CASA LOMA COLLEGE

ACADEMIC CATALOG

2024
ACADEMIC CATALOG

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Sherman Oaks Main Campus
15301 Ventura Blvd, Suite D-100
Sherman Oaks, CA 91403

Nashville Non-main Campus
750 Envious Lane
Nashville, TN 37271-1342

Aurora Non-Main Campus
3015 S Parker Rd, Building D, Ste 400
Aurora, CO 80014

Phone: (800) 270-5052
Web Page: https://www.casalomacollege.edu
Email: contact@casalomacollege.edu

Information published in this catalog supersedes all other previous catalogs and student handbooks.
Any pictures representing the College are labeled and identified.

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PRESIDENT'S MESSAGE

To Our Students, Colleagues, Esteemed Faculty, and Community Partners,

I am delighted to welcome you to Casa Loma College. Casa Loma means house and hill in Spanish. From our "hilltop," we aspire to be a beacon of hope to our communities, our students, and their families.

Casa Loma was founded in 1966 around a simple idea. We offer transformational degrees in health-related programs to serve you and to improve healthcare in our communities.

To do this, we designed each of our programs with you in mind.

- Our programs are in high demand fields with strong income potential.
- Hands-on learning improves your competitiveness in the job market.
- Short-term programs can be completed quickly.
- Our staff are here to help you navigate college requirements.
- Our faculty are here to help you learn and reach your goals.

We are constantly working to improve our services and welcome your input and thoughts.

I am truly honored to be a part of this community and am excited to welcome you to Casa Loma College.

Sincerely

Scott Sand, Ph.D.
President

CASA LOMA COLLEGE INFORMATION

HISTORY

Casa Loma College was founded in April 1966 by Dr. Lewis Kohler and Rev. John Simmons to promote education, health, and welfare throughout the Greater San Fernando Valley. The name Casa Loma was originally selected because it would be a College of Applied Sciences and Arts, the first letter of each word spells C.A.S.A. The original campus was also located in the foothills around the valley.

The college, which originally served the San Fernando Valley, has grown to be so much more. Casa Loma now serves students throughout California, Colorado, and Tennessee. The Magnetic Resonance Imaging program was launched in 2007 and was soon followed by Diagnostic Medical Sonography in 2008. The Physical Therapy Assistant program was launched in 2012.

The college gained approval to offer distance education programs including a bachelor's degree program in HealthCare Administration, and in 2021, the college launched a campus in Nashville, Tennessee offering Diagnostic Medical Sonography, Medical Resonance Imaging, and HealthCare Administration.

To better serve our students, the College relocated to the current Sherman Oaks Main Campus in 2023. New programs in Medical Radiography and Medical Assistant were also added in 2023. In 2024 Nursing was added in Tennessee. Casa Loma College expanded to Aurora Colorado in 2024.

We are immensely proud of the over 10,000 graduates from Casa Loma who have joined the medical profession and improved healthcare in our communities. We believe their success is a result of the high-quality education, our committed instructors and administrators, and the resources we provide.

As a non-profit California Corporation, the Board of Regents governs Casa Loma College.

CLASSROOM LOCATIONS

Sherman Oaks Main Campus. Located in the beautiful Sherman Oaks Galleria at 15301 Ventura Blvd, Suite D-100, Sherman Oaks, CA 91403. The campus is conveniently located at the intersection of Sepulveda Blvd and Ventura Blvd and is close to both the I-405 and US 101. It is also close to the I-5, with proximity to major thoroughfares. The Galleria provides ample parking, handicap designated parking, and easy access to public transportation. The entrance to the main lobby of the campus is on the ground floor in building D. The 28,986 square foot campus is designed to meet the educational and professional needs of the students, faculty, and staff.

The campus includes spacious classrooms with fully equipped labs to maximize hands-on learning, critical thinking, and critical thinking skills. The campus provides ample space for testing, studying and lectures, and includes Wi-Fi. All students have 24/7 access to the e-Campus Library with online library databases and Librarian services. The e-library collection consists of academic databases offering a comprehensive and high-quality service to support the students and academic offerings of the College. A student lounge has vending machines providing a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment. Smoking is prohibited within the College.

Nashville Non-main Campus. Located on the ground floor at 750 Envious Lane, Nashville, TN 37217. The Casa Loma Nashville campus occupies approximately 13,500 sq. feet. The Nashville campus is located approximately 0.5 miles from TN-155/Briley Parkway, just South of I-40E.

The campus includes spacious classrooms with fully equipped labs to maximize hands-on learning, critical thinking, and critical thinking skills. The campus provides ample space for testing, studying and lectures, and includes Wi-Fi. All students have 24/7 access to the e-Campus Library with online library databases and Librarian services. The e-library collection consists of academic databases offering a comprehensive and high-quality service to support the students and academic offerings of the College. A student lounge has vending machines providing a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students for a clean environment. Smoking is prohibited within the College.

In keeping with the high educational standards of Casa Loma College, the program equipment affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job. The campus facility and the equipment fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

Aurora Non-Main Campus: Located at 3015 S Parker Rd, Building D, Ste 400, Aurora CO 80014. The campus is less than 5 minutes away from the 225 freeway. The campus is in the process of construction and will have six classrooms and four wet labs.

The campus provides ample space for testing, studying and lectures, and includes Wi-Fi. All students have 24/7 access to the e-Campus Library with online library databases and Librarian services. The e-library collection consists of academic databases offering a comprehensive and high-quality service to support the students and academic offerings of the College. Students have access to local restaurants and meeting areas. Smoking is prohibited within the College.

In keeping with the high educational standards of Casa Loma College, the program equipment affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job. The campus facility and the equipment fully comply with all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

BUSINESS HOURS

Sherman Oaks Main Campus is open and available to the students and public from 7:30 AM to 9:00 PM, Monday through Thursday and 7:30 AM to 5:00 PM, Friday. Open on Saturday 7:30 AM to 2:00 PM.

Nashville Non-main Campus is open and available to the students and public from 8:00 AM to 6:00 PM on Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Open on Saturday 7:30 AM to 2:00 PM.

Aurora Non-main Campus is open and available to the students and public from 5:00 PM to 10:00 PM on Monday through Thursday and open on Saturday 7:30 AM to 2:00 PM.

INSTRUCTIONAL HOURS

Sherman Oaks Main Campus instructional hours are Monday through Friday 8:30 AM to 11:00 PM and Saturdays 8:30 AM to 4:00 PM. There are no classes held on Friday; however, scheduled laboratory times are available.

Nashville Non-main Campus instructional hours are Monday through Friday 8:00 AM to 5:00 PM, and Saturday 8:30 AM to 4:00 PM.

Aurora Non-main Campus instructional hours are from 5:00 PM to 10:00 PM on Monday through Thursday and open on Saturday 7:30 AM to 2:00 PM.

All three locations are closed on major holidays.

ACCREDITATION AND APPROVALS

All courses, degrees, diploma, and certificate programs offered have been approved by the Board of Regents. Accreditation and approval documents may be obtained for review by contacting the Front Desk.

INSTITUTIONAL ACCREDITATION

Institutional Accreditation: The Accrediting Bureau of Health Education Schools (ABHES) an institutional accrediting body recognized by the U.S. Department of Education. 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852; Email: info@abhes.org; Website: www.abhes.org; Phone: 703-917-9503

VETERAN'S – SHERMAN OAKS MAIN CAMPUS, NASHVILLE NONMAIN CAMPUS (DMS AND MRI PROGRAMS ONLY)

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Contact the Financial Aid Office for specific program eligibility.

UNITED STATES DEPARTMENT OF EDUCATION

The United States Department of Education approves participation to Casa Loma College to offer Title IV Financial Aid assistance to students.

CALIFORNIA STATE APPROVAL

Casa Loma College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC 94909(a)(2) and 5, CCR.

- Bureau for Private Postsecondary Education (BPPE), Address: P.O. Box 980818, West Sacramento, CA 95798-0818
- Phone: (916) 574- 8900 or (888) 370-7589; Website: www.bppe.org;

COLORADO STATE APPROVAL

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

TENNESSEE STATE APPROVAL

Tennessee Higher Education Commission (THEC) granted Casa Loma College Optional Expedited Authorization (OEA) as a postsecondary educational institution in Tennessee.

TEXAS STATE APPROVAL

Casa Loma College under Texas Educational Code chapters § 132.001(1)(A) and §132.001(1)(B) is in the Texas Workforce Commission Career Schools and Colleges database as a "not regulated" school.

PROGRAM ACCREDITATION AND APPROVALS

Sherman Oaks Main Campus

- Physical Therapist Assistant program at Casa Loma College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org ; website: http://www.capteonline.org . If needing to contact the program/institution directly, please call (818) 785-2726 or email Joanna.helbig@casalomacollege.edu

- The Magnetic Resonance Imaging A.A.S. Program recognized and accredited by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT), 2444 NW 8th Street Delray Beach, Florida 33445. Phone: 651-687-0048; Email: armrit@msn.com; Website: www.armrit.org

Sherman Oaks Main Campus & Aurora and Nashville Non-main Campuses

- The Magnetic Resonance Imaging A.A.S. Program recognized and approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Sonography; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; https://www.arrt.org/

- The Diagnostic Medical Sonography A.A.S. Program recognized and approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Sonography; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; https://www.arrt.org/

DISTANCE EDUCATION APPROVAL

The Accrediting Bureau of Health Education Schools accredits Casa Loma College for full distance education. The online programs utilize both asynchronous and synchronous delivery methods via the Canvas Learning Management system (LMS) with the courses meeting the academic rigor, consistent with the level, nature, and mission of the College. These programs meet the same high academic rigor and quality standards maintained in residential instruction offered by Casa Loma College.

Students enrolled in full distance education courses and/or programs have access to the same academic support and student services, as provided for residential students.

Students residing in the states of California, Colorado, and Tennessee are eligible to enroll in distance education programs and online course offerings.

CONTINUING EDUCATION APPROVAL - *SHERMAN OAKS MAIN CAMPUS*

Approved by the Physical Therapy Board of California (PTBC); 2005 Evergreen St. Suite 1350 Sacramento, CA 95815 (916) 561-8200

FACULTY

Casa Loma College has assembled an expert and varied academic team selected for their ability to convey an understanding of the subject matter through years of practical and professional experience and academic qualifications. Faculty have advanced degrees, holding industry certifications, and have excelled in their field of expertise. Casa Loma College faculty recognize their responsibility as role models and mentors, and they will be an important continuing resource during your education and beyond.

All Casa Loma College faculty meet the standards and qualifications for teaching specified by our approval agencies and accrediting bodies.

ADVISORY BOARDS

Casa Loma College engages with Advisory Boards composed of qualified individuals working in healthcare fields, institutional staff, faculty, and graduates of the college. The boards address such topics as the institution's mission, objectives, and curriculum, as well as student, graduate, and employer comments. The Advisory Boards work to assist the institution in its mission to continuously improve its academic programs to ensure students receive appropriate training aimed at preparing them to enter their field of study upon graduation.

CATALOG

The Academic Catalog is an official publication of the College and is the same for all campuses and centers. It is for the guidance of applicants, students, and faculty and provides information about academic programs and offerings, academic regulations and requirements, policies and procedures, academic and student support services, administrative officers, and faculty.

The Catalog is not a contract between the individual student and Casa Loma College or its Board of Regents. Academic programs, requirements, courses, tuition and fee schedules and staffing listed in the catalog are subject to change at any time at the discretion of the administration and/or result of action by Casa Loma College, by the Board of Regents, or the President.

The catalog is essential to a student's success at Casa Loma College. Also see the **Clinical and/or Program Handbook(s) (if applicable):** Students are advised to use this handbook as a resource and guide to understanding their program policies.

The College periodically updates, prints, and distributes copies of the Catalog; with information published in the latest catalog superseding all other previous catalogs or Student Handbooks. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the Student Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Applicants may request a copy of this catalog in hard copy or emailed in PDF format and may also view the catalog on the Casa Loma College website. Applicants must acknowledge that they have received and reviewed this Catalog and the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

Content Disclaimer Casa Loma College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the registrations of www.casalomacollege.edu is up-to-date, complete, and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources. In addition, a student's or applicant's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to amend any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

All statements made in this catalog and similar publications distributed to prospective or admitted students shall be for informational purposes only and should not be interpreted as being contractual for any purpose.

EXTERNAL COMPLAINTS

CALIFORNIA

Bureau For Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

- Address: 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834
  - P.O. Box 980818, West Sacramento, CA 95798-0818
- Web site Address: www.bppe.ca.gov
- Telephone (888) 370-7589 or by Fax (916) 263-1897 (916) 574-8900 or (916) 574-8900 or by Fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education, by calling their toll-free number (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's Internet Web site www.bppe.ca.gov.

COLORADO

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001.

TENNESSEE

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the State of Tennessee Higher Education Commission at https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html or by contacting Julie Woodruff at Julie.woodruff@tn.gov or calling (615) 253-8857, and/or the Accrediting Bureau of Health Education Schools https://www.abhes.org.

NC-SARA

Casa Loma College, is not a member of NC-SARA (National Council for State Authorization Reciprocity Agreements) and therefore external complaints must be filed with either the state of California Department of Consumer Affairs Bureau for Private Postsecondary Education at www.dca.gov or call (833) 942-112, the Colorado Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001, or the state of Tennessee Higher Education Commission at https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html or by contacting Julie Woodruff at Julie.woodruff@tn.gov or calling (615) 253-8857, and/or the Accrediting Bureau of Health Education Schools https://www.abhes.org.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)

All complaints addressed to ABHES must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at https://www.abhes.org/complaint-process/. The written complaint and supporting documentation must be emailed to info@abhes.org or mailed to, 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852. Complaints must be in sufficient detail and clarity to permit the institution or program to respond effectively and to permit ABHES to decide the facts relating to the complaint.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)

SHERMAN OAKS MAIN CAMPUS

Anyone may file a complaint with CAPTE. CAPTE considers complaints about accredited programs and about CAPTE Itself. Complaints must be submitted in writing. The event(s) being complained about must have occurred at least in part within one (1) year of the date the complaint is filed. The complaint must be identified as a complaint and submitted independent of any other documentation submitted to CAPTE. The complaint must 1) set forth and clearly describe the specific nature of the complaint, 2) provide supporting data for the charge, 3) specify the changes sought by the complainant, and 4) identify the person making the complaint.

> Complaints are submitted to the Department of Accreditation, APTA, 1111 North Fairfax Street, Alexandria, Virginia, 22314. CAPTE acts on these types of complaints at its next regularly scheduled meeting following receipt of the complaint.
>
> Contact: http://www.capteonline.org/Complaints

Casa Loma College has no pending petition in bankruptcy, is ***not*** operating as a debtor in possession, has ***not*** filed a petition within the preceding five years, or has ***not*** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

NON-DISCRIMINATION POLICY

Casa Loma College is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All individuals have the right to participate fully in Casa Loma College programs and activities free from discrimination, harassment, and retaliation based on a protected category.

Casa Loma College prohibits discrimination and harassment of any kind on the basis of race, religion or creed color, national origin, ancestry, physical or mental disability, medical condition (cancer related or genetic characteristic), pregnancy, genetic information, gender, gender identity, gender expression, age, marital status, sexual orientation, veteran or military status, or because the individual(s) is/are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking.

The College does not tolerate any form of discrimination and harassment and has enacted administrative procedures to assure equal opportunity and to recognize and eliminate violations of this policy in accordance with state and federal laws. It is both illegal and prohibited by this policy to retaliate against any individual for filing a complaint or participating in an investigation.

The following person(s) has been designated to manage inquiries or complaints regarding nondiscrimination polices:

Veronica Pantoja, Senior Director of Administrative Services, veronica.pantoja@casalomacollege.edu, (800) 270-5052.

STUDENT DISABILITY AND ACCOMMODATIONS

It is the policy of Casa Loma College not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission of students with disabilities in all education programs, including application procedures, admissions, student assignment, course assignment, the awarding of degrees, discipline, and dismissal. Educational opportunities are not denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical or mental impairments of any such individual.

SCOPE OF REASONABLE ACCOMMODATIONS

A. When requested by an otherwise qualified applicant or student with a disability to do so, or when the need becomes known to the college, Casa Loma College is prepared to modify or adjust the admissions process or the educational environment to make “reasonable accommodation(s)” to the known physical or mental limitations of an applicant or student to enable the applicant or student to be considered for admission to the program, course, activity, or service, to meet and perform the academic and technical standards requisite to performance of their academic program or activity, or to enjoy equal benefits and privileges of education as are enjoyed by other similarly situated applicants or students without disabilities.

B. In determining the college’s ability to offer reasonable accommodation to an otherwise qualified applicant or student with a disability, each request for an accommodation is evaluated on a case-by-case basis. Factors to be examined include, among others, the essential academic and technical standards requisite for admission or participation in the educational program; the purpose and nature of the course or educational program; the precise education-related abilities and functional limitations

of the applicant or student and how those limitations could be overcome with reasonable accommodation(s); the nature and cost of the accommodation required in relation to the college's financial resources; the consequences and effect financially, educationally and otherwise of such an accommodation upon the operation and educational mission of the college, course or educational program; and other federal, state and local regulatory requirements.

C. The college is not required to offer or provide an accommodation, to admit or to continue to admit an individual with a disability to any course or educational program, or to provide educational opportunities and other services when:

    a. the accommodation would modify the educational standards or mission of Casa Loma College.

    b. the accommodation would fundamentally alter the nature of the educational program.

    c. considering the disabled applicant or student's qualifications along with the requested accommodation, they are not otherwise qualified to meet the academic and technical standards requisite for admission or participation in the education program.

    d. reasonable accommodations would not overcome the effects of the individual's disability.

    e. a reasonable accommodation would not enable the individual to complete a course or educational program.

    f. the accommodation would cause an undue hardship for the college.

    g. even with reasonable accommodation, the individual would still pose a direct threat of substantial harm to the health or safety to self or others with respect to accommodation(s) mandated by the Americans with Disabilities Act.

Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation typically are made by the Disability Student Services Coordinator, Veronica Pantoja, veronica.pantoja@casalomacollege.edu , (800) 270-5052.

WHEN TO APPLY FOR ACCOMMODATIONS

Prospective and current students are encouraged to contact the Disability Student Services Coordinator to discuss the disability accommodation process but are not required to do so. While the Disability Student Services Coordinator will review and attempt to fulfill late requests, the delay may result in accommodations not being available at the start of the semester. Accommodations are never retroactive. Accommodations are requested and approved for the duration of the student's enrollment, however, can be adjusted depending on need throughout the program. The college goal is to provide accommodations that are effective, even though they may not be the specific accommodations requested in all cases.

A student seeking accommodations must complete the Reasonable Accommodation Request Form or an accessible format appropriate for the student's limitation when requesting accommodations. Once a completed form is submitted to the Disability Student Services Coordinator, the Disability Student Services Coordinator will enter into a prompt interactive process with the student, which may include, but not be limited to, further discussions with the student, faculty and others, and possibly seeking additional medical documentation, in an effort to assess how the requested accommodation, or other reasonable accommodations, may allow the student an equal opportunity to participate in school programs and activities. All such requests will be considered carefully and promptly. Accommodations will be determined based upon the level of disability, its impact on learning, and the College's ability to provide the accommodation without

incurring undue burden or fundamentally altering its programs, facilities, policies, or activities. Once a decision has been made, the accommodation determination shall be provided to the student in writing, and shall describe, and specify the duration of, any approved accommodation. Each student who is offered an accommodation is required to affirmatively indicate their acceptance of the accommodation offered by Casa Loma College

Please note: Clinical sites are distinct and separate from the classroom and on-campus skills lab. Certain accommodations that are acceptable for the classroom/lab may not be appropriate in a clinical setting. Casa Loma College will assist students in the process of requesting and accessing reasonable accommodations (if necessary). In addition, some disabilities may impede a student's timely progress towards attaining their degree. For instance, students with auto-immune conditions may be prohibited from courses, clinicals, or functions, for short periods of time, during exacerbations. Students should remain in close contact with their program director and faculty.

GRIEVANCE

A student who believes they have been denied access to the college's programs or services because of a disability, including denial of a request for accommodation, should refer to the Student Grievance Policy as outlined in the Academic Catalog.

MANAGEMENT OF STUDENT INFORMATION

The Senior Director of Administrative Services receives and retains all inquiries and requests for accommodation and the required documentation in a secure manner.

Requests for accommodation and the related documentation will be retained by the College for at least 24 months from the date the accommodation was granted.

Access to information regarding student requests for accommodation is on a "need to know" basis consistent with the requirements of Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and related regulations at 34 CFR Part 99 regarding the confidentiality of and access to student records. To preserve student confidentiality, all information regarding requests for or delivery of accommodation is housed in the Office of Human Resources and access is restricted to staff supporting Casa Loma college's disability services processes.

Any questions about disability accommodations should be directed to the Senior Director of Administrative Services, Veronica Pantoja, at (800) 270-5052 or veronica.pantoja@casalomacollege.edu

MISSION, VALUES, AND OUTCOMES

MISSION

Casa Loma College educates and empowers students by providing the highest standard of education and service leading to HealthCare careers that will better their lives and positively impact our communities.

VALUES STATEMENT

Casa Loma College achieves its mission by adhering to the following values.

- We create trusting and enduring relationships.
- We communicate with dignity and compassion.
- We empower others to reach their goals.
- We strive for excellence in ourselves, our team, and our college.

STUDENT LEARNING OUTCOMES

We educate and empower professionals who exhibit strong skills in communication, critical thinking, ethical practice and who demonstrate an appreciation for lifelong learning.

Graduates will:

Ethical Practice

- Apply knowledge of ethical values, responsibilities and duties to decision making.
- Adhere to state and federal laws governing healthcare practice and follow the policies of the institutions in which they practice.
- Act with empathy, honesty, and personal accountability to support healthcare across diverse settings.

Critical Thinking

- Apply investigative, analytic, and decision-making skills to effectively identify and solve problems.
- Use knowledge, training, and experience to make sound clinical decisions within the scope of their practice.
- Interpret information to draw meaningful conclusions.
- Improve their personal and professional performance through self-reflection.

Life-Long Learning

- Implement current best practices, engage in academic discussion with colleagues, and mentor others.
- Demonstrate information technology (and literacy) skills to achieve a wide variety of academic, work-related, and personal goals.
- Engage in dialogue with other members of the healthcare team to facilitate positive patient outcomes.
- Keep abreast of current trends through professional development and research.

Communication

- Actively listen and acknowledge information through verbal and non-verbal cues.
- Effectively share information with diverse audiences using written, verbal, and non-verbal communication.
- Maintain confidential medical records in a timely and accurate manner.
- Communicate to patients and members of the healthcare team in a culturally competent manner to help them understand treatment plans or processes.

BACHELOR OF SCIENCE DEGREE PROGRAMS OF STUDY

(Full Distance Education)

- HealthCare Administration (California and Tennessee)

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

(Full Distance Education)

- Healthcare (California Only)

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

(Blended Learning)

- Diagnostic Medical Sonography (California, Colorado, and Tennessee)
- Medical Radiography (107 credits - California Only)
- Medical Radiography (89 credits – Colorado and Tennessee)
- Magnetic Resonance Imaging (California, Colorado, and Tennessee)
- Nursing (Tennessee Only)
- Physical Therapist Assistant (California Only)

CERTIFICATE PROGRAMS OF STUDY

(Blended Learning)

- Medical Assistant (California and Tennessee)

Program Name	CIP Code	Semester Credits	Months	Instructional Weeks	Award	# Semesters
HealthCare Administration	51.0701	120	19	80	B.S.	5
Healthcare	51.0000	60	10	40	A.S.	3
Diagnostic Medical Sonography	51.0910	84.5	22	96	A.A.S.	6
Medical Radiography (Sherman Oaks only)	51.0911	107	23	98	A.A.S.	7
Medical Radiography (Tennessee and Colorado)	51.0911	89	22	94	A.A.S.	6

Magnetic Resonance Imaging	51.0920	81	22	96	A.A.S.	6
Nursing	51.3801	68	18	80	A.A.S.	5
Physical Therapist Assistant	51.0806	73.5	17.5	75	A.A.S.	5
Medical Assistant	51.0801	33.5	8	32	Certificate	2

EDUCATIONAL DELIVERY METHOD

Instruction for programs offered at Casa Loma College are classified as residential, full distance education, blended learning, and hybrid learning.

- Hybrid learning occurs when students enroll in a program in which some of their courses are offered onsite and some are online.
- Blended learning refers to a single course which has some elements, such as threaded discussions online, while other elements, such as labs, are onsite.
- Online Programs are those in which students spend 100% of their time in an online setting containing either/both Asynchronous and Synchronous learning.
- Residential learning entails 100% of instruction live and on-campus.
- General education courses are taught online or in a residential format.

GENERAL EDUCATION COURSES

General Education courses are a requirement for earning a degree at Casa Loma College. The courses include subjects such as science, math, English, social science, arts, and humanities. General education courses provide a wide breadth of learning opportunities and skills that can be applied to everyday life, encourage empathy, objectivity, and curiosity, and help to develop a keen sense of self in one's capabilities and the ability to reflect and learn from one's experiences - skills employers seek in the people they hire.

General education teaches the student to look at problems from different angles, helping to critically navigate through the information that surrounds us at any given time. These courses also provide students with different perspectives from which to view the world, giving them the ability to tackle a variety of real-world problems. Being able to communicate effectively with different audiences, analyze information for accuracy and display literacy in digital technology can make you an impressive candidate to potential employers or improve your chances of moving up the ladder at your present job.

General education requirements vary among the programs - some programs require most of the general education be taken prior to advancing in the program; others intersperse general education throughout the program.

TECHNICAL (CORE) COURSES

Technical courses provide in-depth knowledge and/or skills in the student's chosen field of study. Technical courses serve are a requirement for earning a degree at Casa Loma College.

HEALTHCARE ADMINISTRATION (HCA)

Bachelor of Science Degree
900 Clock Hours / 60 Semester Credit Hours / Full-Time 80 Weeks / Part-Time NA
Credits with Transfer Credits for B.S. 120 credits
CIP: 51.0701 Occupational Code: 11-9111
(Offered Full Distance Education in California and Tennessee)

The HealthCare Administration Program (HCA) is a degree completion program designed to meet the needs of healthcare professionals who want to advance their educational preparation to a Bachelor of Science degree. The program is intended for students who have completed or are completing an associate of science or applied science in a healthcare related discipline who want to pursue leadership opportunities in their respective fields. The curriculum builds on the professional knowledge and skills gained through the associate degree to develop professional healthcare practice and leadership expertise. The curriculum gives students a broad understanding of leadership and management in healthcare and provide them with the skill set to lead self and others through processes such as critical reflection and facilitation and give them greater confidence in managing change, and with staff, colleagues and patients in decision making, affecting the quality and safety of healthcare.

PROGRAM MISSION STATEMENT

The HealthCare Administration (HCA) program provides adult learners with the opportunity to complete an undergraduate degree in coursework related to leadership and management in the fields of healthcare.

PROGRAM LEARNING OUTCOMES

Students will have the opportunity to:

- Attain proficiency in the concepts, theories, and methods of inquiry pertinent to leadership in healthcare.
- Develop essential competencies in organizational management, including skills for interprofessional collaboration.
- Integrate knowledge of a specific field within health care field with the dynamics and complexity of the health care industry as a whole.
- Demonstrate strategies to incorporate a variety of cultural frameworks into healthcare practice.
- Understand Interprofessional team dynamics within the framework of Critical Incident Response within the healthcare setting.
- Utilize data gathering tools for analysis and decision-making in critical response situations within the healthcare setting.
- Practice appropriate competency in oral and written communication and presentation skills.
- Conduct research, drawing on and documenting a variety of sources deemed appropriate for academic work and synthesize findings in a coherent way.
- Analyze the social, legal, and economic aspects of a problem/ situation to devise an appropriate strategy for problem solving.
- Develop skills to identify and coordinate ethical organizational behavior within the healthcare system.

PROGRAM GOALS

Through the study of evidence-based resources and applied competencies such as critical thinking, ethics, and interprofessional dynamics, learners will gain the skills and knowledge required for today's HealthCare leaders.

The HCA program allows students to complete their degrees entirely online, with a schedule that is flexible and conducive for working professionals. It is our goal to supply regional healthcare employers with competently trained administrators.

PROGRAM OVERVIEW

The HealthCare Administration Program is completely online and consists of five semesters totaling 900 clock hours and 60 credit units. Total credits for the Bachelor of Science Degree in HealthCare Administration are 120 credits.

HCA CURRICULUM

PREREQUISITE	**Credit Hours**	
Introduction To Online Learning (IOL)	0	
PROGRAM CONCENTRATION – 36 CREDITS	**Credit Hours**	**Lecture Hours**
HCA 301 Healthcare Leadership	3	45
HCA 302 Developing A Digital Presence	3	45
HCA 304 Interprofessional Healthcare Teams	3	45
HCA 305 Community and Culture in Healthcare	3	45
HCA 307 Introduction to Virtual Health	3	45
HCA 340 Health Care Management	3	45
HCA 350 Budgeting in Health Care	3	45
HCA 403 Planning and Preparedness in Health Services	3	45
HCA 404 Managing Healthcare Professionals	3	45
HCA 408 Information Management in Healthcare	3	45
HCA 420 Essentials of Managed Health Care	3	45
HCA 470 Project Management	3	45
GENERAL EDUCATION – 24 CREDITS	**Credit Hours**	**Lecture Hours**
COM 310 Professional Writing and Communications	3	45
COMP 200 Computer Applications	3	45
PHI 318 Ethics: Theory and Contemporary Issues	3	45
PSY 320 Cultivating Resilience	3	45
SOC 236 Foundations of Economics	3	45
SOC 312 Sociological Foundations of Human Behavior	3	45
SOC 322 Understanding the Living System	3	45

SOC 406 Foundations of Public Health	3	45
TOTAL PROGRAM CREDITS	**60**	
TOTAL CREDITS FOR B.S.	**120**	

The HCA Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog.

It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

HEALTHCARE (AH)

Associate of Science Degree
450 Clock Hours / 30 Semester Credit Hours / Full-Time 40 Weeks (Program requires an existing certificate earned in a HealthCare field of at least 30 credits to gain admission, 450 clock hours and 30 credits are offered over 40 weeks for the program) / Part-Time NA
Total Credits with 30 Transfer Credits for A.A.S. 60 credits
CIP: 51.0000 Occupational Code: 31-9092 and 43-6013
(Offered Full Distance Education in California)

The HealthCare Program (AH) is a degree completion program designed to meet the needs of allied health professionals who want to advance their educational preparation to an Associate of Science degree. The program is intended for students who have completed or are completing a certificate or diploma program in an allied health discipline who want to pursue leadership opportunities in their respective allied health fields. The curriculum builds on the professional knowledge and skills gained through the certificate or the diploma to develop professional healthcare practice. The curriculum gives students a broad understanding of professional skills in healthcare and provide them with the skill set to improve one's self through processes such as critical reflection and facilitation and give them greater confidence in managing change, and with staff, colleagues and patients in decision making, affecting the quality and safety of healthcare.

PROGRAM MISSION STATEMENT

The HealthCare (AH) program provides adult learners with the opportunity to complete a degree in coursework related to advanced roles in Allied Health.

PROGRAM LEARNING OUTCOMES

Students will have the opportunity to:

- Improve their proficiency in skills such as writing, computation, critical thinking and ethics.
- Develop essential competencies in organizational skills for interprofessional collaboration.
- Integrate knowledge of an allied health care field with the dynamics and complexity of the health care industry.
- Practice appropriate competency in oral and written communication and presentation skills.
- Be able to review contemporary issues in health care critically and communicate thoughts and opinions effectively.
- Analyze the social, legal, and economic aspects of a problem/ situation in order to devise an appropriate strategy for problem solving.
- Develop skills to identify and coordinate ethical organizational behavior within the healthcare system.

PROGRAM GOALS

Through the study of evidence-based resources and applied competencies such as critical thinking, ethics, and interprofessional dynamics, learners will gain the skills and knowledge required for today's Allied Health

leaders. The AH program allows students to complete their degrees entirely online, with a schedule that is flexible and conducive for working professionals. It is our goal to supply regional healthcare employers with competently trained health care team members with strong writing, math, and critical thinking skills.

PROGRAM OVERVIEW

The HealthCare Program is completely online and consists of five semesters totaling 450 clock hours, and 30 credit units. Total credits for the Associate of Science Degree in HealthCare are 60 credits.

AH CURRICULUM

PREREQUISITE	**Credit Hours**	
Introduction To Online Learning (IOL)	0	
PROGRAM CONCENTRATION – 36 CREDITS	**Credit Hours**	**Lecture Hours**
ANA 210 Human Anatomy and Physiology	9	135
ENG 101 College Writing and Composition	3	45
MAT 105 Introduction to College Algebra	3	45
PHYS 200 General Physics	3	45
COMP 200 Computer Applications	3	45
ENG 105 Critical Thinking and Analysis	3	45
CDV 210 Career Development	3	45
HCR 202 Ethics for Science and Health	3	45
TOTAL PROGRAM CREDITS	**30**	450
TOTAL CREDITS FOR A.S. (WITH 30 HOURS TRANSFERRED)	**60**	

The AH Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog.

It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)

Associate of Applied Science Degree
2155 Clock Hours / 84.5 Semester Credit Hours / Full-Time 96 Weeks
CIP: 51.0910 Occupational Codes: 29-2032.00
(Offered as a Hybrid and a Blended Program)
(Offered at Sherman Oaks Main Campus, Aurora Non-main Campus and Nashville Non-main Campus)

As part of the healthcare team, the sonographer performs diagnostic ultrasounds to produce pictures of the organs of the body, obstetrical female and male reproduction organs, thyroid, and vascular exams, using high frequency sound waves. These examinations are used to diagnose fetal anomalies, congenital disorders, cancers, and benign tumors, as well as other diseases and disorders.

PROGRAM MISSION STATEMENT

The Diagnostic Medical Sonography Program's mission is to develop competent entry-level diagnostic medical sonographers who, by virtue of theory and practice, are proficient in safely performing a variety of sonographic procedures while maintaining personal qualities of integrity, dependability, and reliability as active members of the healthcare profession.

A further aim is to promote qualities of leadership and to assist in developing a credentialed imaging professional with a high degree of adaptability. Through the Diagnostic Medical Sonography Program, Casa Loma College strives to instill a sense of pride in the profession will prevail impart the importance of continuing education as a lifelong process.

The Diagnostic Medical Sonography Program further maintains that the patient is, and shall remain, the primary focus of the sonographer.

PROGRAM LEARNING OUTCOMES

Graduates of the Casa Loma College Diagnostic Medical Sonography Program will have opportunity to:

- Perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Exercise discretion and judgment in the performance of sonographic diagnostic services.
- Provide appropriate and compassionate patient care for patients undergoing ultrasound examinations.
- Demonstrate excellent communication skills with patients and other healthcare professionals, and act in an ethical and professional manner.
- Be prepared to take:
    - American Registry of Diagnostic Medical Sonographers Ultrasound Physics and Instrumentation exams
    - ARRT (S) Sonography Primary Pathway Exam
    - ARDMS Abdomen and Small parts exam or OBGYN exam as post-primary pathway.

PROGRAM OVERVIEW

The general learning concentration focuses on the areas of abdomen, obstetrics/gynecology, superficial structures and vascular. The seven-semester program is 2,155 hours, including 750 hours of didactic, 405 hours of lab, and 1000 hours of clinical.

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the DMS program as well as an integral part of the student's education. Every effort is made to assign students to a clinical site that is located within fifty miles of the college campus; however, this cannot be guaranteed. Clinical assignments are based upon the number and type of sites available and to provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel because of the partnership to provide experiences for our students.
- A licensed or certified "clinical instructor" is always to be present during all the procedures in which students are actively involved.
- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

DMS CURRICULUM

PREREQUISITE TO PROGRAM	**SEMESTER CREDIT HOURS**			
Introduction To Online Learning (IOL)	0			
GENERAL EDUCATION – 19 CREDITS	**SEMESTER CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
ANA 210A Human Anatomy & Physiology I	4	45	**30**	
ANA 210B Human Anatomy & Physiology II	4	45	**30**	
BIO 125 Medical Terminology	3	45		
PHY 220 General Math and Physics for Imaging	3	45		
CDV 220 Career Development	2	30		
ENG 101 Introduction to College Writing and Composition	3	45		
PROGRAM CONCENTRATION – 65.5 CREDITS	**SEMESTER CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
DMS 230A Abdominal and Small Parts Ultrasound Imaging	6	60	60	

DMS 230B Abdominal and Small Parts Ultrasound Imaging	6	60	60	
DMS 250A Obstetrics and Gynecology Ultrasound Imaging	6	60	60	
DMS 250B Obstetrics and Gynecology Ultrasound Imaging	6	60	60	
DMS 220A Introduction to Vascular Ultrasound Imaging	5.5	60	45	
DMS 190 Patient Care	4	45	30	
DMS 200A Physical Principles and Instrumentation of Ultrasound Imaging I	5	60	30	
DMS 251 Clinical Practicum I	6			280
DMS 252 Clinical Practicum II	6			280
DMS 253 Clinical Practicum III	7	15		280
DMS 254 Clinical Practicum IV	5	30		160
DMS 310 Clinical Application Review	3	45		
TOTAL	**84.5**	**750**	**405**	**1000**

The DMS Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog. It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

There is no state or national licensure required so it is becoming extremely competitive to work in this field without advanced certification. The DMS Program prepares its graduates to take the ARDMS exam and the ARRT Primary Pathway Exam (Sonography). Graduates are required to take and pass the DMS 310 Review Course prior to receiving eligibility to the ARRT DMS Primary Pathway Exam.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARRT (S) Examination and the ARDMS Abdominal and Small Parts and/or the OB/GYN Certification Examination. The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

All fees related to the ARRT (S), RDMS SPI Exam and one ARDMS Specialty Exam are included in the cost of the program. Graduates are responsible for additional fees and any additional associated fees for RDMS Specialty Certification.

ARRT Exam fees are paid at the time of program completion. Students will receive a *Candidate Status Report (CSR)* from ARRT once all documentation is received. Students who do not take the examination within the 90-day window as identified on the *Candidate Status Report* are financially responsible for paying any additional exam fees and/or associated costs.

RDMS SPI Exam fees are paid upon completion of DMS 200 A. Students must take the RDMS SPI exam prior to program completion. Students who fail to take the test within the specified time are financially responsible for all exam fees and any additional associated fees.

To obtain more information about the ARDMS certification examinations, you may contact The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850. You may also visit their web site at www.ardms.org.

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: https://www.arrt.org/earn-arrt-credentials/credential-options/primary-pathway.

MEDICAL RADIOGRAPHY PROGRAM (MRAD) (SHERMAN OAKS)

Associate of Applied Science Degree
3,020 Clock Hours / 107 Semester Credit Hours / Full-Time 98 Weeks / Part-Time NA
CIP: 51.0911 Occupational Codes: 29.2034
(Offered as a Hybrid and Blended Program - Residential and Online) (Offered at the Sherman Oaks Main Campus)

The Medical Radiologic Technology (MRAD) Associate of Applied Science degree program at Casa Loma College prepares students for entry-level positions in the field, producing radiographic images in accordance with established practices and procedures. Program elements include medical terminology, patient care, radiographic procedures, radiation protection, equipment operation, and image production and evaluation. Graduates of this program qualify to take the national certification examination administered by the American Registry of Radiologic Technologists and to practice Radiologic Technology in the state of California.

PROGRAM MISSION STATEMENT

Casa Loma College's Medical Radiography program provides the healthcare community with competent entry-level radiographers through academic and clinical experiences that promote compassionate and respectful care to all people. Graduates learn to integrate professional values, ethics, behavior, and communication in partnership with clinical affiliates and engage actively in the pursuit of life-long learning, in keeping with the radiologic technologist's scope of practice.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

Goal # 1 Students will demonstrate effective communication within a healthcare setting
Students will:
i. communicate with patients.
ii. demonstrate entry-level communication readiness.
iii. communicate with members of the healthcare team.

Goal # 2 Students will develop critical thinking skills.
Students will:

i. perform non-routine procedures.
ii. competently perform image evaluation and analysis.
iii. demonstrate radiation safety considerations.

Goal # 3 Students will demonstrate professional and ethical behavior.
Students will:
i. abide by professional policies.
ii. exhibit ethical behavior.

Goal # 4 Students will exhibit clinical competency.
Students will:
i. demonstrate readiness for clinical practice.
ii. achieve entry-level clinical competency level.

PROGRAM GOALS

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following program goals:

- Perform within the standards of the professional code of practice for Radiologic Technology and applicable state and federal laws within the scope of their abilities.
- Perform within the standards of the clinical education centers policies and procedures.
- Adhere to College and Programmatic policies and procedures.
- Adhere to the ASRT Practice Standards, ARRT Standard of Ethics.
- Participate in appropriate self-assessment and modify actions based on assessment results.

PROGRAM OVERVIEW

The Associate of Applied Science in Medical Radiography program consists of 3020 hours includes 840 hours of didactic, 300 hours of lab, and 1880 hours of clinical, over seven semesters. Students attend classes online and residential. The program follows the curriculum recommendations and guidelines of American Registry of Radiologic Technologists (ARRT), and American Society of Radiologic Technologists (ASRT).

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the MRAD program as well as an integral part of the student's education. Every effort is made to assign students to a clinical site that is located within 50 miles of the college campus; however, this cannot be guaranteed. Clinical assignments are based upon the number and type of sites available and to provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
- A licensed or certified "clinical instructor" is always to be present during all of the procedures in which students are actively involved.

- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

SHERMAN OAKS MRAD CURRICULUM

PREREQUISITE	CREDIT HOURS			
Introduction to Online Learning (IOL)	0			
PROGRAM CONCENTRATION –86 CREDITS	CREDIT HOURS	LECTURE HOURS	LAB HOURS	CLINICAL PRACTICUM
RAD 100 Introduction to Radiography	3	30	30	
RAD 110 Principles of Radiographic Image Production	4	45	30	
RAD 151 Radiographic Procedures I	10	90	120	
RAD 180C Radiography Externship I	10.5			480
RAD 211 Radiographic Sciences I	6	75	30	
RAD 271 Radiographic Anatomy and Pathophysiology I	2	30		
RAD 152 Radiographic Procedures II	4	30	60	
RAD153 Radiographic Procedures III	3	30	30	
RAD 182C Radiography Externship II	10.5			480
RAD 221 Radiographic Sciences II	6	90		
RAD 272 Radiographic Anatomy and Pathophysiology II	2	30		
RAD 282C Radiography Externship III	13			600
RAD 273 Radiographic Anatomy and Pathophysiology III	2	30		
RAD 283C Radiography Externship IV	7			320
RAD 300 Advanced Topics in Radiography and registry Review	3	45		
GENERAL EDUCATION –21 CREDITS	CREDIT HOURS	LECTURE HOURS	LAB HOURS	CLINICAL PRACTICUM
ANA 210 Human Anatomy and Physiology	9	135		
BIO 125 Medical Terminology	3	45		
CDV 210 Career Development	3	45		
ENG 101 Introduction to College Writing and Composition	3	45		
MAT 105 Introduction to College Algebra	3	45		
TOTAL	107.00	840	300	1880

The MRAD Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which

do not extend the program of studies listed in the College Catalog.

It is the student's responsibility to always stay informed of curriculum and departmental policy changes. Medical Radiographers are licensed by the State of California Department of Public Health.

In addition to state licensure, Radiologic Technologists earn certification from the American Registry of Radiologic Technologists (ARRT), a national organization that upholds rigorous standards. Radiologic Technologists are versatile professionals who can train in and perform a variety of exams, contributing to the well-rounded care of patients.

Students who graduate from an approved Medical Radiography program and meet the academic and clinical requirements are eligible to take the American Registry of Radiologic Technologists certification examination, a nationally recognized credential. Graduates of Casa Loma College's Medical Radiography Program receive an Associate of Applied Science and are eligible to take the Radiologic Technologist examination offered by the American Registry of Radiologic Technologists (ARRT) (https://www.arrt.org/) .

ARRT National Certification Examination:
Graduates of our Medical Radiography Program are eligible to apply for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). This computer-based examination is available at Pearson-Vue Test Centers, and appointments can be scheduled according to your convenience.

For inquiries or to obtain an application for the national certifying examination, please feel free to contact the ARRT at the following address:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
Phone: (651) 687-0048
Website: www.arrt.org

Eligibility for ARRT Certification:
We would like to highlight that if a student has a history of felony or misdemeanor convictions, they must undergo the ARRT review process and secure approval to be eligible to take the national certifying examination. If an applicant is convicted of a crime between the time of application and the exam administration date, it is the applicant's responsibility to promptly inform the ARRT and commence the review process. For additional details, please refer to the ARRT Rules and Regulations and the ARRT Standards of Ethics.

Students who re-enter the program after dismissal for any reason must submit a statement with their ARRT application, addressing the circumstances of their departure, their progress, and their successful re-entry. This statement will be accompanied by a letter from the program director acknowledging the student's journey.

For any further information or clarifications, you can contact the American Registry of Radiologic Technologists at the provided address and phone number.

State of California Licensure in Radiologic Technology:
Graduates of our Medical Radiography Program with a Social Security number are eligible to apply for state licensure with the California Department of Public Health - Radiologic Health Branch (CDPH-RHB). To practice Radiologic Technology in the State of California, licensure by CDPH-RHB is required, and all applicants must meet ARRT's ethics criteria to be licensed by the State of California.

For specific criteria related to licensure in California, please visit the Radiologic Health Branch (https://www.cdph.ca.gov/Programs/CEH/DRSEM/pages/rhb.aspx) .

Licensure and Certification Considerations:

Additional Requirements: We strongly recommend that students, applicants, and prospective students thoroughly research any supplementary (non-educational) prerequisites for licensure in the state where they intend to practice. For an extensive directory of state-specific requirements, visit ASRT's Individual State Licensure Guide (https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure).

Detailed Licensure Information:
California: California Department of Public Health - Radiologic Health Branch (CDPH-RHB): https://www.cdph.ca.gov/programs/ceh/drsem/pages/rhb-certification/xraynucmed.aspx
Colorado: Colorado Department of Public Health and Environment: https://www.colorado.gov/pacific/cdphe/xray

MEDICAL RADIOGRAPHY TECHNOLOGY PROGRAM (MRAD) (TENNESSEE AND COLORADO ONLY)

Associate of Applied Science Degree
2,115 Clock Hours / 89 Semester Credit Hours / Full-Time 94 Weeks / Part-Time NA
CIP: 51.0911 Occupational Codes: 29.2034
(Offered as a Blended Program - Residential and Online)
(Offered at the Nashville, TN and Aurora, CO Non-main Campuses)

The Medical Radiologic Technology (MRAD) Associate of Applied Science degree program at Casa Loma College prepares students for entry-level positions in the field, producing radiographic images in accordance with established practices and procedures. Program elements include medical terminology, patient care, radiographic procedures, radiation protection, equipment operation, and image production and evaluation. Graduates of this program qualify to take the national certification examination administered by the American Registry of Radiologic Technologists and to practice Radiologic Technology in the state of Tennessee.

PROGRAM MISSION STATEMENT

Casa Loma College's Medical Radiography program provides the healthcare community with competent entry-level radiographers through academic and clinical experiences that promote compassionate and respectful care to all people. Graduates learn to integrate professional values, ethics, behavior, and communication in partnership with clinical affiliates and engage actively in the pursuit of life-long learning, in keeping with the radiologic technologist's scope of practice.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, the student will be able to:

Goal # 1 Students will demonstrate effective communication within a healthcare setting.
Students will:

i. communicate with patients.
ii. demonstrate entry-level communication readiness.
iii. communicate with members of the healthcare team.

Goal # 2 Students will develop critical thinking skills.
Students will:

i. perform non-routine procedures.
ii. competently perform image evaluation and analysis.
iii. demonstrate radiation safety considerations.

Goal # 3 Students will demonstrate professional and ethical behavior.
Students will:

i. abide by professional policies.
ii. exhibit ethical behavior.

Goal # 4 Students will exhibit clinical competency.
Students will:

iii. demonstrate readiness for clinical practice.
iv. achieve entry-level clinical competency level.

PROGRAM GOALS

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following program goals:

- Perform within the standards of the professional code of practice for Radiologic Technology and applicable state and federal laws within the scope of their abilities.
- Perform within the standards of the clinical education centers policies and procedures.
- Adhere to College and Programmatic policies and procedures.
- Adhere to the ASRT Practice Standards, ARRT Standard of Ethics.
- Participate in appropriate self-assessment and modify actions based on assessment results.

PROGRAM OVERVIEW

The Associate of Applied Science in Medical Radiography program consists of 2115 hours including 885 hours of didactic, 300 hours of lab, and 930 hours of clinical, over six semesters. Students attend classes online and residential. The program follows the curriculum recommendations and guidelines of American Registry of Radiologic Technologists (ARRT), and American Society of Radiologic Technologists (ASRT).

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the MRAD program as well as an integral part of the student's education. Every effort is made to assign students to a clinical site that is located within 50 miles of the college campus; however, this cannot be guaranteed. Clinical assignments are based upon the number

and type of sites available and to provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
- A licensed or certified "clinical instructor" is always to be present during all of the procedures in which students are actively involved.
- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

MRAD CURRICULUM (TENNESSEE AND COLORADO)

PREREQUISITE	CREDIT HOURS			
Introduction to Online Learning (IOL)	0			
PROGRAM CONCENTRATION –65 CREDITS	CREDIT HOURS	LECTURE HOURS	LAB HOURS	CLINICAL PRACTICUM
RAD 100 Introduction to Radiography	3	30	30	
RAD 110 Principles of Radiographic Image Production	4	45	30	
RAD 151 Radiographic Procedures I	10	90	120	
RAD 180 Radiography Externship I	5			240
RAD 211 Radiographic Sciences I	6	75	30	
RAD 271 Radiographic Anatomy and Pathophysiology I	2	30		
RAD 152 Radiographic Procedures II	4	30	60	
RAD153 Radiographic Procedures III	3	30	30	
RAD 182 Radiographic Externship II	5			240
RAD 221 Radiographic Sciences II	6	90		
RAD 272 Radiographic Anatomy and Pathophysiology II	2	30		
RAD 282 Radiographic Externship III	10			450
RAD 273 Radiographic Anatomy and Pathophysiology III	2	30		
RAD 300 Advanced Topics in Radiography and registry Review	3	45		
GENERAL EDUCATION –24 CREDITS	CREDIT HOURS	LECTURE HOURS	LAB HOURS	CLINICAL PRACTICUM
ANA 210 Human Anatomy and Physiology	9	135		
BIO 121 Medical Terminology	3	45		
CDV 110 Career Development	3	45		
ENG 101 Introduction to College Writing and Composition	3	45		
MAT 105 Introduction to College Algebra	3	45		
HCR202 Ethics for Science and Health	3	45		
TOTAL	89.00	885	300	930

The MRAD Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog.

It is the student's responsibility to always stay informed of curriculum and departmental policy changes. Medical Radiographers are licensed by the State of California Department of Public Health.

In addition to state licensure, Radiologic Technologists earn certification from the American Registry of Radiologic Technologists (ARRT), a national organization that upholds rigorous standards. Radiologic Technologists are versatile professionals who can train in and perform a variety of exams, contributing to the well-rounded care of patients.

Students who graduate from an approved Medical Radiography program and meet the academic and clinical requirements are eligible to take the American Registry of Radiologic Technologists certification examination, a nationally recognized credential. Graduates of Casa Loma College's Medical Radiography Program receive an Associate of Applied Science and are eligible to take the Radiologic Technologist examination offered by the American Registry of Radiologic Technologists (ARRT) (https://www.arrt.org/) .

ARRT National Certification Examination:
Graduates of our Medical Radiography Program are eligible to apply for the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). This computer-based examination is available at Pearson-Vue Test Centers, and appointments can be scheduled according to your convenience.

For inquiries or to obtain an application for the national certifying examination, please feel free to contact the ARRT at the following address:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
Phone: (651) 687-0048
Website: www.arrt.org

Eligibility for ARRT Certification:
We would like to highlight that if a student has a history of felony or misdemeanor convictions, they must undergo the ARRT review process and secure approval to be eligible to take the national certifying examination. In the event of an applicant's conviction occurring between the time of application and the exam administration date, it is the applicant's responsibility to promptly inform the ARRT and commence the review process. For additional details, please refer to the ARRT Rules and Regulations and the ARRT Standards of Ethics.

Students who re-enter the program after dismissal for any reason must submit a statement with their ARRT application, addressing the circumstances of their departure, their progress, and their successful re-entry. This statement will be accompanied by a letter from the program director acknowledging the student's journey.

For any further information or clarifications, you can contact the American Registry of Radiologic Technologists at the provided address and phone number.

State of California Licensure in Radiologic Technology:
Graduates of our Medical Radiography Program with a Social Security number are eligible to apply for state licensure with the California Department of Public Health - Radiologic Health Branch (CDPH-RHB). To practice Radiologic Technology in the State of California, licensure by CDPH-RHB is required, and all applicants must meet ARRT's ethics criteria to be licensed by the State of California.

For specific criteria related to licensure in California, please visit the Radiologic Health Branch (https://www.cdph.ca.gov/Programs/CEH/DRSEM/pages/rhb.aspx) .

Licensure and Certification Considerations:

Additional Requirements: We strongly recommend that students, applicants, and prospective students thoroughly research any supplementary (non-educational) prerequisites for licensure in the state where they intend to practice. For an extensive directory of state-specific requirements, visit ASRT's Individual State Licensure Guide (https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure).

Detailed Licensure Information:
California: California Department of Public Health - Radiologic Health Branch (CDPH-RHB): https://www.cdph.ca.gov/programs/ceh/drsem/pages/rhb-certification/xraynucmed.aspx
Colorado: Colorado Department of Public Health and Environment: https://www.colorado.gov/pacific/cdphe/xray

MAGNETIC RESONANCE IMAGING PROGRAM (MRI)

Associate of Applied Science Degree
2,034 Clock Hours / 81 Semester Credit Hours / Full-Time 94 Weeks / Part-Time NA
CIP: 51.0920 Occupational Codes: 29.2035
(Offered as a Hybrid and Blended Program)
(Offered at Sherman Oaks Main Campus, Aurora Non-Main Campus, and Nashville Non-main Campus)

MRI Technologists are allied health professionals who use specialized MRI equipment to visualize the internal structures of the human body. They interface with patients under the direct supervision of Directors, MRI Operations, Medical Directors, Radiologists, medical staff, and other members of the support team to deliver basic and complex MR imaging procedures.

PROGRAM MISSION STATEMENT

In harmony with the Casa Loma College mission, the mission of the Magnetic Resonance Imaging Program is to educate in both didactic and clinical applications of MRI, while maintaining safety and superb patient care. We graduate competent technologists specialized in Magnetic Resonance Imaging.

PROGRAM LEARNING OUTCOMES

Goal #1
Students will demonstrate effective communication skills within the field of Radiology and sub modality of MRI.
Student Learning Objectives
a) Students will demonstrate proper communication in a high paced MRI setting.
b) Students will demonstrate proper active listening, responding to others with empathy.
c) Students will demonstrate proper non-verbal communication with healthcare settings.

Goal #2
Students will demonstrate professional growth through development of clinical competency.
Student Learning Objectives
a) Students will demonstrate complete imaging procedures, explaining steps in detail.
b) Students will demonstrate readiness for clinical competency.
c) Students will demonstrate professional development because of didactic and clinical experiences.

Goal #3
Students will demonstrate critical thinking skills.
Student Learning Objectives
a) Students will perform non-routine procedures.
b) Students will practice proper MRI Safety consideration.
c) Students will demonstrate appropriate optimization techniques.

Goal #4 Students will demonstrate ethical and professional learning.
Student Learning Objectives
a) Students will demonstrate knowledge of ethical standards of the professions.
b) Students will exhibit professional behavior.
c) Students will learn the value of patient understanding, specific to patient care.

PROGRAM OVERVIEW

The Associate of Applied Science in Magnetic Resonance Imaging program consists of 2034 hours and includes 796 hours of didactic, 230 hours of lab, and 1008 hours of clinical, over six semesters. Students attend classes online and residential. The program follows the curriculum recommendations and guidelines of American Registry of Magnetic Resonance Imaging Technologists (ARMRIT), American Society of Radiologic Technologists (ASRT) and American Registry of Radiographic Technologists (ARRT).

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the MRI program as well as an integral part of the student's education. Every effort is made to assign students to a clinical site that is located within 50 miles of the college campus; however, this cannot be guaranteed. Clinical assignments are based upon the number and type of sites available and provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.

- A licensed or certified “clinical instructor” is always to be present during all of the procedures in which students are actively involved.
- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

MRI CURRICULUM

PREREQUISITE	**CREDIT HOURS**			
Introduction to Online Learning (IOL)	0			
PROGRAM CONCENTRATION – 59	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
MRI 230A Cross Sectional Anatomy I	3.5	45	16	0
MRI 230B Cross Sectional Anatomy II	3.5	45	16	0
MRI 140 MRI Patient Care and Management	4	48	24	0
MRI 203 MRI Safety	4	60	0	0
MRI 111 MRI Physics and Instrumentation I	5	56	45	0
MRI 202A MRI Imaging and Procedures I	4	48	12	24
MRI 202B MRI Imaging and Procedures II	4	48	12	24
MRI 250 MRI Pathology	3	45	0	0
MRI 112 MRI Physics and Instrumentation I	5	56	45	0
MRI 183 Clinical Externship I	6	0	0	290
MRI 184 Clinical Externship II	6	0	0	290
MRI 185 Clinical Externship III	6	0	0	290
MRR 305 Registry review	5	45	0	90
GENERAL EDUCATION – 22 CREDITS	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
ANA 210 A Human Anatomy and Physiology I with Lab	4	45	30	0
ANA 210 B Human Anatomy and Physiology II with Lab	4	45	30	
BIO 125 Medical Terminology	3	45	0	0
ENG 101 Introduction to College Writing and Composition	3	45	0	0

PHY 220 General Math and Physics for Imaging	3	45	0	0
CDV 210 Career Development	2	30	0	0
HCR 202 Ethics for Science and Health	3	45	0	0
TOTAL	**81.00**	**796**	**230**	**1008**

The MRI Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog. It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

There is no state or national licensure required to operate an MRI scanner, however, it is becoming extremely competitive to work in this field without advanced certification. The MRI Program prepares its graduates to take the ARMRIT exam and the ARRT Primary Pathway Exam (MRI). Graduates are required to pass the MR 300 Review Course prior to receiving eligibility to the ARRT MRI Primary Pathway Exam.
All fees related to the ARRT (MR) are included in the cost of the program. ARRT Exam fees are paid at the time of program completion. Students will receive a *Candidate Status Report (CSR)* from ARRT once all documentation is received. Students who do not take the examination within the 90-day window as identified on the *Candidate Status Report* are financially responsible for paying any additional exam fees and/or associated costs.

California Students Only: ARMRIT Certification fees are included in the cost of the program. ARMRIT Exam fees are paid at the time students reach eighty (80%) of their clinical practicum and applied for the examination and all required documentation. Students will receive an *Application Review Letter* from ARMRIT once all documentation has been received. Students who do not take the exam within one (1) year of the date of the *Application Review Letter* must start the application process again and are financially responsible for paying any additional exam fees and/or associated costs.

To obtain information about the ARMRIT Certification Exam contact the American Registry of Magnetic Resonance Imaging Technologists at 2444 N^W 8th St, Delray Beach, FL 33445, Phone: 651-687-0048; Email: armrit@msn.com. You may also visit their web site at https://www.armrit.org/.

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: https://www.arrt.org/earn-arrt-credentials/credential-options/primary-pathway.

NURSING (NRS)

Associate of Applied Science Degree
1,485 Clock Hours/68 Semester Credit Hours/ Full Time 80 Weeks
CIP: 51.3801 Occupational Codes: 29-1141
(Offered as a Blended Program)
Offered only at Tennessee Non-main Campus

PROGRAM MISSION STATEMENT

The Associate of Applied Science in Nursing (AAS) program educates, trains, and prepares nurse generalists to deliver safe, evidenced-based, patient-centered care in diverse and complex healthcare settings as part of a multi-disciplinary team. Nursing graduates are prepared to exercise ethical clinical decision-making skills,

provide care to culturally diverse populations based on the need of the community, display professional behaviors that will create a working environment of respect for all health care providers, patients, and various stakeholders while delivering safe and competent healthcare free of bias or personal judgement.

PROGRAM LEARNING OUTCOMES

Student Learning Outcomes (SLO) are derived from the AAS mission and professional standards of practice. The graduate of Casa Loma College's AAS program will be able to:

1. Demonstrate current best practices and informed clinical judgement in the application of safe, evidence-based nursing care.
2. Collaborate with patients and the interprofessional healthcare team to plan, coordinate and implement patient-centered care across the lifespan and continuum of care.
3. Promote patient and staff safety by engaging in processes of quality improvement within complex systems of health care.
4. Use healthcare technology and informatics tools to enhance communication and improve healthcare delivery for culturally and socially diverse patient populations.
5. Incorporate professional values, legal requirements, ethical principles, and cultural humility into nursing practice.

PROGRAM OVERVIEW

The AAS program is designed to prepare graduates for a successful transition into entry-level, professional RN roles. Utilizing national competencies and standards for professional nurses, the curriculum engages students in the acquisition and application of knowledge, skills, and professional behaviors when caring for individuals, families, and communities across the lifespan. The plan of study has 68 semester-credits including 41 nursing credits and 27 general education credits. Nursing credits consist of 735 didactic hours (49 credits), 210 skill laboratory hours (7 credits), and 540 clinical hours (12 credits).

As a cohort-based program, the program will be taught in five semesters over a 15-month period. Each semester consists of two 8-week sessions and all courses are taught over 8 weeks. Students will be admitted three times a year, in October, February, and June.

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the DMS program and the student's education. While every effort is made to assign students to a clinical site that is located within fifty miles of the college campus; this cannot always be guaranteed. Clinical assignments are based upon the number and type of sites available and provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel because of the partnership to provide experiences for our students.
- A licensed or certified "clinical instructor" is always to be present during all the procedures in which students are actively involved.

- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee **do** not count towards clinical practicum required hours.

NURSING CURRICULUM

PREREQUISITE TO PROGRAM	**Credit Hours**			
Introduction To Online Learning (IOL)	0			
PROGRAM CONCENTRATION – 41 CREDITS	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
NRS 101 Introduction to Professional Nursing	3	45		
NRS 103 Health Assessment	3	30	30	
NRS 105 Pathophysiology	3	45		
NRS 115 Fundamental Nursing Skills	5	45	60	
NRS 125 Nursing Care of Adults and Older Adults I*	5	45		90
NRS 205 Mental Health Nursing*	3	30		45
NRS 215 Nursing Care of Women, Children, and Families*	4	45		45
NRS 225 Nursing Care of Adults and Older Adults II*	6	45	30	90
NRS 235 Clinical Capstone I	3			135
NRS 236 Clinical Capstone II	3			135
NRS 245 NCLEX Success	3	45		
GENERAL EDUCATION – 27 CREDITS	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
ENG 101 Intro to College Writing and Composition	3	45		
MAT 105 Introduction to College Algebra	3	45		
ANA 210a Human Anatomy and Physiology with Lab	4	45	30	
ANA 210b Human Anatomy and Physiology with Lab	4	45	30	
BIO 220 Microbiology with Lab	4	45	30	

COM 250 Public Speaking	3	45		
HCR 202 Ethics for Science and Health	3	45		
PSY 220 Developmental Psychology	3	45		
Totals	**68**	**735**	**210**	**540**

*Pharmacological therapies are integrated throughout the curriculum.

The Nursing Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog. It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

PHYSICAL THERAPIST ASSISTANT PROGRAM (PTA)

Associate of Applied Science Degree
1,782 Clock Hours/73.5 Semester Credit Hours/ Full Time 75 Weeks
CIP: 51.0806 Occupational Codes: 31-2021
(Offered as a Blended Program)
Offered only at Sherman Oaks Main Campus

According to the American Physical Therapy Association (APTA) www.apta.org, a Physical Therapist Assistant is a technically educated healthcare provider who assists the Physical Therapist in the provision of physical therapy interventions. The Physical Therapist Assistant is the only paraprofessional specifically educated to provide physical therapy interventions. Physical Therapist Assistants (PTAs) work as valued members of a professional medical team under the direction and supervision of a licensed Physical Therapist with the goal to enhance human movement and function and to prevent and treat movement dysfunction and physical disabilities. Responsibilities include:

- Implementing exercise programs
- Assessing patient status
- Administering modalities for pain
- Gait training and balance training
- Teaching patients how to use assistive devices
- Wound care
- Cardiopulmonary therapies
- Transfer training and bed mobility
- Use of therapeutic modalities
- Analyzing treatment effectiveness
- Gathering data related to the interventions provided

PROGRAM MISSION STATEMENT

The mission of the PTA program at Casa Loma College is to prepare competent, ethical, entry-level Physical Therapist Assistants who will provide physical therapy services under the direction and supervision of a licensed physical therapist and who are prepared to grow and thrive in a dynamically changing field of physical therapy.

PROGRAM OVERVIEW

The PTA program is presented over a period of 5 semesters of 15 weeks each totaling 75 weeks. This consists of 73.5 credits with 662 clock hours in the classroom, 480 clock hours in the laboratories and 640 clock hours spent in clinical practicums. Total clock hours for the program are 1782. Clinical practicums are 40 hours per week. There is a one-week recess between semesters. Students must successfully complete all PTA-designated courses, ANA 120, and ANA 121 in sequence to progress through the program. Failure to complete coursework in sequence may require students to reapply to the program and join the next cohort (approximately 48 weeks) to retake the coursework.

PROGRAM OUTCOMES

Students will have opportunity to:

- Be prepared to pass the National Physical Therapist Assistant (NPTA) examination.
- Demonstrate an understanding of the role of the PTA by working in a manner consistent with the laws and regulations of the jurisdictions in which they practice, and with the APTA's Guide for Conduct of the Physical Therapist Assistant.
- Implement appropriate physical therapy interventions based on a plan of care established by a licensed physical therapist.
- Engage in lifelong learning activities.
- Be employable in a variety of settings covering the spectrum of human resources needs for the community.

Faculty of the Casa Loma College Physical Therapist Assistant Program will:

- Participate in the governance of the Program and in the development of the curriculum.
- Maintain current licensure including continuing competency requirements.

The Casa Loma College PTA Program will:

- Adjust class sizes based on changes in the local, regional, and national labor markets.

CLINICAL PRACTICUM

Clinical experiences are a critical and invaluable portion of the PTA program as well as an integral part of the student's education. Every effort is made to assign students to a clinical site that is located within 50 miles of the college campus; however, this cannot be guaranteed. Clinical assignments are based upon the number and type of sites available and provide a well-rounded comprehensive clinical experience. Students are responsible for travel costs, meals and any other expenses incurred when attending clinical. To ensure that students get the maximum educational value and benefit from their clinical practicum experiences, the following policies are in effect for all programs:

- Clinical sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
- A licensed or certified clinical instructor is always to be present during all of the procedures in which students are actively involved.
- Students can procure gainful employment outside of their scheduled clinical practicum hours; however, If, a student is an employee of the clinical site, hours worked as an employee do not count towards clinical practicum required hours.

PTA CURRICULUM

PREREQUISITE TO PROGRAM	Credit Hours			
Introduction To Online Learning (IOL)	0			
PROGRAM CONCENTRATION – 57 CREDITS	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
PTA 180 Introduction to Physical Therapy	3	45		
PTA 142 PTA Techniques	3.5	30	45	
PTA 140 Pathophysiology	3	45		
PTA 223 Evidence Based Practice	1.5	23		
PTA 217 Clin Biomechanics Upper Extremities	4	30	60	
PTA 218 Clin Biomechanics Lower Extremities	4	30	60	
PTA 245 Physical Therapy Modalities	3.5	30	45	
PTA 253 Cardiopulmonary /Integ. Path & Intervention	3.5	30	45	
PTA 210 Lifespan Development	2	30		
PTA 221 Professional Skills	3	45		
PTA 280 Clinical Practicum I	1.5			80
PTA 255 Neuro Path & Intervention	3.5	30	45	
PTA 258 MS Path & Intervention	3.5	30	45	
PTA 249 Rehabilitation of Special Populations and Advanced Therapeutic Exercise	3.5	30	45	
PTA 282 Clinical Practicum II	6			280
PTA 290 Clinical Practicum III	6			280
PTA 242 Case Study	1	15		
PTA 240 Seminar Exam Prep	1	16		
GENERAL EDUCATION – 16.5 CREDITS	**CREDIT HOURS**	**LECTURE HOURS**	**LAB HOURS**	**CLINICAL PRACTICUM**
BIO 100 Medical Terminology	2	30		
COM 121 Communications Foundation	2.5	38		
ANA 120 Anatomy & Physiology I	4.5	45	45	
ANA 121 Anatomy & Physiology II	4.5	45	45	
PSY 103 Applying Psychology to Everyday Life	3	45		
TOTAL	**73.5**	**662**	**480**	**640**

The PTA Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog.

It is always the student's responsibility to stay informed of curriculum and departmental policy changes.

CERTIFICATE PROGRAMS

MEDICAL ASSISTANT (MA)

Medical Assistant (MA) Certificate
744 Clock Hours/ 33.5 Semester Credit Hours/ Full-Time 32 weeks/ Part-Time NA
CIP: 51.0801 Occupational Code: 31-9092
(Offered as a Hybrid and Blended program)
(Offered in Sherman Oaks Main Campus and Nashville Non-main Campus)

Casa Loma College's **Medical Assistant Program (MA)** is designed to provide students with a comprehensive and competency-based curriculum that prepares them for a successful career in healthcare. Our program promotes professional values, life-long learning, and critical thinking skills to ensure that our students are well-equipped to handle the demands of the healthcare industry.

Our curriculum is built around the standards set by the Accrediting Bureau of Health Education Schools (ABHES). We cover a range of topics, including medical terminology, anatomy and physiology, patient care, pharmacology, clinical and administrative procedures. In addition, we provide hands-on training in cutting edge medical equipment operation, diagnostic testing, and electronic health record management.

At Casa Loma College, we are committed to providing our students with the highest quality education possible. Our experienced faculty and staff work closely with students to ensure that they receive individualized attention and support throughout their program. We are dedicated to helping our graduates achieve their career goals and become competent, compassionate, and skilled healthcare professionals.

PROGRAM MISSION STATEMENT

Casa Loma College Medical Assistant Program will provide the highest quality of education and training to prepare the next generation of competent, multiskilled medical assistants.

PROGRAM OVERVIEW

The Medical Assistant Certificate Program is a blended program that consists of online and in-person components and consists of two semesters totaling 744 clock hours and 33.5 semester credit units.

Completing the Certificate in Medical Assisting (MA) program at Casa Loma College provides students with a comprehensive education that equips them with the necessary knowledge and skills to meet the requirements for Certified Clinical Medical Assistant (CCMA), Certified Medical Administrative Assistant (CMAA), and Certified Electrocardiography Technician (CET) credentials. However, it is important to note that completion in these fields is subject to the individuals' performance on the respective certification exams. Certification outcomes may vary depending on factors such as exam preparation, individual performance, and compliance with certification board requirements. Casa Loma College remains

committed to preparing students for successful careers in healthcare and offers support and guidance throughout the certification process.

PROGRAM LEARNING OUTCOMES

Graduates of the Casa Loma College Medical Assistant Program will have the opportunity to:

- Demonstrate a mastery of knowledge and specialized skills in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains expected of an entry-level medical assistant.
- Collaborate and communicate professionally with all members of the healthcare team, patients, and third-party providers.
- Behave in a manner consistent with the ethical and legal behaviors standards of the profession.
- Perform all procedures while taking risk-reduction precautions to ensure a safe and quality experience in the healthcare setting.

MA CURRICULUM

PREREQUISITE	**Credit Hours**			
Introduction to Online Learning (IOL)	0			
PROGRAM CONCENTRATION- 33.5 CREDITS	**Credit Hours**	**Lecture Hours**	**Lab Hours**	**Externship Hours**
MA 100 Principles of Healthcare Studies and the Professional Medical Assistant	4.5	48	40	0
MA 101 Front Office Foundation and the Health Record	4.5	48	40	0
MA 102 Health Insurance and Finances in the Medical Office	4.5	48	40	0
MA 200 The Clinical Medical Assistant I	4.5	48	40	0
MA 201 The Clinical Medical Assistant II	4.5	48	40	0
MA 202 The Clinical Medical Assistant III	4.5	48	40	0
MA 203 The Certified Medical Assistant	3.0	40	16	0
MA 280 The Medical Assistant Externship	3.5	0	0	160
TOTAL PROGRAM CREDITS	**33.5**	328	256	160

The MA Program reserves the right to make such changes and adjustments in its curriculum as are educationally sound and are in keeping with the dynamic nature of its discipline and which do not extend the program of studies listed in the College Catalog. It is the student's responsibility to always stay informed of curriculum and departmental policy changes.

ADMISSIONS REQUIREMENTS AND PROCEDURES

We are here to help you succeed and achieve your educational and career goals. Each applicant for admission is assigned an Admissions Advisor who directs the applicant through the steps of the admissions process, provides information on the academic program(s), policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of both the general admission and the program admission requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the applicant's responsibility to ensure that Casa Loma College receives all required documentation. All records received become the property of Casa Loma College.

No person will be denied admission to Casa Loma College based on sex, sexual orientation, gender identity, race, color, religion, age, national origin, veteran, or disability in educational programs, activities, or admissions.

GENERAL ADMISSIONS REQUIREMENTS

To attend Casa Loma College, all new applicants must do the following:

1. Be at least 17 years of age at the time they start the program.
2. Apply for Admission and pay the non-refundable* $100 processing fee.
3. Complete an Admissions Interview.
4. Provide official high school transcript(s) or official GED test scores.
5. Present a valid government issued picture ID.
6. Physically reside in a state in which Casa Loma College is permitted to deliver Distance Education or be a resident of the state where the residential program is offered.
7. Achieve acceptable scores all required Admissions Assessment(s).
8. Complete and submit an Enrollment Agreement.
9. Comply with the Additional Admission Requirements per program.

Applicants who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education and who have completed an associate degree or higher, OR who have completed at least 60 semester credit hours or 72 quarter credit hours leading to a degree but has not resulted in a degree may use their official postsecondary school transcript to establish proof of high school graduation/GED.

(Exception: PTA Program requires high school transcripts in addition to postsecondary education).

Applicants who have earned a foreign degree must have the degree translated and certified to be equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) IEE: Foreign Credential Evaluations | Evaluation Company & NACES Member (myiee.org) or Association of International Credential Evaluators (AICE) Home | AICE - Association of International Credential Evaluators. Inc. (aice-eval.org).

Before beginning classes, each student must complete the required Financial Aid applications (if applicable) and/or complete all timely obligations of a Tuition Payment Plan.

Casa Loma College does not accept Ability-to-Benefit students.

* This fee is refundable in the State of Colorado.

Casa Loma College does not allow late enrollments.

ADMISSION INTERVIEW

All applicants take part in an Admissions Interview conducted by an Admissions Advisor. The advisor will learn about an applicant's career goals, interests, and needs, and financial planning. The student will learn about the educational opportunities, programs of study, student services, and career services' assistance and will tour the campus. This interview is typically conducted during a visit and tour of the college campus. However, in some extenuating circumstances students can interview by telephone and/or virtual meeting.

ADMISSION ASSESSMENT

Applicants take an assessment to determine their preparedness to undertake college-level coursework. The assessment is dependent upon the applicant's program of interest. Applicants applying for a bachelor's degree program are not required to take the admissions assessment.

The Program Director, or their designee, may grant acceptance to students who score below the range of acceptable scores for extenuating circumstances which may include previous training, education, or related work experience.

The Admissions Advisor has additional information regarding the assessments and the necessary scores for admissions.

ENGLISH LANGUAGE PROFICIENCY

All instruction at Casa Loma College will occur in English. Applicants who obtained a high school diploma from a school that did not use English for instruction must demonstrate competence in the English language. Competence can be demonstrated through a successful TOEFL, two years of US military service, or completion of baccalaureate level English writing or composition courses with a grade of C+ or higher. This requirement applies to international, non-international, residents, transfer, and non-transfer students. Acceptance into the program is based on the results of the assessment. TOEFL iBT® score requirement is:

- Reading = 21
- Listening = 18
- Writing = 24
- Speaking = 26

FOR COLORADO STUDENTS: POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a. Whether the postponement is for the convenience of the school or the student, and

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

PROGRAM ADMISSIONS REQUIREMENTS

Our associate and bachelor's degree programs have additional requirements for admission. In addition to meeting the general admissions requirements described above, further requirements must be met according to individual program criteria as well as applicants meeting physical and cognitive tasks in order to meet the technical standards of the profession. These are outlined below.

HEALTHCARE ADMINISTRATION (B.S.)

1. Sixty or more credits with significant work in health-related topics.
2. Official transcripts from all postsecondary institutions.

Copies of professional licensure or certifications if applicable.

IMAGING PROGRAMS - DMS, MRI, AND RAD (A.A.S.)

The Imaging Programs are selective and candidates for admission are ranked according to an objective admission formula that ensures fairness and equitability. Interviews are conducted by a panel.

1. Applicants must submit a portfolio by a specified date. The contents of the portfolio must include:
    a. Professional resume
    b. Admissions Essay: The admissions essay is a key factor in the admissions process, as it is your opportunity to set yourself apart from other applicants and show the college, admissions advisors, and program directors what you are truly enthusiastic about. The admissions essay must be typed, in APA format, and between 250 and 650 words, using the topic below to inspire and structure your response.

        Essay Topic:

        Describe the unique qualities that attract you to the program and career field to which you are applying for. How would that program support your goals and interests?
2. After submitting a completed portfolio, applicants are either scheduled for a personal interview or an applicant workshop with the Program Director. Date to be announced.

NURSING

Nursing is a selective program with very specific criteria. These are the additional criteria for the program beyond the general admissions criteria listed above.

1. Physically reside in Tennessee.
2. Test of Essential Academic Skills (TEAS). Achieve a composite score of 75% on the Admission Assessment (Student will have **only** two opportunities to complete TEAS in an academic year). TEAS results from other programs must be less than 12 months old from enrollment start date and meet the 75% composite score.
3. Math and Science courses older than **Five** years old will not be accepted for transfer credit.
4. No nursing core courses are transferrable.
5. Complete a background check.

PHYSICAL THERAPIST ASSISTANT (A.A.S.)

The PTA Program is selective and candidates for admission are ranked according to an objective admission formula that ensures fairness and equitability. Interviews are conducted by a panel.

The admission formula includes points for:

- Admissions assessment scores as assessed by the Test of Adult Basic Education (TABE)
- Prior post-secondary education if any
- GPA
- Personal interview with PTA Admissions Panel which includes points for:
    - communication • motivation • commitment
    - knowledge of the profession • writing sample

Twenty-six (26) students are admitted to the program each cohort, with seats offered to the applicants with the highest scores. Two qualified alternates are waitlisted. These alternates are offered a seat if one becomes available in the first week. If a seat does not become available, the first and second alternates will be guaranteed a seat in the next cohort if they wish to enter the program at that later time. In the case of a tie score, the applicant with the earliest date of submission of a completed portfolio will be offered the seat.

1. PTA Program applicants must submit a portfolio by a specified date. The contents of the portfolio must include:

    a. Two (2) letters of recommendation from persons unrelated to the applicant.

    b. Signed Essential Functions form.

    c. Copies of transcripts from high school and any post-secondary educational experiences.

    d. Admissions Essay: The admissions essay is a key factor in the admissions process, as it is your opportunity to set yourself apart from other applicants and show the college, admissions advisors, and program directors what you are truly enthusiastic about.

    The admissions essay must be typed, in APA format, and between 250 and 650 words, using the topic below to inspire and structure your response.

    Essay Topic:
    Describe the unique qualities that attract you to the program and career field to which you are applying for. How would that program support your goals and interests?

2. Applicants who have submitted a completed portfolio are then scheduled for a personal interview with the PTA Admissions Panel. Interviews will be held on a date to be announced.

3. Final selection of applicants and alternates is made following the interviews.

4. Mandatory orientation meetings are held on campus for all accepted PTA Program students (including alternates) on Monday and Tuesday 1-2 weeks before the scheduled start of the Program. At this time, students will receive and review the PTA Student Handbook, sign New Student Forms in preparation for the first day of class, and receive CPR and other training. Students who do not attend the entire orientation may lose his or her seat to the next alternate.

TRANSFER CREDIT

Casa Loma College provides opportunities for students to transfer credits into their identified program of study. The College accepts only those credits which can be applied to the degree program.

Official evaluation of transfer credit is part of the admission procedure for all new students. When applying, a prospective student should indicate to their Admissions Advisor that they plan to use transfer credits and must submit the Transfer Credit Petition form supported by official transcripts, as well as appropriate course catalog and or course syllabi during the admissions process.

The College will award transfer credit for courses comparable to those offered at Casa Loma College in level, nature, and disciplines of general education in which the student has earned a grade of "C+" or above or a grade point of 2.3 or above, provided that the institution at which the credit was earned is accredited by a regional or national accrediting agency or an institution accredited by a specialized agency recognized by the Department of Education. Coursework completed at institutions outside of the United States must be evaluated by an approved third-party evaluation service that is a member of the National Association of Credentialing Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

Official transcript(s) must be sent directly to the Admissions Office of Casa Loma College from the sending institution or a third-party service on behalf of the sending institution; both paper and electronic copies are acceptable. Electronic copies should be sent to admiss-trans@casalomacollege.edu. Official transcripts in a sealed envelope may be accepted from the student if the seal is not broken; however, the Registrar's Office reserves the right to make a final determination as to the authenticity of an official transcript which has passed through the hands of the student. It is the student's responsibility to ensure that the College receives all official transcripts and documentation supporting the transfer of credit. If official transcripts are not received during the admissions process, request for transfer credit will be denied, no exception.

TRANSFER CREDIT GUIDELINES:

- The Registrar evaluates the transcripts of students to determine course equivalents for general education requirements. Program Directors may evaluate transcripts of students to determine core equivalents for programmatic requirements.
- General Education courses are not required to be a 100 percent match to Casa Loma College courses however, the course must be comparable in content to satisfy the category.
- Grades for transfer credit are not factored into a student's grade point average.
- Credit earned at one school that is listed on another school's transcript are not accepted.
- Credits are awarded in semester hours. Quarter hours will be converted to semester hours. At least three semester credits (4.5 quarter cr.) are required for a course to fulfill a requirement.
- Credit will be granted equivalent to the number of credits indicated on the transcript, up to the number of credits for the comparable course at Casa Loma College.
- Military Training – credits may be granted on a case-by-case basis based upon review of the transcript against recommendations of the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Forces.

ASSOCIATE DEGREE TRANSFER CREDIT LIMIT:

CERTIFICATE PROGRAM TRANSFER CREDIT LIMIT:

Transfer credit is not accepted for any certificate programs.

ASSOCIATE DEGREE TRANSFER CREDIT LIMIT:

- **Health Care**
  - A maximum of 21 (21) credits in general education courses only. ANA 210 A and ANA 210 B are not eligible for transfer credit. A minimum of 15 credits must be taken in residency at Casa Loma College.

- **Diagnostic Medical Sonography**
  - A maximum of nine (9) semester credits in general education courses only. ANA 210 A and ANA 210 B and CDV 220 are not eligible for transfer credit.

- **Medical Radiography (both versions)**
  - A maximum of nine (9) semester credits in general education courses only. ANA 210 and CDV 110 are not eligible for transfer credit.

- **Magnetic Resonance Imaging**
  - A maximum of twelve (12) semester credits in general education courses only. ANA 210 A and 210B and CDV 220 are not eligible for transfer credit.

- **Nursing (68 Credits – Tennessee)**
  - A maximum of fifteen (15) semester credits in general education courses only. ANA 210 A and 210B are not eligible for transfer credit.

- **Physical Therapist Assistant**
  - A maximum of seven and a half (7.5) semester credits in general education courses only and must be completed in the five (5) calendar years prior to enrollment. ANA 120 and ANA 121 are not eligible for transfer credit.

BACHELOR'S DEGREE TRANSFER CREDIT LIMIT

- **60** = Maximum number of lower-division credits applied towards bachelor's degree.
- **30** = Maximum number of upper-division credits applied toward bachelor's degree.

If you transfer with more than sixty lower-division credits or more than thirty upper-division credits, all of your transfer courses will be reviewed and match those that satisfy Casa Loma College's general education and degree requirements. However, the maximum number of credits applied toward the bachelor's degree is ninety.

RESIDENCY REQUIREMENT

Students must complete at least twenty-five (25) percent of the credit required for a degree at Casa Loma College (prior approval of transfer credit after starting a program is required).

CREDIT NOT ACCEPTED FOR TRANSFER

- Prior experiential learning, life experience or workforce training
- Remedial courses, Non-credit courses or Certificates

- Continuing Education Courses, Correspondence Courses

EFFECTS OF TRANSFER CREDIT ON FINANCIAL AID

Transfer credits may affect the type and amount of financial aid available to students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION

The transferability of credits you earn at Casa Loma College is at the complete discretion of an institution to which you may seek to transfer. Casa Loma College does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Casa Loma College to determine if your credits or degree will transfer.

ENROLLING AS AN INTERNATIONAL STUDENT AT CASA LOMA COLLEGE

Students who are citizens of other countries may gain admittance to Casa Loma College.

1. Follow all admission steps as outlined in the College Catalog and be accepted into a program.
2. Pay the $100 non-refundable application fee.
3. Pay the I-901 SEVIS Fee and have a valid I-94.
4. Have a U.S. Physical Address.
5. Have a properly formatted e-mail address.
6. Have a valid passport issued by your home country with an expiration date not less than one year from the college application date.
7. Certain international students may be required to provide a statement of financial support or a sponsor letter indicating that tuition will be paid in advance of each semester and that a sponsor will provide all necessary living expenses for the student. Most international students cannot receive U.S. federal financial assistance, nor can they work legally in the United States without appropriate permission. The evidence of Financial Support must exceed $48,973 USD.
8. Submit all transcripts from prior colleges and complete all transfer steps (if applicable).
9. Demonstrate fluency in the English Language by fulfilling one of the following:
    a. English is identified as an official language of your country of origin and was the principal language of instruction at your post-secondary institution.
    b. Completion of 12 semester credits of college credit (at least 3 units of which were in an English course) from a regionally accredited institution with a C+ (78%) of better in each course where English is the principal language.
    c. Completion of an approved intermediate-level English as a Second Language (ESL) program.
    d. Completion of two years of service in the United States Military.
    e. Scoring a minimum of 84 on the TOEFL, computer-based version.

10. Submit an English translation (if applicable) of all foreign transcripts with a course-by-course evaluation.
11. Arrival to the United States no more than thirty (30) days prior to the start of classes if a first time I-20 student.

The level of career services offered to international students/graduates varies and depends on employment opportunities permitted by the North American Free Trade Agreement and/or on students'/graduates' visas.

If you need assistance with immigration (I-20 form, F-1 visa, SEVIS, etc.), our Office of International Affairs will be able to assist you. You can contact Casa Loma College's Primary

Designated School Official (PDSO) Dr. Scott Sand,
Casa Loma College, 15301 Ventura Blvd, D-100, Sherman Oaks, CA 91403
contact@casalomacollege.edu www.casalomacollege.edu 1-800-270-5052

POST ADMISSIONS REQUIREMENTS

1. **Background Checks**. Not all degree programs at Casa Loma College require background checks; only those students who are enrolled in courses requiring clinical experience and/or direct patient contact will be required to obtain one. The background check will be honored for the duration of a student's continuous enrollment. A student who has a break in enrollment of one or more semesters in the program must complete a new background check. Students who refuse to submit to a background check will be dismissed from the program. If the criminal background report discloses violations, even if expunged, the finding may prevent the student from being placed in a clinical externship and the student may be dismissed from the program.
    a. Please be advised that eligibility to participate in academic and/or clinical activities following a background check does not guarantee eligibility to sit for a professional credentialing examination(s) or for employment upon program completion. It is the student's responsibility to contact the certification or licensure board for a particular healthcare or other service profession to determine the standards that must be met for credentialing, licensing and/or employment in that field.
2. Each student is responsible for ensuring that adequate documentation of the following requirements is provided to the Program Director at the start of the Program to process an ethical review from the credentialing boards. Except for students enrolled in the Physical Therapist Assistant Program, the student is responsible for obtaining and submitting all the following documents. Students must have all required documentation prior to the start of their clinicals.
3. Different Clinical sites have different policies on testing, background checks, and immunizations. See the policies and procedures for individual clinical facilities for more guidance. Students have the right to decline clinical placement while understanding that alternate sites may not be available during any given semester. Our clinical programs require a set number of in-person clinical hours. There are no alternative assignments to achieve these required in-person clinical hours.

    Required Documentation may include, but are not limited to:
    a. A physical examination which attests to the student's ability to meet the physical requirements necessary to perform practice functions
    b. Immunity to mumps, rubella and varicella verified with proof of vaccine or titer.
    c. Immunity to tetanus, diphtheria and pertussis verified with proof of vaccine or titer.
    d. Hepatitis B – Proof of immunity or proof of series or signed declination.
    e. TB Skin Test – or – Quanti-FERON Gold Blood Test – or – if positive results, provide a clear chest x-ray (Lab Report or physician verification of results required)
    f. COVID-19 Vaccination and booster
    g. N95 Fit test
    h. Ten-panel drug screening
    i. Documentation of flu shot during current flu season (as required by clinical site)
    j. CPR Certification. Must be the American Heart Association Healthcare Provider course. Copy must be front and back of the card and the card must be signed.
    k. Fire Safety Certification. Copy must be front and back of the card and the card must be signed.
    l. IV/HIPPA Certification
    m. *Recommended:* Health Insurance. Provide a copy of your current Health insurance card or proof of coverage.

PREREQUISITE TO ALL PROGRAMS

In this short prerequisite course, students will learn how the online environment works and how to navigate through the college's Canvas Learning Management System (LMS) where students will find resources, information on how to get technical and other types of help, tips, and tools useful in identifying resources, and strategies for successful online learning. Students will also find access to required admissions material to complete before the program start date.

Also included in this course is an overview of the college's policies and resources that will help students understand ways in which they can be an active bystander and community leader in preventing sexual harassment and violence in our community. Upon completion of this course students will be able to successfully navigate our Learning Management System so that they can engage in classes appropriately.

COMPUTER REQUIREMENTS

All students must be computer literate and have access to a laptop that is capable of running modern software and streaming media including web-conferencing applications such as Zoom. Students are required to bring their laptops, fully charged, to class each day unless the instructor directs them otherwise. Computer minimum specifications are listed on the college website at: https://casalomacollege.edu/admissions/student-technology-requirements/

Although the College does not require any specific model or brand of computer, there are minimum required hardware and software specifications, and you can use either the Windows or MacOS platform. Systems that do not meet the minimum specifications may be slower or may not run the software used in courses. Smartphones and tablet devices are not acceptable substitutes for a laptop.

ACCEPTANCE TO THE COLLEGE

An applicant is considered for enrollment in a specific program after all required materials and requested information has been received and the admissions process has been completed. Enrollment becomes official after the signatures of the student and an official of Casa Loma College are contained on a fully executed enrollment agreement and the student has attended the first day of class. The College accepts students based on an individual and competitive basis according to program criteria. Class size is limited.

DENIAL OF ADMISSION

Casa Loma College reserves the right to deny enrollment for failing to meet the stated general and programmatic admissions requirements.

STATE RELOCATION NOTICE

Students who relocate while enrolled may be unable to complete their studies if they are moving to a state where Casa Loma College is not currently authorized to offer that program. Prospective students should contact their Admissions Advisor to discuss how relocation could alter their eligibility, while current students should contact their Academic Advisor if they are considering relocating during their course of study.

Since the College must be authorized/approved to offer programs in each state, there may be consequences for applicants and students who relocate to a state where the College does not meet state requirements or has yet to be approved. There are also program limitations even in states where the College is authorized/approved; for states with an authorized/approved status, applicants/students may not be able

to apply, continue, or change to a particular program, as not all programs may be approved by a state licensing authority. In these cases, these programs cannot be offered to students residing in that state.

In addition, if a student relocates to a state in which Casa Loma College is not authorized to provide distance education, continued enrollment and/or receipt of federal student aid funding, including federal loans and Pell Grants, cannot be guaranteed. Relocation to a state in which the College is not authorized to offer distance education may also impact a student's loan repayment or deferment status and/or other benefits, such as veterans' education benefits.

PROFESSIONAL LICENSURE/CERTIFICATION

Some programs offered at Casa Loma College may not provide all the educational requirements necessary for professional licensure or certification for out-of-state residents. Students considering an online program that leads to a professional license in a state are highly encouraged to contact the appropriate licensing agency and organization(s) in that state to seek information and additional guidance before beginning the program; and students should also continually monitor changes throughout the program as licensure requirements may change over time.

TEXTBOOK OPTIONS

Casa Loma College offers diverse ways for students to access course materials, such as textbooks, textbook rental, digital resources, etc. For example, some classes may use a hard copy textbook, while others may use an e-textbook or digital resources, and some classes may not require a student to purchase any type of materials and utilize Open Educational Resources.

The cost of your textbook/digital content are included in the total cost of your program; however, students are under no obligation to purchase textbooks from Casa Loma College. The same textbook may be available from an independent retailer. Students choosing to purchase their own textbooks must inform their Admissions Advisor during the admissions process. Students who opt out of purchasing textbooks through the college and later wish to opt in may do so by notifying the school in writing. Students can view a copy of required textbooks in the Academic Catalog Addendum and on the College Website.

TRANSPORTATION AND PARKING

Students are responsible for obtaining their own transportation to and from the college and clinical affiliates.

Students may not share transportation with college employees.

Students are subject to the parking regulations established by the college and clinical affiliates and are expected to park in designated areas only.

If a violation occurs, the car may be towed at the student's expense.

The college is not responsible for expenses associated with traveling to the site, parking or towing, or injury to property sustained at a clinical affiliate site or on college grounds.

STUDENT HOUSING

Casa Loma College is a non-residential College and has no responsibility to find or assist a student in finding housing. Living accommodations are available within a convenient distance of the school, and, according to rentcafe.com, rental properties start at approximately $1,542 per month. The inclusion of any

apartment or agency on the list below does not represent an endorsement of services or facilities, nor does it guarantee vacancies. Please be aware that Casa Loma College does not inspect any housing facilities. We do not assume responsibility for the condition of these housing facilities, nor the character of any applicant, property owner, or tenant. Students are strongly advised to visit properties in person before committing to a lease.

RESOURCES FOR HOUSING IN SHERMAN OAKS, AURORA, OR NASHVILLE

Zillow
Craig's List
Trulia
Apartment Finder
Apartments.com

CLASS CANCELLATION

A minimum number of students may be required in each class to ensure academic quality. A program start date may be postponed until the minimum number of students is attained. If the program cohort is cancelled due to the shortage of enrollments, all monies paid will be refunded in full.

EMPLOYEE COMPENSATION

Casa Loma College does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in ensuring enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

STUDENT ID NUMBERS

Student ID numbers are assigned to replace social security numbers as the student 's primary identifier used by the college.

Social security numbers will still be collected for such purposes as statistical reporting and financial aid. The last four digits will appear on official transcripts. Students are strongly encouraged to use only their Student ID numbers in all College-related business as it provides them with additional security and confidentiality.

DISTANCE EDUCATION AND ONLINE LEARNING

Distance Education, also referred to as “online” offers students the opportunity to attend classes online and provides students with both excellent learning resources and a wide variety of high-quality college programs and courses.

The vision for our Distance Education degree programs and courses supports the overall mission of Casa Loma College with a strong commitment to student learning and success through:

- High quality, student-centered, interactive learning experiences in online, hybrid, or blended courses.
- Collaborative and interdisciplinary approaches to learning that help students develop meaningful and relevant connections in their lives.
- Instruction which encourages critical and independent thinking and is responsive to a range of learning styles.
- Flexibility in the scheduling of course offerings to meet student needs.

Distance education programs and courses have the same rigor and quality as on-campus courses with regular and effective contact between the instructor and student. Online courses utilize features of the Canvas Learning Management System (LMS), such as course documents, announcements, emails, discussion boards, real-time communication, virtual classrooms, groups, assignments, external links, digital drop boxes and grade books, etc. All course instructions, materials, assignments, and discussions are posted and submitted online. Online student support services parallel those provided on campus. The LMS offers 24/7 technical support.

STATE AUTHORIZATION

The United States Department of Education regulation 4 C.F.R.§ 600.9© requires each state to apply for and receive authorization to provide online/distance education programs to out-of-state students.

The Department of Education requires all post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states.

OUT-OF-STATE POLICY FOR DISTANCE EDUCATION PROGRAMS AND COURSES

To maintain compliance, students living outside of California, Colorado, or Tennessee are prohibited from taking online programs or courses at Casa Loma College.

Casa Loma College is approved to offer residential and distance education programs in the State of Tennessee through the Tennessee Higher Education Commission (THEC) granted Casa Loma College Optional Expedited Authorization (OEA). Casa Loma College investigates state authorization requirements in each state and continues to make good faith efforts to secure the appropriate authorization and/or licensure to offer distance education programs to students living out-of-state.

STUDENT AUTHENTICATION

The federal reauthorization of the Higher Education Act in 2008 requires that an institution has "processes in place through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit."

In our effort in protecting the privacy of students in distance education courses or programs, all users are assigned a unique login name and password to access the LMS. Faculty, staff, and students are required to protect and maintain the confidentiality of their passwords.

The college will maintain student identity in accordance with established institutional privacy and confidentiality policies with access provided only to authorized individuals of the College who require immediate and necessary use of the information to fulfill the various academic activities of the College.

TRACKING STUDENT ATTENDANCE

Under federal guidelines, attendance in a distance education course is measured by engagement in the course. Simply logging into the class and viewing a page is not considered engagement. Attendance, as defined by Casa Loma College and according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, in interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the institution.
- Participating in (contributing to) an online discussion about academic matters.
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance does not include activities where a student may be present, but not academically engaged, such as:

- Logging into an online class without active participation
- Participating in academic counseling or advisement

ASSOCIATE OF APPLIED SCIENCE DEGREE GRADUATION REQUIREMENTS

- Complete course requirements and credit hours applicable to the degree.
- Complete and demonstrate clinical proficiency by satisfying the requirements of the competency-based clinical education objectives and competencies evidenced by satisfactory evaluations.
- Complete the program within the maximum time frame allowed.
- Complete the minimum number of credits in residency.
    - At least twenty-five (25) percent of credit hours of degree requirements must be earned at Casa Loma College.
- Have a minimum cumulative 2.3 grade point average (GPA) on a 4.0 grade point scale.
    - Nursing graduates must have a 2.5 grade point average on a 4.0 scale.

BACHELOR OF SCIENCE DEGREE GRADUATION REQUIREMENTS

- Complete and pass the course requirements applicable to the degree.
- If applicable, complete and demonstrate proficiency by satisfying the requirements of the practicum objectives and competencies evidenced by satisfactory evaluations.
- Complete the program within the maximum time frame allowed.
- Complete a minimum of 120 credit hours of course work or higher for a bachelor's degree.
- Complete the minimum number of credits in residency.
    - At least twenty-five (25) percent of credit hours of degree requirements must be earned at Casa Loma College.
- Have a minimum cumulative 2.3 grade point average (GPA) on a 4.0 grade point scale.

COMMENCEMENT EXERCISES

Commencement celebrates the accomplishments of students who have successfully completed all the requirements necessary for their degrees.

"Walking" is the term used to indicate student participation in commencement exercises. Walking in Casa Loma College's Commencement exercises does not necessarily indicate degree completion or a guarantee thereof. Only when all requirements are completed will a student's degree be awarded.

ELIGIBILITY TO WALK

Students are eligible to walk in the college commencement ceremonies after completing all degree requirements. In addition, students who are within nine (9) credits of completing all degree requirements and have a plan to complete all remaining requirements and/or who have completed at least 60 percent of the clinical component of their program may, with the approval of their program director, walk in the college commencement ceremonies.

DIPLOMAS

Graduates will receive a diploma upon completion of all hours and requirements and clearance from applicable departments as indicated on Diploma Release Form. Diplomas are issued as students complete

their program, during the program exit interview. Students who have an outstanding debt to the College will not receive their diploma until the debt has been satisfied. Graduation Awards include:

- Valedictorian – student with the highest overall GPA within each program
- Salutatorian – student with the second highest GPA within each program
- Perfect Attendance - Green Cord
  - No absences throughout the entire program
  - One or two tardy qualify.
  - Three or more tardy in a course or semester **does not** qualify.
  - Students who have repeated a course are eligible for a perfect attendance award if the above criteria have been met in both the original and repeated course.

ACADEMIC HONORS

- Associate of Applied Science Degree
  - With Honors: 3.50 to 3.69 overall GPA
  - With High Honors: 3.70 to 3.89 overall GPA
  - With Highest Honors: 3.90 to 4.00 overall GPA

- Bachelor' of Sciences Degree
  - Cum Laude: 3.50 to 3.69 overall GPA
  - Magna Cum Laude: 3.70 to 3.89 overall GPA (Silver Cord)
  - Summa Cum Laude: 3.90 to 4.00 overall GPA (Gold Cord)

Students who have repeated a course are eligible for academic honors; and, although the first grade will not count towards the final program GPA, the credits/hours attempted will count towards configuration of final overall GPA.

CERTIFICATION, STATE BOARD EXAMS, AND LICENSURE

Many of Casa Loma College degree programs lead to professional licensure or certification. Each program strives to provide the best education for all its students. The College's attention and compliance with regulatory and accreditation agencies is continuous. However, a student's graduation or completion of a course or program does not ensure a student's ability to successfully pass a national credentialing or certification examination or approval for licensure that may be required to practice.

It is the student's responsibility to maintain his/her adequate academic and clinical skill and to further improve them to a proficiency level if passing a national credentialing or certification examination is one's goal. It is the student's responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license is one's goal. Graduation or successful completion of a Casa Loma College program only indicates a student has met the minimum requirements set forth by Casa Loma College and its regulatory, approval and accreditation agencies.

Student licensure, credentialing, or certification requirements are set by agencies not controlled by, or affiliated with, Casa Loma College. Those agencies may change those requirements at any time. For example, licensure, credentialing, or certification requirements can include evidence of the right to work in the United States (e.g., social security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure, credentialing, or certification requirements. Casa Loma College will not refund tuition, fees, or any associated costs to students who determine, subsequent to admission, that they cannot meet licensure, credentialing, or certification requirements. Students should contact the respective licensure, credentialing, or certification agencies for more detailed information regarding licensure, credentialing, or certification.

DIAGNOSTIC MEDICAL SONOGRAPHY

There is no state or national licensure required so it is becoming extremely competitive to work in this field without advanced certification. The DMS Program prepares its graduates to take the ARDMS exam and the ARRT Primary Pathway Exam (Sonography). Graduates must take and pass DMS 310 Clinical Application Review to become eligible to take the ARRT DMS Primary Pathway Exam.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARRT (S) Examination and the ARDMS Abdominal and Small Parts and/or the OB/GYN Certification Examination. The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

All fees for the ARRT (S), RDMS SPI Exam and one ARDMS Specialty Exam are included in the cost of the program (certain conditions may apply). Graduates are responsible for additional fees and any additional associated fees for RDMS Specialty Certification.

ARRT Exam fees are paid at the time of program completion. Students will receive a *Candidate Status Report (CSR)* from ARRT once all documentation is received. Students who do not take the examination within the 90-day window as identified on the *Candidate Status Report* are financially responsible for paying any additional exam fees and/or associated costs.

RDMS SPI Exam fees are paid upon completion of DMS 200A. Students must take the RDMS SPI exam prior to program completion. Students who fail to take the test within the specified time are financially responsible for all exam fees and any additional associated fees.

To obtain more information about the ARDMS certification examinations, you may contact The American Registry of Diagnostic Medical Sonographers, 51 Monroe Street, Plaza East One, Rockville, MD 20850. You may also visit their web site at www.ardms.org.

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: https://www.arrt.org/earn-arrt-credentials/credential-options/primary-pathway.

MAGNETIC RESONANCE IMAGING

There is no state or national licensure required to operate an MRI scanner, however, it is becoming extremely competitive to work in this field without advanced certification. The MRI Program prepares its graduates to take the ARMRIT exam and the ARRT Primary Pathway Exam (MRI). Graduates are required to pass the MRR 300 Review Course prior to receiving eligibility to the ARRT MRI Primary Pathway Exam.

All fees related to the ARRT (MR) are included in the cost of the program (certain conditions may apply). ARRT Exam fees are paid at the time of program completion. Students will receive a *Candidate Status Report (CSR)* from ARRT once all documentation is received. Students who do not take the examination within the 90-day window as identified on the *Candidate Status Report* are financially responsible for paying any additional exam fees and/or associated costs.

California Students Only: ARMRIT Certification fees are included in the cost of the program. ARMRIT Exam fees are paid at the time students reach eighty (80%) of their clinical practicum and applied for the examination and all required documentation. Students will receive an *Application Review Letter* from ARMRIT once all documentation has been received. Students who do not take the exam within one (1) year of the date of the *Application Review Letter* must start the application process again and are financially responsible for paying any additional exam fees and/or associated costs.

To obtain information about the ARMRIT Certification Exam contact the American Registry of Magnetic Resonance Imaging Technologists at 2444 N^{W} 8th St, Delray Beach, FL 33445, Phone: 651-687-0048; Email: armrit@msn.com. You may also visit their web site at https://www.armrit.org/.

To obtain information about the ARRT Certification Exam contact The American Registry of Radiologic Technologists at 1255 Northland Dr., St. Paul, MN 55120, Phone: 651.687.0048. You may also visit their website at: https://www.arrt.org/earn-arrt-credentials/credential-options/primary-pathway.

MEDICAL ASSISTANT

The Medical Assistant program at the Sherman Oaks and Nashville campuses is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852; Phone (301) 291-7550 /
email: Info@abhes.org / www.abhes.org

The Diploma in Medical Assistant Program meets the requirements for licensure/certification for all states, though licensure is not required for practice, certification is encouraged.

MEDICAL RADIOGRAPHY PROGRAM

The Medical Radiography (Associate of Applied Science) program at the Sherman Oaks campus is approved by the California Department of Public Health, Radiologic Health Branch (CDPH-RHB). Department of Public Health Radiologic Health Branch 1500 Capitol Avenue, 5th Floor, MS 7610, Sacramento, CA 95814-5006; Phone: 916-327-5106 / Fax: 916-440-7999 / www.cdph.ca.gov. This approval allows a graduate from the program to apply for and attain a license to operate x-ray and fluoroscopy equipment in a medical setting in California after successfully challenging the ARRT General and Fluoroscopic exams.

Additionally, the Medical Radiography Program at Sherman Oaks, CA, Aurora, CO, and Nashville, TN are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852; Phone (301) 291-7550 / email: Info@abhes.org / www.abhes.org

The Medical Radiography Program at Casa Loma College (MRAD) A.A.S. Degree Program is recognized and approved by the American Registry of Radiologic Technologists (ARRT) for primary pathway certification and registration in Radiologic Technology; 1255 Northland Drive, St. Paul, MN 55120; (651) 687-0048; www.arrt.org. Successfully challenging the ARRT certification examination in Radiography and Fluoroscopy is sufficient for licensure in California and practice in Tennessee.

NURSING

Successful completion of the AAS program indicates the student has met minimum educational requirements set forth by Casa Loma College and its regulatory, approval and accreditation agencies. Licensure requirements for the Registered Nurse are set by the Tennessee State Board of Nursing and can change at any time. Students are responsible for determining whether they meet licensure requirements. Rules of the Tennessee State Board of Nursing for licensure by examination are available on the Board's website at https://publications.tnsosfiles.com/rules/1000/1000-01.20210630.pdf .

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants must be licensed to practice. The PTA Program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands secondary to its accreditation by the Commission on Accreditation in Physical Therapy Education based on the following: Accreditation of a physical therapist assistant program by CAPTE satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. This, students graduating from CAPTE-accredited physical therapist assistant education programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For further information regarding state qualifications and licensure requirements, please refer to the Federation of State Boards of Physical Therapy website at www.fsbpt.org.

Graduates can only apply for one state license at a time. If the graduate moves to another state, the graduate must apply for license via endorsement and if the state has a jurisprudence exam, they must take and pass that exam.

Upon successful completion of NPTAE, students may apply for certification from the Physical Therapy Board of California (PTBC). The application to PTBC must include a Certificate of Completion (P1E) form issued by the school and proof of successful completion of the California Law Examination (CLE), which relates to the practice of physical therapy in California. The CLE is a one-hour multiple-choice examination. More information regarding the national exam can be found at http://www.fsbpt.org/. More information regarding California licensure can be found at http://ptbc.ca.gov/.

All fees associated with PTA licensure are included in the total cost of the program.

CLOCK HOUR TO CREDIT HOUR CONVERSION

Casa Loma College follows a semester system consisting of a minimum of 15 weeks. Terms for some academic programs and/or semesters have been adjusted but nonetheless adhere to the policy in terms of the amount of work required. All semester / credit hours awarded by Casa Loma College adhere to federal definitions as defined by the US Department of Education.

- Semester - minimum of 15 weeks in length
    - Fifteen (15) hours of lecture per week for one semester credit
    - Thirty hours (30) of lab per week for one semester credit
    - Forty-five (45) hours of clinical practicum per week for one semester credit

Lecture Classes: Courses which engage in various forms of group instruction under the direct supervision of a faculty member. The minimum contact time (direct instructor-led time) per credit per week is one (50 minute) hour for each credit (1:1 ratio of contact time to credits, per week). In addition, students are assigned two hours of outside work for each credit, per week.

Laboratory: Courses with a focus on experiential learning under the direct supervision of a faculty member wherein the student performs substantive work in a laboratory setting. The minimum instructor contact time per credit is twice that of a lecture (2:1 ratio of contact time to credits, per week). Students can expect an additional hour of work outside of class for every hour in the lab.

Externship/Internship: Courses of study in which a faculty member/clinical coordinator regularly interacts and directs student outcomes with periodic contact, but where the actual learning environment takes place off-campus at an approved site. The minimum contact time per credit is thrice that of a lecture (3:1 ratio of contact time to credits, per week).

Out-of-Class Coursework/Outside Preparation Hours: To be successful, the average student will be expected to prepare for each class by engaging in a minimum of two hours (A.S./ B.S. programs) of out-of-class work for each credit hour, or 7.5 hours (A.A.S. programs) of out-of-class work for each credit hour of lecture and laboratory. Toward this end, students are expected to have completed the required assignments and reviewed previous lecture material in addition to completing any of the alternative forms of out-of-class work deemed appropriate by the instructor (term paper, lab work, problem sets, discussion questions, interviews, etc.).

GRADING REQUIREMENTS

Students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success in the classroom and in the workplace. Academic progress is measured by the students' proficiency in the course. Students are expected to abide by the attendance policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Grades will be available through the Canvas LMS and through the student portal.

The following grading policies apply to all Casa Loma College degree and certificate programs. The minimum grade requirement is 78% / 2.30. The College uses the following individual letter and numeric grading system. Grade point averages are calculated on the following scale with points computed for each hour of credit attempted:

Grading Scale			
Grade	**Percent**	**Grade Points**	
A	100 - 95	4.00	
A-	< 95 and ≥ 90	3.70	
B+	< 90 and ≥ 87	3.30	
B	< 87 and ≥ 83	3.00	
B-	< 83 and ≥ 80	2.70	
C+	< 80 and ≥ 78	2.30	
F	< 78 and below	0.00	
Attendance Fail is recorded as an F. **Withdrawal after 75% of course completion is recorded as an "F".**			
The following grades may appear on your transcript; however, they will not affect your grade point average			
I	Incomplete		"I" is a temporary grade for the student who is doing passing work during a semester and who for extenuating circumstances has not been able to complete the required coursework. The student must finish all the assignments as defined by the instructor, within 2 weeks of the end of the applicable semester. The Incomplete grade removed, and a letter grade assigned when course requirements met. Incompletes not finished are automatically recorded as an F. Credit hour in which a student receives a grade of "I" are included in the number of hours attempted but do not count toward credits earned; consequently, students may have difficulty meeting the satisfactory progress requirements.
P	Pass		"P" awarded for satisfactory performance. Considered successful course completion and counts toward credit hours attempted and credit hours earned but not calculated into the cumulative GPA.
NP	No Pass		"NP" indicates failure in a course. It is the equivalent of an F grade. NP counts toward credits attempted and credits earned but not calculated into the cumulative GPA.
R	Repeat of Course		"R" is placed alongside the repeated course. The grade earned for the second and all subsequent attempts used in calculating GPA. The first attempt and all subsequent attempts remain on your transcript but not used in calculating your GPA. All attempts included in credit hours attempted.

W	Withdraw	"W" represents passing at the time of a formal withdrawal up to 75% of course completion. The "W" does not negatively affect the GPA, however, does count towards credit hours attempted.
WF	Withdraw Failing	"WF" assigned to students who have not officially withdrawn, have ceased attending, and/or who have failed to complete the requirements of the course and withdrawn prior to course end date. The "WF" will be counted in the student's GPA, like an "F" grade.
TC	Transfer Credit	"TC" counted as both credits attempted and credits earned for purposes of the rate of completion and maximum timeframe calculations. Grades for transfer credit not used to calculate CGPA.

WHEN A COURSE INCLUDES BOTH DIDACTIC AND LAB SECTIONS

When a course contains both theory and lab, students must pass both theory and lab to receive a passing grade in the course. In the event the student passes theory but fails the lab, the student will receive a Fail for the course. If the student passes lab but fails theory the student will receive a Fail for the course.

The student who fails either theory or lab, or both, must repeat the course in its entirety. The didactic and laboratory sections are inseparable.

WHEN DIDACTIC AND LAB COURSES ARE CO-REQUISITES

When a course contains a co-requisite course, (courses not taken concurrently), both courses must be passed. A student who fails either course must repeat both courses in their entirety. The didactic and laboratory courses are inseparable.

CLINICAL GRADING

The Clinical Education Coordinator is responsible for assigning grades for clinical performance based on scores given by the Clinical Instructor on the student evaluation forms. Clinical is graded Pass (P) or No Pass (NP).

REPEAT POLICY

Students are required to repeat a course if they receive a course grade lower than a C+. Both attempts of the course will appear on the transcript. The first attempt will be recorded as an FR but will no longer be applied to the student CGPA. The most recent grade will be calculated into the grade point average; however. All attempts count towards credit hours attempted.

On occasion, a student may be required to audit one or more courses to remediate foundation skills prior to a repeat attempt.

Students seeking to repeat a course must meet with a student finance advisor to discuss any possible change to their program plan.

GRADE APPEALS

Students have the right to appeal their final course grade if the student has reason to believe that the grade is based on any of the grounds outlined below. The burden of proof is on the student, except in cases of academic dishonesty, where the burden of proof is on the instructor. Grades assigned due to student misconduct are not eligible for appeal.

1. Mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected.
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the faculty member's previously announced standards.
5. You wish to challenge the reduction of a grade for alleged academic dishonesty.

PROCESS FOR FILING AN APPEAL

INFORMAL ATTEMPT

1. The student shall contact the instructor and attempt to bring resolution to the grade dispute. The student should be prepared to submit evidence in support of their claim. This must be done within five (5) calendar days from the date the grade was posted.
2. If the student is unable to resolve the grade dispute with the faculty member, the student will make an appointment with the Program Director to discuss the disputed grade. This must be done within five (5) calendar days from the date of the meeting with the instructor.
3. In cases where the faculty is also the Program Director, the student will meet with the College Grievance Officer who will assist the student in their efforts to resolve the grade dispute.

A student shall initiate a formal grade appeal as soon as the Program Director resolution to the dispute has been delivered. The Grade Appeal Request must be made to the College Ombudsman, with supporting documentation by completing the Grade Appeal Form. This must be submitted within five (5) business days after meeting with the Program Director. A Grade Appeal without supporting documentation will not be considered. Supporting documents may include, but are not limited to, course syllabi, graded assignments, test results, copies of emails between instructor and student, etc.

FORMAL GRADE APPEAL

The Academic Committee (AC), consisting of members from non-related programs, including but not limited to one (1) Program Director and two (2) faculty, will review the student’s grade appeal request along with all the evidence of the student’s work and conduct an inquiry that may include meeting with the student and the faculty to consider relevant facts within seven (7) business days of receiving the Formal Grade Appeal Request from the Ombudsman.

The AC will then make one of these decisions:

1. That the grade accurately reflects the quality of the work, and the grade will stand as assigned; or

2. That the grade was assigned incorrectly.

The AC will, because of their decision, recommend to the instructor a grade the same as (or different from) the original. If the decision is to change a grade, the instructor will complete the Grade Change Form and submit it to the Registrar. Both the instructor and the student will be notified in writing within five (5) calendar days of the final decision of the Academic Committee.

REVIEW BY PRESIDENT

If the grade appeal request is denied, the student may appeal directly to the College President. The President's decision is final.

ATTENDANCE

The College recognizes the correlation between student attendance and student retention, achievement, and success. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Accordingly, the College is an attendance-taking institution that requires student attendance for students to remain enrolled in the program. The College also requires that instructors take and timely report student attendance. This policy sets forth details related to student attendance.

Students are expected to attend all classes, labs, and clinical experiences. Instructors are required to record attendance. There are no excused absences. Absences are either anticipated or unanticipated emergencies. In the case of an anticipated emergency, the situation must be discussed with the instructor in advance. In the case of an unanticipated emergency, the student is required to notify the instructor via phone call or text message at the first possible opportunity. Under extenuating circumstances, the instructor may also consider additional substantive academic activity for attendance purposes.

Students are notified if their instructor cannot meet with them during any regularly scheduled class period. If the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and inquiries have been made to the Program Director, students are excused from the class.

ATTENDANCE GUIDELINES

- Students are responsible for attending classes and for work missed during an absence for any cause.
- A student who is absent more than six percent (6%) of the scheduled days may be dismissed. The Program Director will evaluate the student' situation and will determine, based on academic performance and circumstances of absences, the outcome of the student's continued standing in the program.
- No absences are allowed in clinical experiences.
- Tardiness on three occasions will accumulate to one absence. If the student has an unforeseen circumstance causing a tardy, the student must call or text the instructor and/or Program Director as soon as they are able.
- Students are to be present on or before the scheduled starting time of any class or clinical day and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or for a clinical day will be considered tardy. Students leaving before the end of class will be considered absent.
- Make-up work is at the discretion of the instructor.
- Students must communicate with their instructor to make-up missed assignments due to absences if applicable. It is the responsibility of the student to ensure they make-

up assignments in the appropriate time frame or a grade of "0/F" will be given. No reminders will be given. Students should refer to their Program Student Handbook (if applicable) for scoring of makeup quizzes/tests.

DISTANCE EDUCATION/ONLINE COURSE ATTENDANCE GUIDELINES

Online students are subject to the same attendance policy and procedures as traditional students. However, participation must be defined in a different manner.

Online courses are not self-paced. Online students are subject to the same attendance policy and procedures as traditional students. However, participation must be defined in a different manner.

Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all the following methods:

- Discussion board postings
- Assignments/Exams/Quizzes
- Virtual classroom activities
- Chats

Academically related activities are tracked and documented through the College's learning management system. Students are expected to attend class each week. Attendance is measured weekly from Monday through Sunday. For the student to receive credit for the week, they must log in and complete the required discussions, chats, and assignment(s). Documented attendance would include, but not limited to, active participation in at least three (3) posts to the discussion board on three (3) different days with the first post being no later than Wednesday. If a student fails to complete the required assignments during the week, they will be given an absence for that week.

The online activity determines whether a student attended classes for the week. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student, nor is participating in academic counseling or advisement.

Students should refer to their Program Student Handbook (if available) and/or course syllabus for more detailed attendance guidelines.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP)

These standards apply to all students (those receiving financial aid, those receiving other forms of aid, and cash-paying students). Students at Casa Loma College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. Progress is evaluated based on all courses taken at Casa Loma College, plus transfer credits from prior colleges. SAP is calculated at the conclusion of each term.

Students must meet ALL the following requirements to attain SAP and be considered for financial aid or reinstatement of financial aid:

- **Grade Point Average - GPA Requirement – (Qualitative)**
  - Maintain a minimum cumulative grade point average of 2.3 at the end of each term.
  - Grade point average from transfer credits will not be factored into the SAP calculation.
- **Unit Completion Requirement – Pace of Progress (Quantitative)**
  - Maintain a 67%-unit completion pace.

- All credits, including transfer credits are considered in this calculation, even when you do not receive financial aid. Credits for which a grade of W, NP, NC, and/or F are considered as credits attempted, but not completed. Courses noted as repeated courses, are counted as attempted credits in calculating the pace of progress. Incompletes will not be counted.
- The cumulative credits completed will be divided by the cumulative credits attempted to calculate the pace of progress.

- **Maximum Attempts**
  - Students are allowed two enrollments per course. A second failure of the same course will result in dismissal from the program. Students seeking re-instatement may appeal this dismissal by following the re-instatement procedures in this catalog.
  - Students who fail three core courses one or more times will be permanently dismissed from the program.
  - Students must repeat core classes in the correct sequence. On occasion, a repeat of the course may not be immediately available. Delays of four (4) to eight (8) months are possible.

- **Maximum Time Frame**
  - The maximum time frame in which a student must complete their program cannot exceed 150% of the published program credit hours. (Refer to table below for maximum credits allowed)
  - All credits attempted are used towards the maximum time frame allowance regardless of whether the student received financial aid during the time frame.
  - If at any point in time it is determined that you cannot complete your educational program within the 150%-time frame, you may be immediately disqualified from financial aid for the remainder of your program, even if currently meeting the SAP standards.

150% - Maximum Credit Hours Allowed		
Program	**Credits Required for Graduation**	**Maximum Credits Allowed**
HealthCare Administration	120	180
Diagnostic Medical Sonography	84.5	126.75
Medical Radiography (CA)	107	160.5
Medical Radiography (CO and TN)	89	133.5
Magnetic Resonance Imaging	81	121.5
Nursing	68	102
Physical Therapist Assistant	73.5	110
Medical Assistant	33.5	50.25

The minimum progress standards will be evaluated at the end of each semester. At the end of each semester, the student must earn the minimum cumulative GPA, minimum number of credits hours, and be within the maximum time frame. Once grades are confirmed at the end of each semester the students Financial Aid SAP Status will be updated. A student who fails to make SAP at the end of each semester will be placed in one of the following statuses:

FINANCIAL AID WARNING

Students who do not meet any, or all, of the four SAP conditions will be placed on Financial Aid Warning for their next semester. The Registrar will notify the student of this status at the end of the semester. The student will continue to be eligible to receive financial aid funds while on Financial Aid Warning status. No action is required on the part of the student to continue to receive federal student aid funds while in Financial Aid Warning status. Students who successfully complete the warning term and maintain or achieve a cumulative GPA of at least 2.3 in each course and have a credit completion of 67%. will maintain eligibility for financial aid. Students not meeting this requirement at the end of the warning term are placed on Financial Aid Suspension. A student may not receive two *consecutive* semesters of Financial Aid Warning.

FINANCIAL AID SUSPENSION

If a student in Financial Aid warning status fails to meet any or all the four SAP conditions at the end of the Financial Aid Warning semester, their status will change to Financial Aid Suspension. A student in this status is ineligible for federal student aid funds. The Registrar will notify affected students of Financial Aid Suspension status after the end of the semester. Students may go through the appeals process and request financial aid reinstatement.

During suspension status, students may be permitted to maintain enrollment at their own expense to demonstrate and improve academic progress.

Note: It is the student's responsibility to monitor academic progress. A student who does not meet the standards will be ineligible for financial aid even if they do not receive communications.

SAP APPEALS

If a student is found to be ineligible for federal financial aid because SAP requirements were not met, the student may appeal this decision by stating, in writing, the reasons why the minimum requirements were not met, what has changed in the student's situation that would allow the student to demonstrate progress at the next evaluation, and why financial aid should not be dismissed, along with any supporting documentation. Students whose financial aid has been suspended due to SAP have five business days to submit an appeal letter to the Senior Director of Financial Aid.

Appeals are not automatic and may only be approved for extenuating circumstances and the appeal must be submitted with accompanying documentation. Acceptable reasons for receiving approval for an appeal include but are not limited to illness, injury, or death of a relative. Students granted an appeal must adhere to any conditions set for their probationary status.

APPEAL OUTCOMES

- Appeals are reviewed on an ongoing basis and in the order received once the Financial Aid Office has received all required documentation. Until your appeal is reviewed and approved, you are responsible for any outstanding charges on your student account and must adhere to all due dates.
- Students with an approved SAP Appeal will have their financial aid reinstated and will be placed on Financial Aid Probation for the next semester.
- If a student does not appeal, and was already awarded financial aid, all awards may be cancelled.
- If the SAP Appeal is approved after the financial aid awards were cancelled, reinstatement of the award will depend on the availability of funding. Financial aid awards will be processed in date and/or priority order.

- If a student has a pending SAP Appeal, they are responsible for paying their fees to the College. Enrollment is not protected by financial aid until the SAP Appeal has been reviewed, processed, and approved by the Financial Aid Office.
- If the SAP Appeal is denied, the student is not eligible to receive financial aid funding. Students must make other financial arrangements to pay tuition and fees.

PROBATION

Students whose appeal has been approved will be placed on financial aid probation for the rest of the semester and their financial aid will be reinstated. Continued eligibility for financial aid is contingent on meeting the requirements of SAP. Failure to meet the SAP during the approved financial aid probation semester will result in termination from the program. Students who meet the SAP standards at the end of the probation semester will have their SAP status back to meeting SAP.

Students who do not meet SAP standards by the end of their Financial Aid Probation semester will be dismissed. Students may apply for reinstatement by following the reinstatement process outlined in this catalog; however, students may be ineligible for federal financial aid. Students must meet with their student finance advisor for more information.

Students who have reinstated and do not meet SAP standards at the end of the semester will be dismissed from the program. Students may file a second Financial Aid Appeal to request reinstatement. Students whose appeal has been approved will be placed on financial aid probation and their financial aid will be reestablished. Continued eligibility for financial aid is contingent on meeting the requirements of SAP. Failure to meet SAP during the approved financial aid probation semester will result in termination from the program. Students may appeal adverse actions.

REGAINING ELIGIBILITY FOR FINANCIAL AID

If an appeal is denied or a student did not submit an appeal, they may reinstate their financial aid eligibility by successfully completing one semester using their own financial resources. Students must advance toward their degree and adhere to SAP standards. Any financial aid award following reinstatement will be subject to the availability of funds.

WITHDRAWALS

A student who withdraws from a class through seventy-five percent (75%) of course completion will receive a “W”. The “W” will count towards credits attempted however does not calculate into the student’s GPA. Students who withdraw after 75% of the course will receive an “F”. The “F” will count towards credits attempted and will count in the student’s GPA. Below is a breakdown of when a student may withdraw without being penalized with an “F.”

Total Weeks in Course	Seventy-five percent Cut-off
7	End of 5th week
8	End of 6th week

15	End of 11th week
16	End of 12th week

All unpaid costs associated with attending Casa Loma College remain the student's responsibility after any withdrawal. In addition, any College property in a student's possession must be returned or the student may be charged for its full replacement value.

Students who are withdrawn from the College and wish to reenroll must apply for reinstatement following the Reinstatement Policy.

DISMISSAL

ADMINISTRATIVE WITHDRAWAL

Administrative withdrawal from the College may result for the following reasons:

1. By student request.
2. Failure to return from a leave of absence.
3. Failure to return from a suspension.
4. The student has not been present in school for 14 days.
5. Failure to pay required financial obligations.
6. Not meeting Satisfactory Academic Progress.
7. Conduct of unprofessional and unfavorable behavior.
8. Violation of College policies and procedures.
9. Emergency administrative withdrawal if student poses a direct threat to the health and safety of themselves or others.

ACADEMIC DISMISSAL

Students can be academically dismissed for the following reasons:

1. Failure to maintain good academic standing.
2. Failure to achieve the minimum grade point average in any core course.
3. Not meeting Satisfactory Academic Progress.
4. Exceeding 150% of the program credit hour requirements.
5. Failing any single core course twice.
6. Failing three courses (the same or different courses).

Students subject to withdrawal or academic dismissal are notified by the Program Director with official notification sent by the Registrar's Office. In some circumstances, students may appeal a withdrawal or dismissal. Students wishing to appeal will follow the Appeals and Reinstatement policy found in this catalog. An appeal must be received and completed at least four weeks before the start date designated for the semester for which the student is seeking reinstatement. A student who has been dismissed from the college may reapply at any time (either immediately or at any subsequent date) for reinstatement into the program. If wishing to return, students must follow the reinstatement policy as outlined in the catalog.

REINSTATEMENT

Reinstatement is the act of restoring active student status to former students who have:

- Formally withdrawn from the College.
- Had a lapse of their student status for failure to satisfactorily progress in their program, failure to pay fees, or failure to graduate.
- Been dismissed for academic reasons.

Students who have been permanently expelled because of a Student Code of Conduct violation are not eligible for reinstatement.

If students, who are seeking re-instatement after more than one (1) year of absence, may be required to audit some or all core courses which they have previously passed. Students who have been absent for more than two (2)

Students reinstating, regardless of reason for the withdrawal or the time period of the absence, are required to re-demonstrate their abilities by repeating any psychomotor skill test previously passed prior to eligibility for clinical placement.

Reinstatement is neither automatic, nor guaranteed, and will only be approved when a student shows a strong possibility for academic success. Students are not guaranteed reinstatement and there is no priority given to the student in the reinstatement process for a previous enrollment.

Each reinstatement case is different, and thus assessed individually. In general, the Director, Student Affairs and the Program Director reviews each request for reinstatement along with other relevant information, and reinstatement is based upon that review.

PROCEDURE

Students who wish to petition for reinstatement must complete the following steps, in order:

1. Meet with the College Bursar. Students will not be considered for reinstatement until all accounts are brought to a satisfactory level.
2. Write a narrative for reinstatement in which the student:
    - Summarizes the issues that led to their academic dismissal.
    - Outlines what they have done since their dismissal to address these issues (and provides a transcript for any courses that were taken elsewhere during the interim period).
    - Discusses why they wish to be reinstated.
    - Provides evidence to support their position that they are successfully addressing these issues.
    - Explains what they would do differently this time to be academically successful.
3. Submit the written narrative and any documentation to the Director of Student Affairs. The Director of Student Affairs will review the packet before sending the packet onto the Program Director.
    a. Director of Student Affairs will verify student's academic standing.
4. The Program Director will review the packet and meet with the student to discuss the petition for reinstatement.

If the petition for reinstatement is approved, the following will apply:

- The student should be in contact with the office of Student Finance.
- Students must satisfy stipulations for reinstatement:
    - Students will demonstrate written and practical skill competence. Students who do not successfully demonstrate skill competency and/or academic knowledge, may be required to repeat some or all of the technical/core courses. *See Program Student Handbook (if available) for detailed information.*
    - If a change in curriculum requirements occurred since the last enrollment, additional coursework may be required to fulfill program requirements.
    - If a student fails either a course or its corequisite, both must be repeated.
    - Students requesting reinstatement into clinicals must repeat the entire clinical semester(s) and may be required to demonstrate academic and skill competence.
    - Students must complete the program within 150% of the required credit hours.
- Students who do not enroll in the semester to which they are reinstated must file a new reinstatement application and written narrative to return in a future semester.

If the petition for reinstatement is denied, the student will be provided with an explanation with suggestions to better prepare for reconsideration (if applicable).

APPEALS

Students who are not granted reinstatement and disagree with the decision may file a grievance with the college. See the Grievance Policy in the college catalog for additional information.

STUDENT LEAVES

Leaves may be granted when the absence is emergent or unforeseen and there is a reasonable expectation that the student will return to the college.

The reasons for granting leaves may include, but are not limited to, the student having serious medical problems, injury, pregnancy, military duty, or other extenuating circumstances as approved by the Program Director.

EXTENDED TIME OFF

In rare occasions, students in good academic standing may request an extended time away from their studies (does not include clinicals) during a semester to address a medical issue, child, or elder care, or other documented emergencies.

Students are required to request permission in writing for leaves of less than fourteen (14) calendar days. The request must include an explanation for the time away and must be submitted to the Program Director prior to the requested date of time away.

For leaves between fourteen (14) and twenty-four (24) calendar days, the student is required to file a formal request using the Request for Leave of Absence/Extended Time Off Form available on the college website Forms / Files for Download - Casa Loma College.

If approved, the student is expected to work with their Program Director and instructor(s), complete all

assignments, and master all required course objectives and competencies in a time frame not to extend three (3) days beyond the course end date.

Students should follow the Leave of Absence Policy outlined below for leaves expected to last longer than twenty-four calendar days.

LEAVE OF ABSENCE (LOA)

For a Leave of Absence to be granted, a student must be in good academic standing and provide a written request that is signed and dated with documentation that supports the reason for the leave. The leave request should give a reasonable expectation that the student will return from the LOA to complete the program. The request must be submitted to the Program Director. The Program Director will review the request and counsel the student. The request will then be submitted to the Registrar who may process the request or require additional information. The student will be notified of the decision.

A leave of absence cannot exceed a cumulative 180 calendar days, from the students last day of attendance to the return date, in a 12-month period. Extensions to an LOA must be requested; they are not automatically granted if the student remains absent. Students will be administratively withdrawn from the College if they fail to return within the specified timeframe.

A leave of absence may begin at any time during a semester. The student's grades will be awarded for the course based on their submitted assignments and group work as described in the grading requirements and withdrawal policy section of this catalog.

Students whose Leave of Absence will not exceed twenty-four calendar days should refer to the Extended Time Off Policy in this catalog.

Veterans Affairs will be notified by the Financial Aid Office if a VA student has requested and been approved for a Leave of Absence.

LEAVE OF ABSENCE AND RETURN OF TITLE IV FUNDS POLICY

No Return of Title IV Funds calculation is required during an approved LOA for terms during which no attendance is posted. If the student fails to meet the requirements of the LOA, the student will be considered to have ceased attending classes. A Return of Title IV Funds calculation will be completed with the last date of attendance being the approved start date of the LOA. In addition, failure to return from an approved Leave of Absence may result in changes to loan repayment terms, including exhaustion of some or all of the grace period. If a student does not return from the Leave of Absence, the 6-month grace period is retroactively applied back to the beginning of the leave of absence date.

SCHOOL CHARGES FOR STUDENTS ON LOA

Students are continuously enrolled while on an LOA. As such, they are not assessed additional charges while they are on the LOA or once they return from the LOA. While students are not charged any additional charges in either case, they may not also receive any additional Title IV monies for the period once they have returned. Students making tuition payments to the College remain under that obligation during an LOA.

RETURNING FROM LEAVE OF ABSENCE

Students returning from a leave of absence must meet with their Program Director and the Financial Aid Office prior to the start date of the semester they plan to enroll in. A student returning from a Leave of

Absence will return at the beginning of the semester and be responsible for all coursework associated with the new cohort (i.e., a student who went on a LOA in Week 6 of a semester is required to start in Week 1 regardless of previously completed coursework). Additional requirements may be required based on academic program.

MILITARY LEAVE

Casa Loma College realizes students who are members of the U.S. armed forces may be subject to military duties outside of their control including being called to active duty, specialized training, or disaster relief efforts with little notice. Students who request a leave of absence due to military commitment/active-duty service, and are gone for more than thirty (30) days, are entitled to readmission with the same academic status if all the following criteria are met:

- Advance notice is provided (this can be done by the student or other party).
- The cumulative absence is no longer than five (5) years.
- The college is notified of the intent to reenroll within three (3) years from the completion of service or two (2) years if it involves recovery from injury.

BEREAVEMENT LEAVE

In the event of a death in a student's immediate family, the student may have up to three school days to manage family affairs and to attend the funeral; however, the days taken for bereavement count towards the days allowed absent in each term. "Immediate Family" is defined as father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren, and grandparents-in-law.

PREGNANCY

The student may voluntarily notify the Title IX Coordinator/Program Director/Program Supervisor of her pregnancy. This notification must be in writing and include the following information:

a. Student's Name
b. Expected date of birth or date of conception
c. Social Security number
d. Student's date of birth

Should a student voluntarily disclose her pregnancy, the Radiation Safety Officer will order a monthly embryo/fetal radiation monitoring dosimeter which will be worn at waist level during the entire gestation period.

Should the student choose to voluntarily declare her pregnancy and remain in the program the Program Director/Program Supervisor will review modification options available to the student regarding clinical assignments/scheduling in areas of potentially higher radiation exposure such as: OR, ER, mobile and/or fluoroscopy.

The student also has the option to continue in the program without modification and may choose to request a leave of absence, per the College's policy. The request shall be granted upon submission of proper

documentation. Upon completion of the leave, the student may be reinstated in the program as outlined in the re-entry policy.

The student shall not receive an embryo/fetal exposure dose of more than 400 mrem during the gestation period nor should the monthly equivalent dose exceed 40 mrem.

The radiation safety officer will review the dosimeter reading with the student monthly. The student's initials will document knowledge of her current radiation exposure levels.

A student who has given voluntarily written notice of pregnancy to the radiation safety officer may submit a voluntary written withdrawal of the notification at any time. The radiation safety officer will determine whether to continue to issue a fetal dosimeter. Upon withdrawal of declaration the lower limits no longer apply (NRC Regulatory Guide No. 8.13)

The radiation safety officer will meet with each student who has voluntarily declared or voluntarily undeclared pregnancy in writing to review the clinical environment and course objectives to assure a less than 40 mrem exposure per month and no more than 400 mrem annual exposure.

Pregnant students are responsible for following all safety precaution protocols for pregnant personnel in MRI.

Modifications to limit potential radiation exposure may include but is not limited to deferring assignment of OR, ER, fluoroscopy or portables to another clinical rotation.

The Radiation Safety Officer/Title IX Coordinator/Program Director/Program Supervisor will monitor the declared student's radiation dosimetry reports and readings. If the student's radiation exposure dose exceeds 400 mrem during the gestation period or should the monthly dose exceed 40 mrem, the student may be required to take a leave of absence from the program. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the re-entry policy.

Upon completion of the leave, the student may choose to be reinstated in the program by making an appointment with the Director of Student Affairs to fill out the appropriate College re-entry forms. The returning student will meet with the Program Director/Program Supervisor for academic advisement, remediation, etc. prior to re-entry. Once paperwork is complete the student will be permitted to re-enter the program into the same course from which they took leave. The program will not offer "out of sequence" course(s) to accommodate returning students.

PROGRAM CONSIDERATIONS

All students, pregnant or otherwise, must meet the essential functions of a student for their applicable program to remain in the program. Students, pregnant or otherwise, who cannot meet the essential functions, either pre- or post-partum will be required to withdraw and readmit in a later cohort. Outlined below are the essential functions required of each program:

DIAGNOSTIC MEDICAL SONOGRAPHY

The essential functions related to physicality are:

- Stand, walk, and sit for up to 30 minutes at a time.
- Stand and walk for up to 8 hours during an 8-hour shift.
- Lift or move a maximum of a 290-pound patient in a two person or three person transfers.
- Move loads of up to fifty pounds up to twenty-five times per hour.
- Push a patient confined to a wheelchair or gurney up to three hundred feet or more, depending upon the structural design of the medical facility.
- Bend, crouch, or stoop up to twenty times per hour.
- Reach forward up to eighteen inches while holding an object weighing fifteen pounds.
- Push ultrasound equipment on wheels weighing up to three hundred pounds or more.
- Possess manual dexterity to manipulate and operate all diagnostic medical sonography equipment.

MAGNETIC RESONANCE IMAGING

ACR (American College of Radiology) Manual on Patient Safety, Special Patient Considerations: Pregnant healthcare students or practitioners are permitted to work in and around the MR environment throughout all stages of their pregnancy. Acceptable activities include, but are not limited to, positioning patients, scanning, archiving, injecting contrast, and entering the MR system room in response to an emergency. Although permitted to work in and around the MR environment, pregnant healthcare practitioners are requested not to remain when the RF is on or Zone IV during actual data acquisition or scanning.

The essential functions related to physicality are:

- Crouch, to place coils or lift them into position.
- Perform procedures such as intravenous access and injection.
- Perform CPR.
- Assist patients who fall or faint.
- Lift a minimum of 25-50 pounds to lift coils on and off table and storage areas.
- Assist patients on/off table, stretchers, and wheelchairs.
- Reach across the patient to their opposite side for positioning/coil and ancillary equipment placement.
- To reach, maneuver or move patients.
- Pregnant students are not permitted inside Zone 4 while the RF is on.

PHYSICAL THERAPIST ASSISTANT

Essential Functions are:

- Continuous sitting, standing, moving throughout the work area at a medium level of exertion (as defined below) for an 8-hour workday.
- Frequent stooping, kneeling, talking, lifting, reaching, manipulating large pieces of machinery, manipulating small items such as machinery dials.
- Occasional balancing, climbing crawling.
- Medium Work: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

CLINICALS AND PRACTICUMS

Students in clinicals or practicums during pregnancy may face unique challenges regarding attendance and the ability to be absent from the site. Pregnant and parenting students who are in the midst of clinicals or practicums should work with their clinical coordinator, Program Director, and the Title IX Coordinator to address challenges unique to the students' situation.

REQUESTING A PREGNANCY LEAVE

A leave of absence due to pregnancy may be for various amounts of time depending on a student's particular circumstances, however a leave cannot exceed 180 days. Due to the structure of the College's academic programs, the timing and/or length of a student's leave of absence may result in the student being required to re-take course(s) in a future term.

The procedure for a Pregnancy Leave of Absence is outlined above under the Leave of Absence Policy. There is no requirement to provide any documentation prior to returning from a leave. If the student will require accommodations upon return from the leave, they must notify the Disabled Student Services Coordinator of their pending return to initiate this process.

WITHDRAWAL

The student may, in their sole discretion, determine that they must withdraw from the College for an indefinite period of time or permanently due to their pregnancy. Normal college withdrawal procedures, and reinstatement procedures (if applicable), apply.

PARENTING STUDENTS

Students with parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth, adoption of their child or placement of a foster child may request an academic modification period for the first six months of the child entering the home. Extensions may be granted as long as the student can provide a doctor's order that the absence is medically necessary or there are extraordinary parenting responsibilities.

Students seeking a period of modified academic responsibilities must consult with the Senior Director of Administrative Services and respective Program Director to determine which academic responsibilities will be suspended or ongoing with or without reasonable accommodation.

A student can request modified academic responsibilities under this section regardless of whether the student elects to take leave.

QUESTIONS OR CONCERNS

A student or employee who has questions about this policy or who is concerned about its implementation, should contact the Disabled Student Services Coordinator. Faculty and staff must refer any student seeking accommodations due to pregnancy or parenting to the Title IX Coordinator.

Disabled Student Services Coordinator, Veronica Pantoja, veronica.pantoja@casalomacollege.edu

ARTIFICIAL INTELLIGENCE

Artificial Intelligence can offer students and professionals tools to address writing and research challenges. It is important to recognize that students bear the responsibility for their work, and it is prohibited to submit work that was created by someone or something else. To utilize work without proper attribution is plagiarism.

The following policies govern the use the use of AI:

1. If not expressly permitted, the use of AI (Artificial Intelligence) is prohibited.
2. If allowed, students must document their use of AI tools according to APA guidelines. Citations and footnotes must clearly identify what AI tool was used, how it was used, and quotation marks must clearly identify where AI generated phrases or content were used.

Students should be aware that Generative Artificial Intelligence is still a new phenomenon. The work produced by AI may be a) overly general, b) inaccurate, c) culturally biased, or fail to address all the requirements of the assignment. Students bear the responsibility to verify the accuracy of any information generated by the AI tool and to ensure that all elements of the assignment are addressed. AI responds better the more you understand the subject. If you do not understand the subject, then AI will produce something that may look good but misses key components. We expect students to take pride in their work and to pursue excellence in all work that is submitted.

Violations of this policy will be addressed as plagiarism or cheating and are considered violations of the Casa Loma College Academic Integrity policy.

STUDENT POLICIES AND PROCEDURES

STUDENT'S RIGHTS AND RESPONSIBILITIES

Each student enrolled at Casa Loma College is a member of the College community. As a member of this community, each student is entitled to expect certain rights to be recognized by the College community and, in the same way, the College community is entitled to expect responsible behavior from the individual student.

Casa Loma College respects the rights of students and requires students to observe the rights and regulations set forth by the College based on the following premise: that all students are adults and, therefore, accountable for their behavior.

Student Rights and Responsibilities apply to all students. In addition, students are expected to follow related academic and professional standards as outlined in the Program Handbook.

STUDENT RIGHTS AND RESPONSIBILITIES

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.

- Students will be treated in a manner conducive to maintaining their worth and dignity. Students have the right to be free from discrimination based on race, religion, color, sex, age, disability, marital status, sexual orientation, and national origin as stated in college policy.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance procedures. Such procedures will be available to those students who make their grievances in a timely manner.
- Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, but they are responsible to learn the academic content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligations to Casa Loma College.
- Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the rights and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students are encouraged to apply creativity to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.
- Students have the responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- Students have the responsibility to conduct themselves in a professional manner within the College and clinical settings and to abide by the policies of the College and the Program Director.
- Students are expected to conduct all relationships with the College staff and faculty, their peers, and patients with civility, respect, and honesty.
- Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment.
- Students have a responsibility to respect the rights of other members of the College community to receive instruction, to use College premises, to work and to study without unreasonable disturbance, disruption, hindrance, or threat to safety.
- Students have a responsibility to assist in all reasonable ways to maintain good order and an environment that is conducive to the learning process.
- Students have a responsibility to conduct themselves honestly and with integrity in all business, academic, and personal activities with all members of the College community.

- Students have a responsibility to respect the faculty member's right to expect decorum and appropriate classroom behavior by all students. Should a student be disruptive and/or disrespectful, the teacher has the right to take action to exclude the disruptive student from any learning activities.
- Students have a responsibility to recognize and respect the legitimate exercise of authority whether it be the authority of an instructor in a teaching environment, or an employee in an administrative service.
- Students have a responsibility to respect College property.

ACADEMIC FREEDOM POLICY

The ability to learn in an atmosphere, not prejudiced by outside pressures, is respected by the Administration. Casa Loma College supports its faculty, protecting their ability to teach in a respectful, supportive, and encouraging academic environment. Within the classroom, both faculty and students have the right to freely express their thoughts and engage in uninhibited educational discourse free of external influences, so long as the integrity of instruction is not compromised, and they conduct themselves in an ethical and courteous manner befitting a professional in the field of healthcare. In addition, students are encouraged to voice their ideas. The College and faculty support the opinions of its diverse students, valuing their right to share dissenting or alternate opinions.

ACADEMIC INTEGRITY

Casa Loma College operates most effectively when its academic community adheres to high ethical standards. Thus, it is expected that students will uphold universally accepted principles of academic integrity. The pursuit of knowledge demands a commitment to respecting the integrity of fellow students' work, acknowledging the importance of safeguarding intellectual property, and maintaining honesty and integrity in all academic endeavors while enrolled at the College. Academic dishonesty undermines the trust upon which the academic community relies, constituting a serious violation.

Forms of academic dishonesty include but are not limited to:

1. **Acquiring or Providing Information Dishonestly:**
    - Using unauthorized materials during exams.
    - Attempting to communicate with others for assistance during exams or assignments where collaboration is prohibited.
    - Obtaining an examination prior to its administration.
    - Altering graded work and resubmitting it.
    - Allowing another person to complete one's work.
2. **Plagiarism:**
    - Using another's words or ideas without proper citation.
    - Submitting the same work for credit in multiple courses without permission.
3. **Conspiracy:**
    - Collaborating with others to commit academic dishonesty.
4. **Fabrication of Information:**
    - Falsifying or inventing any information, citation, or data.
    - Using improper methods to collect or generate data.
5. **Multiple Submissions:**
    - Submitting the same work for credit in different courses without instructor permission.
6. **Facilitating Academic Dishonesty:**
    - Aiding others in violating academic honesty standards.
    - Providing information or assistance for unauthorized use.
7. **Abuse or Denying Others Access to Information or Resource Materials:**
    - Maliciously hindering access to the library or course materials.
    - Obstructing or interfering with another student's academic work.
8. **Falsifying Records and Official Documents:**
    - Forging signatures or falsifying information on official academic documents.
9. **Clinical Misconduct:**
    - Dishonesty in clinical settings, including misrepresentation of completion of clinical hours or assignments and falsification of patient records.

10. **Disclosure of Confidential Information:**

    - Breaching confidentiality by discussing or releasing confidential patient or facility information.

11. **Unauthorized Distribution of Course Materials:**

    - Distributing course materials to other students without instructor permission
    - Unauthorized acquisition of course materials with means to distribute (taking pictures of exam questions, taking screenshots of exam questions)

12. **Artificial Intelligence**

    - With the onset of AI there are appropriate and inappropriate uses. There are times generative AI is needed and will be utilized. This should be used only after approval from the instructor. Usage of AI without prior clear approval from the instructor is a violation of academic integrity. If you are unsure, please consult your instructor.

13. **Using material without approval for an exam:**

    - Clicking off the exam page during an exam.
    - Using materials during an exam.
    - Using a phone during an exam.

Students are personally accountable for the proper use of confidential information in clinical settings. Any breach in confidentiality will result in disciplinary action from Casa Loma College.

The following lists of sanctions are intended as guidelines. Specific sanctions may vary based on the severity of the incident. In general, the list below identifies minimum sanctions for the offense listed.

Penalties for Assignments Containing Plagiarized Material (Items 2, 5, 12):

First Occurrence: Automatic "F" for the assignment, with the grade accounting for 50% of the assignment's allotted points.

Second Occurrence: Automatic "F" for the entire course*.

Third Occurrence: Referral to a Hearing Board as outlined in the Code of Conduct with a recommendation for dismissal from Casa Loma College.

Penalties for Falsifying Documents (Items 4, 8, 9, 10):

First Occurrence: Automatic "F" for the entire course*.

Second Occurrence: Referral to a Hearing Board as outlined in the Code of Conduct with a recommendation for dismissal from Casa Loma College.

Penalties for Cheating (Items 1, 3, 6, 7, 11, 13):

First Occurrence: Automatic "F" for the assignment, with the grade equivalent to zero.

Second Occurrence: Automatic "F" for the entire course*.

Third Occurrence: Referral to a Hearing Board as outlined in the Code of Conduct with a recommendation for dismissal from Casa Loma College.

Penalties for Copying an Entire Paper:

First Occurrence: Automatic "F" for the entire course*.

Second Occurrence: Referral to a Hearing Board as outlined in the Code of Conduct with a recommendation for dismissal from Casa Loma College.

*Receiving an “F” for the entire course may result in dismissal from the program if the failed course is a prerequisite.

Note: Submitting the same work for credit in more than one course without written permission from an instructor is not allowed

Casa Loma College handles all cases in a systematic and professional manner. Instructors who observe violations of the Academic Integrity Policy will notify the Program Director and the Provost. The instructor will discuss the assignment and course failure penalties with the Director and Provost and then meet with the student to communicate what sanction will be imposed. The student will be asked to sign a counseling form acknowledging awareness of the penalty and penalty escalation for future violations of the Academic Integrity policy. Subsequent violations of academic integrity will be reported to the Director of Student Affairs and will progress through the Violation of Code of Conduct Process and Procedures.

STUDENT CODE OF CONDUCT

The student conduct policy sets behavioral standards for Casa Loma College students and defines the relationship between the College and its students. It affirms values essential to promoting individual intellectual and personal development and for creating an effective learning community. Casa Loma College expects students to conduct themselves in a responsible manner that respects the rights, well-being, and property of all members of the College community and that supports the College’s educational mission.

Students should be conscious of and abide by the policies and procedures outlined below. This listing below is not to be regarded as all-inclusive. If there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Director, Student Affairs shall make the final determination.

PROHIBITED CONDUCT

1. Academic Dishonesty—cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
2. Negligence, gross misconduct, or disregard of clinical practices which result in, or could result in, harm to the patient or other caregivers.
3. Alcohol, Marijuana and or Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on or off college property or clinical affiliation sites.
4. Bullying/Cyberbullying- Repeated and aggressive behaviors (written, verbal, electronic or physical) that intimidate or intentionally harm or control another person physically or emotionally.
5. Discrimination- Any act or failure to act that is based upon an individual or group’s actual or perceived status that is sufficiently severe that it limits or denies the ability to participate in or benefit from Casa Loma College’s educational program or activities.

6. Harm to Persons: Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health and safety of any person. This includes email, social media posts, or other online behavior.

7. Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

8. Conduct, which is lewd or disorderly, or aiding and abetting another person to act in a way which is lewd or disorderly.

9. Endangering - the mental or physical health of safety of a person, subjecting a person to public humiliation or ridicule. This includes hazing, an activity that can impact an individual's academic efforts (on or off campus), as a condition of membership of a group, activity, or event. Hazing may be defined as activities that may result in ridicule, embarrassment, discomfort, or harm.

10. Health, Safety or Security Endangerment—Initiating any false report, warning or threat of fire, or other emergencies, failing to abide by any published or posted health, safety, or security measures, tampering with fire safety equipment or parking vehicles to obstruct access to College buildings.

11. Retaliation-Any intentional, adverse action taken by a responding individual or allied third party, against a participant or supporter of a participant in a grievance proceeding or other protected activity.

12. Stalking: Engaging in conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress, and or creates a hostile environment.

13. Disruptive Activity—Participating in or the promoting of disruptive activity that interferes with teaching, College events and activities, or disciplinary proceedings, interfering with teaching, changing the atmosphere of the classroom, or preventing learning from taking place, obstructing, or misusing College systems or services.

14. Drinking or eating within the skills lab, library or classrooms in which computers are utilized.

15. Tobacco Use and Smoking: Tobacco use, smoking and use of electronic cigarettes (and similar devices) are prohibited except in outdoor designated areas.

16. Facilities Misuse—Using College facilities, keys, supplies, vehicles, telephones or other materials or services without authorization.

17. Destruction/misuse of property- a. Destroying, defacing, tampering with, materially altering or otherwise damaging property not one's own. This includes but is not limited to doors, windows, elevators, restroom equipment, vending machines, computer equipment, classroom/laboratory equipment, etc. b. Creating a condition that endangers or threatens property not one's own.

18. False Information— Knowingly distorting or altering the truth for personal (or student organization) gain or favor, not limited to falsification of the admissions application, possessing false identification, or falsification of documents provided to university faculty or staff. Knowingly furnishing false information to a hearing body during an investigation.

19. Fire safety- a. Tampering with, or misuse of, fire alarms and/or firefighting equipment, not limited to fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, or other safety devices. b. Possession of flammable items, not limited to candles, incense, or other flammable

items. c. Arson. Causing a fire or explosion, or unauthorized use of any potential incendiary device or equipment.

20. Financial Responsibilities-Failure to promptly meet financial responsibilities to the institution, not limited to; knowingly passing a non-negotiable check or money order in payment to the institution or to an official acting or to an official acting in an official capacity.
21. Gambling— Gaming or betting for money or other possessions.
22. Obstruction of College Operations— Failure to comply with instructions of college officials acting in the performance of their duties.
23. Recording privacy-Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, including all on-campus and off-campus labs, without the person's prior knowledge and written consent. The storing, sharing, and or distributing of such unauthorized records by any means are prohibited. Video or audio recording while on clinical rotations is expressly forbidden.
24. Theft of or Damage to Property—Stealing, embezzling, or possessing stolen property, destroying, defacing, using graffiti, damaging, or littering on college property.
25. Theft or other abuse of computer time. Hacking, unauthorized access to colleges systems or hardware, or copyright infringement of computer resources.
26. Violation of local, State, or Federal laws.
27. Weapons—Possessing or using unauthorized firearms, explosives, chemicals, or other weapons on college-controlled property.
28. Any other action which clearly is in violation of college policy, and which adversely affects the educational mission of the College may be cause for disciplinary action; or encouraging another to commit an act in breach of the student code of conduct.

VIOLATION OF STUDENT CONDUCT PROCESS AND PROCEDURES

The Code of Conduct applies to all students. The term “student” applies to applicants, current students, and alumni in circumstances in which the college has authority. The “complainant” is a member of the community who filed the allegation of the code violation. The “respondent” refers to the student who is alleged to have violated the code.

CHARGES AND HEARINGS

Any member of the college community may file a complaint against a student for misconduct. Once an allegation has been filed, the Director of Student Affairs, and/or designee, will investigate and determine if a formal charge is warranted. Allegations involving sexual misconduct will be forwarded to the Title IX Coordinator and will be resolved under the Casa Loma College’s Title IX Sexual Misconduct and Harassment Policy.

The process for charges and hearings follows:

1. The Complainant should submit the complaint in written format to the Director of Student Affairs, and/or their designee. Any complaint should be submitted as soon as possible after the event occurs. The college may file a complaint on behalf of a member of the campus community in some cases.

2. All charges will be presented to the Respondent in written form. A hearing will be scheduled within a reasonable time frame, usually not more than ten calendar days after the Respondent has been notified. The time frame for scheduling of hearings may be extended at the discretion of the Director, Student Affairs.
3. The Respondent may request a hearing by a hearing panel or a hearing by the Director of Student Affairs and or designee. The Director of Student Affairs and/or designee may require a hearing at his/her discretion.

Hearings are conducted by a hearing panel according to the following guidelines:

1. The Director of Student Affairs and/or designee serves as an advisor to the hearing panel. The Director of Student Affairs or designee will be the final arbiter of all procedural questions.
2. Hearings consist of at least three voting members. The Director, Student Affairs will make every effort to find hearing board members who have no knowledge of the Complainant, the Respondent, or the issue under consideration.
3. Hearings are conducted in private. The presence of any person at the hearing shall be at the discretion of the hearing panel or the Director of Student Affairs and/or designee.
4. The Complainant and Respondent may have an advisor, including an attorney, at their own expense. Advisors may not offer testimony. The names of any advisors (and their relationship to the student) must be presented to the Director of Student Affairs at least 24 hours prior to the hearing.
5. The Complainant and Respondent will be given access to the information that will be considered by the hearing panel at least 24 hours prior to the hearing.
6. Complainants and Respondents are not required to attend the hearing and may supply the information without attendance. Failure to attend will not be considered when determining the result of the hearing.
7. Any attendee at the hearing may present witnesses. All witnesses will be subject to questioning by the board.
8. All attendees may present documents or statements for consideration. All information will be retained as part of the record.
9. After testimony and evidence have been presented, the Complainant and the Respondent will be excused from the procedure. At this time, the hearing board will determine by a preponderance of the evidence whether it is more likely than not that the respondent violated the Code of Conduct.

SANCTIONS

In cases in which the Respondent has been found responsible for a violation of the code of conduct, the hearing board shall determine the appropriate sanction. Casa Loma College has determined that the sanctions listed below may be considered. The sanctions listed below may be imposed on any Respondent found to have violated the Code of Conduct. Sanctions may be used in any order and or in combination that the College deems appropriate.

1. Warning – A notice that the respondent has violated the code of conduct.
2. Probation - A sanction that is in effect for a specified period. During this time, the respondent would be subject to increased sanctions if found in violation again.
3. Suspension - Separation from the College for a period, after which the respondent is eligible for reinstatement. The student is not eligible for a leave of absence during this time, and conditions may be specified for reinstatement.

4. Expulsion–Permanent separation from the College.
5. Suspension of Services – Ineligibility to receive specified services from the college. This suspension may be permanent or for a specified period, after which the respondent may regain eligibility. Conditions may apply.
6. Restriction – An order limited in the access of the respondent to a person, service, place, or thing. This may include restrictions on being in the same proximately, cohort, dates, or times of attendance, etc.

Following the hearing, the Director of Student Affairs and/or designee will notify the Respondent in writing of its determination, the sanction(s) imposed, if any, and appeal procedures.

ADMINISTRATIVE LEAVES

In certain circumstances, the Director of Student Affairs may impose an administrative leave prior to the hearing before a panel. Administrative leaves will be imposed to ensure the safety of the Respondent, other members of the college community, or to ensure the security of the building.

During the leave, the Respondent may be denied access to the college grounds, online tools, and activities. Leaves will be no more than needed to conduct a thorough investigation and convene a hearing.

APPEALS

Respondents may appeal the findings of all code of conduct hearings, whether an individual meeting with the Director of Student Affairs or designee or a hearing board. Appeals must be written and submitted to the Campus President within ten calendar days of the hearing panel's written decision. Sanctions remain in effect until the final appeal is heard.

The Respondent may file an appeal to request a review for any of the following reasons:

1. The hearing was conducted in a fair and impartial manner, according to the Casa Loma Procedures, or the Respondent was not given ample time to prepare.
2. The decision was capricious, not based on fact or available evidence, or that the determination was discriminatory.
3. The sanction imposed was not proportionate to the offense.
4. Additional evidence can be provided, not previously available at the time of the hearing.

The President will review the evidence available from the hearing and the information presented in the written appeal. The President may hold additional interviews to reconcile conflicting information at his discretion. The president may a) overturn the decision of the hearing board, b) refer the case back to a new hearing board, or c) reaffirm the decision of the board. The decision of the President is final.

STUDENT GRIEVANCE POLICY

The College defines a grievance as a serious non-academic difference or dispute between a student and a college employee about the interpretation and/or application of the college's policies and procedures, or provision of services, that negatively affects the student that the student has tried to resolve through the normal channels of inquiry (Informal and Mediation), but for which the student is not satisfied with the outcome and seeks review at a higher organizational level.

A grievance may be based on one of the following claims: failure to provide services, arbitrary and/or capricious actions by a college employee or administrative office; policy or procedure applied unfairly and/or in a different manner than it was applied to others; administrative error in the application of the policy or procedure.

The College distinguishes between complaints or concerns and grievances by the gravity of the issue and a student's prior efforts to resolve it.

STATEMENTS

A grievance differs from an appeal of an academic decision, as it deals with non-academic issues and not the actual outcomes of course work.

Anonymous Grievances may be made at https://casalomacollege.edu/anonymous-reporting/

Complaints about sexual harassment and discrimination based upon protected class are addressed under the Title IX Sexual Misconduct and Harassment Policy and the Non-Discrimination Policy. Complaints about services related to student accommodations and disabilities are addressed through Student Disability and Accommodation Policy, complaints about student behavior are addressed through the Student Code of Conduct Policy and grade appeals are addressed through the Grade Appeal Policy.

as the College works diligently to ensure that students receive a fair hearing. As a result, the College has designated several individuals as Grievance Resolution Officers (GRO). The College will work to ensure that issues are resolved by a GRO with little direct knowledge of, or familiarity with, the complainant or respondent. The College also seeks to assign a GRO residing at the location most affected by the incident unless such assignment is overly familiar with the issue at hand.

Grievance Officers Include:

Nashville Campus Director: Dr. Salamat Hussain	Salamat.hussain@casalomacollege.edu
Director of Student Affairs: Nicholas Walsh-Davis	Nicholas.walsh.davis@casalomacollege.edu
Asst Director of Career Services: Zackary Gilanyi	Zackary.Gilanyi@Casalomacollege.edu

The College has established the following procedure to address grievances:

INFORMAL PROCEDURES

Step 1: ***Informal Resolution.*** Prior to invoking the procedures outlined below, the student is strongly encouraged to attempt to resolve the complaint or grievance by speaking with the specific individual directly connected with the issue at hand. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis for the grievance normally ***within five (5) calendar days from the occurrence.***

If the student is not comfortable bringing it to the attention of the relevant individual, they may seek an informal resolution through the GRO.

Step 2: ***Mediation.*** If the student is not satisfied with the response, the student is encouraged to submit the grievance in writing to the alleged person's supervisor or department head (hereinafter "administrator"). If the grievance/complaint is against a manager, the student may submit the written statement to the Senior Director of Administrative Services Veronica Pantoja at veronica.pantoja@casalomacollege.edu. If the grievance/complaint is against personnel at a clinical site, the student should direct the grievance to their respective Academic Coordinator of Clinical Education and the Program Director.

Grievances should include a written description of the situation. Students should attach pertinent documentation, if applicable. After review of the complaint the supervisor/department head will discuss the option of mediation with the student and person alleged to have caused the grievance. If all parties agree

to mediation, the GRO will stand as mediator to resolve the matter. Following any mediation, the mediator will notify the student of the resolution with a copy to the person alleged to have caused the grievance.

Any such written grievance must be received by the administrator within ten calendar days after the student first became aware of the facts which gave rise to the grievance.

FORMAL STUDENT GRIEVANCE

If a student is not satisfied with the outcome of either steps one or two, the student may elect to initiate a formal student grievance by completing the *Grievance Report Form and* submitting it to the GRO **within twenty (20) business after the student first became aware of the grievance.**

Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, the specific law, policy, or rule alleged to have been violated (if known), a description of the evidence supporting the grievance, whether Informal Mediation was available and completed, and the remedy or relief requested. The Grievance Report Form must be signed and dated by the student. It is the responsibility of the complainant to update the GRO as to the appropriate address to use throughout the grievance process.

The GRO has ten calendar days from receipt of the Grievance Report to Investigate the situation and hold a formal grievance committee or complete an administrative review.

ADMINISTRATIVE REVIEW

In many cases, students file grievances regarding issues which are governed by federal, state, or local laws, or other college policies. In these circumstances, the GRO will investigate to determine whether the issues under consideration were done in accordance with policy or legal requirements. The GRO will review the student's grievance, applicable law, or policy, and collect documents and other artifacts. In these instances, the GRO shall issue a written response to the student outlining the grievance as they understand it, detail the findings of the investigation, decide, and notify the student of appeal options (if needed).

FORMAL GRIEVANCE COMMITTEE

When a student believes that an individual has misapplied policy or has otherwise acted in a manner which has negatively impacted their ability to pursue their education. In these cases, the GRO may call for a grievance committee. The committee shall include:

- The complainant (student)
- The Respondent,
- The appropriate Director, and
- Two faculty members, to be selected by the GRO. Faculty will not members in the program of the complainant.

GRIEVANCE HEARING

1. The GRO, or designee, shall be the moderator for the committee. The GRO shall be the sole arbiter of policy and procedure.
2. The complainant and respondent may have one representative present at the grievance hearing. This representative may be an attorney, hired at the individual's own expense.
3. Individuals participating in the grievance hearing shall discuss the charge(s), hear testimony, receive all available evidence pertaining to the charge(s), and when appropriate, examine witnesses. Either party will be notified in advance of the hearing if witnesses will be present.

4. Neither the complainant nor the respondent is required to attend, or to present evidence. No decision shall be made based solely on this decision.
5. Following presentation of evidence, all parties, except the Grievance Committee will be dismissed.
6. The Grievance Committee will weigh the evidence and make its findings based on fact based on a preponderance of the evidence. No evidence other than that received at the hearing shall be considered by the Grievance Committee.
7. The committee will prepare a written report of its recommendations. The committee moderator will author the report and its recommendations.
8. The GRO. shall maintain a record of the proceedings. A summary of the hearing will be available to the complainant and to the accused.
9. Within ten (10) working days after the grievance hearing, the GRO will deliver the written findings to the respondent.
10. If the student (complainant) or respondent is unsatisfied with the formal grievance decision, an appeal may be filed with the Campus President. ***Appeals should be filed within 10 days of receipt of the finding.***
11. Sanctions, if any, remain in effect until the final appeal is heard. The student or respondent may file an appeal to request a review of the following:
    a. The student or respondent does not believe that the hearing was conducted in a fair and impartial manner, according to the Procedures, or the student was not given ample time to prepare.
    b. The student or respondent believes the decision was capricious, not based on fact or available evidence, or that the determination was discriminatory.
    c. The student or respondent believes that the sanction was not proportionate to the offense.
    d. The student or respondent has additional evidence not previously available at the time of the hearing.
12. The President will review the evidence available from the hearing and the information presented in the written appeal. The President may hold additional interviews to reconcile conflicting information at his discretion. The President may a) overturn the decision of the grievance committee, b) remand the case back to a new committee, or c) reaffirm the decision of the committee. The decision of the President is final.

WITHDRAWAL OF GRIEVANCE

While the complainant may withdraw the grievance at any time, the College may choose to proceed with the investigation, if necessary, to prevent future harm, bias, or error.

EXTERNAL COMPLAINT POLICY

Casa Loma College is committed to responding to all complaints promptly and constructively to ensure exacting standards and the continuous improvement of college services. Every complaint will be taken seriously and viewed positively as an opportunity to receive constructive feedback so that improvements may be made.

The College may receive complaints from members of the public, clinical affiliation sites, colleagues, off-campus locations, clinical practicum, and clinical practicum sites.

If the complaint involves a student or clinical site, the complaint will be directed to the specific Program Director. The Campus Director responds to complaints from other sources.

A person or organization desiring to file a complaint must satisfy the following criteria:

1. The complainant must disclose the existence of a grievance against the College.

2. The complainant is encouraged to have attempted to resolve the grievance with the College prior to filing the complaint. The complainant must indicate in a written report that a considerable effort was made to resolve the grievance before filing the complaint.
3. The complaint must disclose the existence of a grievance against the College and must further indicate that the College dealt with the situation giving rise to the grievance in a manner that draws into substantial question the College's integrity and compliance with state agencies and accrediting agency criteria.
4. The complaint must be properly documented and provide supporting evidence or documentation, if applicable.
5. The complaint must be submitted in a timely manner (within 30 days of situation).

When a complaint has been received against the College, the Campus Director will acknowledge receipt of the form in writing to the complainant within five (5) business days. The following procedures will take place once a formal complaint has been received.

For the Campus Director to investigate the complaint, it is necessary to share the grievance with the appropriate employee/student and interview any witnesses. Additional information may be requested by the Campus Director if insufficient documentation is submitted.

Upon conclusion of the investigation, both parties will be provided with a written copy of the Campus Director's decision. If either party believes that the Campus Director's investigation was incomplete or that the decision was unreasonable, they can seek a review of the decision by the President of the College. The decision of the President is final.

External complaints are archived in the Office of the Campus Director for five years. External complaints received regarding the Physical Therapist Assistant Program are also archived with the Director of the Program.

ADMINISTRATIVE PROBATION AND DISMISSAL

Casa Loma College utilizes an administrative committee to evaluate academic and/or professionalism issues as they relate to students in jeopardy of dismissal. The committee is tasked with recommending remediation or dismissal based on academic performance, professional behavior, and adherence to the Student Code of Conduct.

Members of the committee include the following: President, Program Director(s), Directors of Student Finance, Student Affairs, and Registrar. The committee meets on a case-by-case basis.

STUDENT SERVICES

Casa Loma College is committed to helping students have the most successful educational experience possible. That means individualized attention from knowledgeable faculty, quality academic advising, student orientations, career services, counseling resources, as well as access to admissions advisors, financial aid, online library, and a learning management system. Whatever the need, Casa Loma College has the tools for success.

ACADEMIC ADVISING

Academic advising is the key to helping students meet their educational goals. Our knowledgeable and dedicated faculty are available to our students from the moment they arrive on campus through graduation and beyond. Program faculty are a critical component to a student's education by not only guiding students through knowledge and developing skill in the respective academic discipline; but faculty also become a student's guide, facilitator, and mentor throughout the program. Faculty assistance outside of class can take many forms including office hours, remediation and tutoring, one-on-one academic assistance, email exchanges, and small -group tutoring.

CAREER SERVICES

The Career Services Department is responsible for assisting students with professional development throughout their program as well as providing graduates with job placement assistance in their field of study upon completion of their program. Career Service Professional Workshop Series topics include:

- Exploring career options
- Developing a resume
- Writing great cover letters
- Learning how to interview
- Developing networking and professional contacts
- Job search techniques
- Social Media, and much more

Casa Loma College does not guarantee that graduates will obtain employment in their field of study. However, to help graduates improve their opportunities for employment, the Career Services Department provides graduates with job placement assistance. This includes assistance with credentialing process, applications, mock interviews, and follow-ups. Career Services also hosts career fairs and collaborates with employers to identify career opportunities for Casa Loma graduates. Career assistance is ongoing for all Casa Loma graduates.

COMMUNITY RESOURCES

Events and experiences in our personal lives directly impact our ability to succeed in our academic lives. While Casa Loma College does not employ professional counselors, assistance and referrals are readily available in areas of child-care, addictions and recovery, mental health, rape and violence crisis centers, mental health, and low-cost health services.

LIBRARY

A small reference library exists at the Sherman Oaks campus. Casa Loma College library has an extensive online library and provides services, materials, and information for the students, faculty, and

staff. The services, materials, and information available are chosen to support, reflect, and enhance the college's curriculum.

The online library offers a link to a host of tutorials and tools to learn the library. Students also have access to a library specialist who is available to assist students by phone, email, and live chat.

The library has numerous databases, full-text periodical sources scholarly journals, multimedia content, current industry periodicals, and much more. The library's collection of resources is continually updated to provide the most relevant information available. All students, faculty and staff with a secure login and passcode to the Canvas Learning Management System (LMS) have access to the online library.

REGISTRAR

The Office of the Registrar provides a variety of student support services for current and prospective students, graduates, faculty, staff, and the public. The Registrar's Office works collaboratively with all departments on campus to ensure that policies, procedures, and programs support the student's enrollment.

One of their primary functions is to maintain the accuracy and security of the academic records in compliance with the Family Educational Rights and Privacy Act and other state and federal regulations.

The Registrar's Office provides official transcripts, enrollment verifications, change of name, transfer credit evaluation, graduation information, student academic information, and more.

STUDENT FINANCIAL SERVICES

The Financial Aid Office administers diverse types of financial aid programs including grants, loans, scholarships, and student employment. Our Financial Aid Advisors will help guide you throughout the financial aid process. In addition, students are educated and counseled on the terms and conditions of the various loan programs, offer debt management strategies, and provide guidance on how to live within a budget, and reduce debt.

BURSAR

The Bursar's Office aids regarding tuition, payment options, refunds, and student related charges and fees.

STUDENT ORIENTATION

The college provides an orientation program to acquaint new students with their program of study, student services and resources, as well as the policies and procedures of the academic program and the college. All new students are required to complete the orientation. During this orientation, students are directed to the Academic Catalog, College Student Handbook.

STUDENT RESOURCE CENTER

The Student Resource Center provides ample space for testing, studying and lectures, and includes Wi-Fi. Students also have access to a copier for a small fee.

TECHNOLOGY RESOURCES

Free Wi-Fi is available throughout the campus.

INTERNATIONAL STUDENT SERVICES

MAINTAINING YOUR F-1 STATUS

Enter the United States no more than 30 days prior to starting your program and immediately contact your Designated school Official (DSO) when you enter the United States.

MAINTAIN A VALID I-20

Do not let your I-20 expire and be sure to get a travel signature before departing the United States. You will also need to get a new I-20 if you change your degree level, major, funding source, or the number of F-2 dependents you have. Timing can be critical for all of these changes, so start the process early.

SHORT TERM TRAVEL

All F-1 students must obtain authorization from their DSO prior to traveling outside of the United States. Failure to obtain signed authorization on your form I-20 may result in your inability to re-enter the county. Please meet with your advisor at least 3 days prior to your expected travel.

MAINTAIN FULL-TIME ENROLLMENT

To stay in status, you need to enroll in at least 12 credit hours per semester and maintain Satisfactory Academic Progress. Obtain prior approval prior to withdrawing from a class or attempting to enroll in less than 12 credits. If you feel you need to extend your graduation date, see your advisor immediately.

WORK ONLY WITH AUTHORIZATION

F-1 students are eligible for curricular practical training (CPT) at either the undergraduate or the graduate level during the program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to your major area of study. Your DSO can give you the school's policy on this option.

F-1 students are also eligible for optional practical training following their program of study. OPT is a form of temporary employment that directly relates to your program of study. Students may not accrue more than 90 days of unemployment.

KEEP YOUR ADDRESS UPDATED

You must update your address within 10 days of any move, even if it is only temporary.

KEEP A VALID PASSPORT

You must have a valid passport at all times. If your passport will expire while you are in the United States, you will want to contact your embassy to renew it. Once you have your updated passport, you must provide the College with a copy of the page showing your new passport expiration date.

ABIDE BY GRACE PERIODS

You have a 60-day grace period following the completion of your program of study or Optional Practical Training (OPT). You can explore your options during this period. However, if you have not made other plans by the time it is over, you must depart the United States.

TRANSFERRING TO A NEW SCHOOL

Upon completion of your program, you may seek to transfer to another college to continue your education. Transfers must be completed within the grace period and prior to starting classes at a new institution.

REINSTATEMENT

The process to reinstate your I-20 status is very complicated. The College DSO may be able to advise you, but it is possible that you will need legal advice from an immigration attorney.

STUDENT SAFETY

Casa Loma College emphasizes the security and wellbeing of everyone in the College community. A truly safe campus can only be accomplished through the cooperation of all students and employees.

Each member of the College community must assume responsibility by taking precautions to avoid becoming a victim. By using common sense, being alert, and demonstrating concern for fellow community members, we can reduce the existence of unsafe conditions and the potential for crime. Students, faculty, and staff are encouraged to immediately report any unsafe conditions, fires, or crime to Campus Security Authorities, and/or the local Police Department or local Fire Department.

Campus Safety and Security Authorities (CSA) are College personnel who have responsibility for campus safety and security but who do not constitute a campus security department. The CSAs are not armed and do not have law enforcement authority or the powers of arrest and rely upon local law enforcement agencies when the need arises. The College also receives support and cooperation from a private security agency whose security personnel are not peace officers or police officers, with their authority to arrest the same as that of a private citizen, and their scope of enforcement limited to the rules and regulations of the College. Security guards perform unarmed interior and exterior patrol.

Casa Loma College's Campus Safety and Security personnel have significant responsibility for student, faculty and staff activities and provide patrol, prevention, and emergency response to the College community six (6) days per week during normal business hours. College personnel identified as Campus Safety and Security Authorities are:

Scott Sand, Ph. D, President scott.sand@casalomacollege.edu 800-270-5052 ext. 214	**Jon Boyer, Operations Manager** jon.boyer@casalomacollege.edu 800-270-5052 ext. 219
Nicholas Walsh-Davis, Director of Student Affairs nicholas.walsh-davis@casalomacollege.edu 800-270-5052 ext. 208	**Cyrill Reiser, Director of IT** cyrill.resier@casalomacollege.edu
Veronica Pantoja, Senior Director of Administrative Services veronica.pantoja@casalomacollege.edu 800-270-5052 ext. 223	**Dr. Salamat Hussain, Campus Director Nashville** **Salamat.hussain@casalomacollege.edu** **800-270-5052**

Casa Loma College maintains a positive professional relationship with the local Police Department Station, as well as with county, state and federal agencies in matters concerning their specific jurisdictions. The President of the College or designee are in contact with the local Police Department relating to issues and calls for service affecting the College.

Los Angeles Police Department **Van Nuys Community Police Station**	**Los Angeles Fire Department** **Fire Station 88**

6240 Sylmar Ave., Van Nuys, CA 91401 (818) 374-9500	5101 North Sepulveda Blvd. Los Angeles, CA 91403 (818) 756-8688
Nashville Police Department **Metro** 501A 6th St., Nashville, TN 37206 (615) 862-8600	**Nashville Fire Department** 63 Hermitage Ave., Nashville, TN 37210 (615) 862-5421
Aurora Police Department 15001 E Alameda Pkwy Aurora, CO 80012 303-739-6000	**Aurora Fire Rescue Headquarters** 15151 E Alameda Pkwy, Suite 4100 Aurora, CO 80012 720-989-2000

Campus Safety and Security Authorities generate activity reports of all incidents, including local, state, and federal violations. These reports are submitted to the President for review and at completion of review, entered into the Campus Security Log.

Detailed information regarding campus safety and emergency procedures can be found in the Emergency Response Plan handbook located on the College's website (Admissions/Public Disclosures) and on the college's Learning Management System, Canvas. Students also receive a copy of the Emergency Response handbook during program orientation.

ANNUAL SECURITY REPORT

Each year prior to October 1st, an email notification is sent to all current students, faculty, and staff to notify them of the availability of the Annual Security Report and provide the website address to access this report. In addition, a link to the Clery Act statistics and Annual Security Report is available on the Casa Loma College Website for prospective students and prospective employees. To view the 2024 Annual Security Report, please visit Public Disclosures - Casa Loma College. The report can be printed from the College website in PDF format. In addition, the Annual Security Report is also available to current students, faculty, and staff through the College's Learning Management System.

A printed copy of the Annual Security Report is also available on request from the Senior Director of Administrative Services/Title IX Coordinator, or you can request that a copy be sent to you by calling (800) 270-5052. Our annual crime statistics are also submitted to the Department of Education and are published and made available to the public on their website, https://ope.ed.gov/campussafety/#/. There are no dormitories or residential facilities for students on campus; therefore, our institution does not report statistics in a Fire Safety Report nor is a Fire Safety Report included.

Emergency response and evacuation procedures are published in the College's Emergency Response Plan provided to each student and employee during orientation. Anyone with information warranting a timely warning should report the circumstances to the President or designee, by phone (800) 270-5052 or in person at: Casa Loma College, 15301 Ventura Blvd, D100., Sherman Oaks, CA 91403 or 750 Envious Lane, Nashville, TN 37217, 3015 S Parker Rd, Building D, Suite 400 Aurora, CO 80014.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are students of, employees of, or volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLING) to require sex offenders who are already required to register in a state to

provide notice, as required under state law, of each institution of higher education in that state which the person is employed or carries on a vocation or is a student effective October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state.

The CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The United States Department of Justice provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at https://www.nsopw.gov/en

The state of California provides a publicly accessible database of sex offenders and can be accessed at California Sex Offenders Registry and database at Offender Radar.

The Tennessee Bureau of Investigation provides a publicly accessible database of sex offenders that are required to register. The database may be accessed at Sex Offender Registry (tn.gov).

The Colorado Bureau of Investigation provides a publicly accessible database of sex offenders that are required to register. The database may be accessed at CBI: Sex Offender Registry (colorado.gov).

SEXUAL MISCONDUCT AND HARASSMENT

This policy applies to all employees and students at Casa Loma College. It also covers harassment involving patrons, vendors, and other individuals with whom employees or students at the College have interaction as a condition of their employment or educational experience.

Casa Loma College is committed to fostering an environment that is safe, secure, and free from sexual discrimination and harassment, sexual violence, dating and domestic violence, and stalking. The College recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, and reduce its effects by supporting victims, dealing fairly with offenders, and diligently investigating formal complaints of covered sexual harassment. In addressing these issues, all members of the College must come together to respect and care for one another in a manner consistent with our deeply held academic and community values.

Pursuant to Title IX, this Policy provides that the College will respond promptly, and in a manner that is not deliberately indifferent, when the College has Actual Knowledge of Covered Sexual Harassment prohibited by this Policy, including sexual assault, dating violence, domestic violence, and stalking, that occurs in a college education program or activity, and is committed by a current Casa Loma student, employee, or third party.

As defined below, this Policy prohibits all Covered Sexual Harassment. This Policy also prohibits retaliation against any individual who, in good faith, asserts their right to bring a complaint under this Policy (including individuals who make third-person reports), participates or refuses to participate in an investigation or hearing under this Policy, or protests alleged conduct prohibited by this Policy (including retaliation).

The College is committed to responding to all forms of sexual harassment. Reports of misconduct outside the scope of this Policy, including sexual harassment that does not meet the definition of Covered Sexual Harassment prohibited by Title IX and this Policy, may be addressed under other College Policies.

NON-DISCRIMINATION IN APPLICATION

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender, gender identity, gender expression, age, race, nationality, class status, ability, religion, or other protected classes covered by federal or State law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about Casa Loma Colleges' Policy or process may contact the Department of Education's Office for Civil Rights using contact information available at https://www2.ed.gov/about/offices/list/ocr/index.html.

DEFINITION OF PROHIBITED CONDUCT

Covered Sexual Harassment: Covered Sexual Harassment includes any conduct on the basis of sex that satisfies one or more of the following conditions:

- **Quid Pro Quo** where an employee conditioning educational benefits on participation in unwelcome sexual conduct.
- **Unwelcome Sexual Conduct** that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.
- **Sexual Assault** (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Dating Violence** (as defined in the Violence Against Women Act ("VAWA") amendments to the Clery Act): Includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence** (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.
- **Stalking** (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

IMPORTANT POLICY-RELATED CONCEPTS

Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

- Consent can be given by words or actions if those words or actions clearly communicate willingness to engage in sexual activity. It is important not to make assumptions about consent. If

there is confusion or ambiguity, participants need to stop sexual activity and communicate about each person's willingness to continue.

- Consent cannot be procured using physical force, compulsion, threats, intimidating behavior, or coercion.
- Consent cannot be obtained from, or given by, a person who is incapacitated.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to engage in sexual conduct with one person does not imply consent to engage in sexual conduct with another person.
- Silence or the lack of resistance, in and of itself, does not demonstrate consent. Again, it is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the other's willingness to continue engaging in sexual conduct.
- Consent can be withdrawn at any time, including after it is initially given. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Previous relationships or previous consent for sexual activity is not consent to sexual activity at another time. However, established patterns of consent in a specific relationship may be considered when evaluating whether affirmative consent was given on a particular occasion.
- Accepting a meal, a gift, or an invitation to socialize, including on dating apps, does not imply or constitute consent to sexual activity.
- The definition of consent does not vary based on a participant's sex, sexual orientation, gender identity, gender expression or relationship status.

Education Program or Activity includes:

- Any on-campus premises.
- Any off-campus premises that Casa Loma College has substantial control over.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Casa Loma College's programs and activities over which the College has substantial control.

Formal Complaint: Formal Complaint means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Casa Loma College's education program or activity and requesting initiation of the procedures consistent with the Title IX Policy to investigate the allegation of sexual harassment. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the College, including as an employee.

Complainant: Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevance: The basic test for relevance is whether the evidence presented and/or hearing question posed tends to make an allegation of sexual harassment more or less likely to be true. The following type of evidence and questions are not relevant:

- Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior unless:
    - They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant.

      or

    - They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- Evidence and questions that constitute or seek disclosure of information protected under a legally recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Respondent: Any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality: References made to ***confidentiality*** refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to ***privacy*** mean Casa Loma College offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Casa Loma College will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Retaliation: The College or other person may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Intimidation, threats, coercion, or discrimination, including charges against an individual for Student Code of Conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

DISABILITY ACCOMMODATIONS

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

MAKING A REPORT REGARDING COVERED SEXUAL HARASSMENT

Casa Loma College provides a range of options for those who believe they have experienced sexual harassment and individuals are encouraged to bring their concerns to the College's attention immediately. The College takes allegations of sexual harassment very seriously and will actively respond to alleged sexual harassment and will take remedial action, where appropriate.

The College does not limit the time for submitting a complaint of sexual harassment, but strongly urges the immediate reporting of complaints or concerns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of sexual harassment. The College's ability to investigate and respond effectively may be reduced with the passage of time.

Sexual harassment should be reported immediately to Casa Loma College's Title IX Coordinator:

Veronica Pantoja, Senior Director of Administrative Services, 15301 Ventura Blvd, D100., Sherman Oaks, CA 91403.
Email Address: veronica.pantoja@casalomacollege.edu.
Telephone Number: (818) 785-2726 ext. 223

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Reports made to the Title IX Coordinator should include all of the information known to the Complainant or including, but not limited to, the following:

- the identity and status of the Complainant and the Respondent (e.g., employee, student).
- details concerning the incident(s) or conduct that gave rise to the report.
- date(s) of, and location(s) of the incident(s).
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known.

Reports may be submitted anonymously, by witnesses, or by others who are aware of the incident. However, anonymous reports may limit the College's ability to investigate and respond.

Reports of sexual harassment do not automatically initiate a formal investigation. The Title IX Coordinator will attempt to gather additional information from relevant individuals and assess such information to determine the next steps.

ON-CAMPUS RESOURCES AND SUPPORT

The following Officials **will provide privacy**, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- President, Dr. Scott Sand, (818) 785-2726 ext. 214 or scott.sand@casalomacollege.edu
- Nashville Campus Director, Dr. Salamat Hussain. 800-270-5052 or salamat.hussain@casalomacollege.edu
- Senior Director of Administrative Services, Veronica Pantoja. (818) 785-2726 ext. 223 or veronica.pantoja@casalomacollege.edu
- Director of Student Affairs, Nicholas Walsh-Davis. (818) 785-2726 ext. 208 or nicholas.walsh-davis@casalomacollege.edu

The following have been designated as **confidential resources**:

- Career Services Manager: Zackary Gilanyi. (818) 785-2726 ext. 204 or zackary.gilanyi@casalomacollege.edu

OFF-CAMPUS RESOURCES AND SUPPORT

- ***Center for Assault Treatment Services (CATS)*** – A non-profit organization and a part of Northridge Hospital Medical Center, the CATS Program is open 24/7 for victims of sexual assault in the San Fernando and Santa Clarita Valleys.
    - Hotline: 818-908-8632

- ***National Sexual Assault Online Hotline*** - Offers free, confidential, and secure help 24/7, if you need someone to talk to or help with pressing charges or understanding your healing process.
    - Hotline: 800-656-HOPE (4673)

- RAINN (Rain, Abuse, & Incest National Network)– - Can help you find a local rape crisis center anywhere in the U.S. when you click here. These crisis centers also have 24/7 hotlines that serve victims of sexual violence. They are trained to provide you with the support and information you need.
- The National Center for Victims of Crime – Provides a fast and easy way to locate crime victim assistance throughout the country.
- The National Domestic Violence Hotline - A 24/7 center that has access to service providers and shelters across the U.S. Hotline: 800-799-7233
- Denver Metro Fair Housing Authority – a non-profit committed to ending housing discrimination. 720-279-4291.
- California Department of Fair Employment and Housing– - The state agency that enforces the state workplace anti-discrimination laws. (800) 884-1684: Within California (916) 227-0551
- Tennessee Fair Housing Council – Eliminating Housing Discrimination Throughout Tennessee (tennfairhousing.org) – The state agency which helps to eliminate housing discrimination throughout Tennessee. (615) 874-2344

REQUEST FOR ANONYMITY BY A COMPLAINANT

Casa Loma College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. The College, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation.

Anonymous Reports may be made at https://casalomacollege.edu/anonymous-reporting/

The College will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or pursue an investigation. Where the College is unable to act consistent with the request for confidentiality/anonymity, the Title IX Coordinator will inform the complainant about the chosen course of action.

SUPPORTIVE AND INTERIM MEASURES

The College will collaborate with individuals affected by sexual harassment to ensure their safety and promote their well-being. In addition to providing preliminary information regarding the Title IX process, Title IX Coordinator will discuss the availability of supportive measures with both parties. Supportive measures are designed to ensure that both parties maintain equal access to college employment and educational programs and activities, without unreasonably burdening the other party. The measures are designed to protect the safety of all parties and the College environment, including the deterrence of violations of this Policy. For example, supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, no contact directives, campus escort services, mutual restrictions on contact between the parties, leaves of absence or administrative leave, increased security, and monitoring of certain areas of the campus, and other similar measures.

In determining whether supportive measures are appropriate, Title IX Coordinator will consider the Complainant's wishes, as well as the burden to the parties. Where supportive measures are deemed appropriate, they will be non-disciplinary, non-punitive, and provided without fee or charge to the parties. Supportive measures may be provided to either party at any phase in the process, regardless of whether a formal complaint has been filed. Supportive measures will be kept confidential to the extent possible.

The College may also impose interim measures, based on the totality of facts known at the time, to ensure the safety of all parties involved, to prevent the escalation of conflict, and to protect the integrity of the disciplinary process while the process is ongoing. If, after taking an individualized safety and risk analysis, the College determines there is an immediate threat to the physical health or safety of any individual arising from the sexual harassment allegations, the College may consider removing a Respondent from educational programs or activities on an emergency basis. Where removal is deemed appropriate, the Respondent will receive prompt notice and have an opportunity to challenge the decision by appealing to the Title IX Coordinator. The appeal must be in writing and may be no longer than five double-spaced, eight typewritten pages. The appeal must be delivered to Title IX Coordinator within three (3) business days of notice of the removal decision (via email, mail, or hand delivery). Failure to meet the deadline for appeal will result in waiver of the right to appeal.

The imposition of supportive and interim measures does not indicate that the College has made a final decision about the report of prohibited conduct. The College will provide notice about these supportive and interim measures only to those who need to know to make them effective.

Failure to comply with supportive and/or interim measures or other directives is a violation of College Policy and may lead to additional disciplinary action.

TITLE IX GRIEVANCE PROCESS

INFORMAL RESOLUTION

Parties who do not wish to proceed with an investigation and live hearing, and instead seek the College's assistance to resolve allegations of Title IX-covered misconduct, may elect to enter the informal resolution process. In addition, a complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent. This informed written consent will include a statement that any agreement reached through the process is binding on the Parties.

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator must approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the respondent is a repeat offender, and whether the Parties are participating in good faith. This determination is not subject to appeal.

Please note, the informal resolution processes may never be applied where the allegations include {Sexual Assault: Penetration or the equivalent}.

Informal resolution is only permitted to address allegations of student-on-student sexual harassment and is never allowed as an option to resolve allegations that an employee sexually harassed a student.

At any time after the commencement of the informal resolution process, the Title IX Coordinator may determine that the informal resolution process is not an appropriate method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

Informal resolution processes are managed by facilitators, who may not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific Parties in the matter. The Title IX Coordinator may serve as the facilitator, subject to these restrictions.

All facilitators must have training in the definition of sexual harassment under 34 C.F.R. § 106.30(a), the scope of the institution's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

CONFIDENTIALITY

In entering the informal resolution process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may discuss the allegations under investigation with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. Should the Parties withdraw from the informal resolution process, information disclosed or obtained for purposes of the informal resolution process may be incorporated into the formal investigation and live hearing, provided that this information is disclosed and reviewed by the Parties under the investigatory and hearing procedures described in the Title IX Grievance Process.

ADMINISTRATIVE RESOLUTION

Should the Parties mutually determine to enter the informal resolution process, and the respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, the institution may administratively resolve the Formal Complaint.

Where the respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and {a Hearing Officer(s)} will convene to determine the respondent's sanction and other remedies, as appropriate and consistent with institutional policy. The Parties will be given an opportunity to be heard at the sanctions hearing, not limited to the submission of impact statements, and but questioning of Parties or witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described in the Title IX Grievance Policy.

FORMAL COMPLAINT

To initiate a formal complaint, the Complainant must submit a written document, physical or digital, alleging sexual harassment against a Respondent and requesting the College to investigate the allegations. The formal complaint must contain the Complainant's physical or digital signature, or otherwise indicate that the Complainant is the person filing the formal complaint, and the document should be submitted to the Title IX Coordinator.

The complaint must include the following information:

- the identity and status of the Complainant and Respondent(s).
- details concerning the incident(s) or conduct that gave rise to the complaint.
- date(s) of the incident.
- location(s) of the incident(s).
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known.

In certain instances, if a complainant does not wish to make a Formal Complaint, the TC Title IX Coordinator may determine a Formal Complaint is necessary and will file such a formal complaint and inform the Complainant. In such instances, the Title IX Coordinator is not a party to the matter, and, if known, the identities of the parties will be made known in any subsequent notice of allegations to the Respondent.

Nothing in the Title IX Grievance Policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

NOTICE OF ALLEGATIONS

Upon receipt of a formal complaint, the College must provide written notice to the parties who are known, which includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known (including the Complainant), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. A party may not proceed anonymously in connection with a formal investigation.

The notice must include prompt time frames for the investigation and a process that allows for any temporary delay of the investigation or the limited extension of time frames for compelling cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. The notice must include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding a violation of the Policy is made at the conclusion of the grievance process. The notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be an attorney. The notice must include a statement that before the conclusion of the investigation, the parties may inspect and review evidence that is related to the allegations, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations whether obtained from a party or other source. The notice must inform the parties of any provision in the College's Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the investigation. If, during the investigation, the Title IX Coordinator decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, the Title IX Coordinator must provide notice of the additional allegations to the parties whose identities are known.

The Title IX Coordinator must also provide written notice to any parties whose participation is invited or expected (i.e., witnesses) of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

ONGOING NOTICE

If during an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

INITIAL ASSESSMENT OF FORMAL COMPLAINT

The Title IX Coordinator **must dismiss** a formal complaint under the following circumstances:

- The alleged matter does not meet the Title IX definition of sexual harassment as described above.
- The alleged matter does not arise from a college education program or activity.
- The alleged matter is not raised against a person in the United States.
- The alleged matter occurred before August 14, 2020.

The Title IX Coordinator **may dismiss** a formal complaint under the following circumstances:

- The Complainant submits a written request to withdraw the complaint.
- The Respondent is no longer at the College.

If a complaint is dismissed, it may qualify for review under a separate, applicable College policy. Parties will simultaneously be provided with a written notice containing the reason(s) for dismissal and that dismissals may be appealed.

APPEALING DISMISSAL OF FORMAL COMPLAINT

Appeals pertaining to the dismissal of a formal complaint must be submitted to the Title IX Coordinator within three (3) business days from receipt of the dismissal. The appeal must meet one or more of the following criteria:

- **Procedural Irregularity:** An appeal based on procedural irregularity must identify with specificity each alleged irregularity within the consideration of the complaint and the ways in which the specified irregularity(s) affected the decision to dismiss the complaint; or
- **New Evidence:** An appeal based on new evidence must explain why this information was not available at the time the decision to dismiss the formal complaint was made and how this information could affect the decision to dismiss the complaint. Information not provided because a party declined to participate or withdrew from the process cannot be considered added information for the purpose of appeal. This includes situations where a party declines to participate on the advice of their advisor; and/or
- **Conflict of Interest/Bias**: An appeal based on conflict of interest or bias must explain how the Title IX Coordinator had a conflict of interest or bias for or against complainants or respondents, or the individual Complainant or Respondent that affected the decision to dismiss the complaint.

Upon receipt of an appeal from one of the parties, the Title IX Coordinator will inform the other party and provide a copy of the appeal. The non-appealing party will have three (3) business days from receipt of the appeal to respond should the party wish to do so. If both the Complainant and the Respondent appeal, the appeals will be considered concurrently, and each party will have the opportunity to review and respond to the other party's appeal.

The Title IX Coordinator will review the appeal and non-appealing party's response (if provided). Within three (3) business days (of the non-appealing party's response or the appeal if no response is provided), the Title IX Coordinator will communicate, in writing, the determination regarding the appeal simultaneously to both parties. The Title IX Coordinator may take the following actions:

- Uphold the decision to dismiss the complaint. In such cases, the complaint may be considered for investigation under a separate, applicable TC policy; or
- Reverse the decision to dismiss the complaint. If the Title IX Coordinator reverses the decision to dismiss, the complaint will be investigated as outlined in the Formal Investigation Process section in this Policy.

The determination of the Title IX Coordinator is final. Failure to meet the deadline for appeal will result in waiver of the right to appeal.

The Title IX Coordinator will determine if the Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all the following elements are met, in the reasonable determination of the Title IX Coordinator:

- The conduct is alleged to have occurred on or after August 14, 2020.
- The conduct is alleged to have occurred in the United States.
- The conduct is alleged to have occurred in Casa Loma College's education program or activity; and
- The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all the elements are met, Casa Loma College will investigate the allegations according to the Title IX Grievance Process.

If any one of these elements are not met, the Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint.
- The respondent is no longer enrolled or employed by Casa Loma College; or,
- If specific circumstances prevent Casa Loma College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their email accounts. It is the responsibility of parties to maintain and regularly check their email accounts. Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

ADVISOR OF CHOICE AND PARTICIPATION OF ADVISOR OF CHOICE

Complainants and Respondents may be accompanied by an advisor of their choice (which may be an attorney but does not need to be so) to any meeting or proceeding related to any incident of sexual harassment. Advisors may provide support and advice about the investigation, hearing, and disciplinary processes.

Complainants and Respondents may choose not to have an advisor during the investigative process. However, Complainants and Respondents must have an advisor during the live hearing process so that the advisor can pose questions to the opposing party and witnesses.

INVESTIGATION

GENERAL RULES OF INVESTIGATIONS

In consideration of the traumatic nature of incidents of sexual/physical aggressive/violent behavior, the Title IX Coordinator will conduct a timely review of complaints of sexual misconduct, sex discrimination, domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within a reasonable timeframe.

Casa Loma College and not the parties, has the burden of proof and the burden of gathering evidence, i.e., the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

INVESTIGATIVE TEAM

The Title IX Coordinator is the College's designated officer for conducting or overseeing investigations of alleged violations of this Policy. The Title IX Coordinator will designate one, or more, investigators (the "Investigative Team"), who will tailor an investigation based on the facts, nature, and complexity of the allegations and surrounding circumstances. All investigators will have extensive training in investigating and evaluating conduct prohibited under the Policy.

If a complaint concerns the conduct of the Title IX Coordinator or Hearing Officer (or the Title IX Coordinator or Hearing Officer has a conflict of interest), the President shall designate an individual to be responsible for implementing the responsibilities of the Title IX Coordinator or Hearing Officer pursuant to these Title IX Procedures.

The Investigative Team will be impartial and unbiased. The Title IX Coordinator may, in their sole discretion, assign the investigation to appropriate non-Title IX investigator(s) or outside investigator(s). Should a party perceive a potential conflict of interest or bias related to the member(s) of the Investigative Team, the party is expected to promptly raise such conflict in writing to the TC Title IX Coordinator as soon as practicable to allow for appropriate redress.

FACT GATHERING

The Investigative Team will gather relevant information from all sources determined necessary for fair resolution of a formal complaint, including interviewing the Complainant, the Respondent, and any other persons with relevant information about the alleged incident(s). The Investigative Team may also review personnel records, documents, and other materials that could prove relevant to the investigation.

The Investigative Team will speak to each party in detail about the allegation(s) and ask each party to identify potential witnesses and/or other evidence to be considered. The parties will have equal opportunity to present facts, expert witnesses and other inculpatory and exculpatory evidence during the investigative process. However, the parties must articulate a reasonable basis to the Investigative Team regarding why their proposed witnesses and/or other suggested evidence are relevant (i.e., will demonstrate that facts material to the allegations under investigation are more or less likely to be true) before the Investigative Team will consider such proposals. Only relevant information will be considered by the Investigative Team, and the Investigative Team retains sole discretion in determining whether the proffered witnesses and/or other evidence are relevant to the allegation(s). The Investigative Team will objectively evaluate all relevant evidence gathered throughout the investigation.

The parties are expected to submit evidence and respond to the Investigative Team's evidentiary requests in a timely fashion. Any documents submitted to the Investigative Team for consideration may be referenced in the Investigative Report and as discussed below, will be shared with both parties and the parties' advisors, if applicable. The Investigative Team will collaborate with parties and witnesses to receive evidence from the parties and witnesses. The Investigative Team may wish to question a party regarding certain evidence gathered; in that circumstance, the Investigative Team may share certain evidence with a party in advance of a scheduled meeting to provide a fair opportunity to respond to questions presented during the meeting.

The Investigative Team will inform the parties in writing when the fact-gathering stage of the investigation has concluded. No additional witnesses will be interviewed, and no additional evidence may be submitted to the Investigative Team after that time. Both parties will have equal opportunity to inspect and review all evidence (evidence that tends to prove or disprove the allegations) that was gathered from any source that is related to the allegations. Prior to the completion of the investigative report, the Investigative Team will provide each party, and the party's advisor, if applicable, the evidence subject to this review in an electronic format. The parties will have ten (10) business days to submit to the Investigative Team a written response to this evidence. The Investigative Team will consider any written response prior to completion of the investigative report.

The Complainant, the Respondent, advisors, and all witnesses may not record any meeting conducted as part of the investigative process, nor copy, photograph, nor improperly disseminate any documents or evidence to which they are afforded access as part of the investigative process.

EVIDENTIARY RULES

In conducting the investigation and drafting the investigative report, the Investigative Team will follow the protocols set forth below:

Preserving Evidence. The Investigative Team will direct the Complainant, Respondent, witnesses, and other interested individuals to preserve any relevant evidence, which may include phone logs, text messages, electronic communications or other evidence relating to the complaint.

Character Witnesses. The Investigative Team will not interview witnesses whose sole purpose is to provide character information.

Romantic or Sexual History in Sexual Assault Cases. The Investigative Team will not consider information concerning the romantic or sexual history of either the Complainant or the Respondent, except from either the Complainant or Respondent regarding their shared sexual history. If one person offers such information, the other will have the right to respond.

[Without exception, all questions and evidence regarding the Complainant's sexual predisposition are deemed irrelevant and prohibited from consideration. Questions and evidence regarding the Complainant's prior sexual behavior are also irrelevant and prohibited, subject to two, limited exceptions: (1) where evidence of prior sexual behavior is offered to prove someone other than the Respondent committed the alleged offense, or (2) where prior sexual behavior evidence is specifically about the parties' shared sexual history and is offered to prove consent.]

Prior Conduct Violations. The Investigative Team may consider the Respondent's prior conduct violations, where the previous incident was substantially like the present allegation(s) and/or the information indicates a pattern of behavior by the Respondent.

Medical Information. Any party's medical, psychological, or similar records cannot be accessed, considered, disclosed, or otherwise used as part of this investigative process without the party's voluntary, written consent. Each party has the right to request that evidence regarding his or her mental health diagnosis and/or treatment be excluded from consideration on the basis that it is not relevant to the allegations.

Legally Recognized Privilege. Any information protected by a legally recognized privilege (e.g., attorney-client) is deemed irrelevant and precluded from consideration throughout the investigative process, unless properly waived by the party maintaining such privilege.

Information from Expert Witnesses. A party may request that information be considered from an expert witness. When such information is deemed relevant to the allegations, the Investigative Team will retain the appropriate expert. Subject to other limitations identified in this Policy, the Investigative Team may include in the investigative record medical, forensic, technological, or other expert testimony and materials (such as writings and recordings) that the Investigative Team deems relevant and dependable. The Investigative Team has the discretion to determine the relevance and reliability of any expert testimony and materials, and, accordingly, the Investigative Team will determine what, if any, expert testimony, and materials will be received into the investigative file. The Investigative Team will not consider the results of polygraph tests and other "lie-detection" techniques.

INSPECTION AND REVIEW OF EVIDENCE

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation.

The parties will have ten (10) business days to inspect and review the evidence and submit a short, written, response by email which the Investigative Team will consider prior to completion of the Investigative Report.

After receipt of the parties' responses, the Investigative Team will create an Investigative Report that fairly summarizes relevant evidence. The Investigative Report is not intended to catalog all evidence obtained by the Team, but only to provide a fair summary of that evidence.

Only relevant evidence – i.e., tending to prove and disprove the allegations) will be referenced in the Investigative Report. The Investigative Team may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

The parties and their advisors agree not to photograph or otherwise copy the evidence.

LIVE HEARING

Casa Loma College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing, unless otherwise resolved through an informal resolution process.

At least 10 days after the Investigation Report is provided, the Hearing Officer shall convene a live Hearing. The Hearing Officer will provide the Parties and any witnesses whose participation is invited or expected written notice of the date, time, and manner of the Hearing. All Parties, witnesses and other participants will appear at the live Hearing either ibn-person or virtually, with technology enabling the Hearing Officer and participants to simultaneously see and hear the Party and witnesses answering questions. The College will create an audio or audiovisual recording or a transcript of the Hearing and make it available to Parties for inspection and review upon request. Participants in the live hearing may not record the hearing. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the Hearing Officer in advance.

At the hearing, each Party's Advisor will conduct cross-examination of the other Party and any adverse witnesses. Such cross-examination must be conducted directly, orally, and in real time by the Party's Advisor and never by a Party personally.

Before a Party or witness answers a cross-examination question, the Hearing Officer must determine whether the question is relevant and, if the Hearing Officer refuses to allow a particular question, the Hearing Officer must explain their decision to the Parties and document the reasons for refusal on the record.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a Party or witness does not submit to cross-examination at the Hearing, the Hearing Officer must not rely on any statement of that Party or witness in reaching a determination regarding responsibility. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

THE HEARING OFFICER

The Hearing Officer can consist of one individual or a three-member panel. The Hearing Officer(s) evaluates and analyzes the Investigative Report, as well as any relevant additional submissions and information presented by the parties in the hearing process. The Hearing Officer(s) determines whether a violation of Policy occurred based on the preponderance of evidence standard.

The Hearing Officer(s) will receive regular training on the definition of sexual harassment under Title IX, the scope of the College's education program or activity, how to conduct hearings, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The Hearing Officer(s) will also receive training on the technology used at the hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not permitted.

REVIEW OF TRANSCRIPT/RECORDING

The transcript of the hearing will be available for review by the parties within ten (10) business days unless there are any extenuating circumstances. The transcript of the hearing will not be provided to parties or advisors of choice.

DETERMINATION, SANCTIONS, AND REMEDIES

Within 14 days following the Hearing, the Hearing Officer(s) shall make a written determination whether a violation of the Title IX Sexual Harassment and Misconduct Policy has occurred and shall simultaneously send the Complainant and the Respondent the written determination and outcome of the matter, including sanctions, if any, by certified or express mail, electronic mail, or hand delivery. That written determination shall include:

- An identification of the section(s) of the Title IX Sexual Harassment and Misconduct Policy alleged to have been violated.
- A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and Hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the Title IX Sexual Harassment and Misconduct Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- Any sanctions the College imposes on the Respondent.
- Any remedies provided to the Complainant designed to restore or preserve access to the College's education program or activity.
- A determination of whether the Formal Complaint was knowingly false or malicious; and
- The College's procedures and permissible bases for Parties to appeal.

The determination regarding responsibility becomes final either on the date that the Hearing Officer(s) provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The President is responsible for imposing the sanction. Sanctions will be decided on a case-by-case basis, must be reasonable and proportionate to the seriousness of the violation, and will be in accordance with college policy. Sanctions for employees include, but are not limited to, the following: a letter of reprimand, suspension or leave of absence without pay, reassignment of teaching or other responsibilities, denial of a merit pay increase, demotion, probation, or termination. Sanctions for students include, without limitation, verbal or written warnings, restrictions, probation, suspension, degree deferral or termination, as well as restrictions on student employment and/or access to College property.

Except as provided herein, sanctions imposed pursuant to these Title IX Procedures may not be appealed or made the subject of a grievance under any other College policy.

Remedial measures for students, faculty and staff w extracurricular activities; tutoring or other academic support; arranging for extra time to complete or re-take a class or withdraw from a class without academic or financial penalty; job reassignment; targeted training for a group of students, faculty or staff; and other remedies that can be tailored to the needs of the Parties. The Title IX Coordinator is responsible for the effective implementation of any remedies.

In the event the charge of Title IX Harassment is not substantiated following the written determination of the Hearing Officer(s), reasonable efforts may be taken to restore the Respondent(s) to their prior status.

RETALIATION PROHIBITED

Retaliation against any person for reporting or complaining of discrimination and/or harassment, assisting or participating in the investigation of a complaint of discrimination and/or harassment, refusing to participate in any manner in an investigation, proceeding or Hearing under these Title IX Procedures or enforcing College Policies with respect to discrimination and/or harassment is prohibited. Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group for exercising rights or performing duties under these Title IX Procedures will be subject to appropriate and prompt disciplinary or remedial action.

APPEAL

The Complainant and the Respondent each have the right to appeal any mandatory or discretionary dismissal as well as the decision of the Hearing Officer(s) and imposition of any sanction to the President. The appeal must be in writing with all supporting materials attached and filed in person, or via postal or electronic mail within ten days of the issuance of notification of the decision. Decisions not appealed within such time are deemed final. The President will notify the other Party in writing when an appeal is filed and furnish a copy of the appeal. Each Party may provide a response to the appeal. The response to the appeal must be in writing with all supporting materials attached and received in person, or via postal or electronic mail within ten days of the issuance of notification of the appeal.

The grounds for appeals are limited to the following:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator(s), or Hearing Officer(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The appeal shall consist of a concise and complete written statement outlining the grounds for the appeal and all relevant information to substantiate the basis for the appeal. Appeals are not intended to open a further investigation of the complaint. In most cases, appeals are confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal. The appeal will be conducted in an impartial manner. The President will issue a decision on the appeal to all Parties involved. Normally this decision will be made within 30 days of the date the appeal was received. The President may (1) uphold or reverse the finding, (2) decrease or increase the sanction(s), and/or (3) take other action as deemed appropriate by the President. The written decision of the President on the appeal shall constitute the College's ultimate action.

To comply with these regulations, the College has adopted this Title IX Policy and Procedures to address the types of misconduct alleged against students and employees. These new regulations do not cover all the types of prohibited conduct or places in which sexual misconduct occurs that Casa Loma College believes must be addressed in keeping with our own commitment to non-discrimination and our obligations under state and local law. Casa Loma College maintains policies on Non-Discrimination for other types of discrimination, harassment, and gender-based misconduct by students that are not covered by the new

regulations. Both policies are important to creating and supporting a college community that rejects all forms of discrimination, harassment, and gender-based misconduct.

DRUG AND ALCOHOL ABUSE PREVENTION

Casa Loma College is concerned about the health and welfare of its students and employees. It recognizes alcohol/drug dependency as an illness and a major health problem. The College also adheres to local, state, and federal laws regarding substance abuse and strives to create a healthy and productive academic, work, and social environment. The abuse of alcohol and drugs raises not only serious health issues for those involved, but also can lead to accidents, poor productivity, property damage, and even personal injury. In compliance with the federal Drug-Free Schools and Campuses Regulations, as well as the federal Drug-Free Workplace Act, Casa Loma College has adopted a policy that requires students and employees to assist in maintaining a campus environment free from the effects of alcohol, drugs, or other intoxicating substances.

Annual Notification: The College ensures that students and employees receive annual notification of the College's Drug and Alcohol Abuse Prevention Program as required by the Drug Free Schools and Communities Act of 1989. The annual notification includes, but is not limited to:

- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property, at clinical sites or at any College activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- A clear statement that Casa Loma College will impose disciplinary sanctions on students and employees for violations of this policy.The notice that all students must adhere to this policy during their enrollment at Casa Loma College.

Biennial Review: The College conducts a biennial review (odd years beginnng 2021) of this program to determine its effectiveness and implement changes to this policy/program as needed to ensure that the disciplinary sanctions are enforced consistently.

Application of Program: Casa Loma College's Drug and Alcohol Prevention Program applies to all members of the College community, including students, staff, faculty, affiliates, volunteers, and visitors.

Casa Loma College employees and students are expected to comply with campus rules and regulations which expressly prohibit the unlawful manufacture, use, sale, purchase, transfer or possession of dangerous drugs or narcotics, as those terms are used in federal statutes. This includes marijuana, cocaine, heroin, and morphine, as well as barbiturates and amphetamines. Similarly, Casa Loma College prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol. Violation of campus regulations concerning possession, sale, use, or distribution of dangerous drugs or alcohol subjects' students to dismissal, withdrawal of financial aid, or lesser sanctions.

Legally prescribed medications which do not adversely affect the employee's or student's work ability, job performance, or the safety of that individual or others, are an exception to this policy.

It is the responsibility of every member of Casa Loma College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities. This policy is intended to provide information about the School's Alcohol and Other Drug policies and provide resources for education and treatment.

ALCOHOL AND OTHER DRUG POLICIES

The drug-free campus and workplace policy applies to all Casa Loma College locations and to students in clinical rotations. This includes, but is not limited to, all classrooms, conference rooms, parking lots, administrative offices, and other locations in which Casa Loma College business or events are conducted.

The illegal use or abuse of drugs which impair a student's ability to perform academically or disrupts others in the performance of their work or academic endeavors is prohibited. The unlawful sale, manufacture, possession, distribution, or use of controlled substances on college campus is prohibited. Students convicted of any criminal drug violation are required to notify the College within five days of the conviction. Casa Loma College will then report this conviction to the appropriate agencies within 10 days of receiving notice.

Any employee or student who is using prescription or over-the-counter drugs that may impair their ability to safely perform their academic or work duties, or affect the safety or well-being of others, must notify their supervisor or Program Director. The employee or student need not disclose the condition(s) for which the drugs are being used. Following the required disclosure, the Supervisor or Program Director will determine whether reasonable accommodation can be made which would allow the student to perform his or her duties safely.

Any employee or student who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study or termination of employment.

Casa Loma College will encourage students with alcohol or drug dependencies to seek treatment and/or rehabilitation. Students may consult with the Student Ombudsman for referral information. The College is not obligated, however, to retain any student whose professionalism or academic performance is impaired because of drug or alcohol use, nor is Casa Loma College obligated to re-admit any person who has participated in treatment and/or rehabilitation if that student's performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will not automatically receive a second opportunity to seek treatment and/or rehabilitation.

IMPORTANT NOTIFICATIONS:

- The recent passage of Proposition 64 by California voters, which legalized the recreational use of marijuana by persons over the age of twenty-one, does not alter the Drug-Free Campus and Workplace Policy. Marijuana use, in any form, and marijuana production, possession, cultivation, purchase, sale, transportation, or distribution on Casa Loma College property and/or in connection with Casa Loma College activities remains prohibited – both by CLC policy and under state and federal law. Nothing in Proposition 64 changes the obligations of CLC to maintain a drug-free community, prevent illegal drug use and misuse of legal drugs, and discipline employees and students who violate this policy.
- A conviction for the sale or possession of illegal drugs may affect a student's eligibility for federal student financial aid.
  For more information students can refer to the Federal Student Aid Webpage at: http://www.ifap.ed.gov.

DEFINITIONS

For purposes of this policy:

- "Illegal drugs or other controlled substances" mean any drug or substance that (i) is not legally obtainable; (ii) is legally obtainable but has not been legally obtained; or (iii) has been legally, obtained but is being sold or distributed unlawfully.
- "Legal Drug" means any drug, including any prescription drug or over-the-counter drug, which has been legally obtained and that is lawfully sold or distributed.

- “Abuse of any legal drug” means the use of any legal drug (i) for any purpose other than the purpose for which it was prescribed or manufactured; or (ii) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- “Reasonable suspicion” may include, based on specific personal observations such as an employee’s manner, disposition, muscular movement, appearance, behavior, speech or breath odor, information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be dependable, or a suspicion that is based on other surrounding circumstances.
- “Possession” means that an employee has the substance on his/her person or otherwise under his or her control.

SUMMARY OF LEGAL SANCTIONS UNDER LOCAL, STATE, AND FEDERAL LAWS FOR ALCOHOL

POSSESSION/CONSUMPTION

1. No person may sell, furnish, give, or cause to be sold, furnished, or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person.
2. No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view.
3. It is illegal to sell alcohol without a valid license or permit.
4. It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (note: intoxication is presumed at blood levels of .08% or higher and may be found with blood alcohol levels from .05% to .08 %). It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.
5. All Casa Loma College students, faculty, staff members and administrators are subject to local state and federal laws regarding the unlawful possession, distribution or use of alcohol and illegal drugs.

CALIFORNIA STATE LAWS CONCERNING ALCOHOL CONSUMPTION

Students and employees should be familiar with California laws governing the consumption of alcohol. The following summarizes some of the California state laws relevant to students and employees:

- It is illegal for persons under the age of twenty-one to possess an alcoholic beverage in any public place or any place open to the public (CA Bus. & Prof. Code §25662).
- Any person who furnishes, gives, or sells any alcoholic beverage to someone under the age of twenty-one is guilty of a misdemeanor (CA Bus. & Prof. Code §25658(a)).
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor (CA Penal Code §647(f)).
- It is illegal for people to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher (CA Veh. Code §23152).
- It is a misdemeanor to ride a bicycle under the influence of alcohol, drugs, or both (CA Veh. Code §21200.5).
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle (CA Veh. Code §23223).
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area (CA Veh. Code §23225).

California penalties for offenses involving controlled substances include Cal. Health & Safety Code §11350 Imprisonment in the county jail or state prison, and fine not to exceed $70 or probation with fine for felony convictions of at least $1,000 for the first offense and at least $2,000 for second or subsequent offenses or community service for unlawful possession of controlled substances.

CALIFORNIA LEGAL SANCTIONS FOR DRIVING UNDER THE INFLUENCE OF ALCOHOL (OR ANY OTHER DRUG):

- **First conviction**: Imprisonment in the county jail for not less than 96 hours, at least 48 hours which are continuous, nor more than six months and by a fine of not less than $390 nor more than $1,000 and except as otherwise provided suspension of privilege to operate motor vehicle (CA Veh. Code §23536).
    - Conviction of driving under the influence with or without bodily injury within ten years of certain other felony convictions including vehicular manslaughter and driving under the influence: Imprisonment in state prison or in the county jail for not more than one year and a fine of not less than $390 nor more than $1,000 and revocation of privilege to operate a motor vehicle (CA Veh. Code §23550.5).
    - Driving under the influence causing bodily injury: Imprisonment in state prison or county jail for not less than 90 days nor more than one year and a fine of not less than $390 nor more than $1,000 and suspension of privilege to operate a motor vehicle (CA Veh. Code §23554).
    - Driving under the influence causing bodily injury or death to more than one victim: Enhancement of one year in state prison for each additional injured victim up to a maximum of three one-year enhancements (CA Veh. Code §23558).
    - **Second conviction:** Driving under the influence causing bodily injury within ten years or conviction within ten years of separate conviction of other specified offenses involving alcohol or drugs: Imprisonment in the county jail for not less than 120 days nor more than one year and a fine of not less than $390 nor more than $5,000 and revocation of privilege to operate a motor vehicle (CA Veh. Code §23560).

TENNESSEE STATE LAWS CONCERNING ALCOHOL CONSUMPTION

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, including the type and amount of the controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period up to a term of life imprisonment, a fine of up to $4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

A. the distribution or possession at or near a school or college campus, or
B. distribution to persons under 21 years of age

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession or "personal use amount" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor. If there is an exchange between a minor and an adult at least two years the

minor's senior, and the adult knew that the person was a minor, the offense is classified as a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. Seq.; T.C. A. 39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (T.C.A. 39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred dollars ($2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both (T.C.A. 39-17-310).

DRUG CONVICTION NOTIFICATION AND IMPOSED SANCTIONS:

- Any employee, faculty or student must notify Casa Loma College of any criminal drug statute conviction for a violation occurring in the workplace or on campus no later than five (5) days after such a conviction.
- Within 30 days after receiving notice of an employee, faculty, or student conviction, Casa Loma college will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace or on campus by:
    - Taking appropriate action against the employee, faculty, or student up to and including dismissal or termination of employment and referral for prosecution, and/or
    - Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a federal, state of local health, law enforcement, or other appropriate agency.

COLORADO STATE LAWS CONCERNING ALCOHOL CONSUMPTION

The College complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcohol or illegal drugs. Violations of such laws that come to the College's attention will be addressed by the College or through a referral to the criminal justice system, or both. Students violating this policy are subject to a referral as student code of conduct violation.

As a recipient of federal grants and contracts, the College adheres follows the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989.

MARIJUANA – AMENDMENT 64

Although possession and use of marijuana is no longer a crime in the state of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana, even if the student has a medicinal card, continues to be prohibited while a student is on campus, and/or at aa clinical facility. Patient care while under the influence is strictly prohibited.

SANCTIONS FOR DRUG & ALCOHOL USE

- Use, possession, and sale of alcohol or other drugs is prohibited on Casa Loma College property,
- Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines, and assigned community service.

- The sale of alcoholic beverages is prohibited except in designated areas, at times and dates licensed by the Colorado State Department of Revenue.
- Persons under 21 years of age cannot legally possess or consume malt (six (6) percent beer), fermented malt liquor (3.2 percent beer), vinous, or spirituous liquor. The furnishing of alcoholic beverages to underage persons is prohibited.
- No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.

COLORADO DRIVING UNDER THE INFLUENCE

Colorado criminal sentencing and administrative penalties become more severe with each successive conviction. See the full code for more information.

Offense	Jail term	Can court suspend jail?	Probation	Fine	Public service	License revocation
1st DUI	5 days – 1 year	Yes, with evaluation and education	Up to 2 years	$600 – $1,000	48 – 96 hours	9 months
1st DUI with BAC > .20%	10 days – 1 year	No, but court can grant home detention	Up to 2 years	$600 – $1,000	48 – 96 hours	9 months

COLORADO REVISED STATUTE 18-13-122

(7) (a) An underage person is immune from arrest and prosecution under this section if he or she establishes the following:

(I) The underage person called 911 and reported in good faith that another underage person was in need of medical assistance due to alcohol or marijuana consumption;
(II) The underage person who called 911 provided his or her name to the 911 operator;
(III) The underage person was the first person to make the 911 report; and
(IV) The underage person who made the 911 call remained on the scene with the underage person in need of medical assistance until assistance arrived and cooperated with medical assistance or law enforcement personnel on the scene. (b) The immunity described in paragraph (a) of this subsection (7) also extends to the underage person who was in need of medical assistance due to alcohol or marijuana consumption if the conditions of said paragraph (a) are satisfied.

FEDERAL TRAFFICKING PENALTIES FOR SCHEDULES I, II, III, IV, AND V (EXCEPT MARIJUANA)

Students and employees should be aware that penalties for substance abuse-related crimes include the following: driver license revocation, fines, forfeiture of property, imprisonment, and suspension from eligibility for federal benefits (including student loans). Federal Trafficking Penalties may be found at https://ifap.ed.gov/regcomps/attachments/86a.pdf. Additional information can be found at the U.S. Drug Enforcement Administration website at https://www.dea.gov/

FOR THE SUBSTANCES/SCHEDULES AND AMOUNTS:

- Cocaine (Schedule II): 500-4999 g mixture
- Cocaine Base (Schedule II): 28-279 g mixture
- Fentanyl (Schedule IV): 40-399 g mixture
- Fentanyl Analogue (Schedule I): 10-99 g mixture
- Heroin (Schedule I): 100-999 g mixture
- LSD (Schedule I): 1-9 g mixture
- Methamphetamine (Schedule II): 5-49 g pure or 50-499 g mixture
- PCP (Schedule II): 10-99 g pure or 100-999 gm mixture

The penalties are:

- **First Offense:** Not less than 5 years, and not more than 40 years. If death or severe injury, not less than 20 years or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.
- **Second Offense:** Not less than 10 years, and not more than life. If death or severe injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.

FOR THE SUBSTANCES/SCHEDULES AND LARGER AMOUNTS:

- Cocaine (Schedule II): 5 kgs or more mixture
- Cocaine Base (Schedule II): 280 g or more mixture
- Fentanyl (Schedule IV): 400 g or more mixture
- Fentanyl Analogue (Schedule I): 100 g or more mixture
- Heroin (Schedule I): 1 kg or more mixture
- LSD (Schedule I): 10 g or more mixture
- Methamphetamine (Schedule II): 50 g purer or 500 g or more mixture
- PCP (Schedule II): 100 g or more pure or 1 kg or more mixture

The penalties are:

- **First Offense:** Not less than 10 years, and not more than life. If death or severe injury, not less than 20 years, or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual
- **Second Offense:** Not less than 20 years, and not more than life. If death or severe injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
- **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.

FOR THE SUBSTANCES/SCHEDULES AND AMOUNTS:

- **Other Schedule I and II Substances** (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- **Flunitrazepam (Schedule I):** 1 g

The penalties are:

- **First Offense:** Not more than 20 years. If death or severe injury, not less than 20 years, or more than life. Fine $1 million if an individual, $5 million if not an individual.
- **Second Offense**: Not more than 30 years. If death or severe injury, not less than life. Fine $2 million if an individual, $10 million if not an individual.

FOR OTHER SCHEDULE III SUBSTANCES IN ANY AMOUNT

The penalties are:

- **First Offense:** Not more than 10 years. if death or serious bodily injury, not more than 15 years. Fine not more than $500,000 if an individual, $2.5 million if not an individual.
- **Second Offense:** Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than $1 million if an individual, $5 million if not an individual.

FOR OTHER SCHEDULE IV SUBSTANCES (EXCEPT FOR 1 G OR MORE OF FLUNITRAZEPAM) IN ANY AMOUNT,

The penalties are:

- **First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.
- **Second Offense:** Not more than ten ears. Fine not more than $500,000 if an individual, $2 million if not an individual.

FOR ALL SCHEDULE V SUBSTANCES IN ANY AMOUNT,

The penalties are:

- **First Offense:** Not more than 1 year. Fine not more than $100,000 if an individual, $250,000 if not an individual.
- **Second Offense:** Not more than 4 years. Fine not more than $200,000 if an individual, $500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA, HASHISH, AND HASHISH OIL, SCHEDULE I SUBSTANCES

Marijuana (enormous amount): 1,000 kg or more mixture; 1,000 or more plants

- **First Offense:** Not less than 10 years, not more than life. If death or severe injury, not less than 20 years, or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.
- **Second Offense:** Not less than 20 years, not more than life. If death or severe injury, mandatory life. Fine not more than $20 million if an individual. $75 million if other than an individual.

Marijuana (large amount): 100-999 kg mixture; 100-999 plants

- **First Offense:** Not less than 5 years, not more than 40 years. If death or severe injury, not less than 20 years, not more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.
- **Second Offense:** Not less than 20 years, not more than life. If death or severe injury, mandatory life. Fine not more than $8 million if an individual, $50 million if other than an individual.

Marijuana (medium amount): 50-99 kg mixture or 50-99 plants

- **First Offense:** Not more than 20 years. If death or severe injury, not less than 20 years, not more than life. Fine $1 million if an individual, $5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or severe injury, mandatory life. Fine $2 million if an individual, $10 million if other than an individual.

Marijuana (small amount): Less than 50 kg mixture; 1-49 plants (does not include fifty or more marijuana plants regardless of weight)

- **First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million other than an individual.
- **Second Offense:** Not more than 10 years. Fine $500,000 if an individual, $2 million if other than an individual.

Hashish: More than 10 kg

- **First Offense:** Not more than 20 years. If death or severe injury, not less than 20 years, not more than life. Fine $1 million if an individual. $5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or severe injury, mandatory life. Fine $2 million if an individual, $10 million if other than an individual.

Hashish (small amount): 10 kg or less

- **First Offense:** Not more than 5 years
- **Second Offense:** Not more than ten ears. Fine $500,000 if an individual, $2 million if other than an individual.

Hashish Oil: More than 1 kg

- **First Offense:** Not more than 20 years. If death or severe injury, not less than 20 years, not more than life. Fine $1 million if an individual. $5 million if other than an individual.
- **Second Offense:** Not more than 30 years. If death or severe injury, mandatory life. Fine $2 million if an individual, $10 million if other than an individual.

Hashish Oil (small amount): 1 kg or less

- **First Offense:** Not more than 5 years
- **Second Offense:** Not more than ten ears. Fine $500,000 if an individual, $2 million if other than an individual.

HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty, or student under the influence and fellow workers, faculty, and students. The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in diverse ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Described below are some of the additional dangers and symptoms relative to use/abuse:

- *Alcohol* can cause toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment.
- *Amphetamines* can cause loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression.

- *Barbiturates* can cause severe withdrawal, convulsions, toxic psychosis, depression, physical dependencies, impaired judgment.
- *Benzodiazepines* can cause impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence.
- *Cannabis* Causes permanent damage to lungs, reproductive organs, and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.
- *Cocaine* Causes damage to respiratory and immune systems; induces malnutrition, seizures, and loss of brain function. Some forms (such as "crack") are highly addictive.
- *Crack* is 5-10 times more potent than cocaine and is extremely dangerous.
- *Codeine* can cause physical dependence, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chromic cough, nasal passage injury, hallucinations.
- *Hallucinogens* (PCP, LSD, Ecstasy) Causes extreme distortions of what is seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.
- *Heroin* can cause physical dependence, constipation, loss of appetite, lethargy, respiratory depression.
- *Inhalants* can cause psychological dependence, psychotic reaction, confusion, frozen airway, sudden death.
- *Marijuana* can cause the central nervous system to become disorganized and confused. Smoking marijuana may cause brain chemical changes, altered reality, physically damaged lungs, emphysema, lung cancer, bronchitis, reduced fertility, and sex drive.
- *Mescaline* may intensify existing psychosis, hallucinations at high dose.
- *Morphine* can cause physical dependence, constipation, loss of appetite, lethargy.
- *Sedatives* Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.
- *Steroids* can cause cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression.

NARCOTICS

Because narcotics are injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps, and nausea when withdrawing from the drug.

- *Depressants* are highly addictive, also known as downers. Users may be drowsy, lethargic, or have slurred speech. Liver damage, anxiety, rage, coma, and death are more serious effects of the abuse of downers.
- *Ritalin* is a medication prescribed for individuals (usually children) who have an abnormally elevated level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused–

complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

- *GHB Gamma-hydroxyl butyrate* is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the "date rape drug," it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma) and death. Common slang names for GHB are G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZLay.

TOBACCO AND E-CIGARETTE

Smoking and the use of tobacco and e-cigarette products are not permitted on any Casa Loma College property, including all buildings and facilities, walkways, and building entrances, except as provided below. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking, vaping, and e-cigarette policy. Designated smoking areas have been established in the student parking lots. When using designated smoking areas students should not leave cigarette butts on the ground. Cigarettes must be disposed of in trash receptacles.

"E-cigarette" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. "Smoking" also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

"Tobacco Product" means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

All smoking materials be extinguished prior to entering upon any Casa Loma College property without exception.

It is the responsibility of the student to observe the policy on Tobacco and E-cigarettes. Failure to comply with the policy will be treated as a violation of the College's policies and may result in disciplinary action.

For more information on the effects of specific substances visit:
https://www.dea.gov/druginfo/factsheets.shtml

DRUG AND ALCOHOL ASSISTANCE AND RESOURCES

Prevention

To prevent drug and alcohol abuse, it is important to stay informed. Click on the links below to learn more about preventing substance abuse and warning signs that you or someone you know may have a problem.

If you think you may have a problem, take one of the screenings below and talk to a professional about your concerns. Local and national resources are listed below.

- https://www.samhsa.gov/prevention
- https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts
- https://www.recoveryconnection.com/prevent-drug-addiction/
- https://www.helpguide.org/articles/addictions/drug-abuse-and-addiction.htm

Screening Resources:

- http://www.drugscreening.org/
- http://www.alcoholscreening.org/Home.aspx

Substance Abuse Education: The College does not provide in-house alcohol and drug prevention programs, however, does refer employees and students in need to local counseling and treatment facilities within the campus's authority. Students are also encouraged to contact the local Alcoholics Anonymous Organization http://www.aa.org/.

Available Counseling, Treatment, Rehabilitation or Reentry Program: Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies within the authority of each of our campuses.

National Support Programs: The following programs provide support for addiction recovery:

- AL-ANON (818) 760-7122 http://www.al-anon.alateen.org
- Alcoholics Anonymous (818) 988-3001 www.aa.org
- Cocaine Anonymous (818) 760-8402 www.ca.org
- Cannabis Anonymous (800) 766-6779 www.cannabis-anonymous.org
- Narcotics Anonymous (818) 773-9999 www.na.org

California Community Treatment Programs

- "211" Dial 211 for a referral for a treatment center in Los Angeles County. Los Angeles County Department of Health Services http://publichealth.lacounty.gov/sapc/findtreatment.htm

Colorado Community Support Programs

- Community Alcohol Drug Rehabilitation and Education Center (303) 295-2521
- Denver Alcohol Treatment Center (866) 575-8602
- Denver Cares (24/7) (303) 436-3500

Tennessee Community Support Programs

- Rehab Centers Org (855) 489-3619 Rehab Centers in Tennessee (855) 489-3619 (rehab-centers.org)
- Aphesis House Inc. (888) 672-7192 or (844) 818-6075
- JourneyPure Norris (855) 489-3619
- Samaritan Recovery Community Inc. (877) 539-5579

- Sober Living of TN (888) 672-7192
- Alcohol and Drug Outpatient Treatment Center 901-572-7208
- Memphis Recovery Center 901-272-7751
- Teen Challenge 901-272-2308
- VA Medical Center Alcohol & Drug Center 901-523-8990
- Whitehaven Southwest Mental Health Center 901-774-7811
- Shelby County Rape Crisis Center 901-222-4350

WEAPONS

Use or possession of firearms, explosives, dangerous substances are not permitted by Casa Loma College students, employees, and guests, on campus or at clinical sites or during college sponsored events, except when carried by bona fide law enforcement official in their official capacity. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Violations of this policy are subject to criminal prosecution and College disciplinary procedures up to termination. Vehicles parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

STUDENT RECORDS - NOTIFICATION OF RIGHTS UNDER FERPA

FERPA permits the disclosure of personal identifiable information from students' education records, without the consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personal identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, whom the College has determined to have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII (Personally Identifiable Information) to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to conduct their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS (Internal Revenue Service) tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding.
- To the public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

DIRECTORY INFORMATION

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments Casa Loma College has designated the items listed below as “Directory Information.” This is information that is not considered harmful or an invasion of privacy if disclosed. Casa Loma College defines "directory information" as:

- Name
- Local address and telephone number
- Permanent address
- E-mail address
- Date and place of birth
- College
- Curriculum
- Enrollment status (full/part-time)
- Classification
- Dates of attendance at Casa Loma College
- Awards and academic honors
- Degrees and dates awarded
- Most recent previous educational institution attended
- Photographic, video, or electronic images of students taken and maintained by the College

Carefully consider the consequences of any decision made by you to withhold your "Student Directory Information," as any future requests for such information will be refused. Examples of, but not limited to, potential impacts are no attendance verification at Casa Loma College to potential employers, no verification of degrees to requestors, no printing of your name in the commencement program and no press releases pertaining to graduation and/or honors. Casa Loma College will honor your request to hold "Student Directory Information" but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Casa Loma College assumes no liability for honoring your instructions that such information may be withheld. Unless the student has officially filed a written request with the Registrar's Office that disclosure not be made without his or her written permission, directory information may be included in appropriate College directories, publications and news releases and may be disclosed by staff members in response to inquiries concerning individual students whether such inquiries are made in person, in writing, over the telephone, or by electronic means.

To withhold directory information please complete the Student Information Release Authorization form. This form is available through the Registrar's Office and must be filed with the Registrar's Office.

MAINTAINING STUDENT RECORDS

Student academic records are maintained for a minimum of six years. Transcripts, enrollment agreement and state annual reports (THEC, DPOS, BPPE Student Performance Fact Sheet) are maintained indefinitely.

ACADEMIC RECORD CHANGE

The Registrar's Office takes considerable care to ensure the student's academic record is accurate. Any student who feels an error has been made should immediately contact the Registrar's Office. Records become permanent and cannot be changed after one year from the course completion date.

TRANSCRIPTS

Students are entitled to receive official transcripts upon their request. Official and unofficial transcripts will be charged $10.00 per transcript. Transcripts will be processed within five to seven business days and then mailed regular USPS. A $15.00 fee will be charged for expedited service which will be mailed regular USPS within three business days. The College cannot guarantee your transcript's arrival or the time it will take to reach its destination once it has left campus.

Every transcript is checked for accuracy. It is the student's responsibility to direct concerns and discrepancies to the Registrar.

REPLACEMENT DIPLOMAS

Casa Loma College issues one diploma for each degree awarded. Replacement diplomas will be issued with the current officer's signatures and will be processed within two (2) business weeks. **Please note:** Students who have an outstanding debt with the College will not be issued a replacement diploma until the debt is satisfied. There is a fee charged for replacement diplomas of $20.00.

UNCLAIMED DIPLOMAS

The Registrar's Office will retain unclaimed, undeliverable, or withheld diplomas for a period of five years after which time they will be destroyed. Graduates wishing to replace a diploma must purchase a replacement diploma as described above.

EMAIL COMMUNICATION

All students currently enrolled at Casa Loma College are required to have an active email address. Email is the mechanism for official communication within Casa Loma College. Official email communications are intended only to meet the academic and administrative needs of the campus community. Students must check regularly for targeted announcements and email communication from the College. Students have the responsibility to recognize that certain communications may be time critical. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official College communications.

PEER-TO-PEER FILE SHARING POLICY

Students authorized to utilize the College electronic equipment for purposes of conducting research, practical work, authoring essays, doing homework assignments or in any widespread use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any College equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment onto college premises. Second violation the individual may be dismissed. The Chief Executive Officer will make this decision.

Violations of Peer-to Peer File Sharing include:

1. Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network to either (A) devise or execute any scheme or artifice to defraud, deceive, or extort, or (B) wrongfully control or obtain money, property, or data.
2. Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
3. Knowingly and without permission uses or causes to be used computer services.
4. Knowingly accesses and without permission; adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
5. Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
6. Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
7. Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.
8. Knowingly introduces any computer contaminant into any computer, computer system, or computer network.

9. Knowingly and without permission uses the Internet domain name of another individual, corporation, or entity in connection with the sending of one or more electronic mail messages, and thereby damages or causes damage to a computer, computer system, or computer network.

Casa Loma College is under no obligation to protect a user from a complaint or action arising from any violation, or alleged violation of the law, including infringement of any intellectual property rights due to the use of peer-to-peer, or any other type of File-sharing, software applications. Users should understand that the fact that material is accessible through the Internet does not mean that accessing and distributing such material is authorized by copyright holders. Even if users pay for that access, they do not necessarily acquire the right to distribute the material to others.

POLICY FOR RESPONSIBLE COMPUTING

Casa Loma College provides access to computing and information resources for students, faculty, staff, and other authorized individuals. The Policy for Responsible Computing at Casa Loma College reflects the governing philosophy for regulating faculty, staff, student, and other authorized individuals use of the College's computing resources. It spells out the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the College recognizes that all members of the College are also bound by federal, state, and local laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty, staff, and students for seeing that the computing resources are used in an effective, efficient, ethical, and lawful manner.

NO HARASSMENT VIA INTERNET

Casa Loma College does not tolerate the misuse of any computers located on campus which result in postings on web pages, chat rooms or other locations on the internet or in the transmission of electronic mail, instant message or other means of electronic communication, which embody threats of physical violence, psychological, emotional or social harm, obscene language, pornographic materials, non-public information or other textual, photographic or representational materials concerning any CLC student, administrator, faculty, or staff member or any other person or entity which results in the harassment, embarrassment or damage of said person.

In the event a CLC student is determined at any time to have engaged in any activities prohibited under the preceding paragraph, the College may elect to discipline the student in a manner and to the extent it deems appropriate to the nature of the offence, up to and including immediate termination. In addition, the College will fully cooperate with any law enforcement agencies that may become involved.

DISCLAIMERS

The following are statements regarding the College Information Technology systems which are currently mandated by federal or state law or current College policy.

Student Electronic Account Privacy - If a student is issued an Office 365 account, individual's emails, files, and other digital assets associated with that account are also visible to the system administrator account if directed by higher management to do so. While reasonable attempts will be made to ensure the privacy of electronic mail, there is no guarantee that electronic mail is private. Discriminatory conduct will be addressed through the College's Civil Rights/Nondiscrimination Policy. Conduct that is sexually harassing will be addressed through the College's Unlawful Harassment Policy and Procedure.

VIOLATIONS OF POLICY

Any users' privileges may be suspended immediately upon the discovery of a violation of these policies. Such suspected violations will be confidentially reported to the appropriate College official(s). Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of the procedures may constitute a criminal offense. Any user who files a complaint or otherwise protests discrimination has the right to be free from any retaliatory action because of the complaint or protest. Any user who protests discriminatory conduct and who is subsequently subject to retaliatory action because of the protests may file an additional or amended complaint with the appropriate College official.

CHANGES IN PROGRAM OR POLICIES

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in program, grading and attendance policies, and criteria, or locations of clinical sites, in the interest of improving the student's education, or when deemed necessary, due to academic scheduling or professional requirements.

The College reserves the right to postpone or change the date or time when a class is offered if the minimum student enrollment for that class is not reached.

INSTITUTIONAL LIABILITY AND PERSONAL PROPERTY DISCLAIMER

Casa Loma College refuses liability of any kind for injury or illness of any student because of participation in a course or program of study including associated activities in clinical, classroom, laboratory work, or field trips. Any student injured while in a learning experience must report this injury to their instructor. An incident report must be filled out, with a copy given to the Director of the Program.

If emergency care is required, the student must follow the procedure established by the College or affiliated facility for such injuries. The student will be financially responsible for all emergency care. The College assumes no monetary responsibility.

The College assumes no responsibility for loss or damage to a student's individual property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the College property or at any clinical facility.

DRESS CODE

Students must wear the uniform designated by the College. Students must dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a code of conduct hearing. Students should refer to their Program Student Handbook for specific requirements of dress code.

REPLACEMENT ID BADGES

Student ID badges are to be always worn both on campus and at the clinical sites. Students who misplace or lose their ID badge will be charged $10.00 for a replacement badge.

VOTER REGISTRATION

Casa Loma College encourages all students to participate in local, state, and national elections. The College urges all students to register to vote.

If you are not registered, follow the link to:

California Voter Registration: California Secretary of State Voter registration deadline, you must register at least 15 days prior to an election.

Colorado Voter Registration: Colorado. Online registration must be done 8 days before election day.

Tennessee: Voter Registration in Tennessee | Vote.gov. Voter register deadlines: online 30 days before elections; register by mail must be postmarked 30 days before election; and, in person register 30 days before election.

CONSTITUTION AND CITIZENSHIP DAY

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

ACADEMIC CALENDAR

The college's holiday calendar is included at the end of the catalog. Start and break periods for each program are listed as well.

FINANCIAL AID AND STUDENT ACCOUNTS

FINANCIAL AID

Financial aid is used to reduce the out-of-pocket costs the student and/or parent must pay for a postsecondary education. Financial aid is money made available to help students meet the cost of college attendance. Financial aid can come in the form of savings, money received from parents, relatives, or friends, but usually comes from Federal and state governments in the form of grants and loans. Grants do not have to be repaid; loans must be repaid. Federal student loans have low interest rates, and the student repays them in accordance with the loan program's terms and conditions. Federal Direct Stafford Loans go into repayment following a six (6) month grace period that begins after the student leaves school for reasons such as graduation, withdrawal, or termination from the student's program of study, or if the student's enrollment is less than half-time (less than six [6] semester credit credits in a semester). Federal aid is available to students who qualify.

When a student applies for financial aid, they may be eligible for need based, as well as non-need based financial aid. A misconception of the public is if the student's income is too high, they are ineligible to receive financial aid; this is not true. If a student and/or their parent(s) have substantial income, they will still be eligible to receive non-need based financial aid such as Unsubsidized Stafford Loans and Parent PLUS Loans, instead of need based financial aid such as grants, work study and Subsidized Stafford Loans.

In addition, there are also two types of Federal aid, non-campus based and campus-based need-based aid. Non-campus-based aid is unlimited regarding the amount of funds the school may receive for its students; campus-based aid is limited by the amount the school receives from the U.S. Department of

Education (ED) every financial aid year; therefore, even though a student may be eligible to receive the funds, they may not receive them because of the limited funding available.

If the student is eligible, they may receive financial aid in the form of grants through the Cal Grant program which is administered by CSAC (California Student Aid Commission).

Another form of aid which eligible students may receive, are funds from the United States Veterans Administration (VA). Casa Loma College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for education benefits.

DETERMINING NEED

The information the student reports on the FAFSA (Free Application for Federal Student Aid) application when applying for financial aid, is used in a formula established by the U.S. Congress which calculates the EFC (Expected Family Contribution). The EFC is a number that is not used to determine what a family should contribute to the student's educational costs, but a figure used to determine a student's eligibility for funding, as well as in calculating a student's need in relation to their cost of attendance (COA). A student's COA is a combination of their direct institutional costs such as tuition, fees, books, and supplies and their personal budget costs**.** The personal budget is a combination of figures which come from the California Student Aid Commission (CSAC), which establishes costs each year. Those costs consist of things such as room and board (rent and food), transportation, personal and miscellaneous items. The COA includes the following costs:

- Tuition
- Fees
- Books
- Supplies
- Housing
- Food
- Transportation
- Personal and miscellaneous

The COA may also include additional costs such as loan fees, child/dependent care costs, computer and other costs the student may incur because of attending school. The student's need is determined by subtracting their EFC from their COA. Based on this, the student is awarded financial aid. Also, the total amount of financial aid the student receives may never exceed their COA.

FINANCIAL AID—CONSUMER INFORMATION

To assist the student in making an educated decision about enrolling in Casa Loma College, as well as to meet Federal, state, and accrediting agency requirements, the following disclosures are provided; some on paper requiring signatures, in the school catalog, or on the school's website.

- Student Performance Fact Sheet (Signed disclosure and College website)
- Annual Security Report (Academic catalog and College website)
- Constitution & Citizenship Day Sept 17th (Academic catalog and College website)
- Drug and Alcohol Abuse Policy (Academic catalog and College website)
- Textbook Disclosure (Academic catalog and College website)
- FERPA (Academic catalog and College website)
- Copyright Protection Policy (Academic catalog and College website)
- Peer to Peer File Sharing Policy (Academic catalog)

- Admissions Disclosures (Signed with Admissions)
- Voting Information (Academic catalog and College website)
- Net Price Calculator (College website)
- FA Code of Conduct (College website)

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify students' identity, and to process their financial aid.

ELIGIBILITY REQUIREMENTS TO RECEIVE TITLE IV, STATE AND VA FUNDS

To be eligible for Federal Title IV financial aid, a student must:

- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program.
- Be a citizen or an eligible non-citizen.
- Provide a valid, correct social security number.
- Not owe a refund on a federal grant at any school.
- Not be in default on a federal loan at any school.
- Maintain Satisfactory Academic Progress (SAP) as defined by school policy.
- Have signed a statement of educational purpose.
- Have a high school diploma, GED, or its equivalent; and
- Agree to use Federal, state, and other forms of student aid received, solely for educational related purposes.

Cal Grant eligibility is based on the same eligibility requirements as Title IV eligibility, plus the following:

- Be a California resident for at least one year
- Attend a qualifying California College
- Have financial need at the College of the student's choice
- Have family income and assets below the minimum program levels
- Be enrolled in a program leading to an undergraduate degree or certificate
- Not have a bachelor's or professional degree
- Not be incarcerated
- In addition, the student must complete the Federal FAFSA application before they apply for the Cal Grant.

To be eligible for VA benefits, a student must:

- Be admitted as a regular student.
- Be enrolled or accepted for enrollment in an eligible program.
- Be approved to receive VA benefits by the U.S. Veterans Administration.

APPROVED ED TITLE IV STUDENT FINANCIAL AID, STATE AID AND VETERANS' ADMINISTRATION (VA) PROGRAMS

The College is approved to participate in the following ED Title IV programs:

- Federal Pell Grant Program (FPELL): Need based aid that does not require repayment.
- Federal Supplemental Educational Opportunity Grant Program (FSEOG): Campus based-need based aid that does not require repayment; funds are limited; therefore, awards are based on availability of funds at the school.

- Federal Work Study (FWS): Campus based-need based aid that is awarded allowing students to earn wages while attending school); funds are limited; therefore, awards are based on availability of funds at the school.
- Federal Direct Stafford Loans: Need based and non-need-based aid that requires repayment.
- CSAC (California Student Aid Commission) Cal Grant Programs
- VA Educational Benefits

These Federal Title IV, State and VA fund program approvals are only for undergraduate student programs of study.

TITLE IV, STATE GRANT AND VA PROGRAMS INFORMATION

Listed below are brief explanations of each program the school is eligible to participate in. For further in-depth information, please consult the following websites by clicking on the links:

For Federal programs:

https://studentaid.ed.gov/

For State programs:

www.csac.ca.gov/

For VA programs: https://www.benefits.va.gov/gibill/education_programs.asp

FEDERAL GRANTS

Federal Pell Grant: Aid based on need and funds received from this program do not have to be repaid. Eligibility for the Pell grant program is based on the income and asset information entered on the FAFSA application. These funds are usually unlimited and awarded to needy students. A Pell Grant award is received for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the Pell Grant by completing the FAFSA application for the next and subsequent award years to remain eligible. The maximum annual award amount of the Pell Grant for the 2023-2024 year is $11,093.00 (allocated over three terms).

Federal Supplemental Educational Opportunity Grant (FSEOG): Campus based aid based on need, funds received from this program do not have to be repaid. Eligibility for the FSEOG program is based on the income and asset information entered on the FAFSA application; in addition, the student usually must also be a full Pell grant recipient. These funds are limited and are awarded to exceptionally needy students. Per Federal regulations, an FSEOG annual award may not be less than $100.00 and not more than $4,000.00 (in most cases) for a full academic funding year. The minimum FSEOG annual award at Casa Loma College will be $100.00 and the maximum will be $2,000.00. These amounts may be adjusted depending on the yearly FSEOG allocation from ED.

FEDERAL WORK STUDY (FWS)

The purpose of the Federal Work Study (FWS) program is to encourage schools to provide work to needy undergraduate students to help pay for their postsecondary education. Giving students the opportunity to work to pay their educational expenses may help reduce the amount of money they need to borrow to attend school.

Federal Work Study: Campus based aid based on need, work study funds are awarded to students which allows them to work and receive a salary while attending school. The student may work up to twenty (20) hours per week earning an hourly wage. These funds are limited and awarded to needy students. In most cases, an FWS annual award will not be less than $400.00 and not more than $9,000.00 for a full academic year. The minimum and maximum amounts will be determined on a case-by-case basis.

FEDERAL DIRECT LOANS

Federal Direct Loan Programs - funds received from these loan programs must be repaid.

FEDERAL DIRECT SUBSIDIZED LOAN: Federal Direct Subsidized loans are low interest rate loans, made directly to students by ED. Subsidized loans are need-based, meaning eligibility is based on income and asset information. Students may borrow up to the amount of their annual loan limit. The Federal government subsidizes the loan by paying the accruing interest while the student is enrolled, during their grace period and during periods of deferment. In addition to the amount borrowed, an origination fee of 1.057% (October 1, 2022, through September 30, 2023) is charged by the Federal government and is automatically deducted from the amount the student borrows. For instance, if the student borrows $3,500.00, they will receive $3,464.00. The maximum annual loan amounts for an independent undergraduate student are: First level $3,500.00; Second level $4,500.00; Third and Fourth level $5,500.00 with a maximum aggregate undergraduate amount of $23,000.00. The maximum annual award and aggregate undergraduate amounts for dependent undergraduate students is the same as above. Fixed interest rate for loans first disbursement July 1, 2022, through June 30, 2023, is 4.99%.

FEDERAL DIRECT UNSUBSIDIZED LOAN: Federal Direct Unsubsidized loans are low interest rate loans made directly to students by the U.S. Department of Education. Unsubsidized loans are non-need based, meaning anyone who meets the eligibility requirements may receive one; they are not based on income and asset information. Students may borrow up to the amount of their annual loan limit, however dependent undergraduate students have limited borrowing eligibility. The Federal government does not subsidize the loan by paying the accruing interest while the student is enrolled, during their grace period and during periods of deferment; therefore, interest is constantly accruing on this loan from the date it is first disbursed. Because of this, CLC encourages the student to pay the accruing interest on their unsubsidized loans while attending school. In addition to the amount borrowed, an origination fee of 1.057% (October 1, 2022, through September 30, 2023) is charged by the Federal government and is automatically deducted from the amount the student borrows. For instance, if the student borrows $6,000.00, they will actually receive $5,938.00. The maximum annual loan amounts for an independent undergraduate student are: First level $6,000.00; Second level $6,000.00; Third and Fourth level $7,000.00 with a maximum undergraduate aggregate amount of $34,500.00. The maximum annual award amounts for a dependent undergraduate student are: All levels $2,000.00, with a maximum undergraduate aggregate amount of $8,000.00. Dependent undergraduate students whose parents are denied the PLUS loan are eligible to borrow as independent undergraduate students. Fixed interest rate for loans first disbursement July 1, 2022, through June 30, 2023, is 4.99%.

The total aggregate loan amount for an independent undergraduate student is $57,500.00; for a dependent undergraduate student it is $31,000.00. Federal law stipulates borrowers may apply for both subsidized and unsubsidized loans using a single application and must be given a single repayment schedule.

FEDERAL DIRECT PARENT PLUS LOAN: Parent PLUS Loans are loans for the parents of dependent undergraduate students. Interest is charged on a PLUS loan from the date it is first disbursed and during all periods. The PLUS loan is a credit-based loan; therefore, the parent must apply, have their credit evaluated and be approved to receive it. The parent must be the biological, adoptive parent or stepparent of the student for whom they are borrowing. In addition, the “parent” must meet the other general eligibility

requirements for Title IV eligibility. The maximum amount the parent may borrow is the students COA (Cost of Attendance), minus all other financial aid being received. In addition, the parent may defer repayment of their PLUS loan to coincide with the student's enrollment or following a six-month period after the student leaves school. If the parent chooses one of these options, it is highly recommended they pay the accruing interest on a monthly basis to keep the cost down. Parents approved for the PLUS Loan do not have to borrow it; they may opt to make other arrangements to pay the cost the PLUS Loan would cover. Parents denied for the Parent PLUS Loan may have the option of adding a creditworthy endorser to obtain approval. Fixed interest rate for loans first disbursement July 1, 2022, through June 30, 2023, is 7.54%.

STUDENTS AND PARENTS ARE RESPONSIBLE FOR REPAYING THE AMOUNT THEY BORROW. WHEN THE STUDENT OR PARENT OBTAINS A FEDERAL STUDENT LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THEY HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST AND ANY ASSOCIATED FEES. STUDENTS AND PARENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE COLLECTED BY THE DEPARTMENT OF EDUCATION AND ITS CONTRACTED LOAN SERVICERS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS VERY DAMAGING TO A PERSON'S CREDIT HISTORY AND FUTURE BORROWING POWER.

STATE GRANT PROGRAM

CAL GRANT

What is a Cal Grant? Cal Grants are funded by the State of California and administered by the California Student Aid Commission (CSAC). The awards do not have to be paid back. Unlike the Federal grant programs where eligibility is based on income and asset information, Cal Grant eligibility is based more on academic achievement; a student's high school or college GPA (Grade Point Average). Cal Grants can be used at any University of California, California State University or California Community College, as well as qualifying independent and career or technical colleges in California. CAL Grants are offered to students pursuing an undergraduate degree or vocational training. The list of Cal Grant award types are A, B, and C, but students may only receive benefits from one Cal Grant award type at a time and you do not have to figure out for which one to apply. Your eligibility will be based on your FAFSA, your verified Cal Grant GPA, the type of California college you list on your FAFSA and whether you are a recent high school graduate.

CAL GRANT A **–** Helps pay for tuition and fees. Annual award amounts for 2022-2023 are up to $12,292 (tuition and fees) for Casa Loma College students. Cal Grant A has a GPA requirement. If you are applying using your high school GPA, and you must have at least a 3.0 GPA; if applying using your college GPA, you must have at least a 2.4 GPA. It also requires that your course of study leads directly to an associate or bachelor's degree or qualifies you for transfer from a community college to a bachelor's degree program.

CAL GRANT B – Annual award amounts for 2022-2023 are up to $14,448 for Casa Loma College students: $12,252 (tuition and fees) and $2,196 (living allowance) for Casa Loma College students. Only the living allowance is available in the first year. After the first year, tuition and fees assistance is available in addition to the living allowance. You must have a minimum 2.0 GPA.

CAL GRANT C **–** Annual award amounts for 2022-2023 are up to $4,012 for Casa Loma College students: $3,283 (tuition and fees) and $729 (books, tools, and equipment). Cal Grant C is available for up to two years and if you qualify, you will receive an email or letter notification to complete the online Cal Grant C Supplement in Web Grants for Students by the deadline. Even though a GPA is not required to apply for a

Cal Grant C, you are still encouraged to submit yours because it can only help your chances of receiving an award.

VA PROGRAMS – SHERMAN OAKS CAMPUS AND ONLY DMS AND MRI ON NASHVILLE CAMPUS

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://benefits.va.gov/gibill.

Students considered eligible for education benefits by the Department of Veterans Affairs (VA), will have their enrollment certified by the school's Veterans Administration School Certifying Official (VA SCO) after the filing of the appropriate forms and paperwork. Benefit and eligibility information is not provided by the College; the ultimate approval of a student's ability to use a particular VA benefit is determined by the VA. Veterans applying for VA educational benefits are responsible for knowing the VA eligibility requirements and regulations. Before the VASCO can certify enrollment for benefits, veterans must first meet the Colleges admission requirements, as well as abide by VA regulations. The VA programs the College participates in and certifies for are as follow:

- Montgomery GI Bill – Chapter 30: for active duty and veterans; not transferable to dependents.
- Vocational Rehabilitation & Employment – Chapter 31: for veterans who have at least a 20% disability rating; however, approval is not guaranteed; up to 48 months of entitlement possible.
- Post-9/11 GI Bill – Chapter 33: for active duty and veterans; may be eligible for up to 36 months of benefits. This benefit may be transferred to qualifying dependents, with restrictions.
- Dependents' Educational Assistance (DEA) Program – Chapter 35: This benefit is for spouses and children of 100% services-connected disabled veterans or veterans who died in service; up to 45 months of entitlement are allowed.

THE APPLICATION PROCESS FOR FEDERAL TITLE IV FINANCIAL AID, STATE AID AND VA BENEFITS

Step 1.

Apply for an FSA ID: An **FSA** (Federal Student Aid) **ID** allows the student to electronically sign-in, complete, sign and submit, as well as gain access to make corrections to their **FAFSA** online. It also allows the student to access their financial aid history via the NSLDS (National Student Loan Data System) For Students and Studentloans.gov websites. To create an **FSA ID,** go to the following link: **https://fsaid.ed.gov/npas/index.htm**, and provide identification information, as well as select and create challenge questions and their answers. If the student is a **dependent** student, the parent needs to complete this step as well. The student and parent must have **FSA IDs** to sign and submit the **FAFSA** application online. Once all the certification steps are complete, the students **FSA ID** will be activated immediately; if not, usually within three (3) days. Once the **FSA ID** has been activated, please complete Step 2.

Step 2.

Completing the FAFSA online: **FAFSA** stands for **Free Application for Federal Student Aid**. The information it collects from a student (and parent if the student is **dependent**), helps the Federal government determine what type of financial aid funding the student will be eligible to receive. There are ten (10) questions in the FAFSA that determine the student's dependency status. These questions must be answered correctly as the responses will impact whether students are required to answer additional questions, as well as what the student's eligibility for aid will be.

To complete the FAFSA, go to the **FAFSA** website at **www.fafsa.gov** and complete the **2021-2022 & 2022-2023 FAFSA** application. When asked for school information, enter the college's **Federal School Code 006731**. Once the **FAFSA** is processed, the student and the school will receive notification. Once notification has been received and the FAFSA has been processed, students can now access the **SAR (Student Aid Report)** link given, to review the processed information.

The school will receive an **ISIR (Institutional Student Information Report),** which will show the information on the student's SAR as well as other pertinent information. Once the ISIR is received, the student will be notified if further documentation is required.

When completing the FAFSA, students and their parents (as applicable) are encouraged to use the IRS DRT (Data Retrieval Tool) option to provide income tax information. This will alleviate the student or parent from having to obtain tax transcripts if the FAFSA is selected for verification.

To continue to receive Federal Title IV financial aid, the student must renew their FAFSA for each year they plan to attend school. The FAFSA becomes available every October 1st for the upcoming financial aid award year.

STATE GRANT PROGRAM APPLICATION PROCESS

CAL Grant

To apply for the CAL Grant the student must complete the follow steps:

- Complete the FAFSA application for the year they are seeking eligibility.
- Access the CSAC website at **https://www.csac.ca.gov/,** click on the How to Apply "button" and follow the directions.
- The student will then go to this website: **https://mygrantinfo.csac.ca.gov/** once the CAL grant application process has been completed and create a student account.

Unlike the Federal aid application process, **financial aid personnel have no access to the CAL Grant application or approval process**, therefore it is incumbent upon the student to make sure they follow the directions carefully and contact CSAC if they have any questions. The deadline for completing the Cal grant application process is usually March 2nd each year. Applications do not have to be received by that date but anything being mailed must be postmarked by that date.

VA BENEFITS APPLICATION PROCESS

As part of the admissions process and per VA regulations, Casa Loma College will inquire about each veteran, or eligible person's previous education and training, and request official transcripts for all prior institutions, including military training, traditional college coursework and vocational training from the applicant. Previous transcripts will be evaluated, and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. The evaluation of prior training and granting of transfer credit must occur during the enrollment process. It is essential the student obtain credit evaluation information in a timely manner. The Veteran must then submit and complete the following documents:

- A written request to use either VA Vocational Rehabilitation or Post 9/11 G.I. Bill benefits.
- The Certificate of Eligibility letter from the VA.
- Complete the VA Disclosure and Transfer Information form.

The Veteran is also encouraged to apply for Title IV financial aid because if they qualify for the Pell grant, this is money they receive and can use for living expenses or other education related expenses. Veterans may also apply for Direct Loans if they desire.

Our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) letter and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following: a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: www.benefits.va.gov/gibill.

THE APPLICATION PROCESS FOR DIRECT LOANS – ENTRANCE COUNSELING AND COMPLETING YOUR MASTER PROMISSORY NOTE

First-time student borrowers must complete entrance counseling and their Direct loan Master Promissory Note (MPN) by logging onto www.studentaid.gov. As stated earlier, the student completes one application to receive subsidized and unsubsidized funding. Parents of dependent students who have been approved for the PLUS loan must also complete an MPN. Once the student (or parent) completes the MPN, it usually stays in effect for ten (10) years. Past borrowers who borrowed under the FFEL (Federal Family Education Loan) program must complete a new MPN for the Direct Loan program. In addition, in some cases, if the student withdrew, or was dismissed at a prior institution, their MPN may have been cancelled, so a new one must be completed. To complete the MPN, the student, and parent of dependent students who have been approved for the PLUS loan must follow these steps:

REPAYMENT

Loan repayment for Stafford Loans begins after the student has received a six-month grace period which begins after the student:

- Drops below half time.
- Withdraws or is dismissed.
- Graduates from their program of study.

The student has a six (6) month grace period before they begin repaying their loans. Most students borrow two (2) types of loans; subsidized and unsubsidized. The difference between the two loans is the DOE pays the accruing interest on the subsidized loan, and the student only owes what they borrowed at the time they go into repayment. For the unsubsidized loan, the DOE does not pay the accruing interest, therefore CLC highly recommends the student pay the accruing interest on the unsubsidized loan while they are attending school, so that at the time the loan goes into repayment, the student only owes what is borrowed. Accruing interest on unsubsidized loans is very minimal, approximately five dollars ($5) a month! At the time a student goes into repayment, any unpaid accrued interest is added to the loan's principal balance (the amount borrowed). This is called capitalization which means the student ends up paying interest on top of interest. Here is an example:

- If the student has borrowed $15,000.00 (principal balance) and at the time the loan goes into repayment the loan has accrued $500.00 of interest, that $500.00 is added to the $15,000.00 and now the students accruing interest and monthly payments will be based on $15,500.00 (principal

balance) instead of $15,000.00 if they had been paying the accruing interest while attending school.

There are also several repayment plans the student may choose, however CLC highly recommends the student remain with the standard repayment plan, which is ten (10) years/one-hundred and twenty (120) payments. If the student encounters problems repaying the loans, students are encouraged to speak with the **loan servicer** regarding deferment and forbearance options.

Loan repayment for parents who borrow the PLUS loan begins sixty (60) days after the loan has been fully disbursed while the student is still in school. Parents may defer making payments during this period, however when choosing this option, it is highly recommended the parent pays the accruing interest monthly to keep the cost down.

DEFAULT

If the student or parent defaults on the federal loan, the following, plus other things will occur:

- The entire unpaid balance of the loan(s) and any interest becomes immediately due and payable.
- Student and/or parent lose ALL eligibility for *deferment*, *forbearance*, and other *repayment* plans and options.
- Students and/or parents lose eligibility to receive ANY ADDITIONAL Federal student financial aid funds.
- Student and/or parent loan(s) account will be assigned to a collection agency.
- The loan(s) will be reported as delinquent to credit bureaus, damaging student and/or parents credit rating. This will affect student and/or parents' ability to obtain employment, rent an apartment, obtain a credit card, buy a car, or purchase a home.
- Student and/or parent federal tax refund(s) WILL BE WITHHELD through a *tax offset*. The (IRS) Internal Revenue Service will take the student and/or parents federal tax refund to collect any of the defaulted student loan debt.
- Student and/or parent student loan debt will increase because of the late fees, additional interest, court costs, collection fees, attorney's fees, and any other costs associated with the collection process will be added to the balance.
- Student and/or parent employer (at the request of the federal government) can withhold money from paychecks and send the money to the government. This process is called wage garnishment.
- The Federal government will take legal action against students and/or parents, and students and/or parents may not be able to purchase or sell assets such as real estate.
- It will take years to reestablish student and/or parent credit and recover from a defaulted student loan(s).

THE FINANCIAL AID PACKAGING, AWARDING, AND DISBURSEMENT PROCESS

PACKAGING AND AWARDING AID

For awarding and packaging to take place, students must meet all eligibility requirements and have a valid ISIR on file to receive any financial aid funds. When packaging students, the Financial Aid Advisor will first package the student with need-based financial aid. Once the need-based aid is exhausted, the student is packaged with non-need based financial aid. In addition, when packaging dependent students their Stafford loan eligibility (subsidized and unsubsidized) is exhausted prior to awarding Parent PLUS funding; however, student's may decline to borrow their Stafford Loans and the Parent can still borrow the Parent PLUS Loan. Stafford loans are not credit based, have a low interest rate, and repayment does not begin until after a six-

month grace period which begins after the student has dropped below half-time, withdrawn, or graduated from their program. The Parent PLUS Loan is credit-based and repayment begins while the dependent student is still in school. The parent borrower may defer repayment of their Parent PLUS Loan to coincide with the student's enrollment or after a six-month period that begins after the student leaves school or drops below half-time status.

During entrance counseling, students are informed of the different loan types, amounts and loan limits available for each loan program during an academic/funding year. It is the policy of CLC to package the student initially only for direct institutional costs such as tuition, fees, books, and supplies. Students may borrow additional funds up to the annual loan limits within their COA to cover other education related costs such as food, housing, transportation, personal & miscellaneous costs, and child/dependent care expenses. The student must acknowledge and certify additional funds are being requested in excess of what is needed to cover the direct institutional costs.

Students are packaged for their entire program of study. Once the student is packaged with aid, the student will receive a Financial Aid Offer for each academic year of attendance which the student must complete (more information regarding program academic years is in the next section). If a student's aid changes for any reason, a Financial Aid Offer is revised and sent to the student. Students are expected to sign their revised Financial Aid Offer the earlier of five business days of being sent the revised offer or by the start of their term covered by the aid package. Students will be subjected to disciplinary action, up to and including suspension from class, late fees and dismissal from school when financial obligations are not met.

UNUSUAL CIRCUMSTANCES

Students who experience unusual circumstances may be eligible for a professional judgment decision. Unusual circumstances include but are not limited to loss of employment, receipt of unemployment compensation, unreimbursed medical or dental expenses, tuition expenses at an elementary or secondary school, and a request from a dependent student to be considered independent on the FAFSA. Professional judgment is made on a case-by-case basis. The reason for the professional judgment must be documented in the student's file. If the student is flagged for verification, verification and/or any inconsistent or conflicting information must be completed/resolved before professional judgment is applied. If a student believes they have special or extenuating circumstances, the student should contact the Financial Aid Office to receive and complete an Unusual Circumstances Request Form. The student, or parent, must complete the form and submit it to the Financial Aid Office with appropriate documentation. The Senior Director of Financial Aid will review the request and make a decision within 30 calendar days of receipt. The Director's decision is final and cannot be appealed; however, the decision may be reversed by the Director if any information is received contradicting the documentation that was provided for the request.

ACADEMIC YEARS AND PAYMENT PERIODS

The packaging and awarding of financial aid are connected to a time-period as well as the number of semester credit credits/hours to be completed. Aid is awarded based on one (1) academic year; within that academic year are two (2) payment periods (semesters). Every program has a defined academic year. The academic year may have different time frames for different academic programs and the program's academic year must coincide with the program's academic calendar. Although a school may have a different number of academic years for different programs, it must use the same academic year definition when packaging and awarding students. The definition of an academic year at CLC is a minimum of thirty (30) weeks of attendance and twenty-four (24) semester credit credits/hours completed. If an academic year is shorter than this time or less than these semester credit credits/hours, financial aid will be prorated.

Please refer to the Academic Catalog Addendum for a review of each program's academic year charges.

VERIFICATION PROCESS

When processing FAFSA applications the U.S. Department of Education automatically selects thirty percent (30%) of those applications for a process known as verification (this is when the student's application is flagged for verification). The student is notified of this on their SAR, and the school on the student's ISIR. Information reported on the FAFSA application must be verified, and the school is given the responsibility of completing the verification process with the student. FAFSA's not selected for verification but reflect conflicting or inconsistent information will be flagged by the Financial Aid Office for review. FAFSA's selected for review by the FAO or ED must be cleared and issues resolved before students are offered an aid package. Verification policies and procedures include, but are not limited to the following:

- Students must complete the verification process within sixty (60) days of notification and/or thirty (30) days prior to the end of a funding year.
- Students who fail to complete the verification process within the specified time frames will be converted over to cash payments for financial aid funds they were to receive. If they cannot make the cash payments, they may be dismissed from their program of study for non-payment.
- Students are notified of verification completion and if their aid eligibility is affected via email along with revised ANFA's (Award Notifications of Financial Assistance) forms.
- FAFSA corrections which need to be performed because of verification will be submitted by the Financial Aid Office and
- The Financial Aid Office may report/refer suspected fraudulent activity to the U.S. Department of Education Office of Inspector General. Please keep in mind, the penalties for submitting false information on the FAFSA include, but are not limited to, fines of up to $20,000 and up to five years of jail time, in addition to repaying any financial aid received by the student.

CLC does not accept verification completed by another institution. Students attending CLC whose FAFSA's have been flagged for verification must submit all required documentation and go through the verification process. For each award year, CLC is notified by the Department of Education what information on the FAFSA must be verified, along with the required documentation acceptable for verifying the FAFSA information. The information, elements and documentation required will be made clear to the student. For dependent students, a parent's signature is also required.

DISBURSEMENTS

FEDERAL TITLE IV FUNDS

Once the student has been packaged, signed their Financial Aid Offers, and completed verification (if necessary), aid will be ready to be disbursed. Disbursement occurs at the beginning of each payment period (semester); therefore, the student receives aid at the beginning of each semester. Students not maintaining SAP may have the disbursements delayed or cancelled. When disbursements are made, the funds are credited to the student's tuition account. For loan disbursements, the student and/or the parent has the right to cancel all, or a portion, of their loan included in each disbursement and have the loan proceeds returned to the Department of Education. To cancel all or a portion of the loan, the Financial Aid Office must receive a written request fourteen (14) calendar days prior to the date of the disbursement. Any proceeds received that create a credit balance on the students account will be refunded to the student within fourteen (14)

calendar days, unless the credit balance is a result of a Parent PLUS loan; then it is up to the parent whether the refund is made to them or the student.

STATE CAL GRANT FUNDS

As previously stated, the Financial Aid office at CLC has nothing to do with the application or approval process for Cal Grant fund eligibility. If a student is eligible to receive funding, they will appear on the Cal Grant Payment Roster, which the FAO reviews quarterly. Cal Grant funds are usually processed at the middle of each term to attempt to eliminate processing payments to students who are not maintaining SAP. For example, the Fall term at CLC is considered to be from September through November; therefore, funds will usually be processed, and checks distributed around mid-October. Cal Grant funds are usually not disbursed to students via their student account. Students, in most cases will receive checks for the funds they are eligible to receive from the Cal Grant program. If the student is on the roster and eligible to receive payment the revised ANFA must be completed and returned displaying the Cal Grant payment. Once the ANFA is received by the FAO, a check will be processed for the student to receive. Checks will be given to the student by the Student Accounts office.

VA FUNDS

Veteran students eligible for VA benefits do not have any funds disbursed to them (unless they have applied for Federal Title IV or State Cal Grant aid). What occurs is the VA SCO (VA School Certifying Official) certifies their enrollment prior to the beginning of each academic funding year or semesters, which makes the VA student eligible to receive the VA benefits the student is eligible for. When the VA SCO performs the certification, the student is automatically sent an email by the VA stating the certification has been done. If after this the student does not receive their benefit, the student must contact the VA, not the College, to find out what the problem is. For VA students who have also applied for Federal or State aid, the disbursement information is the same as outlined above. For VA students to receive credit balance refund checks, the College must have already received payment for the semester from the VA, for the credit balance process to take place.

EXIT COUNSELING

It is a federal requirement that all students who have received Federal student loans, then drop below half-time, withdraw, are dismissed, or complete their program of study (graduate), must complete exit counseling. For students who drop below half-time, graduate, or withdrawal from their program, exit counseling is completed either in person with the Financial Aid Office or online. Students who miss their exit counseling are sent their exit counseling within thirty (30) calendar days of their missed appointment/session. Students who have withdrawn are sent their exit counseling the later of thirty (30) days of their last day of attendance (LDA) or date of determination (DOD). Students may also complete the exit counseling online at www.studentloans.gov. If exit counseling is completed using this option, the student must notify the school via email that the exit counseling has been completed.

SECURITY AND CONFIDENTIALITY

CLC maintains detailed records to show that Federal Title IV, state, scholarship, and private entity funds, are received and disbursed correctly, for and to eligible students. These records are made available to authorized parties during audits, program reviews, or investigations. These records are also protected per applicable FERPA regulations. Information collected and stored electronically, and/or hard copies are subject to appropriate safeguards.

FINANCIAL AID TERMINOLOGY

The following are some common terms and acronyms used when speaking about financial aid which you should become familiar with. Some are self-explanatory, others have definitions:

- **FSA (Federal Student Aid)**
- **ED (U.S. Department of Education)**
- **Title IV -** a term that refers to Federal financial aid funds
- **Parent -** for the purposes of financial aid programs, "a parent" is the biological mother and/or father (even if they are not married), adoptive parent(s), stepparent (only if the stepparent is married to the biological/custodial parent) or legal guardian of the student. Foster parents, grandparents, or other adult relatives the student may be living with are not considered parents.
- **FAFSA (Free Application for Federal Student Aid) –** the application all students must complete to determine Title IV financial aid eligibility. Completing and submitting the FAFSA gives prospective students access to the largest source of financial aid to pay for college or career school. In addition, many states and colleges use FAFSA information to determine eligibility for state and school aid, and some private financial aid providers may use FAFSA information to determine whether the student qualifies for their aid. The FAFSA is not a grant or a loan, but an application which determines the student's eligibility for grants and loans.

- **SAR (Student Aid Report) -** The Student Aid Report (SAR) is a paper or electronic document that gives the student basic information about eligibility for federal student aid and lists the student's answers to the questions on the FAFSA. Students who provided a valid e-mail address on the FAFSA, will receive an e-mail with instructions on how to access an online copy of the SAR. If the student did not provide a valid e-mail address on the FAFSA, the Social Security Number included on the FAFSA did not match the one on file with the **SSA (Social Security Administration**), or the FAFSA was not signed, the student will receive either a SAR or a SAR Acknowledgement via postal mail. Typically, students can access the SAR within two (2) weeks of submitting the FAFSA. **Note:** Any student with an FSA ID can view or print the SAR by clicking "**Login"** on the "*FAFSA on the Web"* home page to log in, then selecting "**View or Print your Student Aid Report (SAR)"** from the "My FAFSA" page. To determine the type of SAR and when it will be received visit **https://studentaid.ed.gov/fafsa/next-steps/student-aid-report#how-and-when**.

- **ISIR (Institutional Student Information Report) –** this is what the school receives from the information the student submitted on their FAFSA. **ISIRs** contain processed student information reported on the FAFSA, as well as key processing results and **NSLDS (National Student Loan Data System)** financial aid history information. **ISIRs** are sent electronically to schools by the **CPS (Central Processing System).**
- **EFC (Expected Family Contribution) –** this is a number that is not used to determine what a family should contribute to the student's educational costs, but a figure used to determine a student's eligibility for funding, as well as in calculating a student's need in relation to their **COA (Cost of Attendance)**.
- **COA (Cost of Attendance) –** this is the total cost for a student to attend school. It is a combination of direct institutional costs (tuition, fees, book, and supplies) and a student's budget costs**.** The student budget is a combination of figures which come from **CSAC (California Student Aid Commission)**, which establishes costs each year. Those costs consist of things such as room and board (rent and food), transportation, personal and miscellaneous items.
- **Dependent student –** a student who is considered dependent by the DOE per the FAFSA application. A student who answers "No" to all the dependency questions on the FAFSA is considered dependent. In addition to listing their income and asset information, **they must** also list their parent's income and asset information on their application.

- **Dependent** – an individual other than a spouse, who will receive more than half of their support from the student during the financial aid year. If that individual is and will continue to be supported by the student's parent(s), their own parent, or someone else, that individual would **NOT** be a dependent of the student.
- **Independent student –** a student who is considered independent by the DOE per the FAFSA application. A student who can answer "Yes" to any of the dependency questions on the FAFSA application is considered independent. They only need to list their (and their spouses if they are married) income and asset information on their application.
- **US Citizen –** an individual born in the United States of any of its territories or a naturalized citizen.
- **Eligible Non-Citizen -** an individual who is one of the following or has the following documentation: a permanent resident (green card holder, has an I-551); conditional permanent resident who has an I-551C card; an Arrival Departure Record (I-94) form from the **DHS (Department of Homeland Security)** showing one of the following designations: Refugee, Asylum Granted, Parole for a minimum of one year that has not expired, T-Visa holder (T-1, T-2, T-3, etc.), Cuban-Haitian entrant, or the holder of a valid certification of eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking".
- **Need based aid –** aid the student receives if they are considered to have need by the DOE. This aid comes in the form of grants, work study and subsidized loans. If the student meets the eligibility requirements, they will receive funding.
- **Non-need-based aid –** aid the student if they are considered to have no need by the DOE. This aid comes in the form of unsubsidized and PLUS loans. If the student and/or the parent meets the eligibility requirements, they will receive funding.
- **Campus based need-based aid –** aid allocated to the College on a year-to-year basis which the school then awards to students who have need as determined by the DOE. Because this is a yearly allocation, the amount can change from one year to the next, making the awarding of this funding to students limited. Even though the student meets the eligibility requirements, they may not receive funding as it could be exhausted.
- **Academic Year:** A period of time used to package and award financial aid. An academic year at CLC is a minimum of thirty (30) weeks of attendance and twenty-four (24) semester credit credits/hours completed and usually consists of two (2) semesters. If an academic year is shorter than this time period or less than these semester credit credits/hours, financial aid will be prorated.
- **Payment Period**: a payment period is the same as a semester, therefore there are two (2) payment periods in each academic year.

STUDENT TUITION RECOVERY FUND – CALIFORNIA ONLY

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959 or (888) 370-7589.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CONTACT FINANCIAL AID

For questions or information not covered in this catalog or through the provided links should email:
Christy Ruoff, Senior Director, Student Finance christy.ruoff@casalomacollege.edu

STUDENT ACCOUNTS

MONTHLY FINANCIAL OBLIGATION, FEES, AND COLLECTIONS

Students may choose to utilize a variety of methods to finance their education. To assist students, Casa Loma College offers a self-pay alternative for students selecting to cover part or all of their educational costs.

Students seeking to self-pay all, or part of their education, will be required to sign a promissory note to cover the needed costs of the program not covered by other sources. The promissory note is a zero-interest note and the note is normally not extended past the student's graduation date.

The promissory note will include the following:

- The amount of the monthly payment
- The number of months the student must make the payment
- The day of the month the payment is due
- The total tuition charges
- The total book, supply, and fee charge
- The financial aid and other forms of payment to be received
- The total balance due

The first payment of the plan is normally due on the first day of the student's program, and Casa Loma College does not collect payments prior to the students first day of class. However, a student who is experiencing financial difficulties may speak with a student finance advisor and develop a plan at any time during, or after, their program.

Students paying cash for their program may choose to pay monthly, or per semester. Payments are made to the Bursar's Office and may be made in person during regular office hours, paid-by phone, mailed in, or paid online on the Colleges website. In-person payments may be made by personal or cashier's check, money order, credit, or debit card (Visa, Mastercard, Discover, or American Express), or cash. Phone and online payments may only be made using a credit or debit card belonging to the person making the payment. **The college will not accept someone else's credit card to make payments unless authorized to do so.** Mailed payments must be in the form of a personal, cashiers' check or money order. The student or parent may also enter into an automatic payment agreement with the school where their credit or debit card is charged monthly for the amount due. This is arranged with the Bursar's Office and must be renewed every six (6) months. The Bursar's Office must receive payments by the payment due date.

Extended Payment Plans

In rare cases, students may be unable to pay all educational costs prior to their date of graduation. To assist students, Casa Loma College has created an extended payment program which can stretch payments out to a maximum of 24 months after the student's graduation date. To qualify for this program, students must: a) exhaust all other payment methods including PLUS and Alternative Loans; b) enroll in autopay; c) agree to a minimum payment of $250.00 per month; and d) stay current on all payments.

Late Payments

Students who select the self-pay alternative for all or part of their balance must remain current on their payment plans. Students experiencing financial difficulties must to speak with a student finance representative prior to missing a payment. A student who falls more than 90 pays delinquent in their payments may be dismissed from the program.

Students who fail to stay current on their monthly payment schedule will be removed from the extended payment plan program with the full balance due immediately.

LATE FEE AND RETURNED CHECK FEE

Payments received more than two (2) days past the due date will be assessed a delinquent payment fee of $25.00. Checks or money orders which are returned by financial institutions will be charged a $25.00 service fee in addition to the $25.00 late fee. Returned checks or money orders must be replaced with cash. Students who have had checks or money orders returned will not be allowed to submit further payments in that form.

The College will never withhold a student's transcript for any reason including failure to pay an educational debt. If by the student's graduation or withdrawal from the program, a student's account is not in satisfactory status, the student will not receive a personal copy of their diploma until the debt is paid. However, in no situation will the College withhold a diploma for students who require one for a) a job application, b) transfer to another institution, c) applying for state, federal, or institutional financial aid, pursuit of opportunities in the military or national guard; or e) pursuit of any other postsecondary obligation.

COLLECTIONS

The Bursar's Office works closely with inactive students with remaining balances.

Students who have been dismissed from the College will not be readmitted until all delinquent payments have been made in full or a plan has been established.

In rare occasions, a graduating student may have an unresolved balance at graduation. This balance is due in full at that time. If a student is unable to meet the full obligation at that time, the College may be able to assist the student with an extended plan which is normally less than 1 year in length. Students must utilize autopay in order to enroll in this program. Students utilizing this method will be required to sign a zero-interest promissory note.

Students who have signed an extended payment plan and are current in their payments may continue to pay on that plan until their balance has been resolved.

After working with an inactive student, a delinquent account will usually be assigned to a collection agency within three months if the student does not make any payments. No account with a balance of less than $250.00 will be assigned to a third-party agency. Active student accounts are never referred to third=party agencies.

Casa Loma College does not extend credit or lend money to students for institutional and non-institutional charges for their educational programs.

Active and Inactive students seeking to appeal or file a grievance related to this policy should follow the steps outlined in the grievance policy located in this catalog.

Colorado Students:

Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

INSTITUTIONAL CHARGES AND REFUND POLICY

INSTITUTIONAL CHARGES

All tuition and fee charges are available in the addendum to the Academic Catalog and in the student's enrollment agreement.

The college reserves the right to change fee charges by notifying affected students at least one academic semester prior to the change.

Students who fail, and retake, a course will be responsible for all tuition charges associated with that course. Prior to retaking the course, students must meet with student finance or the bursar to determine if any adjustment to their payment or financial aid plan is needed. Students receiving veterans benefits should work with student finance to determine whether any adjustment are required. In most cases, students will not be required to repurchase new books. However, in some rare instances, publishers may have introduced new editions that will require the student to make a new purchase.

CANCELLATION, WITHDRAWAL, OR TERMINATION FROM PROGRAM

CANCELLATION

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class sessions, or the seventh (7^{th}) day after enrollment, whichever is later. The student will receive a full refund of any monies paid, less the processing fee. The student, however, is obligated to pay for the books and supplies received, unless they are returned and can be "re-sold" as "new" (unopened or worn), within five (5) days following the date of cancellation. For a list of charges, the student may refer to their enrollment agreement.

NON-ACCEPTANCE

California and Tennessee applicants who are not accepted into a program will not be assessed any charges or fees with the exception of the non-refundable processing fee for their application. Colorado applicants who are not accepted into a program will not be assessed any charges or fees.

WITHDRAWAL OR TERMINATION

Students may withdraw from their program of study at any time. Students may also be dismissed from their program of study for distinct reasons.

Determination of Withdrawal or Dismissal from School: The student is considered withdrawn or dismissed from school based on the following circumstances:

a) The student notifies the College in writing, via email or USPS they are withdrawing from school.

b) The student fails to maintain SAP, or violates rules and policies stated in the catalog and is dismissed.

c) The student fails to attend class for fourteen consecutive days and is dismissed.

d) The student fails to return as agreed from an approved leave of absence and is dismissed.

The student has the right to withdraw from their program of study at any time. The student must formally withdraw from the College by submitting their withdrawal in writing, stating the reason for their withdrawal, either in person, or via email or USPS mail. Upon receipt of the withdrawal notice from the student, the College will begin the withdrawal process which includes a refund calculation. Once a student is dismissed, the College will also process a refund calculation.

REFUND

The refund will calculate the amount of time the student attended versus the time in the payment period the student was enrolled in. For term-based (semester) programs, time is equivalent to days, which are used for the calculation. If the calculation determines the student has attended 60% or less of the payment period the student was enrolled in, the student will be charged that percentage. For example, if the calculation determines the student attended thirty percent (30%) of the payment period, the institutional charges for the payment period will be thirty percent (30%) of the charge for that payment period. If the fraction calculated is more than 60%, the student will be charged 100% of the charge for that payment period. **IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THEY OWE FOR THE TIME ATTENDED, A REFUND WILL BE MADE AND GIVEN TO THE STUDENT WITHIN 30 DAYS OF THE DATE OF DETERMINATION. IF THE AMOUNT THE STUDENT OWES IS MORE THAN THE AMOUNT THE STUDENT HAS PAID, THE STUDENT WILL HAVE TO MAKE PAYMENT ARRANGEMENTS FOR THE AMOUNT OWED.**

Refunds will be provided within thirty days of the student's termination from the program.

Hypothetical Refund Example in accordance with the pro rata refund policy: Assume a student upon enrollment in a fifteen (15) week, sixteen (16) credit unit course, pays $6,800.00 for tuition, $100.00 processing fee, and $400.00 for equipment as specified in the enrollment agreement. The student then withdraws after completing six (6) weeks without returning the equipment they obtained (due to sanitary reasons). The pro rata refund to the student would be $4,080.00 based on the calculation below:

Tuition Cost	$ 6,800.00		Tuition Cost Paid	$ 6,800.00		Total Weeks in Program	15
Processing Fee	$ 100.00		Processing Fee Paid	$ 100.00		Total Weeks Attended	6
Equipment & Supplies	$ 525.00		Equipment & Supplies Paid	$ 400.00		Total Weeks Attended divided by Total Weeks in Program	40%
Total Cost	$ 7,425.00		Total Paid	$7,300.00		Refund Due	$ 4,080.00

COLORADO REFUND POLICY

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the

contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended ***(if training is offered as distance education***: **"based on the percentage of no. of lessons completed")***, as described in the table below. The refund is based on the official date of termination or withdrawal.

REFUND TABLE

STUDENT IS ENTITLED TO UPON WITHDRAWAL/TERMINATION	REFUND
Within first 10% of program	90% of tuition charged
After 10% but within first 25% of program	75% of tuition charged
After 25% but within first 50% of program	50% of tuition charged
After 50% but within first 75% of program	25% of tuition charged
After 75%	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
    a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
    b. The date on which the student violates published school policy, which provides for termination.
    c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand-Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

TITLE IV REFUND POLICY

The Title IV refund policy when a student withdraws is separate from the institutional refund policy; therefore, a student may still owe funds to the school to cover unpaid institutional charges because the school may charge the student for any Title IV funds the school is required to return.

Federal regulations require institutions determine the amount of Title IV funds a student is eligible to retain and what must be returned when they withdraw from school, which is determined by a specific formula. If after the calculation is done, the student is allowed to retain less assistance than the amount of

their institutional charges, the student will owe a balance to the school. If the student receives more assistance than they are eligible to retain, the excess funds are returned to the Federal government.

If for some reason the student did not receive all the funds, they were eligible to receive during their enrollment causing them to have a balance due to the school, they may be eligible to receive a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the students permission before it disburses those funds. Students may choose to decline some or all of the loan funds, so they do not incur additional debt. The school may automatically apply all or a portion of the post-withdrawal disbursement of grant funds towards tuition, fees, and required supplies. Any excess funds remaining, after a post-withdrawal disbursement has been applied to the student's balance owed to the school, may be refunded to the student.

ORDER OF RETURN OF TITLE IV FUNDS

- Unsubsidized Direct loans
- Subsidized Direct loans
- Federal Perkins loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant for which a Return is required

Refunds will be made as soon as possible but no later than 45 days from the student's date of determination (DOD).

CREDIT BALANCE REFUND

A credit balance occurs when payments received by the institution are in excess of the amount of charges assessed to the student for that particular payment period (semester). Credit balances refunds are processed within fourteen (14) days from the day the credit balance occurs on the student's account. In some cases, the credit balance refund for the current semester may be needed for the next semester in the academic year; therefore, the student must negotiate the refund and pay it back to the school. Students who fail to return this type of credit balance refund will end up with a balance to the school. For living expenses credit balance refunds, students are responsible for budgeting their funds and making sure the funds are used for education related expenses only.

CONTACT STUDENT ACCOUNTS

For questions or information not covered by this catalog and its links, prospective and current students should email:

Eliza Nalbandian, Bursar, eliza.nalbandian@casalomacollege.edu

FINANCIAL AID RECORDS RETENTION

Casa Loma College retains student financial aid files and all fiscal records of federal and state program transactions, bank statements, each student's institutional charges, cash payments, cash disbursements, refunds, overpayments, and eligibility records for 5 years.

Courses are listed by program course code, followed by the course title, clock hours, credit hours, prerequisites or corequisites (if applicable) and course description. Students may only take courses for the program in which they were admitted.

Program Specific Codes: **DMS** (Diagnostic Medical Sonography) **HCA** (HealthCare Administration) **MA** (Medical Assistant) **MRI** (Magnetic Resonance Imaging), **PTA** (Physical Therapist Assistant), **RAD** (Medical Radiography)

General Education Codes: **ANA, BIO, COM, COMP, ENG, MAT, PHI, PHYS, PSY, SOC**

ANA 120 Anatomy & Physiology I
90 Clock Hours / 3 Credits Theory/1.5 Credits Lab
This course will present the fundamentals of human anatomy and physiology. This course will place emphasis on the interrelatedness of body systems as well as providing a basis for more complex applications to future classes in the field of physical therapy. Topics covered are homeostasis, cells, tissues, skeletal and muscular systems. The course includes a lab for specific identification of anatomical structures of the musculoskeletal system.

ANA 121 Anatomy & Physiology II
90 Clock Hours / 4.5 Credits
Prerequisite: ANA 120, PTA180
This course will build upon the material covered in ANA 120. The anatomy and physiology of the following systems are covered: neurological, circulatory including lymphatic, respiratory, urinary, and digestive and immune systems. The lab sessions will continue with the identification and palpation of the muscles, tendons, ligaments, and bony landmarks of the musculoskeletal system as well as identification of major structures of the other systems on laboratory models and the body.

ANA210 Human Anatomy and Physiology with Lab
9 credits (135 Lecture Hours)
This is the first of two courses providing foundational anatomy and physiology concepts for future healthcare professionals. Following a system-based approach, the course introduces the students to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs, and systems are explored. The course covers the integumentary, skeletal, muscular, and nervous systems as well as special senses. In addition, the course will include the relevant medical terminology.

ANA210A Human Anatomy and Physiology with Lab
4 credits (45 Lecture Hours, 30 Laboratory Hours)
This is the first of two courses providing foundational anatomy and physiology concepts for future healthcare professionals. Following a system-based approach, the course introduces the students to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs, and systems are explored. The course covers the integumentary, skeletal, muscular, and nervous systems as well as special senses. In addition, the course will include the relevant medical terminology.

ANA210B Human Anatomy and Physiology with Lab
4 credits (45 Lecture Hours, 30 Laboratory Hours)
This is the second of two courses providing foundational anatomy and physiology concepts for future healthcare professionals. Following a system-based approach, the course introduces the students to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs, and systems are explored. The course covers the endocrine, blood, cardiovascular, lymphatic, immune, and reproductive systems. In addition, the course will include the relevant medical terminology.

BIO 100 Medical Terminology
30 clock hours / 2 Credits
This course presents theoretical foundation for the use and understanding of medical terminology using word analysis of Greek and Latin roots, prefixes, and suffixes. Students will learn the meanings, spelling and pronunciation of medical terms and utilize correct terminology in writing and in reading professional medical writing.

BIO 125 Medical Terminology 45 Clock Hours / 3 Credits
Medical Terminology is the language of medicine. Basic word building skills, prefixes, suffixes. Combining of forms and abbreviations are covered. This course helps the student understand the language and translate it into common vernacular.

BIO220 Microbiology with Lab
4 credits (45 Lecture Hours, 30 Laboratory Hours)
This course integrates principles of biology and chemistry to examine interactions of microbes with each other, hosts, and the environment. Topics include microorganism characteristics, chemical structures, physiology, genetics, microbial pathogenicity, infectious disease, immunology, and practical applications. The course emphasizes applied microbiology focusing on the effects these microbes have on environmental factors such as food and water supplies. Laboratory exercises allow students to experiment and analyze realistic case-studies, promoting students to apply their knowledge.

CDV 220 Career Development
30 Clock Hours / 2 Credits
This course is designed to help the student identify the various career opportunities within the field. It is further designed to encourage the student to create and pursue a long-term trajectory with reference to career development.

COM 121 Communications Foundations
38 clock hours / 2.5 Credits
This course is designed to develop fundamental written, verbal, and non-verbal communication skills. Students learn basic skills that allow them to write in a clear, logical, and appropriate manner, free of grammar and usage errors. Students demonstrate an awareness of diversity in American society. Included is practice in usage of common software designed to enhance electronic communication. Some coursework includes communications requirements for the healthcare professional, with general emphasis on building effective relationships using the skills taught in this course.

COM250 Public Speaking
3 credits (45 Lecture Hours)
This course focuses on practical implications of speaking to diverse audiences in a variety of settings. An introduction to basic principles of speech organization and research, techniques to lessen speaker anxiety,

effective use of visual aids to enhance presentations, and civility and ethical speech-making are emphasized throughout the course. Upon completion, students should be prepared for success in typical public speaking situations and demonstrate speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

COM 310 Professional Writing and Communication
45 Clock Hours / 3 Credits
This course prepares students for professional success in this complex world of career dynamics and professional networks. Students will practice professional writing and communication techniques, strategies for professional oral communication, including feedback, critique, and analysis. Students will also explore the use of technology and digital platforms for effective professional communication as well as presentations and proposals. Emphasis will include career development.

COMP 200 Computer Applications
45 Clock Hours / 3 Credit
This is an introductory course designed to acquaint students with computer applications used throughout healthcare administration. During this course, students will be introduced to Microsoft Office Applications including Word, Excel, and PowerPoint.

DMS 190 Patient Care
45 Lecture Hours and 30 Lab Hours/ 4 Credits
The first three weeks of this course present the student with various aspects of patient care that are relevant to the sonographer. Focus is placed on patient / sonographer interaction, patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to practice as a sonographer. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile techniques, isolation techniques, and emergency medical situations. Topics of discussion include chaperon role, use of inter-cavitary transducer, invasive procedures, musculoskeletal injuries, role ambiguity, resource inadequacy, Sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages.

DMS 230A Abdominal and Small Parts Ultrasound Imaging
60 Lecture Hours and 60 Lab Hours / 6 Credits
Prerequisites: ANA 210A, ANA 210B, PHYS 220
The student will also learn how the body is organized by systems, and common pathologies affecting those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas.
In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands-on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 230B Abdominal and Small Parts Ultrasound Imaging
60 Lecture Hours and 60 Lab Hours / 6 Credits
Prerequisites: ANA 210A, ANA 210B, PHYS 220
The student will also learn how the body is organized by systems, and common pathologies affecting those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas. In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound

examinations. This will include hands- on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 250A Obstetrics and Gynecology Ultrasound Imaging
60 Lecture Hours and 60 Lab Hours / 6 Credits
Prerequisites: ANA 210A, ANA 210B, PHYS 220
This course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems. The remainder of the course will be covering the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations; interpretation of abnormal anatomy, and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. Also includes role of differential diagnoses in ultrasound examinations. This course is designed to satisfy entry-level competencies in gynecological and obstetrical ultrasound examinations. Students will practice appropriate scanning principles and protocols for female pelvic and obstetric ultrasound examinations using real time ultrasound equipment. Included within the scope of this course is the study of pathologic conditions that affect the female pelvic organs and the developing fetus. Students will focus on the ultrasound appearances of these conditions and use analytical and critical thinking skills in identification of pathology, and in differential diagnosis. In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands-on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 250B Obstetrics and Gynecology Ultrasound Imaging
60 Lecture Hours and 60 Lab Hours / 6 Credits
Prerequisites: ANA 210A, ANA 210B, PHYS 220
This course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems. The remainder of the course will be covering the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations; interpretation of abnormal anatomy, and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. Also includes role of differential diagnoses in ultrasound examinations. This course is designed to satisfy entry-level competencies in gynecological and obstetrical ultrasound examinations. Students will practice appropriate scanning principles and protocols for female pelvic and obstetric ultrasound examinations using real time ultrasound equipment. Included within the scope of this course is the study of pathologic conditions that affect the female pelvic organs and the developing fetus. Students will focus on the ultrasound appearances of these conditions and use analytical and critical thinking skills in identification of pathology, and in differential diagnosis. In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands-on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 220 A Vascular Ultrasound Imaging
60 Lecture Hours and 45 Lab Hours / 5.5 Credits

Prerequisites: ANA 210A, ANA 210B, PHYS 220

The anatomy, and physiology of the circulatory system, as well as introduction to the basics of Vascular Ultrasound Imaging and an overview of normal and pathological sonographic data will be reviewed including arterial and venous peripheral vascular, abdominal vasculature and extra cranial carotid. The remainder of the course (230) is designed for the beginning sonographer and covers the basics of hemodynamics for the cerebrovascular and peripheral vascular systems. Also covered in this course are the physical principles and instrumentation techniques of pulsed wave spectral analysis and Color Doppler. Normal vascular anatomy will be contrasted and compared with pathophysiology of the vascular system. Students will receive both didactic and practical direct scanning instruction in the laboratory. This course is intended as an introduction to vascular duplex imaging and will not be sufficient in and of itself to prepare the student to sit for the Registered Vascular Technologist certifying examination administered by the ARDMS. It will familiarize the student with certain vascular examinations that may be performed by a sonographer with a general concentration in ultrasound.

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands-on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 200A Physical Principles and Instrumentation of Ultrasound

60 Lecture Hours / 30 Lab Hours/5 credits

Prerequisites: ANA 210A, ANA 210B, PHYS 220

The remainder of the course will be an introduction to basic acoustic physical principles, and the manner in which ultrasound waves react in human tissue. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and reflection, and resolution of sound beams. Also studied are an introduction to various types of instrumentation, equipment design and applications; the mechanics of ultrasound image production and display, various transducer designs and construction, quality assurance, bioeffects and safety, imaging artifacts and Doppler flow characteristics and analysis.

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 251 Clinical Practicum I

280 Clock Hours / 6 Credits

Prerequisites: All DMS Core Classes

During this course, the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

DMS 252 Clinical Practicum II

280 Clock Hours / 6 Credits
Prerequisites: DMS 251
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

DMS 253 Clinical Practicum III
295 Clock Hours (280 clinical/15 lecture) / 7 Credits
Prerequisites: DMS 252
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

DMS 254 Clinical Practicum IV
190 Clock Hours (160 clinical/30 lecture) / 5 Credits
Prerequisites: DMS 253
This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

DMS 310: Clinical Application Review
45 Clock Hours 3 Credits
Prerequisites: The Completion of All Non-Clinical Classes
This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL DMS Course material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses on students studying for advanced level exams, such as the ARRT Primary DMS Certification as well as ARDMS Certification. This course includes Mock exams, topic quizzes, and homework/study assignments. Students must pass the course for program completion.

ENG 101 Introduction to College Writing and Composition
45 Clock Hours / 3 Credits
This course contains a review of grammar and usage including subject-verb agreement, use of pronouns, proper verb usage, sentence structure, effective paragraphs, logical sequencing, etc. Students will learn effective written communications and will utilize their writing skills in building their practices or gaining employment.

ENG 105 Critical Thinking and Analysis
45 Clock Hours / 3 Credits
This course is an introduction to the subject of critical thinking. Critical thinking and analysis have a fundamental impact on how problems are solved, and decisions are made. In this course students will explore the basic tools involved in developing critical thinking skills and learn to apply these tools to daily life; personally, and professionally.

HCA 301 Healthcare Leadership
45 Clock Hours / 3 CR

This course provides students with an overview of the field of Healthcare and how Healthcare fits within the umbrella of the overall healthcare system. Students will explore the values and skills needed to identify and employ evidence-based knowledge and strategies within their roles as Healthcare Professionals, Leaders, and Managers.

HCA 302 Developing a Digital Presence
45 Clock Hours / 3 Credits
This course will address basic principles of marketing in health care organizations. Students will learn to understand basic concepts of marketing and public relations and explore the use of data to improve business results. Lastly, students will be exposed to concepts of developing their personal brand using resumes, blogs, and other forms of social media.

HCA 304 Interprofessional Healthcare Teams
45 Clock Hours / 3 CR
This course provides an important perspective on interprofessional communication and collaboration in health care. Students will explore key dynamics relevant to healthcare administration and student ability to function in inter-professional teams. This course enhances knowledge of various health care professions (interdisciplinary), principles of teamwork pertinent to any setting, and knowledge of teams as they function specifically in a Healthcare setting. Among the topics covered are interdisciplinary team formation, leading teams, decision making in teams, managing conflict in teams, and some aspects of using teams for healthcare quality and safety improvement.

HCA 305 Community and Culture in Healthcare
45 Clock Hours / 3 CR
This course will provide Healthcare students with the ability to cultivate successful relationships with individuals and groups encountered in the Healthcare setting. Whether colleagues, patients, or other members from the community, Healthcare leaders need to be competent in their social cultural understanding, this course will serve as preparation for the necessary skills.

HCA 307 Introduction to Virtual Health
45 Clock Hours / 3 CR
Virtual health refers to the use of technology to deliver health services in a way that is independent of time or location. Students will explore the use of video, mobile apps, text-based messaging, sensors, and social platforms as a means of supporting optimal patient-centered care and information. The emphasis of learning will be to investigate ways in which technology can be utilized to bridge healthcare disciplines and provide a cohesive interprofessional dynamic in service of the patient and healthcare community. Students will also explore how the inclusion of virtual technology within a health care environment impacts information privacy and security standards as well as the legal and ethical considerations.

HCA 340 Health Care Management
45 Clock Hours / 3 Credits
This course presents fundamental concepts of management as they apply to health care organizations. Students will explore organization structures, planning, problem solving, decision making and quality control. Emphasis will be placed on addressing serious issues confronting health care organizations.

HCA 350 Budgeting in Health Care
45 Clock Hours / 3 Credits

This course provides an overview of the fiscal management process within health care organizations. Students will learn to read financial statements and utilize data to develop simple forecasts and budgets. Lastly, students will understand how supply and demand impact the organization.

HCA 403 Planning and Preparedness in Health Services
45 Clock Hours / 3 CR
This course introduces the student to a variety of planning tools and techniques that will aid in their role in shaping the future in this rapidly changing career field. It also engages the student in the continuous evaluation processes needed to prepare for occurring changes in the various health care technologies and specialties.

HCA 404 Managing Healthcare Professionals
45 Clock Hours / 3 CR
This course provides an overview of management skills and competencies within the Healthcare field and assists students in establishing a foundation and common vocabulary for institutional and organizational management. This course emphasizes the functions of planning, organizing, directing, and controlling. Students will explore aspects of management in theoretical terms while focusing on application of the theory to the practical problems facing managers in Healthcare. This course will emphasize issues related to Human Resource management.

HCA 408 Information Management in Healthcare
45 Clock Hours / 3 CR
This course is designed to introduce students to the principles of health information management and technology. The development, content, and management of the medical record will be explored as well as a basic overview of the healthcare delivery system. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing, numbering, and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic health record.

HCA 420 Essentials of Managed Health Care
45 Clock Hours / 3 Credits
This course presents basic information on the concepts of managed care, including negotiating and contracting, controlling utilization, and using data in medical management. Students will also be exposed to the regulatory environment with attention to state and federal law.

HCA 470 Project Management
45 Clock Hours / 3 Credits
Students will be exposed to the processes and systems used to effectively launch, lead, and realize quantifiable benefits for their organizations. This includes managing fiscal and human resources, schedules, minimizing risks, and developing goals.

HCR 202 Ethics for Science and Health
45 Clock Hours / 3 Credits
This course will equip students with the knowledge needed to identify, understand, and analyze ethical issues in healthcare.

MA 100- Principles of Health Care Studies and the Professional Medical Assistant
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course is designed to introduce students to the Medical Assisting profession and becoming a part of

a healthcare team. It provides an opportunity for the learning and application of relevant legal concepts to establish a foundation for ethical behavior and decision making in health professions. Students will utilize digital resources including the College's Learning Management System, library databases, and the Learning Resource Center. Students will navigate Electronic Health Records utilizing Medical Software with Medical Assisting administrative concepts being learned and applied, those include Privacy, Confidentiality and Security of Protected Health Information. Additionally, students will understand the importance of credentialing.

MA 101- Front Office Foundation and the Health Record
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course will immerse students in the administrative aspects of ambulatory care. Students will review the use of computers in modern medical settings, including the management of patient appointments, the oversite of a medical records system and the components of the medical record. Additionally, students will study terminology associated with the organization of the body. Preparation for the CCMA exam will take place as students advance and complete correlated study modules to the subjects in this course.

MA 102- Health Insurance and Finances in the Medical Office
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course will introduce students to insurance terminology. They will learn to apply coding guidelines related to the billing processes. Students will understand the revenue cycle in ambulatory settings. Additionally, students will be exposed to concepts and procedures about the management of finances in the medical office. Medical terminology will also be covered.

MA 200- The Clinical Medical Assistant I
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course covers extensively Anatomy, Physiology, Pathology, procedures, and tests related to the Musculoskeletal, Integumentary, Nervous and Sensory systems. Spelling, pronunciation and defining specific terms are also part of this course. Students will be able to use proper communication techniques when obtaining a patient's medical history and chief complaint. In addition, this course will explore in depth pertinent safety and standards required when working in the healthcare field and clinical lab.

MA 201- The Clinical Medical Assistant II
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course focuses on Anatomy, Physiology, Pathology, Terminology, procedures, and tests related to the Endocrine, Blood, Lymphatic, Immune and Cardiovascular and Respiratory Systems. Additionally, this course will immerse students in The Clinical Laboratory and Collection of Blood Specimens, Microbiology and Immunology tests. The course will allow students to understand Medical Emergencies and the role of the Medical Assistant in First Aid procedures, they will gain CPR certification. This course also includes the principles of imaging.

MA 202- The Clinical Medical Assistant III
88 Clock Hours/ 4.5 Semester Credit Hours/ 48 Lecture Hours/ 40 Lab Hours
This course focuses on Anatomy, Physiology, Pathology, Terminology, procedures, and tests related to Urinary, Digestive and Reproductive Systems. Nutrition guidelines and special dietary requirements will be learned. Pharmacology principles will also be learned and applied. Additionally, the course introduces students to assisting with minor surgical and special procedures, Gynecology, Obstetrics, Pediatrics and Geriatrics.

MA 203- The Certified Medical Assistant
56 Clock Hours/ 3 Semester Credit Hours/ 40 Lecture Hours/ 16 Lab Hours
This course will allow students to gain the following certifications: OSHA (Blood Born Pathogens Standard), Certified Clinical Medical Assistant and Certified Electrocardiography Technician.

MA 280- The Medical Assistant Externship
160 Clock Hours/ 3.5 Semester Credit Hours/ 160 Externship Hours
This course provides a supervised placement in a contracted facility for guided experience in the application of knowledge and skill acquired in the classroom. The student assists with a variety of administrative and clinical procedures. Students will also demonstrate their career readiness through preparation of relevant employment documentation and participation in interviews.

MAT 105 Introduction to College Algebra
45 Clock Hours / 3 Credits
This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

MRI 111 MRI Physics and Instrumentation I
56 Clock Hours Theory / 45 Clock Hours Lab / 5 Credits
This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and Quality Assurance. These topics are divided into two parts: 1. Physics/Physical Principles; 2. Instrumentation in MR.

MRI 112 MRI Physics and Instrumentation II
56 Clock Hours Theory / 45 Clock Hours Lab / 5 Credits Prerequisite: MRI 101
This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and Quality Assurance. These topics are divided into two parts: 1. Physics and Physical Principles; and 2. Instrumentation in MR.

MRI 140 MRI Patient Care & Management
48 Clock Hours Theory / 24 Clock Hours Lab / 4 Credits
This course focuses on the student's ability to provide basic and appropriate patient care in the MRI environment. The course is broken into key components: patient care & management, CPR/BLS certification, and pharmacology and drug administration procedures. Emphasis is placed on effective communication skills, patient safety, medical ethics, and patient's rights, assessment, proper body mechanics, infection control, emergency medicine in MRI and being aware of the patient's individual needs.

MRI 183 Clinical Externship I 290 Clock Hours / 6 Credits

Prerequisites: Successful Completion of All MRI Core Classes
This course is designed to provide students with hands-on experience in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of MRI examinations. Prescribed competencies are the requirements of this course.

MRI 184 Clinical Externship II 290 Clock Hours / 6 Credits
Prerequisites: MRI 183
This course is designed to provide students with hands-on experience in a supervised clinical setting. The student will apply concepts learned in their coursework to the
performance of MRI examinations. Prescribed competencies are the requirements of this course.

MRI 185 Clinical Externship III 290 Clock Hours / 6 Credits
Prerequisites: MRI 184
This course is designed to provide students with hands-on experience in a supervised clinical setting. The student will apply concepts learned in their coursework to the
performance of MRI examinations. Prescribed competencies are the requirements of this course.

MRI 202A MR Imaging and Procedures I
48 hrs.-Lecture /12 Lab / 24 Externship / 4 Credits
This course will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students with common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physician's order.

MRI 202B MR Imaging and Procedures II
48 hrs.-Lecture /12 Lab / 24 Externship / 4 Credits
This course will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students with common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physician's order.

MRI 204 MRI Safety
60 Clock Hours / 4 Credits
This course is designed to express the importance of Safety in the MR environment. The complexity of MRI makes MRI safety considerations important in many aspects such as: Personnel training, Site Planning, Instrumentation, Equipment, Patient Screening, Medical Implants, Hazards, Special MRI environments and Medical Emergencies. During this eight-week course students should expect to learn in detail the fundamentals of the hazards of MRI, understand how to address issues and follow recommendations from the ACR Manual on MRI Safety.

MRI 230A Cross Sectional Anatomy I

45 Clock Hours Theory / 16 Clock Hours Lab / 3.5 Credits
This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal, and oblique planes). Looking at the human anatomy in multiple orthogonal planes allows an evaluation of soft tissue, vascular structures, bony structures, organs, and muscles.

This course allows logical and transitional time for the student to evaluate the different anatomic regions in the human body. The following anatomic regions are explored:

- Head and Soft Tissue Neck
- CNS: Central Nervous System (brain and spine)
- Thorax and Mediastinum (Thoracic Cavity, Heart, and Breast) Abdomen
- Pelvis
- Musculoskeletal
- Upper Extremity (Shoulder, upper arm, elbow, forearm, wrist, and hand
- Lower Extremity (hip, thigh, knee, leg, ankle, and foot)

This course will familiarize the student with the common pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will encompass all the common anatomic regions evaluated in the anatomy component.

MRI 230B Cross Sectional Anatomy II
45 Clock Hours Theory / 16 Clock Hours Lab / 3.5 Credits
This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross-sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal, and oblique planes). Looking at the human anatomy in multiple orthogonal planes allows an evaluation of soft tissue, vascular structures, bony structures, organs, and muscles.

This course allows logical and transitional time for the student to evaluate the different anatomic regions in the human body. The following anatomic regions are explored:

- Head and Soft Tissue Neck
- CNS: Central Nervous System (brain and spine)
- Thorax and Mediastinum (Thoracic Cavity, Heart, and Breast) Abdomen
- Pelvis
- Musculoskeletal
- Upper Extremity (Shoulder, upper arm, elbow, forearm, wrist, and hand
- Lower Extremity (hip, thigh, knee, leg, ankle, and foot)

This course will familiarize the student with the common pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will encompass all the common anatomic regions evaluated in the anatomy component.

MRI 250 MRI Pathology
45 Clock Hours- 45 Lecture/ 0 Lab/ 0 Externship
This course presents anatomy, physiology, and pathology of the body's organ systems as seen through the lens of MRI. The students will learn how pathology presents and influences MR imaging. Cross-sectional

anatomy will be presented as students correlate pathologies in digital imaging, computed tomography, and magnetic resonance imaging.

MRR 310 Registry Review
45 Lecture Hours and 90 Clinical Hours/ 5 Credits
Prerequisites: MRI 185
This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL MRI Courses material. The goal is to refresh all their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Post Primary MRI Certification. The course includes mock exams, topic quizzes, and homework/study assignments.

NRS101 Introduction to Professional Nursing
3 Credits (45 Lecture Hours)
Prerequisites: ENG 101 Introduction to College Writing and Composition
This course introduces students to the role and responsibilities of the professional registered nurse. Concepts related to scope of practice, healthcare systems, patient-centered care, therapeutic and interprofessional communication, cultural humility, health promotion, quality improvement, and evidenced-based practice are presented. A clinical decision-making process is also introduced and provides a framework for students to think critically and begin making informed clinical judgements.

NRS103 Health Assessment
3 Credits (30 Lecture Hours, 30 Laboratory Hours)
Prerequisites: NRS 101 Introduction to Professional Nursing, ANA 210a and ANA 210b Human Anatomy and Physiology with labs, BIO 220 Microbiology
Co-requisites: NRS 105 Pathophysiology
Students will learn an evidence-based, systematic approach to collecting, analyzing, and documenting patient findings as a basis for planning and engaging in collaborative care. Laboratory experiences will be utilized to promote interviewing and physical assessment skill mastery at the level essential for the registered nurse.

NRS105 Pathophysiology
3 Credits (45 Lecture Hours)
Prerequisites: ANA 210a and ANA 210b Human Anatomy and Physiology with labs, BIO 220 Microbiology
Co-requisites: NRS 103 Health Assessment
Building on principles from biological and physical sciences, the student will explore deviations from normal body structure and function due to disease and health problems across the lifespan. Disease etiology, pathology, clinical manifestations, and common diagnostic results, as well as ethnic and gender variations in disease incidence will also be addressed.

NRS115 Fundamental Nursing Skills
5 Credits (45 Lecture Hours, 60 Laboratory Hours)
Prerequisites: NRS 101 Introduction to Professional Nursing, NRS 103 Health Assessment, NRS 105 Pathophysiology, MAT 105 Introduction to College Algebra
This course centers on knowledge, skills, and abilities foundational to professional nursing practice. The clinical decision-making process is a primary course focus and assists students to recognize basic patient needs and make clinical judgements that promote patient and staff safety in the provision of nursing care. Evidence-based techniques, healthcare technologies, and patient-centered approaches for nursing skills

are presented throughout the course. Laboratory experiences are utilized to promote mastery of fundamental nursing skills at the level essential for the registered nurse.

NRS125 Nursing Care of Adults and Older Adults I
5 Credits (45 Lecture Hours, 90 Clinical Hours)
Prerequisites: NRS 101 Introduction to Professional Nursing, NRS 103 Health Assessment, NRS 115 Fundamental Nursing Skills
This is the first of two courses that focus on nursing care for diverse adult and older adult patients with common health conditions. Building on fundamental nursing skills and concepts, students use current evidence and a clinical decision-making process to make informed clinical judgements for the promotion, restoration, and maintenance of optimal patient health. This course also introduces students to basic principles of pharmacology and integrates pharmacological therapies into patient care. Clinical experiences engage students in the provision of safe patient care with interprofessional healthcare team members.

NRS205 Mental Health Nursing
3 Credits (30 Lecture Hours, 45 Clinical Hours)
Prerequisites: NRS 101 Introduction to Professional Nursing, NRS 103 Health Assessment, NRS 115 Fundamental Nursing Skills, PSY 220 Developmental Psychology
Students learn a holistic approach for the care of patients across the lifespan with select psychiatric and behavioral health issues. Clinical decision making, an interprofessional team approach to pharmacological and non-pharmacological treatments, and the continuum of care across behavioral health settings are emphasized throughout the course. Clinical experiences will allow students to apply clinical judgement, therapeutic communication, and evidence-based approaches to the care of patients with mental health issues.

NRS215 Nursing Care of Women, Children, and Families
4 Credits (45 Lecture Hours, 45 Clinical Hours)
Prerequisites: NRS 125 Nursing Care of Adults and Older Adults I, PSY 220 Developmental Psychology
This course focuses on current trends in family-centered nursing, pharmacological therapies, and concepts related to the health and illness needs of the childbearing family with focus on the obstetric, newborn, and pediatric patient. The course emphasizes normal growth and development, safety and injury prevention, and the impact of culture on the family unit's response to psychological and physical stressors. Clinical experiences allow students to apply clinical judgement, therapeutic communication, and evidence-based approaches to the provision of culturally sensitive, family-centered care.

NRS225 Nursing Care of Adults and Older Adults II
6 Credits (45 Lecture Hours, 30 Laboratory Hours, 90 Clinical Hours)
Prerequisites: NRS 125 Nursing Care of Adults and Older Adults I
This is the second of two courses that focus on nursing care for diverse adult and older adult patients with common health conditions. Concepts related to patient and staff safety, quality of care, care management, interprofessional collaboration, safe pharmacological practices, and health teaching are emphasized. Clinical experiences assist students to use current evidence and a clinical decision-making process to make informed clinical judgements in the provision of safe patient care with interprofessional healthcare team members.

NRS235 Clinical Capstone I
3 Credits (135 Clinical Hours)

Prerequisites: NRS 205 Mental Health Nursing, NRS 215, Nursing Care of Women, Children, and Families, NRS 225 Nursing Care of Adults and Older Adults II
This is the first of two courses that promote student integration of knowledge and skills learned throughout the curriculum and the development of increasing levels of autonomy in the management of care for multiple patients. Clinical and simulated experiences allow students to apply essential content and skills acquired throughout the program to the care of patients with complex healthcare needs. Emphasis is placed on principles of care management including clinical judgement, priority setting, patient safety, quality improvement, collaboration, delegation, and time management.

NRS236 Clinical Capstone II
3 Credits (135 Clinical Hours)
Prerequisites: NRS 205 Mental Health Nursing, NRS 215 Nursing Care of Women, Children, and Families, NRS 225 Nursing Care of Adults and Older Adults, NRS 235 Clinical Capstone I
Co-requisites: NRS 245 NCLEX Success
This is the second of two courses that promote student integration of knowledge and skills learned throughout the curriculum and the development of increasing levels of autonomy in the management of care for multiple patients. Clinical and simulated experiences allow students to apply essential content and skills acquired throughout the program to the care of patients with complex healthcare needs. This course helps to facilitate the student's transition into the role of an entry level registered nurse.

NRS245 NCLEX Success
3 Credits (45 Lecture Hours)
Prerequisites: NRS 205 Mental Health Nursing, NRS 215 Nursing Care of Women, Children, and Families, NRS 225 Nursing Care of Adults and Older Adults, NRS 235 Clinical Capstone I
Co-requisites: NRS 236 Clinical Capstone II
Students participate in a comprehensive review of essential concepts for beginning practice as a registered nurse. The course focuses on preparation for the Next Generation NCLEX-RN licensure examination. A review of nursing knowledge, study skills, stress management techniques, and test-taking strategies for NCELX success are embedded throughout this course.

PHI 318 Ethics: Theory and Contemporary Issues
45 Clock Hours / 3 Credits
This course examines ethical issues that can arise in contemporary society. Students will explore current social conditions and recent events, to cultivate the ability to critically think about the ethical dilemmas that are present in their everyday lives. This course covers conceptual issues and applies ethical analysis for organizing argument and moral position.

PHYS 220 General Math and Physics for Imaging
45 Clock Hours / 3 Credits
This is an introductory course in math and physics that surveys mathematics operations, and leads into basic concepts, principles and laws of physics that includes the topics of Newton's law of Motion, principles of thermodynamics and heat, general sound waves characteristics, propagation of sound waves, and interaction of sound and media. It is specifically designed for students with no previous experience with physics.

PSY 103 Applying Psychology to Everyday Life
45 Clock Hours / 3 Credits
This course draws material from the major perspectives in psychology, including the psychodynamic, behavioral, social-cognitive, and humanistic viewpoints. Upon completing this course, students will be able

to apply psychological insights and principles into their own life experience, increase their self-awareness of psychological principles in action, and understand themselves and others better.

PSY220 Developmental Psychology
3 credits (45 Lecture Hours)
This course focuses on human growth and development over the lifespan. A lifespan approach to human development—the patterns and processes of human development from conception to death – and the fundamental processes that occur during each life stage are emphasized. External influences affecting these processes and relationships will also be covered.

PSY 225 Stress Management
45 Clock Hours/ 3 Credits
This course introduces students to the major concepts and theories concerning stress and the management of stress. The students will develop an understanding of the psychological factors involved with stress and trauma and techniques for self-regulation. Students will develop an understanding of the physiological processes of the stress response and familiarity with the autonomic nervous system and its relationship to stress adaptation. Students will learn to identify personal “stressors” and techniques to alleviate the negative impact of the stress response. Students will also develop an understanding of how to employ communication and rapport building techniques to help alleviate stress reactions in others.

PSY 320 Cultivating Resilience, Coping with Stress
45 Clock Hours/ 3 Credits
Resilience is identified as “the process of adapting well in the face of adversity, trauma, tragedy, threats, or significant sources of stress — such as family and relationship problems, serious health problems or workplace and financial stressors. It means "bouncing back" from difficult experiences” (APA, 2018). Everyone experiences stress, but stress does not affect everyone in the same way. This course will explore how stress affects individuals and the process by which individuals cope with stress. Students will investigate some of the factors identified as indicative or resilience. The goal of this course is to give an in-depth understanding of some of the theoretical and empirical data on cultivating resilience and coping with stress (e.g., negative life events, psychological and physiological stress). By the end of the course, students will understand the causes, course, and consequences of stress and resilience to stress.

PTA 140 Pathophysiology
45 Clock Hours / 3 Credits
Prerequisites: ANA 120, PTA 180
This course presents pathological functions of the body’s systems. Emphasis is placed on those conditions which would affect function and mobility of a person and how those conditions also affect the outcome of physical therapy treatment.

PTA 142 PTA Techniques
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: ANA 120, PTA 180
This course consists of lecture and lab sessions designed to provide students with the skills necessary to effectively employ the various data collection and intervention techniques encountered in the practice of physical therapy. This course will emphasize theory and application of basic data collection skills, interventions, communication skills, ethics, documentation, and safety considerations.

PTA 180 Introduction to Physical Therapy
45 Clock Hours / 3 Credits

This course provides an introductory look at the field of physical therapy from its beginnings in the last century to the present-day field of practice. Included is an overview of the role of the PTA in the areas of musculoskeletal, cardiopulmonary, neurological, and integumentary disorders. Discussions will involve the California state practice act, the APTA Standards of Ethical Conduct for Physical Therapist Assistants, the PTA Clinical Problem-Solving Algorithm, and the opportunities for professional growth and lifelong learning.

PTA 210 Lifespan Development
30 Clock Hour / 2 Credits
Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223
Students learn normal human development throughout the life span. Motor behavior, skill performance and aging changes are presented as they relate to physical therapy intervention.

PTA 217 Clinical Biomechanics of Upper Extremities
30 Clock Hours Theory / 60 Clock Hours Lab / 4 Credits
Prerequisites: ANA 120, PTA 180
This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the upper extremity. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and posture.

PTA 218 Clinical Biomechanics of Lower Extremities
30 Clock Hours Theory / 60 Clock Hours Lab / 4 Credits
Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223
This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the lower extremities. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and normal and abnormal gait.

PTA 221 Professional Skills
45 Clock Hours / 3 Credits
Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223
This course presents topics relating to professional practice, including laws and regulations, ethics, and finance. Topics include supervision and delegation of duties, resource management, and documentation, resume preparation and job interview skills. Critical thinking skills, professional communication, and case management are further developed during this class.

PTA 223 Evidence Based Practice
23 Clock Hours / 1.5 Credits
Prerequisites: ANA 120, PTA 180
In this course, students learn the importance of evidence-based practice and to be skilled consumers of professional literature in the field of physical therapy.

PTA 240 PTA Seminar Exam Prep
16 Clock Hours / 1 Credit
Prerequisite: PTA 290
This course will prepare the student for entry into the field of physical therapy as a generalist entry level PTA. It includes formulating a study plan and mock exam in preparation for the national PTA exam, California state jurisprudence exam and other licensing preparation and assembling a professional portfolio.

PTA 242 Case Study
15 Clock Hours / 1 Credit

Prerequisite: PTA 290
This is an interactive course in which students will present case studies done as part of their final clinical practicum. Classmates will ask questions and critique the presentation.

PTA 245 Physical Therapy Modalities
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223
This course will introduce principles and basic techniques of application of selected modalities skills. The emphasis is on patient safety. Modalities include applications of heat, cold, ultrasound and electrotherapeutics.

PTA 249 Rehabilitation of Special Populations and Advanced Therapeutic Exercise
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253
This course focuses special attention on the principles and strategies used to deliver physical therapy and wellness services to special populations. Emphasis is placed on the student's ability to employ advanced therapeutic exercise interventions. Topics include the acutely ill patient, amputees, orthotics/prosthetics, women's health issues, interventions in gerontologic and vestibular disorders, pediatrics, workplace injuries and health, athletic rehabilitation and fitness, and the use of aquatics in physical therapy. Laboratory sessions focus on obtaining proficiency in hands-on techniques.

PTA 253 Cardiopulmonary & Integumentary Pathology & Intervention
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223
Students learn diagnoses, assessments, and treatments for cardiopulmonary and integumentary disorders. Anatomy and physiology of the cardiopulmonary and integumentary systems are reviewed. Also covered are basic wound care, conditioning, and chest physiotherapy techniques. This course includes a participatory fitness unit.

PTA 255 Neurological Pathology & Intervention
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253
Students learn diagnoses, identification and treatments for various neurological impairments including weakness, abnormal muscle tone, sensory and perceptual dysfunction, in coordination and balance dysfunction. Identification and treatment skills are utilized in a case study involving neurological diagnosis.

PTA 258 Musculoskeletal Pathology & Intervention
30 Clock Hours Theory / 45 Clock Hours Lab / 3.5 Credits
Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253
Students learn diagnoses, identification, and treatments for various musculoskeletal disorders of the spine and extremities including joint replacement, sports injuries, and chronic pain. Identification and treatment skills are utilized in a case study involving musculoskeletal diagnosis.

PTA 280 Clinical Practicum I
80 Clock Hours / 1.5 Credits
Prerequisites: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253
This course is the student's first experience with direct patient care. The goal of this class is for the student to begin to observe and participate in patient care assessment and treatment procedures under the direct

supervision of a licensed physical therapist or physical therapist assistant. This will be accomplished in 10 full day rotations in physical therapy facilities.

PTA 282 Clinical Practicum II
280 Clock Hours / 6 Credits
Prerequisites: PTA 249, PTA 225, PTA 258, PTA 280
This course is a continuation of PTA 280 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed Physical Therapist or licensed/certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This clinical practicum includes preparation and presentation of one 30-minute in-service to clinical site staff.

PTA 290 Clinical Practicum III
280 Clock Hours / 6 Credits
Prerequisites: PTA 282
This course is the student's final full-time clinical practicum. The goal of this clinical practicum is for the student to manage patient care data collection and treatment under the direction and supervision of a licensed Physical Therapist or Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This clinical practicum includes preparation and submission of a comprehensive case study for presentation to the class following the clinical practicum.

RAD 100- Introduction to Radiography
Clock Hours Theory: 30/ Clock Hours Lab: 30/ 3 Credits/ 15 weeks (Residential/Online) Prerequisites: All required general education courses.
This course introduced the field of radiologic technology and its place in healthcare delivery systems. Topics include: basic radiation protection, medico-legal concepts, basic patient care, basic bioethics, federal and state regulations, pharmacology and contrast agents, intravenous concepts and application, orientation to professional organizations, and professional development principles.

RAD 110 Principles of Radiographic Image Production
Clock Hours Theory: 45/ Clock Hours Lab: 30 / 4 Credits/ 15 weeks (Residential/Online) Prerequisites: All required general education courses.
This introductory course addresses the fundamental science of making medical images. Topics include: basic image principles and techniques, radiographic equipment, and instrumentation. Lab components of the course will allow for demonstration and experimentation using live radiographic equipment.

RAD 151 Radiographic Procedures I
Clock Hours Theory: 90 / Clock Hours Lab: 120 / 10 Credits/ 15 weeks (Residential/Online) Prerequisites: All required general education courses.
This didactic/laboratory course promotes hands-on medical imaging in an energized radiography suite allowing for direct application of the following principles: radiation safety, image production, patient care, and equipment operation. Topics include: radiographic anatomy, radiography specific medical terminology, application of problem- solving and critical thinking skills through lab simulations of the following radiographic procedure areas: chest, abdomen, gastrointestinal, urinary, hepatobiliary, upper and lower extremities, and bony thorax, fluoroscopic procedures, contrast media with related pharmacology, and organ system specific pathology.

RAD 152 Radiographic Procedures II

Clock Hours Theory: 30 / Clock Hours Lab: 60 / 4 Credits/ 15 Weeks (Residential/Online) Prerequisites: RAD100, RAD110, RAD151
This didactic/laboratory course promotes hands-on medical imaging in an energized radiography suite allowing for direct application of the following principles: radiation safety, image production, patient care, and equipment operation. Topics include: radiographic anatomy, radiography-specific medical terminology, application of problem- solving and critical thinking skills through lab simulations of the following radiographic procedure areas: head, neck and spine imaging, and organ system-specific pathology.

RAD 153 Radiographic Procedures III
Clock Hours Theory: 30 / Clock Hours Lab: 30 / 3 Credits/ 15 Weeks (Residential/Online) Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152,
This didactic/laboratory course promotes hands-on medical imaging in an energized radiography suite allowing for direct application of the following principles: radiation safety, image production, patient care, and equipment operation. Topics include: radiographic anatomy, radiography specific medical terminology, application of problem- solving and critical thinking skills through lab simulations of the following radiographic procedure areas: special procedures and other imaging modalities, and organ system specific pathology.

RAD 180 Radiography Externship I
Clock Hours Clinic: 240 / 5 Credits/ 15 weeks (Off-Campus) Prerequisites: RAD100, RAD110, RAD151
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision.

RAD 180C Radiography Externship I
Clock Hours Clinic 480/ 10.5 Credits/ 15 weeks (Off-Campus) Prerequisites: RAD100, RAD110, RAD151
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision.

RAD 182 Radiography Externship II
Clock Hours Clinic: 240 / 5 Credits/ 15 weeks (Off-Campus)
Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 and RAD 152 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision.

RAD 182C Radiography Externship II
Clock Hours Clinic: 480 / 10.5 Credits/ 15 weeks (Off-Campus) Prerequisites: RAD100, RAD110, RAD151, RAD180C, RAD211, RAD271, RAD152

This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 and RAD 152 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision.

RAD 211 Radiographic Sciences I
Clock Hours Theory: 75 / Clock Hours Lab: 30 / 6 Credits/ 15 weeks (Residential/Online) Prerequisites: RAD100, RAD110, RAD150
This in-depth study of radiation physics, radiobiology, and digital imaging. Concepts include radiographic density and contrast, recorded detail, shape and size distortion, beam limiting devices, filtration, primary vs. secondary radiation, prime factors, exposure techniques, digital imaging, and image artifact.

RAD 221 Radiographic Sciences II
Clock Hours Theory: 90 / 6 Credits/ 15 credits (Residential/Online) Prerequisites: RAD180, RAD211, RAD271
This course explores the following radiographic physics topics in full depth: fluoroscopy, digital imaging, tomography, advanced modalities, radiation biology, radiation safety, advanced image production, radiographic equipment operation and maintenance, quality assurance protocols and techniques, quality control, and PACS.

RAD 271 Radiographic Anatomy and Pathophysiology
Clock Hours Theory: 30 / 2 Credits/ 15 weeks/ (Residential/Online) Prerequisites: RAD100, RAD110, RAD151
This course presents radiographic anatomy, physiology, and pathology of the body's organ systems. The students will learn how pathology presents and influences digital radiographic imaging. Cross-sectional anatomy will be presented as students correlate pathologies in digital imaging, computed tomography, and magnetic resonance imaging.

RAD 272 Radiographic Anatomy and Pathophysiology
Clock Hours Theory: 30 / 2 Credits/ 15 weeks/ (Residential/Online) Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152
This course presents radiographic anatomy, physiology, and pathology of the body's organ systems. The students will learn how pathology presents and influences digital radiographic imaging. Cross-sectional anatomy will be presented as students correlate pathologies in digital imaging, computed tomography, and magnetic resonance imaging.

RAD 273 Radiographic Anatomy and Pathophysiology
Clock Hours Theory: 30 / 2 Credits/ 15 weeks/ (Residential/Online)
Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152, RAD153, RAD182, RAD221, RAD272
This course presents radiographic anatomy, physiology, and pathology of the body's organ systems. The students will learn how pathology presents and influences digital radiographic imaging. Cross-sectional anatomy will be presented as students correlate pathologies in digital imaging, computed tomography, and magnetic resonance imaging.

RAD 282 Radiography Externship III
Clock Hours Clinic: 450 / 10 Credits/ (Off-Campus)

Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152, RAD153, RAD182, RAD221, RAD272
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 and RAD 152 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision. This course requires observational rotation through advanced modality departments such as computed tomography and magnetic resonance imaging. Terminal competencies are required to ensure entry-level readiness upon graduation.

RAD 282C Radiography Externship III
Clock Hours Clinic: 600 / 13 Credits/ (Off-Campus) Prerequisites: RAD100, RAD110, RAD151, RAD180C, RAD211, RAD271, RAD152, RAD153, RAD182C, RAD221, RAD272
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 and RAD 152 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision.

RAD 283C Radiography Externship IV
Clock Hours Clinic: 320 / 7 Credits/ (Off-Campus) Prerequisites: RAD100, RAD110, RAD151, RAD180C, RAD211, RAD271, RAD152, RAD153, RAD182C, RAD221, RAD272, RAD 282C.
This clinical course provides opportunities for students to practice in live imaging clinics and hospitals to achieve competence in the radiographic procedures learned in RAD 150 and RAD 152 as required to challenge the national certification examination through the ARRT. Students will apply technical skills, radiation safety, and patient care knowledge under the direct supervision of a qualified radiographer until the student performs specific radiographic exams competently, at which time the student may proceed with those exams under indirect supervision. This course requires observational rotation through advanced modality departments such as computed tomography and magnetic resonance imaging. Terminal competencies are required to ensure entry-level readiness upon graduation.

RAD 300 Advanced Topics in Radiography and Review
Clock Hours Lecture: 45/ 3 Credits/ 8 weeks (Residential/Online)
Prerequisites: RAD100, RAD110, RAD151, RAD180, RAD211, RAD271, RAD152, RAD153, RAD182, RAD221, RAD272
This course presents the core objectives of the radiography program in a comprehensive manner. The following topics will be covered in-depth in preparation for the national certification exam offered through the ARRT: electromagnetic radiation, electricity, magnetism, electromagnetism, units of measurements, structure of matter and atoms, rectification, x-ray production, x-ray tubes, x-ray circuits and characteristics of radiation, quality control, quality assurance, and equipment maintenance.

SOC 100 Adaptive Strategies – for Life and Learning
45 Clock Hours / 3 Credits
This course has been developed to assist students with the development of skills and competencies that lead to success and growth in the personal, professional, and academic environment. Students will work in small groups with dedicated instructors to identify individual learning strategies for optimal outcomes, as well as practice professional competencies most desired by healthcare employers and facilities.

SOC 105 Leadership Skills: Foundations of Leadership
45 Clock Hours/ 3 Credits
This course introduces students to terms, theories, and concepts relevant to identifying and cultivating leadership skills. This course further prepares students for personal and professional leadership by addressing topics such as change, innovation, entrepreneurship as well as goal setting, identifying mechanisms of control and developing effective communication skills. Students will be introduced to various structures and styles of leadership and management and compare ideas for effective business strategy.

SOC 110 Professional Development
45 Clock Hours/ 3 Credits
Students will be introduced to professional and organizational concepts within the field. Professional standards, requirements, and expectations such as Ethics and Law in the field of Imaging Science will be reviewed. Additionally, this course is designed to help students identify various strategies for long term career/professional success.

SOC 236 Foundations of Economics
45 Clock Hours / 3 Credits
This course introduces students to the study of economic relations as social relations. Students will explore the interplay between market relations and activities as they are shaped by politics, social norms, cultural diversity, and the influence of power. This course also provides an overview of varying economic theories ranging from conventional to the more holistic principles of a circular economy.

SOC 312 Sociological Foundations of Human Behavior
45 Clock Hours / 3 Credits
This course is structured to help us understand the sociological concepts and approaches that are important in explaining human behaviors and interactions and why they vary by race, class, gender, and geographical location. Throughout the course, students will explore concepts and approaches that provide insights into the sociological causes of disease, health, and wellness. Social factors such as race, class, social connections, and stressful environments play a critical role in the health of individuals and groups.

SOC 322 Understanding Living Systems
45 Clock Hours / 3.0 CR
This course introduces students to theories of living systems. Living systems theories have been used as a framework for understanding the “living” nature of the environment as well as human/societal groups and is a key component to successful cultivation of well-being. Students will engage particular emphasis on exploring the self-regulating properties of humans as a subsystem of social systems and the inclusion of that perspective in environmental influence and viability.

SOC 406 Foundations of Public Health
45 Clock Hours / 3 Credits
This course is intended to provide the student with an introduction to the fundamentals of health and society. Discussions will include the history and development of public health in the United States and around the world. Philosophy, purpose, functions, and tools related to the practice of public health will set the stage for the student new to public health, to explore this important discipline further.

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Levi Heard *Admissions Advisor* B.A. Communication, Arizona State University	**Justin Holder** *Career Services Advisor*

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Guadalupe Talamantes *Administrative Assistant (Front Desk)* B.A., California State University, Northridge	**Isaiah Resurreccion** *Administrative Coordinator, DMS* B.S., Casa Loma College
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COLLEGE FACULTY	
Ghazal Afzal, RVT *Assistant Professor, DMS* A.S. DMS, West Coast Ultrasound Institute B.A. Psychology, University of California Riverside	**Zahraa Al Ghabban,** RDMS, OB/GYN *Lab Instructor, DMS* A.S. Diagnostic Medical Sonography

Sarah Ali, RDMS (OB) *Lab Instructor, DMS* A.S. DMS, South College B.S. English, Al-Mustansiriyah University	**Brian Anhalt, RT (MR), ARMRIT** *Associate Professor, Adjunct, MRI* A.S. MRI, Casa Loma College B.S. Allied Health Leadership & Management, Casa Loma College
Jamie Arms R.T.(R)(MR)(ARRT) *Academic Coordinator of Clinical Education (MRI and MRAD Nashville)* A.A.S. Radiologic Technology, Medvance Institute Certificate Magnetic Resonance Imaging, Chattanooga State Community College	**Aylmer Asuncion, DPT** *Adjunct Instructor, PTA* A.S. PTA, Pierce College B.S. Physiotherapy Hogeschool van Amsterdam, Netherlands D.P.T., Evidence in Motion Institute of Health Profession
Smbat Avetyan, EdD *Adjunct Instructor, DMS* B.A. Physics, UC Santa Barbara M.S. Physics, CSU Los Angeles M.S. Manufacturing Systems Engineering Management M.A. Economics CSU Los Angeles Ed.D. CSU Los Angeles	**Chase Baker** *Instructor (PT), Medical Terminology, MRI* A.A., Kinesiology, College of the Dessert B.S. Biology, California State University Channel Islands
Ashley Bakhaj *Adjunct Instructor, PTA* A.A.S. Physical Therapist Assistant, Casa Loma College B.S. Kinesiology, California State University - Northridge	**Lauren Benson** *Adjunct Instructor, Mathematics, DMS* M.A., Applied Mathematics, California State University Fullerton
Mark Boston, ARMRIT *Instructor (PT), MRI* A.S. MRI, Casa Loma College	**Ara Carlos Brown** *Adjunct Faculty, DMS and PTA* Ed. Education Leadership University of Pennsylvania
Michael Burkhart, RT (RR) ARRT, BS ***Adjunct Instructor, MRAD*** B.S. Kaplan/Purdue University Global Radiologic Tech Diploma, Kaplan X-Ray Tech Diploma, Modern Technology College	**Katie Carter RDMS (AB, OB/GYN, BR), RVT, RT(R)** *Instructor, DMS* Certificate DMS, Volunteer State Community College A.A.S. Radiology, Volunteer State Community College
Madison Clegg, RDMS, AB, BR, OB *Lab Instructor, DMS*	**Allea Caulian** *Instructor (PT), Anatomy & Physiology, MRI*

B.S. Healthcare Administration and Management, Colorado State University A.A.S. Diagnostic Medical Sonography, Argosy University	M.S. Biology with Distinction California State University, Northridge B.S. Microbiology, Cell and Molecular Biology California State University Northridge
Paul Collins, RDMS (RVT) *Instructor, DMS Academic Coordinator of Clinical Education (ACCE)* Certificate, DMS, Florida Institute of Ultrasound B.S. Vascular Ultrasound, Oregon Institute of Technology	**Sandra Cordova, ARMRIT** *Adjunct Instructor, MRI* A.A.S. MRI Casa Loma College
Elizabeth Davis, RDMS (OB/GYN) *Lab Instructor, DMS* A.S. Diagnostic Medical Sonography, Casa Loma College	**Meredith Doerr** *Adjunct Faculty, DMS* M.A. Education, Pacific Oaks College B.A. Sociology, Sonoma State University
Melissa Eubanks, RDMS, AB, OB/GYN RVT, VT *Instructor, DMS* B.A. Communication	**Kathrina Fabros, PT** *Associate Professor, PTA* B.S. Physical Therapy, Manila Central University
Dr. Allen Farina *Adjunct Faculty, DMS* B.A. Sociology, Marquette University M.Ed. Education, Lakeland University Ed.D. Higher Education Leadership, Lynn University	**Duraneisha Firmin** *Adjunct Instructor, MRI* M.S. Biomedical Science
Joel Frazier *Adjunct Instructor, HCA* M.A.F.M. Accounting and Financial Management, Keller Graduate School of Management M.B.A. Finance, Keller Graduate School of Management B.A. Business Administration, California State University, San Bernardino	**James Ryan Hall, ARRT (R)(MR), ARMRIT** *Adjunct Faculty, MRI* M.B.A., University of California Irvine B.S. Psychology, Vanderbilt University A.A.S., MRI, WCUI School of Medical Imaging
Karen Hall, MSN, RN *Adjunct Instructor, MRI*	**Alison Hanson, PT** *Professor, Adjunct, PTA* B.S. Clinical Science, Ithaca College

	M.S. Physical Therapy, Ithaca College
Suzanne Hawson, DPT *Professor, PTA* DPT, College of St. Scholastica, Duluth, Minnesota	**Arnak Hovasapyan, RDMS (OB/GYN, RVT)** *Associate Professor, Adjunct, DMS* B.S. State Engineering University of Armenia M.S. State Engineering University of Armenia
Cristita Ionescu, RDMS (OB/GYN) *Instructor, DMS* A.S. DMS, Casa Loma College B.S. Information Systems, California State University Northridge	**Farhad Iranpour** *Adjunct Instructor, MRI* Ph.D. Anatomy, Tarbiat Modares University M.S. Anatomy, Tarbiat Modares University B.S. Physical Therapy, Tehran University
Calvin Jamel *Adjunct Lab Instructor, MRI* A.A.S. Radiologic Technology, Volunteer State Community College	
Nosheen Kashif *Lab Instructor, DMS* A.S. DMS, CBD College Los Angeles B.S. Microbiology	**Dr. Arthur Kostanyan, MD, RDMS (RVT)** *Professor, DMS* M.D. Yerevan State Medical University
Chase Laurelle *Adjunct Instructor, HCA* M.A. Philosophy	**Edwin Lee** *Lab Instructor, DMS* B.A. Economics
Heather Leveille *Instructor, DMS* A.A.S. DMS Casa Loma College	**James Lewis** *Adjunct Instructor, MRI* M.S. Telecommunications Management
Thomas Macias, ARMRIT *Associate Professor, Adjunct, MRI* B.S. Liberal Studies, New York State University	**Milan Manorat** *Lab Instructor, DMS* B.S. Marketing
Samuel Maquilon *Adjunct Instructor, DMS* Ph.D. Physics	**Catherine McVerry** *Adjunct Instructor, DMS* B.S. Business Administration University of Southern California A.S. DMS Casa Loma College
Shaylyn Nieto *Adjunct Lab Instructor, DMS* A.A.S. DMS West Coast Ultrasound Institute	**Janet Nishina, RN** *Associate Professor, (PT), MRI*

	M.S.N. California State University Dominquez Hills
Erik Perez, ARMRIT, ARRT *Lab Adjunct Instructor, MRI* A.A.S. MRI Casa Loma College	**Sharon Pevsner** *Instructor (PT), PTA* B.A. Theater Arts, University of California M.A. Education Studies, Loyola Marymount University
Naida Radjabova, PT, DPT *Lab Instructor, PTA* D.P.T., University of St. Augustine for Health Sciences	**Robert Ramirez** *Adjunct Instructor, HCA* D.B.A., Northcentral University M.B.A., University of Phoenix B.S. Business Information Systems, California State University, Los Angeles
James Reising, DPT *Professor, PTA Academic Coordinator of Clinical Education (ACCE)* B.S. Health Science/Physical Therapy, California State University Northridge D.P.T., Western University of Health Sciences	**Frank Roseto, ARRT (MR), ARMRIT** *Associate Professor, Adjunct, MRI & General Education* A.A.S. MRI, Casa Loma College B.S. Allied Health Leadership & Management, Casa Loma College
Crisheila Rutherford, PT *Assistant Professor, PTA Academic* B.S. Physical Therapy, Emilio Aguinaldo College	**Alen Sardarian, MA** *Adjunct Instructor, HealthCare Administration* M.A. Sociology
Alex Sevilla *Adjunct Instructor, Mathematics, DMS* M.A. Applied Mathematics, California State University, Fullerton	
Lindsey Stevenson, ARDMS *Lab Instructor, DMS* B.A. Psychology, Loyola Marymount University DMS Diploma, Brightwood College	**Morgan Tarczynski** *Instructor, DMS* A.A.S. DMS Casa Loma College
Augustine Tostado *Program Supervisor, Medical Radiography* B.S. Health Science-HealthCare Management Option M.H.A. Health Administration, West Coast University – Orange County	**Miguel Valdivia, ARMRIT** *Associate Professor, (PT), MRI* A.A.S. MRI, Casa Loma College B.S. Allied Health Leadership & Management, Casa Loma College
Richard Villagomez *Assistant Professor, Adjunct, MRI English*	**Chase Way** *Adjunct Instructor, HCA*

B.A. English/History, California State University, Los Angeles M.A. TESOL, California State University Los Angeles	Ph.D. Religion, Claremont Graduate University M.A. Philosophy, Holy Apostles College & Roman Catholic Seminary M.A. Religion, Claremont Graduate University B.A. Film and Television, University of California Los Angeles
Ryan Williams, M.D., Ph.D. *Adjunct Instructor, MRI* M.D., University of Miami Miller School of Medicine Ph.D. Neuroscience, University of Miami Miller School of Medicine B.S. Biopsychology, University of California Santa Barbara	

COLLEGE HOLIDAYS

2024 Holidays	
New Year's Day	January 1 – (Mon.)
Martin Luther King Day	January 15 (Mon)
President's Day	February 19 (Mon)
Memorial Day	May 27 (Mon)
Independence Day	July 4 (Thurs)
Labor Day	September 2 (Mon)
Veteran's Day	November 11 (Mon)
Thanksgiving	November 28 and 29 (Thurs/Fri)
Winter Recess	December 24-25 (Tues/Wed.) Dec. 31 (Tues)
2025 Holidays	
New Year's Day	January 1 (Wed)
Martin Luther King Day	January 20 (Mon)
President's Day	February 17 (Mon)
Memorial Day	May 26 (Mon)
Independence Day	July 4 (Fri)
Labor Day	September 1 (Mon)
Veteran's Day	November 11 (Tues)
Thanksgiving	November 25-26 (Thurs/Fri)
Winter Recess	December 24-25 (Wed/Thurs) Dec. 31 (Wed)

PROGRAM CALENDARS

(*students in MRI and DMS begin externships immediately upon completion of other coursework and those term dates are consecutive until completion) (new program start dates are bolded)

HCA

April 15, 2024 – June 9, 2024
June 17, 2024 – August 11, 2024
August 12, 2024 – October 6, 2024
October 14, 2024 – December 15, 2024
December 16, 2024 – February 23, 2025

DMS

Cohort 2204, 2208, 2211, 2303
March 11, 2024 – June 23, 2024
June 24, 2024 – October 13, 2024
October 14, 2024 – January 26, 2024
January 27, 2025 – April 6, 2025

Cohort 2307, 2311, 2403, 2407, 2410, 2412 (program start dates are bolded)
March 11, 2024 – June 23, 2024
July 1, 2024 – October 13, 2024
October 21, 2024 – February 16, 2025
December 16, 2024 – April 13, 2025

MRAD

April 29, 2024 – August 11, 2024
August 19, 2024 – December 1, 2024
December 9, 2024 – April 6, 2025

MRI

Cohort 2201, 2205, 2302, 2306, 2310, 2402, 2406, 2410, 2504 (program start dates are bolded)
February 19, 2024 – June 9, 2024 (*cohort 2302 will have break during term and will extend to June 16)
June 17, 2024 – October 6, 2024
October 14, 2024 – February 23, 2025
April 21, 2025 – August 12, 2025

NRS

October 14, 2024 – March 23, 2025

PTA

(*All cohorts on same terms, term dates are below)

April 29, 2024 – August 11, 2024
August 19, 2024 – December 1, 2024
December 9, 2024 – April 6, 2025

MA

(*All cohorts on same terms, term dates are below)

May 13, 2024 – June 9, 2024
June 17, 2024 – July 14, 2024
July 15, 2024 – August 11, 2024
August 12, 2024 – September 8, 2024
September 9, 2024 – October 6, 2024
October 14, 2024 – November 10, 2024
November 11, 2024 – December 15, 2024
December 16, 2024 – January 26, 2025

PROGRAM TUITION AND FEE SCHEDULES
(EFFECTIVE WITH PROGRAM STARTS BEFORE APRIL 1, 2024)

as of 1/2/2024

California Residents								
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	STRF	Total (CA Only)
Medical Assisting	33.5	$ 100.00	$15,745.00	$ 430.00	$210.00	$ 350.00	$ 42.50	$ 16,877.50
Diagnostic Medical Sonography	104.5	$ 100.00	$46,502.50	$ 1,260.00	$275.00	$ 750.00	$ 122.50	$ 49,010.00
Magnetic Resonance Imaging	84	$ 100.00	$40,488.00	$ 1,219.00	$216.00	$1,858.00	$ 110.00	$ 43,991.00
Medical Radiography	107	$ 100.00	$37,878.00	$ 1,654.00	$216.00	$1,608.00	$ 102.50	$ 41,558.50
Physical Therapist Assistant	73.5	$ 100.00	$50,347.50	$ 1,245.00	$240.00	$ 750.00	$ 132.50	$ 52,815.00
HealthCare Administration	120	$ 100.00	$18,300.00	$ -	$ -	$ 550.00	$ 47.50	$ 18,997.50

Tennessee Residents							
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	Total (TN Only)
Diagnostic Medical Sonography	104.5	$ 100.00	$46,502.50	$ 1,260.00	$275.00	$ 750.00	$ 48,887.50
Medical Assisting	33.5	$ 100.00	15,745.00	$ 430.00	210.00	$ 350.00	$ 16,835.00
Magnetic Resonance Imaging	84	$ 100.00	$40,488.00	$ 1,219.00	$216.00	$1,858.00	$ 43,881.00
Medical Radiography	89	$100.00	$46,280.00	$1,290.00	$275.00	$750.00	$48,695.00
HealthCare Administration	120	$ 100.00	$18,300.00	$ -	$ -	$ 550.00	$ 18,950.00

Replacement Costs: For items that are lost after being initially provided by the college, the student is expected to pay for the replacement item.		
Program	Item Name	Cost
Medical Radiography	Dosimeter	$25.00
Medical Radiography	Lead Markers	$30.00

PROGRAM TUITION AND FEE SCHEDULES
(EFFECTIVE WITH PROGRAM STARTS APRIL 1, 2024 AND AFTER)

as of 4/30/2024

California Residents								
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	STRF	Total (CA Only)
Medical Assisting	33.5	$ 100.00	$15,745.00	$ 430.00	$210.00	$ 350.00	$ 0.00	$ 16,835.00
Diagnostic Medical Sonography	104.5	$ 100.00	$46,502.50	$ 1,160.00	$275.00	$ 750.00	$ 0.00	$ 48,787.50
Magnetic Resonance Imaging	84	$ 100.00	$42,840.00	$ 670.00	$165.00	$ 750.00	$ 0.00	$ 44,525.00
Medical Radiography	107	$ 100.00	$46,545.00	$ 1,290.00	$275.00	$ 750.00	$ 0.00	$ 48,960.00
Physical Therapist Assistant	73.5	$ 100.00	$50,347.50	$ 1,245.00	$240.00	$ 750.00	$ 0.00	$ 52,682.50
HealthCare Administration (BS)	120	$ 100.00	$18,300.00	$ 0.00	$ 0.00	$ 550.00	$ 0.00	$ 18,950.00
HealthCare (AS)	30	$ 100.00	$ 9,000.00	$ 0.00	$ 0.00	$ 550.00	$ 0.00	$ 9,650.00

Tennessee Residents							
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	Total (TN Only)
Diagnostic Medical Sonography	104.5	$ 100.00	$46,502.50	$ 1,160.00	$275.00	$ 750.00	$ 48,787.50
Magnetic Resonance Imaging	84	$ 100.00	$42,840.00	$ 670.00	$165.00	$ 750.00	$ 44,525.00
Medical Radiography	89	$ 100.00	$46,280.00	$1,290.00	$275.00	$750.00	$ 48,695.00
AAS Degree Nursing	68	$ 100.00	$44,880.00	$ 340.00	$275.00	$ 3,374.25	$ 48,969.25
HealthCare Administration	120	$ 100.00	$18,300.00	$ -	$ -	$ 550.00	$ 18,950.00

Colorado Residents						
ITEM NAME	Credit Hours	Tuition	Textbooks	Program Supplies	Program Fees	Total (CO Only)
Diagnostic Medical Sonography	104.5	$46,502.50	$ 1,160.00	$275.00	$ 750.00	$ 48,687.50
Magnetic Resonance Imaging	84	$42,840.00	$ 670.00	$165.00	$ 750.00	$ 44,425.00
Medical Radiography	89	$46,280.00	$1,290.00	$275.00	$750.00	$ 48,595.00

PROGRAM TUITION AND FEE SCHEDULES (EFFECTIVE WITH PROGRAM STARTS OCTOBER 2024)

California Residents								
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	STRF	Total (CA Only)
Medical Assisting	33.5	$ 100.00	$ 15,745.00	$ 430.00	$ 210.00	$ 350.00	$0.00	$ 16,835.00
Diagnostic Medical Sonography	84.5	$ 100.00	$46,475.00	$1,130.00	$ 275.00	$780.00	$0.00	$ 48,776.00
Magnetic Resonance Imaging	81	$ 100.00	$42,768.00	$700.00	$165.00	$780.00	$0.00	$ 44,513.00
Medical Radiography	107	$ 100.00	$ 46,545.00	$ 1,290.00	$ 275.00	$ 750.00	$0.00	$ 48,960.00
Physical Therapist Assistant	73.5	$ 100.00	$ 50,347.50	$ 1,245.00	$ 240.00	$ 750.00	$0.00	$ 52,682.50
HealthCare Administration	120	$ 100.00	$ 18,300.00	$ -	$ -	$ 550.00	$0.00	$ 18,950.00
HealthCare	30	$ 100.00	$ 9,000.00	$ -	$ -	$ 550.00	$0.00	$ 9,650.00

Colorado Residents							
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	Total (CO Only)
Diagnostic Medical Sonography	84.5	$ -	$46,475.00	$ 1,130.00	$ 275.00	$780.00	$ 48,660.00
Magnetic Resonance Imaging	80	$ -	$42,768.00	$ 700.00	$ 165.00	$780.00	$ 44,413.00
Medical Radiography	89	$ -	$46,280.00	$1,290.00	$ 275.00	$ 750.00	$ 48,595.00

Tennessee Residents							
ITEM NAME	Credit Hours	Processing fee	Tuition	Textbooks	Program Supplies	Program Fees	Total (TN Only)
Diagnostic Medical Sonography	84.5	$ 100.00	$ 46,475.00	$ 1,130.00	$ 275.00	$ 780.00	$ 48,760.00
Magnetic Resonance Imaging	80	$ 100.00	$ 42,768.00	$ 700.00	$ 165.00	$ 780.00	$ 44,513.00
Medical Radiography	89	$ 100.00	$ 46,280.00	$ 1,290.00	$ 275.00	$ 750.00	$ 48,695.00
Associate of Science Degree in Nursing	69	$ 100.00	$ 44,880.00	$340.00	$275.00	$3,380.00	$ 48,975.00
HealthCare Administration	120	$ 100.00	$ 18,300.00	$ -	$ -	$ 550.00	$ 18,950.00

Replacement Costs: For items that are lost after being initially provided by the college, the student is expected to pay for the replacement item.		
Program	**Item Name**	**Cost**
Medical Radiography	Dosimeter	$25.00
Medical Radiography	Lead Markers	$30.00

CHANGES SINCE ORIGINAL POSTING

Date of Change/Update	Change/Update Description
2/27/2024	Combination of catalog and addendum
3/1/2024	Personnel Updates
3/22/2024	Included Medical Radiography for Tennessee
4/10/2024	Included Nursing for Tennessee
4/30/2024	Fee updates and Personnel Updates
5/7/2024	Added Aurora Campus
6/5/2024	Updated CAPTE status, Added Aurora Tuition and Fees
7/1/2024	Update Student Account polices in accordance to Colorado HB 22-1049

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Aurora Non-Main Campus
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