course final examination. Additionally, students taking this course will prepare to effectively prepare a technical resume, conduct a job search, interview and secure a position in the IT industry.

Logistics/Supply Chain Management**SCM101 (SCM101ON) Introduction to Logistics and Systems Support***4 Credit Hours*

This course provides students with an introduction to logistics and systems support analysis and reference to MIL-STD and deviation requirements. Course work includes a survey of integrated logistics support theory and practice and the role of logistic analysis. The role of a logistics support analysis plan, its method of construction, and its use in real systems will also be discussed.

SCM110 (SCM110ON) Transportation Management: Inbound/Outbound*4 Credit Hours*

Students taking this course will learn the various modes of transportation and their significant differences in operations, lead time, and costs.

SCM150 (SCM150ON) Procurement and Supply Management*4 Credit Hours*

This course examines traditional logistic issues with emphasis on the supply chain. It offers a broader perspective, studying internal functions of an organization to the exclusion of issues that relate to the supply chain.

SCM175 Purchasing Negotiation Principles*4 Credit Hours*

Students taking this course will learn the difference between persuasion and negotiation.

SCM200 Warehouse Management*4 Credit Hours*

(Prereq. – SCM101) Students who take this course will learn physical distribution, supply chain management, distribution centers, and supply chain operations.

SCM235 Regulatory Compliance for Logistics Managers*4 Credit Hours*

This course will examine the state and federal laws regarding logistics and address topics such as risk management, safety, sanitation, and accident prevention. Additional topics include ethics in negotiation and legalities in purchasing contracts.

SCM270 (SCM270ON) Inventory Management*4 Credit Hours*

This course places emphasis on dynamic warehouse management and the process of building a data warehouse.

Mathematics**MAT101 (MAT101ON) 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 (MAT214ON) Algebra*4 Credit Hours*

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

MAT220 (MAT220ON) 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**BIO206 (BIO206ON) 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 (MED110ON) 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 for MAA majors only.

MED160 (MED160ON) 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 for MAA majors only.

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 (MED205ON) 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 for Medical Assisting students.

MED208 Medical Office Procedures*4 Credit Hours*

Students taking this course will develop the skills they need to handle administrative duties in a busy medical office including: reception, telephone procedures, scheduling, and office equipment usage. Students will learn how office computers are integrated into medical office settings. A variety of class projects and writing assignments will help students to develop strong written communications skills. General management duties covered in the course include: orientation, policies and procedures, maintaining licenses, liability, and accreditation. A minimum letter grade of “C” is required for successful completion of this course and a score of 85% on all skill-based competencies for medical assisting majors.

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 for MAA majors only.

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 for MAA majors only.

MED298 (MED298ON) 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.

MOP299 Medical Office Professional Externship and Review*4 Credit Hours*

(Prereq: Must be taken in the final term; MED202, MED208. Coreq: MED285, MED218)- This course includes 75 clock hours of on-site practical experience under the supervision of the facility’s staff and/or the Medical Program Director. Students are encouraged to locate their own site, however, the selection and approval of the site remains the responsibility of the Medical Program Director. Provider level CPR certification and first aid training are required prior to externship. 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. Receipt of the NCMA certification is contingent on graduation from the Medical Office Professional program. This is a capstone course to prepare students to sit for the National Medical Office Assistant certification exam through a structured review and testing to assess the student’s recall of materials presented throughout the program.

Pharmacy Technician**PTA165 (PTA165ON) 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 (PTA178ON) 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 (PTA205ON) Pharmacology I for the Pharmacy Technician*4 Credit Hours*

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 for MAA majors only.

PTA207 (PTA207ON) Pharmacology II for the Pharmacy Technician

4 Credit Hours

(Co-Req. or Prereq.—PTA205) 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 for MAA majors only.

PTA275 (PTA275ON) 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 (PTA278ON) 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 (PTA288ON) 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

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.

Index

A	
Academic Honors	20
Academic Policies	15
Academics	4
Academic Year	18
Accommodation Policy	6
Accounting	56, 59
Degrees	
Accounting	59
Business Administration – Accounting	57
Accreditation	2
Accreditation and Approvals	2
Additional Avenues of Resolution	31
Additional Costs	41
Additional Programmatic Charges	40
Health Information Management	40
Medical Assisting:	40
Medical Billing and Coding	41
Medical Office Professional	41
Pharmacy Technician (Associate’s Degree)	40, 41
Pharmacy Technician (Diploma)	41
Surgical Technology	41
Administration and Organization	80
Administrative Offices	85
Administrative Policies	26
Admission of International Students	10
Admission Requirements	11
Health Information Management	11
Medical Assisting	10, 14
Medical Office Professional and Medical Billing and Coding	11
Nursing	12
Pharmacy Technician	12
Surgical Technology	12
Admissions	10
Advanced Placement Evaluations	16
Application of Standards	24
Apply for Financial Assistance	44
Applying for Admission	11
Armed Services Recognition Grant	45
Attendance Policy	32
B	
Blue Ribbon Grant	46
Business	
Course Descriptions	87
Business Administration	60, 63
Degrees	
Business Administration	63
Business Administration – Management	61
Logistics/Supply Chain Management	64
Business Administration – Accounting	57
Business Administration – Management	61
Business Partnership Grant	47
C	
Calendar	
2017 Calendar	7, 8
2018 Calendar	9
Campuses	82
Bartlett, TN	82
Memphis, TN	83
Nashville, TN	84
Campus Locations	85
Campus Security	32
Career Programs	54
Career Services	4
Change Programs and Additional Degrees	24
Changing Programs	35
Cheating	18
Code of Academic Integrity	18
College Placement Evaluations	16
Computers	
Course Descriptions	88
Conduct/Dismissal Policy	26

Consumer Information	6	Federal Student Loans	51
Cost and Financial Planning	39	Federal Direct Loans	51
Course Descriptions		Federal Direct PLUS Loans	51
Accounting	86	Federal Perkins Loans	51
Business	87	Federal Supplemental Educational Opportunity Grant	45
College Preparatory	86	Federal Work Study	52
Computers	88	Final Financial and Academic Transactions	44
General Education	88	Financial Aid Warning as a Regular Student	22
Health Information Management	90	Financial Assistance	45
Information Technology	92	Financial Assistance Eligibility	41
Logistics/Supply Chain Management	93		
Mathematics	94	G	
Medical	94	General Education	
Pharmacy Technician	96	Course Descriptions	88
Phlebotomy and ECG Technician	97	Grade Reports	15
Course Descriptions (Undergraduate)		Grading and Quality Point System	20
Phlebotomy and ECG Technician	97	Graduation	24
Course Incompletes	19, 24	Grants	45
Course Load	12	Federally Funded	45
Credit by Examination	17	Federal Pell Grant	45
Credit Designations	18	Federal Supplemental Educational Opportunity Grant	45
Credit Granted for Life Experience	16	Iraq and Afghanistan Service Grant	45
Cumulative Grade Point Average	20	Institutional Grants and Scholarships	45
Curricula	4	Armed Services Recognition Grant	45
		Blue Ribbon Grant	46
D		Business Partnership Grant	47
Definitions	27	Fast Track Grant	46
Dismissed as a Regular Student (Financial Aid Denial)	23	Friendship Grant	46
Distance Education Course	79	Joseph E. Hurn Scholarship	49
Dress Policy	26	National College Opportunity Grant	47
Drop/Add Period	18	Partnership for International Education Scholarship	48
		Private Loan Supplemental Grant	47
E		Sure Success Grant	47
Emergency Medical Technology – Paramedic		University Grant	47
Admissions Requirements	12	Workforce Development Grant	48
Employer Tuition Assistance Program	52	State Funded	49
		Tennessee Student Assistance Award Program	49
F		Grievance Policy	28
Family Educational Rights and Privacy Act (FERPA)	33		
Fast Track Grant	46	H	
Federal Direct Loans	51	Health Information Management	67
Federal Direct PLUS Loans	51	Course Descriptions	90
Federal Pell Grant	45		
Federal Perkins Loans	51		

Health Science		Medical Office Professional	71
Course Descriptions	94	Mission Statement	2
Degrees		N	
Health Information Management	67	National College Opportunity Grant	47
Medical and Health Services Management	69	Network Support	77
Medical Assisting	68, 69	No Grade Assigned	19
Medical Billing and Coding	70, 73	Non-Degree Credit Courses (Preparatory Courses)	24
Medical Office Professional 2016	72	Nontraditional Credit Allowance	16
Medical Office Professional 2017	71	Notice of Non-Discrimination	5
Pharmacy Technician	73	Numbering of Courses	17
Phlebotomy and ECG Technician	75	O	
Heritage	3	Objectives	3
I		Office Hours	85
Information Systems Engineering		Order of Refunds	38
Course Descriptions	92	Order of Return of Title IV Funds and Title IV Overpayments	37
Information Technology	76	Outside of Class Work	18
Course Descriptions	92	P	
Degrees		Pharmacy Technician	73
Cybersecurity	77	Course Descriptions	96
Network Support	77	Phlebotomy and ECG Technician	75
Institutional Dismissal Appeal Procedures	23	Course Descriptions	97
Institutional Work Study	52	Plagiarism	18
International Students	44	Policy I: Class Hours Missed	33
Iraq and Afghanistan Service Grant	45	Policy II: Consecutive Days Missed	33
J		Private/Education Loans	51
Joseph E. Hurn Scholarship	49	Private Loan Supplemental Grant	47
L		Professional/Occupational Licensure and Certifications	5
Leave of Absence	23	Program Course Concentration and General Education	17
Logistics/Supply Chain Management	64	Program Revisions and Course Substitutions	17
Associate's Degree	64	Purpose	3
Course Descriptions	93	Q	
M		Quality Point System	20
Mathematics		R	
Course Descriptions	94	Rate of Completion	22
Matriculation	12, 14	Refresher Privileges	35
Maximum Time Frame	21	Refund Policies	36
Medical Admissions Requirements	11, 14	Refund Procedures	38
Medical and Health Services Management	69	Refunds and Adjustments	35
Medical Assisting	68		
Medical Billing and Coding	70		

Reinstatement Following Institutional Dismissal.23
 Repetitions19, 24
 Resources for Research4
 Return of Title IV Funds37
 Rights and Responsibilities of Financial Assistance Recipients43

S

SAP Calculation21
 Scholarships50
 State
 Dependent Children Scholarship Program.50
 Ned McWherter Scholars Program50
 Sexual Misconduct Grievance Procedures29
 Sexual Misconduct Policy27
 Standard Course Load and Program Lengths.15
 Standards of Satisfactory Academic Progress.21
 Structure and Design of Programs4
 Student Advocacy15
 Student Health Services.6
 Student Life.6
 Students12
 Students Transferring from National College13
 Students Transferring to National College12
 Substance Abuse Prevention Program.32

T

Terms15
 Tobacco Policy32
 Transcripts15
 Transfer of Credit25
 Transfer of Credits19
 Tuition Fees and Charges40
 Tuition Payment Plan52

V

Verification Policy42
 Veterans Administration Refund Procedure39
 Veterans Affairs Work Study Program52
 Victims’ Rights Under Sexual Harassment Policy28

W

Welcome1
 Whom To Contact81

Withdrawals19, 23
 Workforce Development Grant48
 Work Study Programs52

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Programs of Study

Every program curriculum offered at National College is specific to the business, technology, or healthcare fields and leads to well-defined employment positions. Our diploma programs prepare students for entry-level positions while students in the associate's degree and baccalaureate 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.

Business

National College business programs provide students with the most efficient methods in business organization and management so they can meet the demands of modern companies and organizations. From diplomas in Accounting to an associate's degree in Business Administration Management, National offers programs that allow a wide variety of students to become successful in the business world.

Health Care

Health Care continues to be a vital field in all the communities served by National College. Whether they are interested in working in a doctor's office, pharmacy, lab, medical billing/data facility or a hospital, students interested in being part of the healthcare industry can acquire the competitive skills they need at National.

Technology

In today's economy, computers and related information technologies are critical to the success of almost every business, institution, and organization. Our students choose to improve their own career paths in this field by earning an associate's degree in network support.

National College Tennessee

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