



SCC

State Career College

**SCHOOL CATALOG
2024-2025**

Table of Contents

DATE OF REVISION: 6/1/2024	5
STATE CAREER COLLEGE	5
MISSION STATEMENT	5
APPROVALS	5
ACCREDITATION	7
HISTORY AND OWNERSHIP	7
FIREARMS POLICY	7
FACILITY	7
ACADEMIC CALENDAR AND HOLIDAYS	8
SCHOOL HOURS	8
NONDISCRIMINATION STATEMENT	8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	8
EQUIPMENT	9
ADMISSION REQUIREMENTS	9
CHAIRSIDE ASSISTANT PROGRAM	9
MEDICAL ASSISTANT PROGRAM	9
PRACTICAL NURSING PROGRAM	9
HESI ADMISSION REQUIREMENTS	10
HESI ADMISSION TEST RETAKE POLICY	10
DE HYBRID ORIENTATION SCHEDULE	10
ORIENTATION FOR DISTANCE EDUCATION	11
DISTANCE EDUCATION COMPUTER REQUIREMENTS	11
DISTANCE EDUCATION- HYBRID DISCLOSURES	11
DISTANCE EDUCATION-HYBRID EDUCATION TECHNICAL SUPPORT INFORMATION	12
PRACTICAL NURSING: ANATOMY AND PHYSIOLOGY TRANSFER POLICY	12
ADMISSION PROCEDURE	12
READMISSIONS	12
CREDIT FOR PREVIOUS EDUCATION AND LIFE EXPERIENCE	12
TRANSFER OF CREDIT	12
REASONABLE ACCOMMODATIONS	13
STUDENT SERVICES	13
ORIENTATION	13
ADVISING	13
OBTAINING TRANSCRIPT	13
STUDENT COMPLAINT POLICY	14
CAREER SERVICES	14
PLACEMENT ASSISTANCE	14

MEDICAL ASSISTANT PROGRAM- 900 CLOCK HOURS (45 WEEKS FOR DAY AND 45 NIGHT CLASS)	14
PROGRAM OBJECTIVES	16
PROGRAM LENGTH	17
JOB OBJECTIVE	17
PROGRAM DELIVERY	17
CHAIRSIDE ASSISTING PROGRAM-200 CLOCK HOURS (17 WEEKS FOR DAY AND NIGHT CLASS)	18
PROGRAM OBJECTIVE	18
PROGRAM LENGTH	18
JOB OBJECTIVE	18
PROGRAM DELIVERY	19
PRACTICAL NURSING PROGRAM HYBRID DISTANCE EDUCATION -1380 CLOCK HOURS	19
(69 WEEKS)	19
PROGRAM OBJECTIVES	19
PROGRAM OUTCOMES	19
PROGRAM CURRICULUM	20
PROGRAM DELIVERY	21
PROGRAM OF STUDY	21
CURRICULUM CLOCK HOUR DISTRIBUTION	21
COURSE DESCRIPTION	22
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	25
ATTENDANCE STANDARD	28
<i>Medical Assistant</i>	28
<i>Practical Nursing Program</i>	28
MAKE-UP WORK	29
ACADEMIC STANDARD	29
REVIEW AND EVALUATION PERIODS	29
FINANCIAL AID WARNING, ACADEMIC WARNING, AND PROBATION	31
APPEALS AND APPEALS PROCESS	31
REINSTATEMENTS OF FEDERAL FINANCIAL AID	32
REINSTATEMENTS	32
DENIAL OF APPEAL	32
COURSE INCOMPLETES AND REPETITIONS	32
MAXIMUM TIMEFRAME	32
LEAVE OF ABSENCE	33
NON-PUNITIVE POLICY	34
TRANSFERS	34
NON- CREDIT REM EDIAL COURSE	34
STUDENT CONDUCT AND DISCIPLINE GUIDELINES	34
GRADUATION REQUIREMENTS	35
STUDENT RECORDS	35
USE OF COPYRIGHTED MATERIALS	36
METHODS OF PAYMENT	37
STUDENT FEDERAL FINANCIAL AID ELIGIBILITY	37
FINANCIAL AID STUDENT'S RESPONSIBILITIES	38
STUDENT AID PROGRAMS	38
FEDERAL PELL GRANT (FPELL)	38

FEDERAL FAMILY EDUCATION LOANS OR WILLIAM D. FORD AND FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)	39
SUBSIDIZED STAFFORD LOAN	39
UNSUBSIDIZED STAFFORD LOAN	39
FEDERAL PLUS LOANS (PARENT LOAN) OR FEDERAL DIRECT PLUS LOANS	39
SCHEDULE OF FINANCIAL AID DISBURSEMENT	40
OFFICIAL VS UNOFFICIAL WITHDRAWAL	40
OFFICIAL VS UNOFFICIAL WITHDRAWAL DETERMINATION	41
RETURN OF UNEARNED TITLE IV FUNDS	41
ORDER OF RETURN OF SFA FUNDS	41
RETURN OF UNEARNED TITLE IV FUNDS	42
REFUND POLICY	43
TUITION REFUND	43
CREDIT BALANCE REFUND POLICY	43
REFUND SCHEDULE	44
ADMINISTRATIVE POLICIES	44
WITHDRAWAL POLICIES	44
DETERMINATION OF FUNDS TO BE DISBURSED (POST WITHDRAWAL DISBURSEMENTS)	46
RETURNING UNEARNED FUNDS	46
VERIFICATION POLICY	49
COMPLAINTS	49
START DATE	50
TUITION AND FEES	51
DISTANCE EDUCATION FEES	51
ADMINISTRATIVE, FACULTY AND STAFF LIST	52
OWNERSHIP	53
INSTITUTIONAL DISCLOSURES	54
STUDENTS TO KNOW RIGHT ACT	55
COMPLETION, GRADUATION AND TRANSFER-OUT RATES	55

Date of revision: 6/1/2024

State Career College

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info@statecareercollege.edu

MISSION STATEMENT

State Career College is a teaching institution that not only paves the way for students to have successful careers but also for a lifetime of growth and learning.

The objectives to fulfill the mission of State Career College are:

- To train the graduate in a specialized and well-designed program for entry-level positions in a dental office, physician's office, clinic, or other medical setting.
- To ensure that the training and education provided are facilitated by an experienced and well-qualified faculty who strive to not only educate and motivate students but also push the boundaries of learning.
- To provide students with practical knowledge and education that will prepare them for their chosen careers.
- To uphold a high level of employment by providing the graduate with active and continuous job development services.

APPROVALS

Approval to Operate- The school is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education."

1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701 Phone: (217) 782-2551

Approved by Illinois Workforce Development System 1N. Genesee Street Waukegan, IL 60085
Phone: (847)377-2234

Approved by Illinois Department of Professional Financial Regulation 100 West Randolph St., Suite #9-300, JRTC.

Chicago, Illinois 60601
(312) 814-4500

ACCREDITATION

The Accrediting Bureau of Health Education Schools institutionally accredited State Career College to award certificates and diplomas. The address and telephone number of the Accrediting Bureau of Health Education Schools.

Address: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852

Phone: (301) 291-7550

HISTORY AND OWNERSHIP

State Career College was established in May 2007 in Waukegan, Illinois. State Career College, Inc. is the owner of State Career College.

FIREARMS POLICY

SCC complies with the State of Illinois regulation on firearms prohibition. Illinois continues to expressly prohibit the carrying of firearms on college campuses (including those by concealed carry weapons permit holders). This prohibition was reinforced again in 2013 with Public Act 098- 0063.

FACILITY

The facility, which spans 3,000 square feet, is designed for classroom, clinical, and laboratory use. It has tiling, handicap accessibility, air conditioning, and ample lighting to ensure a comfortable learning environment.

State Career College is committed to inclusivity, with adequately sized halls, doorways, and classrooms to accommodate students with disabilities. Additionally, designated parking areas are available for disabled students.

ACADEMIC CALENDAR AND HOLIDAYS

State Career College operates year-round but is closed on the following holidays:

- Winter Break
- Spring Break
- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day (Fourth of July)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Additional holidays may be observed at the discretion of the school's administration.

SCHOOL HOURS

Classes are held from Monday through Friday from 9:00 a.m. until the end of the class session.

Clinical/Externship hours are subject to change.

NONDISCRIMINATION STATEMENT

In compliance with Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 Education Amendments, the Equal Employment Opportunity Act of 1972, Title VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1974, it is the policy of State Career College, not discriminate against any person based on race, color, religion, creed, national origin, sex, age, marital or parental status or disability in all of its educational and employment programs, activities, its policies, practice, and procedures.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students the following rights:

- To inspect and review his/her education records within 45 days of State Career College receipt of a request for access. To inspect and review records, submit a written request identifying the records to be inspected and reviewed to the President. The President will arrange for access and notify the student of the time and place for record inspection and review.
- To request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, submit a written statement to the President that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should State Career College decide not to amend the record as requested by the student, the

student will be informed of his or her right to a hearing regarding the request for amendment and provided with information regarding the hearing procedures.

- To consent to disclosures of personally identifiable information • contained in the student's education records. Exceptions that permit disclosure without student consent are school officials (persons employed by State Career College in administrative, supervisory, academic or research, or support staff position including law enforcement unit personnel and health staff), persons or companies State Career College has contracted with (such as an attorney, auditor, or collection agent); students are serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and upon request, officials of another school in which a s t u d e n t intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by State Career

College to comply with the requirements of FERPA. The office that administers.

FERPA is:

Family Policy Compliance

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

EQUIPMENT

State Career College uses equipment that will meet and support the course objectives on comparable types of equipment students will encounter in the field. The State Career College will provide all required equipment.

ADMISSION REQUIREMENTS

Chairside Assistant Program

To be eligible for admission to State Career College, applicants must meet the following criteria:

- Be at least 17 years of age.
- Have graduated from high school or have obtained a General Education Development (GED) certificate.
- Students must sign the High School Attestation form.

Medical Assistant Program

- Be at least 17 years of age.
- Have graduated from high school or have obtained a General Education Development (GED) certificate.
- Students must sign the High School Attestation form.
- Hepatitis B documentation or waiver
- Tuberculosis Testing (PPD) – yearly*
- Tetanus (within 10 years)
- Measles, Mumps, and Rubella (MMR) Immunization

Practical Nursing Program

Before enrollment in the Practical Nursing Program, individuals must meet the following entrance requirements:

- To be accepted for admission, State Career College requires entering students to be at least 17 years of age, have graduated from high school, or have secured a GED.
- Students must sign the High School Attestation form.
- Criminal background check with no disqualifying records.
- Seven-Panel Urine Drug Test with no positive result. Refer to the drug policy. (Effective: 5/1/2024)
- Students must attend the Distance Education orientation before class.
- Applicants must meet all requirements for immunizations and/or testing specified below:
 - Tuberculosis Testing or Chest x-ray if previous positive skin testing. Tuberculosis Testing (PPD) – yearly*
 - Hepatitis B series or Hepatitis B Waiver

- Measles, Mumps, and Rubella (MMR) Immunization
- Tetanus
- Fingerprint Criminal Background Check, which is a part of the HCWR application (included in fees)
- Physical Examination signed by a physician
- CPR certification (including infant, child, adult, AED device) is req, and AED device) is required before entering the nursing program. CPR re-certification is required, as indicated on the certification card, and it must be kept current throughout the student's experience.
- *Incurred cost and further testing for Positive PPD and/or Positive Drug Screen prohibiting students in enrollment into the Practical Nursing Program is the sole financial responsibility of the prospective student
- Students must meet the 60% score for admission entrance test requirements: basic Reading, Math, Science, and English skills. For admission test scores below 60%, please refer to the admission policy. regarding test scores.

EFFECTIVE: June 26, 2023
 COHORT: September 18, 2023

HESI ADMISSION REQUIREMENTS

HESI SCORE	ADMISSION STATUS	HEALTHCARE EXPERIENCE REQUIREMENTS	REMEDICATION	RETEST
60+	ACCEPTED	NOT REQUIRED	NOT REQUIRED	NOT APPLICABLE
59 – 45	ACCEPTED	REQUIRED	REQUIRED	NOT APPLICABLE
45 BELOW	NOT ACCEPTED	NOT ACCEPTED	NOT ACCEPTED	YES

HESI Admission Test Retake Policy

Practical Nursing applicants scoring under 45 on the initial HESI admission test may retake it twice, totaling three attempts. The third attempt is allowed only after a 90-day waiting period following the second test, providing time for candidates to consult HESI study materials.

DE HYBRID ORIENTATION SCHEDULE

Medical Assistant- Pre-MA
 Practical Nursing – Prior to Anatomy & Physiology

1. Students must sign a distance education agreement stating that they possess all the hardware and software tools to access and navigate the institution’s platform effectively to deliver and achieve the program goals.

2. Students must complete an online orientation to provide students with the step-by-step instruction needed to navigate their courses successfully.
3. Distance education (hybrid) students must meet the computer requirements listed below.
4. Students must attend the basic technology orientation utilizing the learning management system, Evolve-Elsevier, and KlassApp mobile solution to track and monitor clinical and laboratory competency skills.

Orientation for Distance Education

The institution's IT department will conduct orientation sessions for all distance education courses facilitated by Calvin Chiok.

Distance Education Computer Requirements

Students must have regular daily access to a computer that meets the following minimum requirements:

- Active e-mail account
- Access to Microsoft Office
- Intel I3 Processor or higher
- Monitor capable of displaying 1024x768 at 16bit color.
- Minimum of 4GB of RAM
- High-speed Internet access on LAN connection
- A supported web browser
- Internet Explorer
- Safari version 6 or greater
- Sound card and computer speakers to listen to audio presentations.
- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

State Career College will provide a username and password to access the learning management system, Evolve-Elsevier, and Klassapp mobile solution before class.

Distance Education- Hybrid Disclosures

Professional Licensure and Employment Guarantee Outside the State of Illinois

State Career College (SCC) is an institutionally accredited private institution that does not participate in the State Authorization Reciprocity Agreements (SARA). SCC does not enroll 100% of online students outside the State of Illinois.

State Career College does not guarantee that the program will satisfy prerequisites for licensing the profession outside the State of Illinois.

Please note that there may be consequences with regard to professional licensure eligibility for students who move to other states or territories while completing online programs.

Students are advised to determine whether their program will satisfy the academic prerequisites for professional licensure in a new state for programs leading to professional licensure.

State Career College does not guarantee that the program will satisfy the employment requirements outside the State of Illinois.

Distance Education-Hybrid Education Technical Support Information

Desk help hours are available 7 days a week from 7:00 am to 1:00 am at www.statecarecollege.edu
info@statecarecollege.edu

PRACTICAL NURSING: ANATOMY AND PHYSIOLOGY TRANSFER POLICY

1. The A&P course must have been completed within the last six years to be considered for transfer.
2. Academic Achievement: Transfer of the A&P course requires a minimum grade of B or a GPA of 3.0 or higher.
3. Exemption by Examination: Students whose A&P course was taken over six years ago can test out by taking the HESI A&P Specialty exam and scoring 80% or higher.

ADMISSION PROCEDURE

Each applicant must arrange a personal interview prior to enrollment.

READMISSIONS

Students applying for re-admission must repeat the entire admission process. Students must be in good financial standing with the school to re-enter. Students who re-enter within 180 days after withdrawal will be charged their original tuition rates. Students who re-enter more than 180 days after withdrawal will be charged tuition rates current at the time of re- entering and credits previously earned at the school will not be accepted. The student must reapply for financial aid. Note: financial aid may be limited or unavailable. Students terminated for failure to meet the Standard of Satisfactory Academic Progress will be re- started on a probationary status and must meet the Standard of Satisfactory Progress by the end of the 20 weeks. If the student fails to meet the Standard of Satisfactory Progress by the end of 20 weeks, the student will be dismissed for failure to meet the Standard of Satisfactory Progress.

The Practical Nursing program will only allow one re-admission.

CREDIT FOR PREVIOUS EDUCATION AND LIFE EXPERIENCE

State Career College does not award credit for life or work experience.

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of Credits. Students interested in transferring credits earned at State Career College should check with receiving institutions directly to determine to what extent, if any, credits can be transferred.

A policy for transfer of credit that requires consideration of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA). Suppose the students earned educational credits at post-secondary institutions outside the United States and are not accredited by an agency recognized by the United

States Department of Education. In that case, that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence.

REASONABLE ACCOMMODATIONS

State Career College has adequate halls, doorways, classrooms, bathrooms, and student lounges for disabled students and has designed parking areas for them.

STUDENT SERVICES

Orientation

Prior to the start of each class, an orientation was conducted for new students. The purpose of the orientation is to explain the institution's rules and regulations to incoming students. Orientation is MANDATORY.

The school offers the following student services:

1. Listing of social services agencies.
 - a. Housing
 - b. Childcare
 - c. Transportation
2. Job search and job skill development.
3. Assistance with job placement upon graduation.

Advising

Academic Advising is available to students. This service provides immediate assistance to students who are experiencing difficulty progressing satisfactorily in their programs and are dedicated to achieving their educational goals and objectives successfully.

Medical Assistant Program: dfigueroa@statecareercollege.edu

Practical Nursing Program: ajarosz@statecareercollege.edu

Chairside Assistant: rtangonan@statecareercollege.edu

Obtaining Transcript

Transcripts are available upon request from school officials. An official electronic transcript costs \$10.00 and is processed in five to seven business days. On the same request, there is a \$7.00 fee for each additional copy of your official electronic transcript.

STUDENT COMPLAINT POLICY

Students with unresolved concerns regarding their education at State Career College should follow the procedure listed below:

Students should put their concerns into writing.

1. Students should submit their concerns to the appropriate school officials in the following order:
 - A. Instructor
 - B. Program Director
 - C. School President

School Officials must respond within ten (10) business days of receiving the written concern. The student may take the next step If the student does not receive a satisfactory response or if the school official fails to respond in a timely manner, he/she may take the next step of actioned; students may contact the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.”

1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 Phone: (217) 782-2551

<http://complaints.ibhe.org/>

CAREER SERVICES

State Career College offers job placement assistance at no cost.

Career Services aim to assist students with resume writing, networking, and interviewing techniques encountered during a job search.

PLACEMENT ASSISTANCE

Although job placement after graduation cannot be guaranteed, State Career College assists graduates in obtaining employment in their career fields.

For graduates who have not secured employment or are seeking new opportunities, the Career Services Department for assistance.

The institution DOES NOT GUARANTEE EMPLOYMENT.

An employer may require a background check, and any criminal record may adversely affect securing employment.

MEDICAL ASSISTANT PROGRAM- 900 CLOCK HOURS (45 WEEKS FOR DAY AND 45 NIGHT CLASS)

Module and Course Title	Clock Hours	Course Description
Blue- Administrative Procedures II	100 Clock Hours	The student will learn the basic computer basic concepts, telephone techniques, scheduling appointments, patient reception and processing, office environment, daily operations, written communications, mail processing, medical records management, health information management, privacy in the physician's office, banking services, procedures, medical practice management, the basics of diagnostic coding and procedural coding, basics of health insurance claim form and career development life skills.
Red- Career Development and Administrative Procedures I specific dietary needs, which includes both verbal and written educational materials that are appropriate to meet the needs of a diverse population.	100 Clock Hours	This course will provide the student with knowledge regarding Basic Computer concepts, Written communications and Mail processing, Basics of Diagnostic coding and Procedural coding, Basics of Health Insurance and Claim Form, Financial Practice Management, Medical Practice Management and Marketing and Career development and Life Skills.
Pink- Fundamentals of Clinical Medical Assisting	100 Clock Hours	<p>Students will understand the broad scope and complexity of the medical assisting profession. They will learn the importance of personal appearance, benefits of continuing education and affiliation with professional organizations.</p> <p>Students will develop needed communication and listening skills and will understand the grief process, recognize their own defense mechanisms, and develop appropriate skills to manage their defense mechanisms.</p> <p>Students will be able to explain the impact of CEJA on the medical community and understand ethical and legal issues in the field of medicine. They will also demonstrate competency in interviewing and obtaining a</p> <p>Patient history, creating a patient record, and providing needed patient education through verbal and written educational materials.</p> <p>During this course students will also demonstrate competency in standard precautions including but not limited to medical aseptic hand wash, disinfecting, sanitizing & sterilizing instruments and following OSHA guidelines for disposal of infectious waste.</p> <p>Further, students will demonstrate competency in obtaining Vital Signs including temperature, heart rate, respiratory rate, and blood pressure.</p> <p>Students will learn patient examination room preparation and maintenance, positioning and draping of patients, assembling equipment and supplies for assisting with a routine physical examination and the use of proper body Mechanics.</p>

Orange-Clinical Medical Assisting with Medical Specialties I	100 Clock Hours	<p>This course prepares students to demonstrate competency in pharmacology principles and preparation of medications, including accurate pharmacology math calculations, administration, and documentation of medications for all routes of administration.</p> <p>Students will understand the pathophysiology related to the skin, gastrointestinal system (GI), and their accessory organs, as well as the pathophysiology related to pediatric patients, and be prepared to assist the physician with routine procedures associated with this age group. Students will also learn to demonstrate competency in instructing patients according to their specific dietary needs, which includes both verbal and written educational materials that are appropriate to meet the needs of a diverse population.</p>
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Purple- Clinical Medical Assisting with Medical Specialties II	100 Clock Hours	<p>Students will understand the pathophysiology related to the nervous system, endocrine system, respiratory and cardiovascular systems. Students will understand the pathology related to geriatric patients and the impact of sensorimotor changes that occur during the aging process. Students will role- play many of the sensorimotor changes facing geriatric patients and develop effective methods of communicating with this special population. This course will also enable students to identify and label the cardiac cycle on an electrocardiogram (ECG) strip and accurately record a rhythm strip and a 12-lead ECG tracing; identify artifacts that may occur and be able to correct them; identify an abnormal ECG; This course also outlines various imaging modalities in radiology; methods for scheduling and sequencing imaging procedures; basic principles of film radiography, including patient positions for various x-ray views; radiation safety; and patient education for various diagnostic imaging examinations.</p>
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Green- Clinical Medical Assisting with Medical Specialties III and Assisting with Surgeries and Diagnostic Procedures	100 Clock Hours	<p>procedures, including patient education on testicular self- examination and patient preparation for various urinary system diagnostic procedures. Procedures also include preparing the patient for cryosurgery assisting with the female examination, Pap smear, prenatal examination, patient education on breast self-examination, determining due dates, and patient preparation for various female reproductive system diagnostic procedures. Students will demonstrate competency in wrapping items for autoclaving and operating the autoclave. In the area of urinalysis, the students will be able to instruct patients in the proper collection of urine specimens needed for various testing procedures (e.g., routine urinalysis and urine culture and sensitivity testing). Proficiency in various CLIA- waived lab testing such as dipstick urine, pregnancy testing and CLIA-waived tests for urine analyzes, such as glucose and ketones, will be demonstrated. Students will be able to identify a variety of surgical instruments, suture materials, and surgical needles. Students will demonstrate competency in assisting with aseptic surgical procedures, applying a variety of bandages, performing wound care, and understanding the concepts and safety precautions for electro surgery, laser, cautery, and cryosurgery.</p>
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<p>Yellow- Assisting in Emergency Medicine and Medical Laboratory Procedures</p>	<p>100 Clock Hours</p>	<p>will understand the pathophysiology related to the eye, ear, and throat as well as be prepared to assist the physician with routine procedures associated with these organs and systems. Procedure include screening the patient for vision and hearing acuity and accurately recording the results in the patient record; performing eye and ear irrigations; instilling eye and ear medications; and collecting a specimen for a throat culture.</p> <p>Students will be prepared to describe the role of the physician and medical assistant when performing ophthalmology and otolaryngology procedures. Students will demonstrate competency in in the collection of blood specimens, including the proper selection and use of collection devices and methods. Students will demonstrate competency in collecting appropriate specimens for hematology, immunology, immunohematology, chemistry, toxicology and perform CLIA- waived testing in these areas, including an automated hemoglobin, a micro hematocrit, preparation and staining of a blood smear, an erythrocyte sedimentation rate test, a blood glucose test, a cholesterol test, a serological test for infectious mononucleosis, and a toxicology screen. Students will understand the principles underlying microbiologic testing and will demonstrate competency in collecting acceptable specimens for microbiology testing, in performing a Gram stain and recognizing the Gram reaction of the stained organism, in proficiently swabbing a patient's throat for a throat culture or a rapid strep test and performing a rapid strep test on a throat specimen.</p>
<p>White- Introduction to Medical Assisting Career And basic medical assisting</p>	<p>40 Clock Hours</p>	<p>The student will be introduced to basic medical assisting that Includes becoming a successful student, the healthcare industry, the medical assisting career, introduction to infection control, vital signs, body systems, abbreviations, and introduction to emergency medicine.</p>
<p>Externship</p>	<p>160 Clock Hours</p>	<p>This course will allow the student to demonstrate the hands-on application of clinical and administrative skills learned in previous modules and work with others as part of the health care team in the medical office or other outpatient settings where Medical Assistants are utilized.</p>

Program objectives

Upon completion of the Hybrid Distance Education- Medical Assistant Program:

- Students will learn the medical assisting profession, professional behavior in the workplace, interpersonal skills, human behavior, medical law, and ethics.

- Students will be skilled in performing the following clinical skills: Taking vital signs, assisting with various examinations, aseptic technique, administering medications, performing phlebotomy procedures and EKG's.
- Students will learn medical terminology, basic human anatomy, and physiology.
- Students will have the ability to perform the administrative responsibilities such as completing medical insurance forms, the basics of diagnostic and procedural coding, telephone techniques, scheduling appointments, and daily office operations.
- Student will be certified in Basic Life Support by the American Heart Association.

Program length

The Hybrid Distance Education- Medical Assistant Program is 36 weeks for day and 45 weeks for night classes.

Job objective

Upon completion of the program, the student should be prepared to work in entry-level positions in a physician's office, clinic, or other medical setting.

Program delivery

The Hybrid Distance Education Medical Assistant Program is offered by distance learning and residential (Hybrid).

Upon successful completion of the program, a diploma will be issued. Note: refer to graduation requirements on page 57.

CHAIRSIDE ASSISTING PROGRAM-200 CLOCK HOURS (17 WEEKS FOR DAY AND NIGHT CLASS)

Course Title	Clock Hours	Course Description
Fundamentals of Assisting	50 Clock Hours	In this course, the student will be introduced to the basic components of dental assisting, which includes classroom and laboratory training in the following skills: charting, chair side assisting, aseptic technique (Infection control), impression taking using alginate, fabrication of study cast and basic tray set-up.
Operative Dentistry	50 Clock Hours	The student will learn the proper manipulation of commonly used cements and bases. In this course, amalgam and composite instrumentation will also be taught.
Chairside Assisting	50 Clock Hours	In this course, the student will learn the various dental specialties instrumentation which includes hands-on training and basic knowledge in coronal polishing.
Dental Radiography	50 Clock Hours	Students will learn the proper procedure for exposing, developing, and mounting periapical and bitewing radiograph.

Program objective

Upon completion of the Chairside Assisting Program:

- Students will learn the basic components of chairside assisting, which include classroom and laboratory training in the following skills: charting, chairside assisting, sterilization of instruments (infection control), and impression taking using alginate, fabrication of study cast.
- Students will be skilled in performing the following clinical skills such as:
Tray set-ups for various dental specialties such as endodontic, prosthodontics, pediatric and periodontics; Manipulating dental cements and dental materials; Develop skills needed to expose process.
- Students will be certified in Basic Life Support by the American Heart Association.

Program length

The Chairside Assisting Program is 17 weeks for all schedules that includes day, afternoon, and night students.

Job objective

Upon completion of the program, the student should be prepared to work in entry-level positions in a dental office, clinic, or other dental setting.

Program delivery

The Chairside Assisting Program is a residential training program, and no portion is offered by distance learning.

Upon successful completion of program diploma will be issued. Note: refer to graduation requirements on page 57.

PRACTICAL NURSING PROGRAM HYBRID DISTANCE EDUCATION -1380 Clock Hours (69 weeks)

Program objectives

The student will receive a course syllabus for each course that will describe the competencies and course objectives for that course.

The individual graduate from the State Career College Practical Nursing Program Hybrid Distance Education will be prepared to function as a novice Practical Nurse with theoretical and practical/technical competence in acute, subacute, chronic, and long term, community- based care settings.

The Practical Nurse Graduate will be eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure.

Program outcomes

Through planned learning experiences, following the completion of the Practical Nursing Program Hybrid Distance Education, each graduate will be able to:

- Use knowledge of basic physical, emotional, intellectual, spiritual, and cultural needs to assist the patient meet their universal, biophysical, psychological, and social needs within the health and wellness continuum.
- Assume the role of a competent, caring, Practical Nurse in a variety of healthcare settings under the direct supervision of a Registered Nurse, Physician, or Dentist.
- Use his or her knowledge of compassionate care and the nursing process to provide competent and safe nursing care and meet the individual's self-care deficit demands.
- Use effective and appropriate communication techniques in interactions with patients, families, and other health team members.
- Demonstrate self-direction, responsibility for maintaining competence and ability to safely perform basic therapeutic and preventative nursing care procedures in providing individualized care.
- Organize and coordinate care of patients in structured health care settings, as they seek to sustain or regain their health.
- Employ principles of teaching to assist clients in resolving self-care deficits.
- Demonstrate accountability in all aspects of providing nursing care to individuals while recognizing his or her own role as a novice Practical Nurse within the health care system with adherence to ethical and legal standards of the profession.
- Pursue personal and professional development.

Program curriculum

The curriculum extends over an 18-month period, with course duration ranging from five (5) to fifteen (15) weeks, including classroom instruction correlated with guided lab and clinical practice at affiliated healthcare agencies.

- CPR Course completion with current Certification Card
- Health Record compliance
- Immunization's compliance
- Fingerprint Background Check

Classroom and laboratory hours focus on theory and basic nursing skills which, are provided on campus. Along with on c-campus training and clinical hours, under the guidance of qualified program faculty, students will gain valuable experience in the care of clinical settings. Transportation to these agencies is the responsibility of the student.

Acceptance into the Hybrid Distance Education Practical Nursing Program is contingent upon the applicant meeting the basic requirements for college and program admission. A selective admissions process is used to determine the applicant's eligibility for enrollment.

In order to progress through the Practical Nursing Program, the student must maintain a grade point average (GPA) of 3.2 (79.5%) or higher on a 4.0 scale and successfully complete each course with a "C" or better. Current CPR and immunization requirements must also be maintained throughout the program.

Program Delivery

Mode of delivery: Distance Education-Hybrid

Program of Study

Curriculum Clock Hour Distribution

Course Number	Course Title	Clock Hours
BIO 101	Anatomy and Physiology	Total Hours: 160 Hours Theory Hours: 128 Hours Laboratory Hours: 32Hours
NUR 101	Fundamental s of Nursing	Total Hours: 280 Hours Theory Hours: 168 Hours Clinical/Lab Hours: 112 Hours
NUR 102	Medical Surgical I Nursing	Total Hours: 280 Hours Theory Hours: 168 Clinical/Lab Hours: 112 Hours
NUR 103	Medical Surgical II Nursing	Total Hours: 300 Hours Theory Hours: 180 Hours Clinical/Lab Hours: 120 Hours
NUR 104	Maternal and Newborn Nursing	Total Hours: 100 Hours Theory Hours: 60 Hours Clinical/Lab Hours: 40 Hours
NUR 105	Pediatric Nursing	Total Hours: 100 Hours Theory Hours: 60 Hours Clinical/Lab Hours: 40 Hours
NUR 106	Pharmacology	Total Hours: 160 Hour Theory Hours: 96 Hours Laboratory Hours: 64 Hours
Nursing Program Total		1380

Course Description

BIO 101: ANATOMY AND PHYSIOLOGY

Total Clock Hours: 160

Theory: 128

Lab: 32

Clinical: 0

Delivery: Blended/Hybrid

It examines the structure and function of the human body as a foundation for nursing studies. Content includes the study of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems.

Human Anatomy and physiology examine the structure and function of the human body, the study of cells and tissue, and the concepts of development, metabolism, fluid, electrolyte, and acid-base balance.

It includes the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

Prerequisite(s): Admission requirements

NUR 101: FUNDAMENTALS OF NURSING

Total Clock Hours: 280

Theory: 168

Lab/Clinical: 112

Delivery: Blended/Hybrid

This course focuses on the principles and skills that form the foundation for practical nursing. Emphasis is on the nursing process and skills as a framework for establishing and guiding nursing care in all healthcare settings.

Students learn to use critical thinking skills to gain knowledge of medical terminology and pharmacology and develop communication skills necessary to foster nurse- client relationships, anatomy, physiology, and psychosocial health concepts. The student will have an introduction to extended roles such as team leader and coordinator. After the first semester, the student can sit for the Certified Nursing Exam.

Content includes the practical nurse's roles in promoting health and preventing disease. Clinical experiences focus on developing clinical competency and applying the nursing process to meet clients' basic needs.

Prerequisite(s): BIO 101

NUR 102: MEDICAL SURGICAL I NURSING

Total Clock Hours: 280

Theory: 168

Lab/Clinical: 112

Delivery: Blended/Hybrid

This course will focus on the introduction of common acute and chronic conditions affecting Adult and Geriatric clients and provide students with the knowledge and skills required for their care and management. This course includes concepts and practices used to provide medical and surgical nursing care to adults over 60 with common physical and mental health care needs. Students who participate in activities in the classroom and various clinical settings learn and implement numerous nursing concepts and skills needed for adult client care. The theoretical and conceptual learning includes anatomy and physiology, pharmacology, preventative and medical nutrition, ethical/legal guidelines of medical and surgical care, nurse-adult client and health care team relationship(s), and medical professionalism.

The course will include diagnostic testing, signs and symptoms, treatment, and care/education. Principles of nutrition continue, and pharmacology is introduced in discussion with acute and chronic conditions. Clinical experiences provide opportunities for application of knowledge and skills to manage and care for adult/geriatric clients.

Prerequisite(s): BIO 101, NUR 101

NUR 103: MEDICAL SURGICAL II NURSING

Clock Hours: 300

Theory: 180

Lab/Clinical: 120

Delivery: Blended/Hybrid

This course focuses on the utilization of the nursing process and critical thinking in the nursing care management of adults with common and well-defined health deficits. This course includes concepts and practices used to provide medical and surgical nursing care to adults' aged 19 - 59 years of age with common physical and mental health care needs. Participating in classroom activities and various clinical settings students learn and implement numerous nursing concepts and skills needed for adult client care, including adult anatomy and physiology, pharmacology, preventative and medical nutrition, ethical/legal guidelines of medical and surgical care, nurse-adult client and health care team relationship(s) and medical professionalism.

The course will include diagnostic testing, signs and symptoms, treatment, and care/education. Principles of nutrition and pharmacology continue in discussion with acute and chronic conditions. Clinical experiences provide opportunities for the application of knowledge and skills to the nursing care of adults in a variety of clinical settings.

Prerequisite(s): BIO 101, NUR 101, NUR 102

NUR 104: MATERNAL AND NEWBORN NURSING

Total Clock Hours: 100

Theory: 60

Lab/Clinical: 40

Delivery: Blended/Hybrid

This course focuses on the utilization of the nursing process and critical thinking in the care of childbearing women, newborns, and families. This course includes concepts and practices used to provide nursing care to adults and youth during prenatal, delivery, and postpartum (including care of the normal newborn). Participating in classroom and laboratory base activities and

various clinical settings, students learn and implement numerous nursing concepts and skills needed for prenatal, delivery, and postpartum client care, including anatomy and physiology of mother and fetus, preventative and medical nutrition, pharmacology, ethical/legal guidelines of medical and surgical care, nurse-adult client relationship and medical professionalism. The course will also focus on the normal and abnormal pregnancy, labor and delivery, the puerperium, and the newborn.

Principles of normal growth and development, psychosocial considerations, conditions related to the female reproductive and urinary systems, and nursing care of mother and infant throughout the maternity cycle.

Pharmacology is continuous throughout the course.

Prerequisite(s): BIO 101, NUR 101, NUR 102, NUR 103

NUR 105: PEDIATRIC NURSING

Clock Hours: 100

Theory: 60

Lab/Clinical: 40

Delivery: Blended/Hybrid

This course focuses on the utilization of the nursing process and critical thinking in the care and management of the pediatric client. This course includes concepts and practices used to provide nursing care for children 1 month to 18 years of age with common physical and mental health care needs. Participating in classroom and laboratory activities and various clinical settings, students learn and implement numerous nursing concepts and skills for pediatric, medical, and surgical care, including child anatomy and physiology, preventative and medical nutrition, ethical/legal aspects of medical care, communication, and impact of cultural diversity on medical care, nurse-client relationship, and nursing professionalism. The course will focus on common illnesses occurring in childhood. It includes applying biological, social, and developmental theory in promoting and restoring health. Principles of pharmacology are continuous throughout the course. Pediatric dosage and calculations emphasized vs. adult calculation.

Prerequisite(s): BIO 101, NUR 101, NUR 102, NUR 103, NUR 104

NUR 106: PHARMACOLOGY

Total Clock Hours: 160

Theory: 96

Lab/Clinical: 64

Delivery: Blended/Hybrid

This course introduces essential concepts of pharmacology for the practical nurse. It includes the use of the nursing process in the safe administration of medications via oral, topical, intradermal, subcutaneous, intramuscular, and intravascular route. Examines major drug names, classifications of drugs in relation to mechanism of action, therapeutic effects, adverse effects, interactions, route of administration, dosage, availability, patient assessment, laboratory considerations, and nursing implications (implementation, patient/family teaching, and evaluation).

Prerequisite(s): BIO 101, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Satisfactory academic progress is measured in both quantitative terms (attendance) as well as qualitative terms (academics/grades).

Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain within a program unless the student is on a "Financial Aid Warning" for FA recipients and "Academic Warning" for non-FA recipients or "Probation" as defined in this policy. This standard is applicable to all students, including non-financial aid recipients.

The education department monitors student hours accumulated by utilizing State Career College's Portal System and verifies the student's qualitative and quantitative progress. The education department will fill out and sign the Status Change Notification form. The instructor and student will meet and discuss the student's SAP status and have the student sign (optional) the Status Change Notification form. The instructor will then forward the form to the Assistant Director of Financial Aid, that person will sign, keep a copy, and forward the original form to the Education Coordinator. The Assistant Director of Financial Aid will process updates to the student's financial aid.

The Education Coordinator will then sign the Status Change Notification form, obtain the Business Manager's signature, and file the document in the student's file.

1st Checkpoint:
450 Clock Hours
Medical Assistant

• SATISFACTORY ACADEMIC PROGRESS (SAP)

•Requirements

•Qualitative Measures (Academic): 70% GPA

•Quantitative Measures (Attendance): 70%

• SAP NOT MET

•Non-FA Recipients: Placed on Academic Warning

•FA Recipients: Financial Aid Warning

•SAP MET

•No Action Required

2nd Checkpoint
550 Clock Hours
Medical Assistant

• SATISFACTORY ACADEMIC PROGRESS (SAP)

•Requirements

•Qualitative Measures (Academic): 70% GPA

•Quantitative Measures (Attendance): 70%

•SAP NOT MET

•Non-FA Recipients: Student will be an "IRREGULAR STUDENT"

•FA Recipients: Student will be an "IRREGULAR STUDENT"

•*IRREGULAR STUDENT

•SAP MET

•No Action Required

3rd Checkpoint
IRREGULAR STUDENT
Medical Assistant

•SEE BELOW

MA Attendance Policy Addendum

Effective: May 16, 2024

This addendum to the MA Attendance Policy concerns Satisfactory Academic Progress (SAP) checkpoints, effective May 16, 2024, and irregular student status.

SAP Checkpoints: Students who fail to meet the SAP requirements at the first checkpoint can continue to a second checkpoint at 550 hours. Failure to meet SAP by the second checkpoint will result in immediate termination. The re-enrolled student will be considered an “Irregular Student” and must comply with the irregular student requirements.

- **Quantitative Requirement – Attendance:** Students must maintain a minimum cumulative attendance of 70%.
- **Qualitative Requirement – Academic:** Students are required to achieve a minimum cumulative GPA of 70%.
- **Consecutive Absences:** A maximum of fourteen successive business days may be missed. Students will be dropped from the program on the 15th consecutive day of absence.

Irregular Students: An 'Irregular Student' is defined by one or more conditions:

- Non-compliance with the attendance policy
- Failure to achieve minimum GPA requirements
- Consecutive absences of 14 business days.

Effective May 16, 2024, students deemed irregular must adhere to the requirements below:

- **Attendance Requirement:** Must attend 80% of the theory-scheduled class per module and 80% of the module that the student is currently taking.
- **Academic Requirement:** Must secure a minimum GPA of 80% for each module.
- **Consecutive Absences:** A maximum of seven consecutive calendar days may be missed.

Students will be dropped from the program on the 8th consecutive day of absence.

Failure to comply with these requirements may lead to immediate termination from the MA program.

Irregular Students due to Exit Requirements: Students can stay in the program for ten business days to complete all the exit requirements.

Re-enrollment Eligibility:

Students will be permitted only one opportunity to re-enroll in the MA program.

1st Checkpoint:
450 Clock Hours
Practical Nursing

- **SATISFACTORY ACADEMIC PROGRESS (SAP)**
- Requirements
- Qualitative Measures (Academic): 79.50% GPA
- Quantitative Measures (Attendance): 90%
- **SAP NOT MET**
- Non-FA Recipients: Academic Warning
- FA Recipients: Financial Aid Warning
- **SAP MET**
- No Action Required

2nd Checkpoint
900 Clock Hours
Practical Nursing

- **SATISFACTORY ACADEMIC PROGRESS (SAP)**
- Requirements
- Qualitative Measures (Academic): 79.50% GPA
- Quantitative Measures (Attendance): 90%
- **SAP NOT MET**
- Non-FA Recipients: Probation
- FA Recipients: Probation
- **SAP MET**
- Remove from Academic Warning

3rd Checkpoint
1140 Clock Hours
Practical Nursing

- **SATISFACTORY ACADEMIC PROGRESS (SAP)**
- Requirements
- Qualitative Measures (Academic): 79.50% GPA
- Quantitative Measures (Attendance): 90%
- **SAP NOT MET**
- Non-FA Recipients: Termination
- FA Recipients: Termination
- **SAP MET**
- Graduation

*Note: * PN (Practical Nursing Program): Student that fail to meet the qualitative (80% GPA) (90% attendance) and quantitative measures will not be permitted to continue to the following scheduled module due to the pre-requisite requirements of the course.*

Attendance Standard

Medical Assistant

Students must attend at least 70% of the scheduled hours based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date/ Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 20 clock hours per week for 45 weeks would have a cumulative scheduled attendance of 900 clock hours. If the student attended 630 of the 900 scheduled hours, his/her attendance pace would be 70.0% (630/900) and would be meeting the attendance requirement of this policy.

A student attending SCC will be withdrawn from the medical assistant and chairside assistant program course she/he does not attend within a 14-calendar day period (including weekends within the scheduled school breaks and holidays)

All students must complete 100% of the scheduled externship hours.

Students are responsible for making up assignments and missed work as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by the instructors, education coordinator and the School President on a weekly basis. Student will be notified by email, phone, or text messaging if their attendance is in danger of violating attendance requirements.

Practical Nursing Program

Students must attend at least 90% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date/ Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 20 clock hours per week for 69 weeks would have a cumulative scheduled attendance of 1380 clock hours. If the student attended of the 1242 scheduled hours, his/her attendance pace would be 90.0% (1242/1380) and would be meeting the attendance requirement of this policy.

All students must complete 100% of the scheduled clinical hours.

Students are responsible for making up assignments and missed work as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

The instructors, program director, and school President review attendance regularly. Students are notified by email, phone, or text messaging if their attendance is in danger of violating requirements.

Note: Students who fail to meet the qualitative (79.5% GPA) and (90% attendance) and quantitative measures will not be permitted to continue to the following scheduled module due to the pre-requisite requirements of the course.

Practical Nursing	94% - 100% = A/ Excellent (A) 4.0 87% - 93% = B/ Above Average (B) 3.0 79.5% - 86% = C/Satisfactory (C) 2.0 72% - 79.4% = D/Unsatisfactory (D) 1.0 Below 72% = Fail (F) 0.0
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Make-up work

Arrangements to make -up assignments, projects, tests, and homework missed due to absence must be made with the approval of the instructor.

Academic Standard

All theory, practical, and lab/clinic exams will be graded using the following scale:

Grading System

Program	Grading System
Medical Assistant	90% - 100% Excellent (A) / 4.0 80% - 89% Above Average (B)/3.0 70% - 79% Satisfactory (C)/2.0 Below 69% Unsatisfactory (D) Students must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.
Chairside Dental Assistant	95% - 100% Excellent (A)/4.0 85% - 94% Above Average (B)/3.0 70% - 84% Satisfactory (C)/2.0 Below 70% Unsatisfactory (D) Students must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Review and Evaluation Periods

Medical Assistant and Chairside Assistant:

Student progress will be reviewed by the institution at midpoint to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. At this point, the student will be on the status of “Financial Aid Warning” for FA recipients and “Academic Warning” for non- FA students.

Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be calculated as of the date that the student completes each financial aid payment period. Completion of a payment period is considered to have occurred when

the student has completed both the number of clock hours in the payment period, as well as the number of instructional weeks in the payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Practical Nursing Program:

Student progress will be reviewed by the institution at 450 clock hours to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. At this point, the student will be on the status of “Financial Aid Warning” for FA recipients and “Academic Warning” for non- FA students. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be calculated as of the date that the student completes each financial aid payment period. Completion of a payment period is considered to have occurred when the student has completed both the number of clock hours in the payment period, as well as the number of instructional weeks in the payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

The following are the Satisfactory Academic Progress (SAP) Standards, which students must meet to maintain financial aid eligibility in clock hour programs.

Clock hour students will be measured on a payment period basis and use only coursework listed in the specific program of study. SAP Evaluation Items Cumulative Grade Point Average (Qualitative Measure) and Attendance (Quantitative Measures). A student demonstrates progression through modules in their specific program with the following requirements:

Qualitative requirement (Per course GPA): 79.5% per course

Quantitative requirement (Per Course Attendance 90 % attendance is required per course). However, 10% must be earned by make-up hours.

Students must pass all courses offered in a payment period prior to moving into the next payment period. Student who fails a course (earns a grade of ‘F’) in a payment period.

If a student earns 1st failing grade in the program, he/she will be placed in Warning Status for the subsequent payment period.

- If, after the subsequent payment period, the student passes the module in which he/she failed. Students will be placed back into good standing.
- If a student earns more than one failing grade in the program, he/she will be placed in Suspension Status for the subsequent payment period.
- Students returning to the program after exiting due to multiple failures will be placed in Suspension Status.

Academic renewal or Academic Fresh Start is not recognized by the U.S. Department of Education. This process will not remove grades from this GPA calculation.

Financial Aid Warning, Academic Warning, and Probation

Students who fail to meet either of the two progress standards as of an evaluation date, that student will be placed on Financial Aid Warning status (FAW). At the end of the Financial Aid Warning or Academic Warning (non-FA) period, the student must meet the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain within the program. If the satisfactory academic progress standard has been met at the end of the FAW period, the FAW status will be removed. If the satisfactory academic progress standard has not been met at the end of the FAW period, the student will be placed on “probation”. If satisfactory academic progress has not been met by Maximum Time Frame, the student will be dismissed from the program. However, the student may file an appeal to be reinstated.

In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for that payment period. Students who are granted probation as a result of a written appeal and institutional approval must meet the institution’s published attendance and academic standards on a cumulative basis at the next SAP evaluation or must be in compliance with the terms of an academic plan established by the institution, in order to maintain eligibility for Title IV, HEA federal student assistance funds.

Appeals and Appeals Process

Students who have been designated as not making satisfactory academic progress at Maximum Time Frame will be dismissed from the program however may appeal this determination with the institution based on mitigating circumstances. The student’s appeal must be made in writing to the Education Coordinator and received within 10 days of determining unsatisfactory progress. The student’s appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution’s standards, as well as provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The basis on which a student may file an appeal:

- The death of a relative, an injury or illness of the student, or other special circumstances; and due to the pandemic, caring for an immediate family member (children, spouse, parents, siblings, and grandparents).

The institution will review the student’s appeal and related documentation, and its resulting decision will be final. Students will be notified within two weeks of the appeal in person or by telephone. However, students may be eligible for re-enrollment based upon the reason for unsuccessful completion of the program and will be required to re-do the application process.

If a student’s appeal is approved, the student will be reinstated on Probation. Probation status lasts for one payment period, during which the student may continue to receive FSA.

Reinstatements of Federal Financial Aid

Students who have lost eligibility for federal student aid may reestablish their eligibility for aid in accordance with the appeal provisions contained in this policy. Students seeking reinstatement of federal aid must also meet with the education coordinator or school president. An academic plan may be developed by the institution and may include specific performance requirements that the student must successfully complete to maintain eligibility for federal student aid.

Reinstatements

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial payment period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had when their prior period of enrollment ended. Attendance and academic progress will be measured on a cumulative basis from the beginning of the period of enrollment through the date that each payment period has ended. See the section of this policy about “Course Repetitions” for further information.

Denial of Appeal

If an appeal is denied, the student will be terminated from the program.

Course incompletes and repetitions

The institution offers grades of “incomplete”. When an incomplete grade is given, the student will be required to fulfill all academic and attendance requirements for each module to be considered “passed.” The student will not be permitted to graduate within an “incomplete” module to a d h e r e to t h e i n s t i t u t i o n ' s g r a d u a t i o n r e q u i r e m e n t s . In the case of where a student “fails” a module, that student will be required to increase his/her academic grade in order to pass the module. In either case, incomplete or fail, if the student does not meet all requirements (qualitative and quantitative) by the time of Maximum Time Frame, the student will be withdrawn from the program. The institution does permit module repetitions, but prior approval is required to ensure that the Maximum Time Frame policy is not violated. The institution does not permit course repetition.

Maximum Timeframe

The maximum time frame (MTF) cannot exceed 150% of the published length of the program*.

Program	Maximum Time Frame
Medical Assistant	1350 Clock Hours or 64 weeks
Practical Nursing Program	2070 Clock Hours or 77 weeks

Leave of Absence

Students must submit a request for a leave of absence in writing or email. The request must be signed dated and include the reason the student requests the leave of absence and the anticipated return date. Leave of absence must be pre-approved by the school president designee unless sudden circumstance prevents the student from obtaining pre-approval. A leave of absence will be only approved if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.
- The cumulative number of days may not exceed more than 180 days per 12-month period.
- Prior arrangements have been made for the student so that the student academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g., FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation. Failure to return to school on the scheduled return date will result in immediate withdrawal from the institution per the withdrawal policy.

Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

COVID-19 Related Update

<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>

Note: Please see below

Posted Date May 15,

2020 Author

Office of Postsecondary Education Subject

UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19) (Updated June 16, 2020)

Institutions that have not previously had a formal written policy regarding approved LOAs may adopt one, even on a temporary basis. The policy must require all requests for leaves of absence to be submitted in writing and include the reason for the student's request.

Normally, such requests are expected to be received and approved prior to the student beginning any LOA.

However, for all leave of absence granted as the result of COVID-19 related circumstances, an institution may approve, and students may begin, a leave of absence prior to submitting a written request for an LOA (LOA requests must be obtained subsequently). For example, an institution offering a program for which distance education is not a viable option may decide to suspend the program on a temporary basis placing all students on approved LOAs. The institution would then solicit LOA requests from those students.

State Career College will temporarily adopt the guidance provided by Office of Postsecondary Education.

Timeline: The guidelines will be effective from March 13, 2020, to December 31, 2020.

NON-PUNITIVE POLICY

State Career College awards pass/fail grades. If the student does not pass a module, course, or section of education and exceeds the Maximum Time Frame, the student will be withdrawn from the program.

TRANSFERS

State Career College allows transfers due to extenuating circumstances. The following rules are applied to transfer students:

- Transfer students must start within five training days from the last date of attendance.
- Minimum of one (1) transfer is allowed by the institution. Students who violate the transfer rule will be dismissed from the institution.

NON- CREDIT REM EDIAL COURSE

State Career College does not offer remedial courses.

STUDENT CONDUCT AND DISCIPLINE GUIDELINES

The following statements define some behaviors that are not in agreement with the educational objectives of State Career College and will lead to disciplinary action or immediate termination from the institution.

- A. Academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the school.
- B. Forgery, alteration, misuse, or mutilation of institute documents, records, identification, educational materials, and institute property.
- C. Obstruction or disruption of teaching administration, disciplinary procedures, or other school activities, including public service functions or other authorized activities on or off premises.
- D. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
- E. Unauthorized entry, use, or occupation of school facilities.
- F. Theft or damage to property of State Career College, including using or attempting to use school property in a manner inconsistent with its designed purpose.
- G. Use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials, including bombs, explosives, devices, prohibited by law.

H. Disorderly conduct or lewd, indecent, or obscene conduct or expression.

I. Violation of federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, the violation of which occurs on school property or at school functions.

Failure to comply with the verbal or written directions of any school official acting in the performance of his or her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duty, will be subject to appropriate disciplinary action.

Violation of any of the above may subject the student to any of the following:

- Verbal Warning or Counseling
- Written Warning /Probation
- Immediate Dismissal

Re-admission will be on a probationary basis only.

**** Please refer to Practical Nursing Student Handbook for additional details to the Practical Nursing Program.***

GRADUATION REQUIREMENTS

Program	Attendance	Grade	Externship
Medical Assistant	Must complete 900 hours	≥ 70% for each module	Completion of 160 hours of externship
Chairside Assistant	Must complete 200 hours	≥70% for each module	n/a
*Practical Nursing (PN)	Must complete 1380 hours	Students must "PASS" clinical and academic cumulative grade of 79.5% (C) or higher	Completion of 552 clinical hours

**** Please refer to Practical Nursing Student Handbook for attendance policy details to the Practical Nursing Program.***

STUDENT RECORDS

State Career College maintains student records and transcripts and are available to students by calling or writing:

State Career College 3575 Grand Ave,

Suite C #1,2,3

Gurnee, IL 60031

847. 693 .3838

Email: info@statecareercollege.edu

This policy applies to all approved programs offered by State Career College.

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- Spontaneity: There is not enough time to obtain copyright permission.
- Single Use for a class. Copyright permission must be obtained if it is to be copied for subsequent classes must be obtained.

Length: The portions of the work may that be copied are limited in length. Paragraphs or a few pages may be copied; whole chapters may not be copied.

The State Career College Education Department will seek copyright permission for works that are not within the public domain or do not meet the parameters of the Fair Use Act

Employees are reminded that State Career College curricula are the property of and may not be copied or used outside of their employment with State Career College.

METHODS OF PAYMENT

State Career College accepts cash, money order, cashier's check, and credit card.

STUDENT FEDERAL FINANCIAL AID ELIGIBILITY

A participant in federal financial aid programs must:

1. Be enrolled as a full-time student in an eligible program of study.
2. Have a high school diploma or equivalent.
3. Be a U.S. citizen or national, or an eligible non-citizen with valid Social Security Number.
4. Have financial need (except for some loan programs) as determined by an analysis system approved by the Department of Education.
5. Determining Student Need- Financial need equals the difference between the stated costs of attending school, less the resources available to the student. Stated cost may include tuition, books, supplies, uniform, room and board, personal expenses, transportation, and related expenses of the student's dependents, if any. Resources include applicant's earnings: spouse's earnings (if the student is married): parents' contribution (if the student is dependent): federal and state grants benefits; public assistance, savings, assets, and other taxable and non-taxable income.
6. Maintain Satisfactory Academic Progress.
7. Provide required documentation for the verification process and for determination of dependency.
 - I) Verification Policy- Verification means that the information provided on the Free Application for Federal Student Aid will be verified against confirmed documentation. Student selected for verification will not receive federal grants or subsidized student loans unless the verification is completed. There is no exception. Students who are selected for verification will be notified in writing of the documentation required; the deadline of the submission is within 10 business days, and the consequences of failure to meet this deadline. The deadline for submission of documentation is 10 business days from the time of notification. Deadline extension may be requested. If the student fails to meet the deadline for submission of documentation, he/she will not be eligible for need based with financial Aid to re- evaluate the plan for funding the student's education. If a student is identified as having received an overpayment of funds, the Department of Education will be notified immediately. Not be in default of a student loan.
8. Not owe a refund on a Federal PELL Grant or Federal Supplemental Educational Opportunity Grant.
9. Agree to use any Federal Student Aid received solely for educational purposes.

10. Be enrolled in at least a 600-clock hour program.
11. Have registered with the Selective Service, if required. Financial Aid Student's Rights

Financial aid applicant or recipient, students have the following rights:

- To be advised of what financial aid programs are available and how to apply for them.
- To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid.
- To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing.
- To have all application information treated with the highest confidentiality.

FINANCIAL AID STUDENT'S RESPONSIBILITIES

As a financial aid applicant or recipient, students have the following responsibilities:

- To apply for financial aid early if a student wishes to be considered for financial assistance.
- To submit all required forms accurately and completely.
- To provide documentation, verification of income, corrections and or/any information to complete financial aid file.
- To accept responsibility for all forms and agreements the student signs.
- To use financial aid only for the student's actual educational expense.

STUDENT AID PROGRAMS

State Career College is approved by the U.S. Department of Education to participate in the following Title IV programs:

Prospective students may secure an application to participate in Federal Student Aid programs from the Student Financial Aid department of the school or from a high school counselor. State Career College will process the application electronically. The central processor will calculate the Expected Family Contribution according to the Federal Needs Analysis. All information submitted to the central processor is subject to various edits. Students also have the option of filing the application on their own by using FAFSA on the Internet or mailing the application via regular mail.

Federal Pell Grant (FPELL)

Federal Pell grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Because they are grants, students are not responsible for repayment. Eligibility is determined by the student's need, the cost of attendance and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by the standard formula used by the United States Department of Education. The Federal Pell Grant assists with funding post-secondary education.

Federal Family Education Loans or William D. Ford and Federal Direct Loans (Subsidized and Unsubsidized)

Federal Family Education Loans or William D. Ford Federal Direct Loans are another source of Federal Student Aid. Loans may be obtained from either the Federal Family Education Loan (FFEL) funded by a lender, such as a bank, credit union or savings and loan association or the William D. Ford Federal Direct Loan Program funded by the U.S. Department of Education.

Loans obtained through these programs are lower interest rate loans that are insured by guarantee agencies or the U.S. Department of Education. A student can apply for Stafford Loans through the school's financial aid department.

Student eligibility must be determined using the results of the Free Application for Federal Student Aid, and a student must be enrolled in an approved program at least half-time to participate in Federal Title IV programs. The loan must be used to pay for direct and/or indirect educational expenses.

Subsidized Stafford Loan

The Subsidized Stafford Loan is one in which the interest on the amount borrowed is not charged to the borrower while in school. Interest is paid to the lender by the U.S. Government. Students who demonstrate financial need may qualify for a Subsidized Stafford Loan.

Unsubsidized Stafford Loan

The Unsubsidized Federal Stafford Loan Program is a loan program that allows students to borrow a Federal Stafford Loan when previously they would not have been eligible because they did not demonstrate sufficient financial need for a Subsidized Stafford Loan. The same terms and conditions as the Subsidized Federal Stafford Loan apply except that the borrower is responsible for interest that accrues while she/he is in school.

The Federal Stafford Loans have a six-month grace period from the time of graduation or the last date of attendance before repayment begins. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his other loan.

Federal PLUS Loans (Parent Loan) or Federal Direct PLUS Loans

The Federal PLUS or Federal Direct PLUS is available to parents of dependent students to help pay for educational expenses of the student. PLUS, loans are not based on need and when combined with other resources, cannot exceed the student's cost of education.

The interest rate is variable and cannot exceed 10.5 % percent and is determined annually. Repayment begins 60 days after the final disbursement of the loan. Applications can be obtained from the Institute's Financial Aid department or from the lender.

SCHEDULE OF FINANCIAL AID DISBURSEMENT

The program is 900 clock hours and 45 weeks of instructional time in length and consists of 9 successive graded courses. The breakdown of the program will be as follows:

Number of Weeks	Total Hours	Payment Period
2 Weeks	40 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	At 451 clocks hours will be 2 nd payment period
5 Weeks	100 Hours	
5 Weeks	100 Hours	
5 Weeks	100 Hours	
8 Weeks	160 Hours	

The program is 1380 clock hours and 69 weeks of instructional time in length and consists of 9 successive graded courses. The breakdown of the program will be as follows:

Number of Weeks (20 hours per week)	Total Hours	Payment Period
22.5 weeks	0-450 Clock Hours	1 st Payment Period
22.5 weeks	451-900	2 nd Payment Period
12 weeks	901-1140	3 rd Payment Period
12 weeks	1141-1380	4 th Payment Period

OFFICIAL VS UNOFFICIAL WITHDRAWAL

Official withdrawals occur when the student follows all the steps involved in completing the withdrawal process set by the college. A withdrawal occurs when a student does not attend classes for the full time that his or her federal aid eligibility is covered and fails to meet the institution's Satisfactory Academic Progress Policy. If this occurs and the student has not gone through the college's official withdrawal process, the withdrawal is considered an unofficial withdrawal and the college must determine how many days the student remained active in his or her course of study.

OFFICIAL VS UNOFFICIAL WITHDRAWAL DETERMINATION

Regardless of whether the withdrawal was done officially or unofficially, the registrar of the college determines the date of withdrawal. In the case of unofficial withdrawals, the registrar may work in conjunction with other school officials to determine the last date the student was considered to have participated in his or her classes.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution's policies. For students whose enrollment has been terminated by the institution, the date of such action shall be considered as the date of withdrawal determination. The student's last date of attendance in the program will be considered as the withdrawal date for purposes of the required calculations.

RETURN OF UNEARNED TITLE IV FUNDS

The school must return the lesser amount of Title IV funds the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate: any Title IV loan funds in accordance with the terms of the loan; and the remaining unearned Title IV grants (not to exceed 50% of the grant) as on overpayment of the grant. Examples of the Return of Title IV calculation are available upon request in the Financial Aid Office.

ORDER OF RETURN OF SFA FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. FSEOG
7. TEACH Grants

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required.
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required.

RETURN OF UNEARNED TITLE IV FUNDS

Federal regulations stipulate that student may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled.

This policy affects students who: a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds, and b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution's policies.

Eligible Title IV federal aid recipients whose last recorded date of attendance, per the institution's attendance records, is within the first 60% of a payment period or period of enrollment are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period or period of enrollment rounded to the nearest 1/10 of one percent (Example: 33.333% = 33.3%, 66.666% = 66.7%). Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has been disbursed, in which case the unearned portion must be returned to the U.S. Department of Education, or if federal aid that has been earned by the student has not yet been disbursed, in which case the student may be entitled to a post7withdrawal disbursement of earned federal aid. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy and will result in a determination of the amount of unearned aid that must be returned to the USDE by the institution, as well as the amount to be returned by the student. The institution will notify the student upon completion of this calculation if the student has any responsibilities to repay any federal funds beyond the scope of the student's existing student loan repayment obligations.

In many cases, any return of unearned Title IV funds will result in adverse financial consequences, including the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. Unearned Title IV HEA funds that must be returned to the U.S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards, and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post7withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

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REFUND POLICY

Cancellation Policy

- **Full Refund Eligibility:** A full refund will be granted if the student cancels the enrollment contract within five days (until midnight of the fifth day, excluding Saturdays, Sundays, and legal holidays) after signing the enrollment contract but before the first day of class.
- **Partial Refund:** Students who provide written notice of cancellation after midnight of the fifth day following acceptance but before the end of their first day of class will be charged only the application/registration fee, not exceeding \$150 or 50% of the tuition cost, whichever is less. Deposits or down payments will be applied toward tuition.
- **Post-First-Day Cancellation:** Students who give written cancellation notice after the first day will follow the policies outlined in the Tuition Refund section below.
- **Immediate Enrollment Exception:** A student who independently enrolls, begins, and completes a course within five business days after signing the enrollment agreement is not subject to these cancellation provisions.

Tuition Refund

Textbooks and supplies are provided by the State Career College and are included in the total instruction cost. When notice of cancellation is given after the student's completion of the first day of attendance, the student will be financially responsible for the cost of any books or materials, which have been provided by the school. There is no charge for unused and unmarked textbooks.

Students should give written notification to the State Career College (in person or by registered mail) of their intention to withdraw from a program. However, the State Career College does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of fourteen (14) consecutive calendar days, the State Career College shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal for refund computation purposes shall be the last day of attendance. Refunds shall be made within forty (45) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within forty (45) days from the date the institution terminates the student or determines that the student has withdrawn.

CREDIT BALANCE REFUND POLICY

Credit balances occur when payments to a student's account exceed the tuition and fees charged to the student. If at any time a student's account is overpaid, creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to either return the money to a lender or hold the balance on account.

Refunds to students will be processed through the school's Business Office (Jane Cheng at jcheng@statecareercollege.edu) within 5 to 14 business days or as soon as possible. When refund checks are available, they may be picked up from the Financial Aid Office, at ecruz@statecareercollege.edu) during designated hours, or the check will be mailed.

REFUND SCHEDULE

- If a student withdraws on or after the first day but prior to 5% of the program, State Career College shall refund **90% of tuition. Institutional fees are non-refundable.**
- If a student withdraws after completing 5% of the program but within 4 weeks of the program, State Career College shall **refund 80% of tuition. Institutional fees are non-refundable.**
- If a student withdraws after the fourth week of the program and before completing 25% of the program, State Career College shall **refund 55% of tuition. Institutional fees are non-refundable.**
- If a student withdraws after 25% of the program but before completing 50% of the program, State Career College shall **refund 30% of tuition. Institutional fees are non-refundable.**
- If a student withdraws after 50% of the program, State Career College shall retain 100% of tuition. **Institutional fees are non-refundable.**

ADMINISTRATIVE POLICIES

This catalog is not to be construed as a contract between the student and the school. The administration reserves the right to make changes to any conditions or requirements, including fees, class schedules and hours, consolidate classes, change locations and make changes in equipment and curricula without notice, based upon the prior approval of Illinois Board of Higher Education.

WITHDRAWAL POLICIES

The State Career College Business Office is notified by the Education Department or by the student of the student's withdrawal. Based on this notification, the student file is pulled, the withdrawal information is reviewed, and an R2T4 calculation is performed if appropriate.

All Leave of Absence (LOA) requests should be submitted no later than the student's last day of attendance for consideration. If they are approved for a LOA, then no R2T4 calculation is performed (unless the student fails to return.)

All withdrawal files must be reviewed within 30 days to comply with Federal Post Withdrawal Disbursement calculation regulations.

If a student has received Federal Stafford/PLUS loan funds or Federal Grant funds during their current period of enrollment, and there is a break in their attendance that is considered a withdrawal, an R2T4 calculation is required to be performed. If a student has not yet been awarded but has a valid ISIR for the current award year, and is Federal Grant eligible based on their ISIR, an R2T4 calculation is needed to discover potential Post Withdrawal Disbursements for the Federal Grant.

When a student withdraws from or is withdrawn by the institution where the break in attendance for 14 days consecutively, and the student did not receive approval for an LOA, this is considered a withdrawal. These withdrawals require an R2T4 calculation if Federal funds have been disbursed for the current payment period, or if the student is eligible for a post withdrawal disbursement of federal funds.

For current financial aid recipients, a tuition percentage will be determined based on the return of Title IV funds regulations. The Office of Financial Aid determines the return of Title IV funds percentage and d i n f o r m s t h e Business Office. Institutions are required to determine n e t h e e percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student, as outlined below.

The return of funds policy follows these steps. The return of funds policy follows these steps.

- 1) Determine the percentage of the enrollment period completed by the student. $\text{scheduled hours} / \text{length of programs} = \text{earned}$

Completed -If the calculated percentage exceeds 60 percent, and then the student has “earned” all Title IV aid for the enrollment period.

- 2) Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.
Total Eligible Aid X Percentage Aid Earned = Aid Earned

- 3) Determine the amount of unearned aid to be returned to the appropriate Title IV aid program. Total Aid Earned- Disbursed Aid= Amount to be returned

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

- 4) Distribute the responsibility to return funds between the institution and the student. and the students are both responsible for returning unearned funds to the appropriate programs in specific loan/grant order. The institution must return the lesser of:

1. The total amount of unearned aid; OR
2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants.

Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to resulting from the institution return of federal aid funds. For example, if is required to return federal aid, which was used to pay a portion of the student’s charges for the enrollment period, the student is required to pay for the unpaid portion of the charges.

If a student owes any money to the school resulting from the return of federal aid funds, the student will receive a bill from the accounting office.

Any refund or repayment obligation will be clearly outlined for the student in writing and will also appear on their bill.

- Return the Title IV aid, based on the type of aid disbursed, in the following order:
 1. Federal Unsubsidized Stafford Loan
 2. Federal (Subsidized) Stafford Loan
 3. Federal PLUS (Parent) Loan
 4. Federal Pell Grant

If the contracted charges are adjusted downward by the Business Office after the withdrawal was finalized, any credit balance will be refunded to the funding source in the order outlined above.

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal. The student should contact the lender if they have questions regarding their grace period or repayment status.

The student's eligibility for future financial aid may change based on their withdrawal from SAP standards.

DETERMINATION OF FUNDS TO BE DISBURSED (POST WITHDRAWAL DISBURSEMENTS)

If the R2T4 calculation results in the determination that the amount of federal aid earned by the student for the period exceeds the amount of federal aid that has been disbursed on the student's behalf for that period, then the student may be entitled to a post-withdrawal disbursement of earned funds. Earned federal grant funds will be disbursed by the institution within 45 days of the date of withdrawal determination. Earned federal student loan funds, eligible for a post-withdrawal disbursement, will be offered to the student within 30 days of the date of withdrawal determination. The student shall have 14 days to accept or decline the disbursement of those funds. Post-withdrawal disbursements shall first be applied to the student's account to cover any charges that remain unpaid after the student's withdrawal from the institution. In the event all charges owed by the student have been paid in full, and a credit balance remains on the account, such credit balance will be returned to the student within 14 days of the date that the credit balance was determined.

RETURNING UNEARNED FUNDS

The student could both be responsible for returning unearned funds to the appropriate programs in specific loan/grant or de r s , depending on the result of the R2T4 calculation. Must return the lesser of:

1. The total amount of unearned aid OR
2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to resulting from return of federal aid funds. For example, if is required to return federal aid, which was used to pay a portion of the student's charges for the enrollment period, the student is required to pay for the unpaid portion of the charges.

If a student owes any money to resulting from the return of federal funds, the student will receive a bill from the Business Office

PROFESSIONAL JUDGEMENT POLICY

PJ Authority and Individuals Who May Exercise It Policies

The Higher Education Act of 1992 authorizes financial aid administrators to make professional judgment (PJ) decisions for special or unusual family or student circumstances. These circumstances must be documented and analyzed case-by-case to ensure a fair and thorough process. PJ decisions can adjust eligibility for all institutional, Title IV, and campus-based aid. All supporting documentation must be maintained in the student's record to ensure process integrity.

When unusual circumstances are identified, financial aid staff may provide the Special Circumstances or Dependency Override Petition form for the student to complete and return with all required documentation. The senior financial aid advisor will then review the financial aid file.

PJ Authority

The Financial Aid Advisor handles PJ requests for:

1. Dependency Overrides
2. EFC adjustments
3. Adjustments to student budgets (Cost of Attendance)

Student Rights

Students have the right to request an adjustment to their financial aid packages for special or unusual circumstances. PJ decisions are final for the award year.

Dependency Override

PJ requests are reviewed before packaging awards but only after receiving a rejected ISIR. The student must submit a completed Dependency Override Petition form with all supporting documentation, such as Homeless Youth documentation (provided by the Homeless Youth Liaison).

EFC Adjustments

Students must complete and submit the Special Circumstances form, with all supporting documentation, for EFC adjustments. Verification must be completed (if selected by CPS), and all conflicting information must be resolved before reviewing/approving a Special Circumstances request.

Procedures

Dependency Overrides

Students must submit the FAFSA without parent information. The ISIR received will be rejected and lack a valid EFC. Upon awareness of the situation, financial aid staff will provide the Dependency Override Petition form and explain the process.

The student must provide:

- Present living situation/conditions and support
- Last time they lived with their parents
- The last time they had contact with their parents
- Written explanation of the unusual circumstances leading to their separation and estrangement from parents
- Supporting documentation from a third-party professional (e.g., social worker, therapist, school counselor)

Students who are unaccompanied and either homeless or self-supporting and at risk of being homeless will need documentation from a school Homeless Youth Liaison or shelter; a Dependency Override Petition form is not required.

Criteria for Extenuating Circumstances

Examples of extenuating circumstances include:

- Incarcerated parents
- Unknown whereabouts of parents
- Abandonment and neglect
- Abusive family environment
- Older than 21 but not yet 24, unaccompanied, and either homeless or at risk of being homeless

Homelessness Definition

A student is considered homeless if they lack fixed, regular, and adequate housing. This includes living temporarily with others in substandard housing, emergency shelters, motels, cars, parks, or any public/private place not designed for human habitation.

Special Circumstances (EFC Adjustment)

Students must complete a FAFSA and have a valid EFC. Verification must be completed before reviewing Special Circumstances if selected. All conflicting information must be resolved prior to packaging awards.

Reasons for Special Circumstances Request

Students may request an EFC adjustment due to:

- Change in employment status or unemployment
- Unusual medical or dental expenses
- Tuition expenses for private elementary/secondary education
- One-time lump-sum income or payout
- Other significant financial changes beyond the student's or parent's control

Procedure for Special Circumstances Request

Students must submit:

- Special Circumstance Form
- Estimated income and expenses for the current year
- Projected income for the rest of the current year
- Supporting documentation (e.g., recent pay stubs, W2s, tax returns, EDD statements)

Review and Decision

The Financial Aid Advisor will review requests on a case-by-case basis. Additional information may be requested to support the special circumstance. PJ decisions consider the income protection allowance (IPA) in the EFC calculation.

Once a decision is made, students are notified by email. PJ decisions are final.

Request for PJ Consideration

Policies

PJ requests can be submitted in person at the SCC Financial Aid Office or electronically via the student's Self-Service Portal. Requests must be submitted before the last day of enrollment for the academic year, including all supporting documentation.

Dependency Override requests require a student's signature and may require a third-party professional's signature. Special Circumstance requests must be signed by the student and one parent (for dependent students).

Students can submit PJ requests for multiple years if their situation warrants it. However, requests for a Computer Purchase (budget increase) are a one-time approval.

Procedures

Students are informed about PJ requests through financial aid notices, staff interactions, and notifications from Student Services.

Once submitted, PJ requests are scanned and reviewed by the Financial Aid Office and routed to GEMCOR for final review. The Financial Aid Advisor will communicate with the student for any additional information required.

Approval and Notification

Upon approval, corrections are submitted to GEMCOR, and the student is notified by email. The revised Financial Aid Offer reflecting the adjusted EFC will be sent via email.

Forms

Dependency Override Petition and Special Circumstances forms can be requested from the Financial Aid Office or received by email.

Summary of Circumstances for PJ Adjustment

Dependency Override

Students must demonstrate extenuating circumstances, such as:

- Incarcerated parents
- Unknown whereabouts of parents
- Abandonment and neglect
- Abusive family environment
- Homelessness

Special Circumstance (EFC Adjustment)

Students may request adjustments due to significant income changes, unusual expenses, or other financial changes beyond their control.

For more information, visit [Student Aid Eligibility](#).

VERIFICATION POLICY

Verification Process

Each year the US Department of Education designates financial aid recipients whose documentation will be verified. Verifies every file identified by the federal government as part of its own verification process. Financial aid recipients' files are verified all year using a Verification worksheet designed by which complies with federal regulations.

Verification Documentation

A dependent student is required to provide copies of the student's parent's tax return transcript as well as the student's al tax return transcript. An independent student is required to provide the student's tax return transcript and that of the student's spouse if the student is married. In both cases, only tax return transcripts will be accepted. For a student who has not filed tax returns, copies of the student's W-2 forms are required.

Verification Deadline

Once a student is selected for verification, they are required to submit all documentation within 30 days of the date the letter was sent. Ways to request for a tax transcript: VIA the internet at WWW.IRS.GOV Via phone by calling 1-800-908-9946
Via mail or fax by completing IRS Form 4506T-EZ

Eligibility Changes Resulting from Verification

If the verification process results in a change of a student's financial aid eligibility, repackages the student for financial aid based on their new eligibility status and notifies the student with a new award letter.

Eligibility Issues Citizenship Documentation

Uses any acceptable documentation in the Federal Student Aid Handbook for US citizens or permanent residents.

Conflicting Data

If in the process of reviewing a student's financial aid file's Financial Aid Office notices conflicting data, the conflict must be resolved before awarding can take place.

Resolving Conflicting Data

The process of resolving the conflicting data is for the Financial Aid Office to: Send out a form to the student if appropriate.

Send a written notification to the student with a question or a request for additional documents Send a written notification to the student with a request that a student needs to contact the Financial Aid Office

Have a phone conversation with the student.

COMPLAINTS

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION ILLINOIS BOARD OF HIGHER EDUCATION DIVISION OF PRIVATE BUSINESS VOCATIONAL SCHOOL OF 1 N. OLD STATE CAPITOL PLAZA, SUITE 333 SPRINGFIELD, ILLINOIS 62701-1404
FAX NUMBER: (217) 782-8548 TELEPHONE NO.: (217) 782-2551 WWW.IBHE.ORG

<http://complaints.ibhe.org/>

START DATE

Medical Assistant

Start Date	End Date
5/2/24	4/16/25
6/7/24	5/21/25
7/16/24	6/27/25
8/20/24	8/4/25
9/25/24	9/9/25
10/31/24	10/15/25
4	5
12/10/24	11/20/25
4	5

Chairside Assistant

Start Date	End Date
1/2/24	5/7/24
2/26/24	7/1/24
5/6/24	9/3/24
5/20/24	9/17/24
7/1/24	10/28/24

Practical Nursing

Start Date	End Date
2/12/24	7/28/25
3/14/24	8/7/25
5/7/24	10/3/25
7/29/24	1/13/26
8/29/24	1/31/26

TUITION AND FEES

Program	Fees	Tuition Fee
Chairside Assistant	Not Applicable	\$2,500.00
Medical Assistant	\$500.00- Laptop Optional	\$ 16,297.00
Practical Nursing	\$500.00- Laptop Optional	\$25,572.00

DISTANCE EDUCATION FEES

Distance Education- Hybrid programs (Practical Nursing Programs and Medical Assistant Programs) will not be charged different fees from the residential program

ADMINISTRATIVE, FACULTY AND STAFF LIST

Theresa Tangonan

President

Jane Cheng

Student Account Manager

Evangelina Cruz

Assistant Financial Aid Director

Kenya Gray

Senior Admissions I

Master of Arts in Psychology with the emphasis of life coaching,
Grand Canyon University Certificate in completion of life coaching
University of Illinois
Bachelor of Science in Psychology

Irma Victoria Espinosa

Admission Coordinator

Yesenia Alvarado

Practical Nursing Coordinator / Student Services

Richard Keller, MD

Practical Nursing Distance Education Manager Pre-MA

Instructor

Practical Nursing Instructor

University of Nebraska at Omaha, NE -- BA Psych

University of Nebraska College of Medicine, Omaha, NE -- MD University of Nebraska

Medical Center, Omaha, NE -- residency

Delilah Figueroa, CCMA

Education Coordinator / MA Distant Education Manager associate
degree in general studies, Columbia College State Career College

Medical Assistant

Debra Holland, RMA

Medical Assistant Instructor

State Career College Medical Assistant

Calvin Chiok

MA / CSA Program Manager Data

Management Specialist

Ruel Tangonan

Chairside Assisting Instructor Doctor of
Dental Medicine Center Escolar University

Alpha P. Jarosz, FPN-BC, MSN

Nursing Program Director

Baccalaureate of Science in Nursing, Northern Illinois University

Sushil Sheth, MD

Medical Assistant Instructor College of

Medicine Mumbai, India

Lyleth Femmina Bustillo, MSN, RN

Practical Nursing Instructor

Master of Arts in Nursing, University of San Agustin Bachelor of
Science in Nursing, University of San Agustin

Marquitta Rich Rodgers, BSN, RN

Practical Nursing Instructor

Bachelor of Science in Nursing, Chamberlain College of Nursing Malcolm X
College

Kevin Bianco, BSN, RN

Practical Nursing Instructor

Bachelor of Science in Nursing, Chamberlain College of Nursing

Licensed Practical Nursing, Northwestern Institute of Health and Technology Certified Nurse
Assistant, Northwestern Institute of Health and Technology

Katya Borja, BSN, RN

Practical Nursing Instructor

Bachelor of Science and Nursing, Resurrection University Chicago, IL

OWNERSHIP

Theresa Tangonan President

Hsiao Chen- Cheng Student Account Manager

STATE CAREER COLLEGE

INSTITUTIONAL DISCLOSURES

July 1, 2021 through June 30, 2022 (past fiscal year)
Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: State Career College

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	CSA	MA	PN	
	CIP*	51.0601	51.0801	51.3901	
	SOC*	31-9091	31-9092	29-2060	
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.					
		1	56	23	
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	4	27	0	
	b) Re-enrollments	0	0	0	
	c) Transfers into the program from other programs at the school	0	0	0	
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
		5	83	23	
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0	0	0	
	b) Completed or graduated from a program or course of instruction	3	20	12	
	c) Withdrew from the school	1	25	6	
	d) Are still enrolled	1	38	5	
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	2	17	7	
	b) Placed in a related field	0	0	0	
	c) Placed out of the field	0	2	5	
	d) Not available for placement due to personal reasons	1	1	0	
	e) Not employed	0	0	0	
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		NA	NA	11	
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		NA	NA	7	
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		1	15	3	
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		\$17	\$17	\$29	

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.



STATE CAREER COLLEGE

STUDENTS TO KNOW RIGHT ACT

Illinois Board of Nursing Status Update June 2023.

State Career College is currently on probation with the Illinois Board of Nursing due to a below-required NCLEX pass rate for 2022. We have taken immediate corrective action and submitted a Plan of Correction in June 2023, which has been accepted by the Board of Nursing.

This plan includes targeted academic improvements aimed at meeting the Board's standards. We are fully committed to executing this plan and are confident in lifting the probationary status by completing all required criteria.

COMPLETION, GRADUATION AND TRANSFER-OUT RATES

Full-Year Cohort (September 1, 2019 - August 31, 2020)

Graduation Rates/Completion Rates	57%
Transfer-out	0
July 1, 2021, to June 30, 2022 Total Completers	48

Date of publication: June 30, 2023

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031 Website:

www.statecareercollege.edu

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