



2018 Student Catalog

Effective January 12, 2018 – January 31, 2019

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT **ANNUAL SECURITY REPORT** INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA) (See Addendum A, Page 73)

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Additional electronic or paper copies of this catalog are available upon request.

Revision 1-2018, effective January 12, 2018

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A Message from the President

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to Lamson Institute. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For nearly 50 years, IBT as the forerunner of Lamson Institute has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the professions, the latest instructional materials, and a faculty with real world experience. Lamson curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail
President/CEO

2017 & 2018 Academic Calendar

Allied Health (4 week module)	
<i>Module Start</i>	<i>Module End</i>
Jan 02, 2018	Jan 25, 2018
Jan 29, 2018	Feb 22, 2018
Feb 26, 2018	Mar 22, 2018
Mar 26, 2018	Apr 19, 2018
Apr 23, 2018	May 17, 2018
May 21, 2018	Jun 14, 2018
Jun 18, 2018	Jul 12, 2018
Jul 16, 2018	Aug 09, 2018
Aug 13, 2018	Sep 6, 2018
Sep 10, 2018	Oct 4, 2018
Oct 8, 2018	Nov 1, 2018
Nov 5, 2018	Nov 29, 2018
Dec 3, 2018	Jan 10, 2019

Electrical Technician (6 week module)	
<i>Module Start</i>	<i>Module End</i>
Jan 08, 2018	Feb 15, 2018
Feb 19, 2018	Mar 29, 2018
Apr 02, 2018	May 10, 2018
May 14, 2018	Jun 21, 2018
Jun 25, 2018	Aug 02, 2018
Aug 6, 2018	Sep 13, 2018
Sep 17, 2018	Oct 25, 2018
Oct 29, 2018	Dec 6, 2018
Dec 10, 2018	Jan 31, 2019

HVAC (6 week module)	
<i>Module Start</i>	<i>Module End</i>
Jan 29, 2018	Mar 08, 2018
Mar 12, 2018	Apr 19, 2018
Apr 23, 2018	May 31, 2018
Jun 04, 2018	Jul 12, 2018
Jul 16, 2018	Aug 23, 2018
Aug 27, 2018	Oct 4, 2018
Oct 8, 2018	Nov 15, 2018
Nov 19, 2018	Jan 10, 2019

Class Schedule:

Classes for all programs meet Monday through Thursday for 5 hours each day or evening. Whenever a holiday falls on a Monday, classes will meet Tuesday through Friday for that week to makeup. For holidays that occur on a fixed numerical date (i.e. Independence Day, etc.), consult the school for the corresponding makeup date.

Classes are scheduled as follows:

Morning Session: 8:00 am-1:00 pm	Evening Session: 5:45 pm-10:45 pm
8:00 am – 8:50 am (Class time)	5:45 pm – 6:35 pm (Class time)
8:50 am – 9:00 am (10 min break)	6:35 pm – 6:45 pm (10 min break)
9:00 am –9:50 am (Class time)	6:45 pm – 7:35 pm (Class time)
9:50 am – 10:10 am (20 min break)	7:35 pm – 7:55 pm (20 min break)
10:10 am –11:00 am (Class time)	7:55 pm – 8:45 pm (Class time)
11:00 am – 11:10 am (10 min break)	8:45 pm – 8:55 pm (10 min break)
11:10 am – 12:00 pm (Class time)	8:55 pm – 9:45 pm (Class time)
12:00 pm – 12:10 pm (10 min break)	9:45 pm – 9:55 pm (10 min break)
12:10 pm – 1:00 pm (Class time)	9:55 pm – 10:45 pm (class time)

Holidays		
Memorial Day	2018	May 28, 2018
Independence Day	2018	July 4, 2018
Labor Day	2018	September 3, 2018
Veterans Day	2018	November 12, 2018
Thanksgiving Weekend	2018	November 22, 2018 and November 23, 2018
Christmas Break (Students Only)	2018	December 24, 2018 – January 4, 2019; First Day Back in Class is January 7, 2019
Christmas Eve (Staff Holiday)	2018	December 24, 2018
Christmas Day (Staff Holiday)	2018	December 25, 2018

1. ABOUT THE SCHOOL

History

Lamson Institute (also referred to in this catalog as Lamson, or School, or Institution) has been a branch campus since 2007 of the Institute for Business and Technology, Inc. The Institute for Business & Technology (IBT) was started in 1965 as the California Academy of Drafting to provide vocational training in drafting and design technology. Lamson as a branch campus of IBT is recognized as a local community leader in vocational training. Lamson also contracts with various local, county, state and federal agencies to train their personnel.

In 1981, the Institute for Business & Technology (sometimes referred to as "IBT" or "Institute" or "School") expanded its training program to include computer programming. State-of-the-industry equipment was purchased to introduce students to the most modern equipment available. In 1982, the first Secretarial Science program was added emphasizing the "Office-of- the-Future."

In 1988, IBT expanded further by adding new programs, which included Travel & Airlines, Optical Technician and Commercial Refrigeration, Heating, and Air Conditioning. Included in the new programs was state-of- the-industry equipment in each of these areas to give the students the best possible introduction to these fields.

In 1989 IBT moved to a new, larger location in Santa Clara, at 2550 Scott Blvd. New programs were introduced to include Electronics Technology. National Career Education opened as an affiliated campus of IBT in 1989 located in Citrus Heights, California. In 1989 and a few years thereafter, National Career Education identified the need for quality education in the medical field by adding programs in healthcare at its campus in Citrus Heights as well as at the main campus in Santa Clara. In the years that followed, IBT continued to offer quality education in the medical and technical fields. In February 2004 IBT moved to a new, larger location in Santa Clara located at 2400 Walsh Avenue. Also in 2007 another affiliated campus, Lamson Institute, was opened in San Antonio, Texas and began its first classes in August 2007.

Lamson offers diploma programs in Lab Assistant, EKG Technician/Phlebotomist, Medical Assistant, Medical Biller/Coder/Office Assistant, Commercial Refrigeration, Heating and Air Conditioning, Optical/Optometric Assistant and Electrical Technician.

Location and Facilities

Lamson Institute is conveniently located in the Exchange Plaza located at NW Loop 410 and Bandera Road, occupying approximately 30,000 square feet. The campus is fully air-conditioned and fully compliant with the Americans with Disabilities Act. The facility contains classrooms, lecture rooms, a learning resource center, computer labs, medical labs, and other specialized instructional areas based on the programs that are offered. The campus is conveniently located and provides a quiet environment for study. Ample parking is available directly in front of the campus.

Prospective enrollees are encouraged to visit the school and tour the facility, and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Class Size

Classrooms are furnished with student chairs, tables and white boards. Traditional class size is up to 30 students depending on which classroom is being referenced. The maximum student-teacher ratio in a laboratory class is 20 to 1. Lecture classes may be larger but will remain conducive to a positive learning environment. When needed, an instructor assistant is provided to further enhance the learning situation. Computer labs are equipped to accommodate 18-20 students with one-to-one equipment to student ratio.

Mission Statement

Lamson Institute prepares students for career-focused employment by delivering relevant career training.

OBJECTIVES:

1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career fields in entry level jobs.
4. To assist graduates in becoming gainfully employed in their chosen career fields.
5. To maintain an organizational model that is responsive to its constituents.

Hours of Operation

The School is open from 7:45 am to 10:45 pm on Monday through Thursday, and from 8:00 am to 5:00 pm on Fridays. School facilities and equipment are available for student use at posted times. Administrative offices are generally open from 8:00 am to 7:00 pm, Monday through Thursday and from 8:00 am to 5:00 pm on Fridays.

Accreditation & Approvals

The School and its affiliated campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Accreditation and licensing materials are on display in the School's lobby. ACCSC is an accrediting agency that is recognized by the United States Department of Education (USDE).

Lamson is approved and Regulated by the Texas Workforce Commission (TWC), Career Schools and Colleges Section, Austin, Texas.

The School is approved by the Texas Veterans Commission to train veterans and other eligible persons under the provisions of Title 38 United States Code.

Lamson is an eligible institution for students who qualify to receive United States Department of Education Title IV Aid (Pell and for participation in the Federal Family Education Loan Program and Federal Direct Loan Program.

Documents describing the School's accreditation and approvals are available for review by any interested party by contacting the office of the Campus Director.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at the School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your area of study at the School is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at Lamson is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at Lamson will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Lamson to determine if your diploma will transfer.

Student Loans

Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. If a student obtains a loan to pay for an educational program, the student will have the responsibility

to repay the full amount of the loan, plus interest and any applicable loan fees, less the amount of any refund issued to student.

Statement of Ownership

Lamson is an independent, co-educational, postsecondary institution, and is a wholly-owned school of the Institute for Business & Technology, Inc. a privately owned, California corporation. The Institute for Business and Technology, Inc. also owns and operates affiliated campuses in Santa Clara, California and in Citrus Heights, California. The Institute for Business and Technology, Inc. is a wholly owned subsidiary of Mikhail Education Corporation.

The address of the principal corporate office is 2400 Walsh Avenue, Santa Clara, CA 95051-1303, telephone number is 408-727-1060, 1-800-548-8545; www.ibttech.com. The email address is inquiries@ibttech.com.

The affairs of the Institution are managed by the Board of Directors of the Institute for Business and Technology, Inc., and the Campus Director

The Board of Directors of Lamson Institute is as follows:

Sally Mikhail Bemis, Chairwoman Las Vegas, NV
Peter Mikhail, Vice Chairman Las Vegas, NV
Ellis Gedney, Board Member, Las Vegas, NV

Corporate Officers

Peter Mikhail, President/Chief Executive Officer and Chief Financial Officer
Sally Mikhail Bemis, Executive Vice President, Chief Operating Officer, and Secretary

2. Admissions Information

Lamson Institute offers programs on a semester credit hour basis with monthly class starts.

Admissions Requirements

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the individual's career preferences, training needs, and individual motivations.

To be considered for admission, the applicant must provide one of the following documents as evidence that they are a high school graduate or the equivalent:

- A copy of the student's high school diploma. (See footnote 1.)
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded. (See footnote 1.)
- A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State in which the student took the examination recognizes as the equivalent of a high school diploma. This includes tests similar to the GED such as HiSET, TASC, as well as a State established examination, for example, the California High School Proficiency Exam (CHSPE).
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document, accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. high school diploma. (The School does not self-evaluate foreign secondary school credentials or other similar documents.)
- An academic transcript that indicates the student successfully completed at least a two-year program at an accredited institution that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

¹ *The school must be state approved and accredited by a regional accrediting association or by CITA (Commission on International and Trans-Regional Accreditation).*

A student who is unable to obtain the documentation listed above must contact the financial aid office. When documentation of high school completion is unavailable (e.g., the school has closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) Lamson will accept alternative documentation, such as a military *DD Form 214 Certificate of Release or Discharge from Active Duty* on which Block 18 indicates that the student is a high school graduate or equivalent.

An applicant who is 18 or older and who does not possess a high school diploma or recognized equivalency may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of at least the approved minimum passing scores of 200 Verbal and 210 Quantitative on the Wonderlic Basic Skills Test (WBST), Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2. Under this admissions scenario the student will only take the WBST and not the Wonderlic Scholastic Level Exam (SLE). Note that an applicant admitted to the School without a high school diploma or GED equivalent documentation will not meet federal eligibility requirements for Title IV financial aid.

Students that are still in high school at the time of application must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment at the School.

To qualify for admission to Lamson, all applicants must be at least 18 (or 17, with written parent or guardian approval, and must turn 18 before their expected Lamson graduation date) and meet the following general requirements:

1. Visit and tour the School.
2. Complete a personal interview with a School admissions representative.
3. Provide documentation of high school graduation or the equivalent as described in the Admissions Requirements above.
4. Show a valid Social Security Card
5. Show a valid government issued photo Identification card or driver's license.
6. Complete an enrollment agreement and other required enrollment paperwork
7. Attend a financial aid interview and complete required financial aid paperwork (if appropriate)
8. Pay a one-time registration fee of \$40.00
9. Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score of 12 for all programs. If a minimum score is not achieved, two re-tests may be given using an alternate test form.

Interview and Tour

It is essential that the applicant visit the School for a personal interview to tour the facility and to discuss the selection of a program most suited to the applicant's needs and objectives. Admissions Representatives are available for day and evening appointments. High school applicants should be accompanied by a parent or legal guardian.

Re-Admission

Students who have withdrawn from the School, and who wish to be readmitted should contact the Director of Education to update their applications. Prior tuition balances and student loan status must be clear before re-admission application forms will be processed. Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled. Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

Facts for Veterans

Programs at Lamson are approved for training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-800-GIBILL-1. Applications can be complete on-line at www.gibill.va.gov. Please print out a copy of your application and bring it to the certifying official at Lamson as far in advance of enrollment as possible.

Advanced Standing

Advanced Standing by Transfer Credit

Lamson, upon a student's timely request during the enrollment process, will conduct an evaluation of all previous education and training, and grant transfer credit where Lamson deems it appropriate. Requests must be made in writing using Form CSC-010, which is included in the enrollment packet. Previous educational experiences pertaining to a student's planned program of study are recognized through examinations of skill and subject matter and/or evaluation of transcripts by the Director of Education and the Program Director to determine the course's comparability in level and in subject matter. Courses must be from an institution accredited by a national or regional accreditor recognized by the United States Department of Education or the Council for Higher Education Accreditation. Students should provide Lamson with a copy of their official transcript and a course description in the form of their school catalog, a syllabus or course outline. The evaluation may result in a change of a student's program completion time. In such cases, tuition and book costs will be adjusted by module and these adjustments will be

reflected on the enrollment agreement.

Students receiving Title IV financial aid should be aware that any adjustments in program completion time and cost may affect their award amount. No more than forty-nine percent (49%) of the total semester hours, including forty-nine percent (49%) of the total required semester hours in the major study area, may be credited by advanced standing. All transfer, standardized testing, and proficiency testing must be completed prior to the end of the first module of attendance. VA students need to provide copies of all prior postsecondary transcripts to the School for evaluation. Copies of the transcripts and the evaluation will be kept in the student's VA file.

The school accepts academic university and college-level courses for transfer credit with the following additional criteria:

- Individual must have an earned grade of "C" or higher, and
- the course number must be 100 or higher, and
- the course is not considered remedial, pre-college, or developmental, and
- The course does not duplicate a course that is offered as part of the School's Associate Degree core program.

At the discretion of the Director of Education and Program Director, credit may be awarded for courses completed more than seven (7) years before the date of admission, if those courses are part of a completed Associates, Bachelors, Masters, or Doctorate degree.

Appeals of advanced standing decisions should be made in writing, within five days of the original decision, and will be considered by the Director of Education and the Program Director on a case by case basis.

Advanced Standing by Proficiency Testing

Lamson does not offer proficiency testing for advanced standing.

Credit for Nationally-Recognized Testing Programs

Lamson does not award credit for nationally-recognized testing program such as College-Level Examination Program (CLEP), General and Subject Examinations, DANTES Subject Standardized Tests (DSST), and Excelsior College Examination (ECE). Lamson's programs are vocational in nature and do not fit the standard design of these examinations.

Credit for Military Training and Experience: Lamson recognizes and uses *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* in evaluating and awarding academic credit for military training and experience:

a. [Army/ACE Registry Transcript System \(AARTS\)](#). The AARTS is a computerized transcript system that produces transcripts for eligible Soldiers and Veterans upon request by combining a Soldier's/Veteran's military education, training and experience with descriptions and credit recommendations developed by the [American Council on Education \(ACE\)](#).

b. [Sailor/Marine/ACE Registry Transcript \(SMART\)](#). Marine Corps and Navy Personnel have an official document certifying military training and education for recommended college credit called the Sailor/Marine American Council on Education Registry Transcript (SMART). SMART is an official transcript endorsing and recommending college credit for military education and training and recognized by the American Council on Education (ACE). The Marine Corps and the Navy have developed SMART jointly.

c. [Community College of the Air Force \(CCAF\)](#). Is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force. All enlisted personnel are automatically enrolled in CCAF and credits earned through the military and through civilian education are added to their degree plan.

Transferability of Credits

The School is an accredited institution that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Upon written request, Lamson will provide a student with a copy of their official transcript within five business days. Course descriptions are available in the student catalog posted on the website. Acceptance of credits earned at Lamson is determined solely by the receiving institution. Students wishing to transfer credits should first consult with those institutions concerning acceptance. Accreditation alone does not guarantee that credits and/or a diploma from Lamson will transfer to a new institution. ***The School cannot and does not guarantee credits and/or a diploma from Lamson will transfer to any other school or institution.***

Articulation Agreements

Lamson is not currently party to any articulation agreement with any other institution, college, or university.

Catalog Updates

Lamson reserves the right to make changes to its catalog in accordance with the needs of its students or to be in compliance with applicable requirements of the TWC, ACCSC and the USDE.

English as a Second Language

Lamson does not currently offer ESL classes (English as a Second Language). All instruction is provided in English.

International Students

Lamson does not provide visa or other immigration services for students. The school does not issue I-20s for foreign students.

Application for Individual Subjects

An application may be made for an individual subject by meeting with an Admissions Representative who will provide the class hours and the days or evenings on which the class meets as well as any prerequisites necessary for particular subjects.

3. FINANCIAL INFORMATION

Tuition and Fees

A student's total tuition and fees for a given program are set forth in the Tuition and Fee Schedule accompanying this catalog and is made of part of this catalog. All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment.

Guaranteed Tuition Pricing

Students once enrolled will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect at the time of their initial class start date. Students who leave School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. This Guaranteed Tuition Pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale.

Please refer to the Tuition and Fees Schedule provided in this catalog for specific program tuition information.

Payment Plans

Tuition, fees, and books and supplies, and uniform charges are due and payable in full at registration. All payment arrangements must be discussed with the Business Office prior to registration.

Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis. No interest is charged if payments are made as agreed. Late payment fees will apply.

Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet their financial obligation to the School even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the School.

Working students who are eligible for company-sponsored tuition reimbursement should advise the Business Office.

Past Due Accounts

Any student who is delinquent in payments due to the school is subject to exclusion from School privileges including, but not limited to, continuing enrollment, attending class, receiving grade reports, awarding of course credit, issuing of transcripts, being graduated, and using career placement services. Student accounts that are over ninety (90) days old may be referred to collection at the discretion of the School. Collection costs and attorneys' fees will be added by the School to any outstanding balance.

REFUND AND CANCELLATION POLICY

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the

enrollment agreement. If a student accepted by the school never attends class (no show) or cancels prior to the start of class, the school will refund to the student all the money he/she has paid, minus the registration fee. For students whose program is cancelled by the school subsequent to a student's enrollment, the school shall refund all monies paid by the student. Applicants rejected for enrollment at the school shall receive a full refund of all monies paid, including the registration fee paid.

REFUND POLICY

- 1) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
 - 2) The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Six school days following the last date of attendance.
 - 3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
 - 4) If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
- ¹ *More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.*
- 5) Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 - 6) A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
 - 7) A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8) REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 9) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refund Distribution Policy

Any student who has withdrawn or been dismissed is accorded all terms and conditions of the School's refund policy. If a refund is due on a student's account for which Title IV payments have been made, the School will deposit the refund to the individual student's Title IV account. The refund will not exceed the amount awarded to the student from that account. All students who received Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Unsubsidized Federal Direct Stafford Loan
5. Subsidized Federal Direct Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Pell Grant
7. FSEOG
8. Other student Financial Aid Programs
9. Other Federal State, Private, or Institutional Sources of Aid
11. The student

Return of Student Financial Aid Funds Calculation (Financial Aid Students Only)

The calculation to determine how much of a student's award package can be applied to a student's charges after withdrawal is determined by the Federal Return of Title IV Funds calculation. This calculation is a separate calculation for financial aid recipients only and is specified by Federal regulation.

Fundamentally, the concept of how much financial aid a student can keep (or apply toward institutional charges) is based on the percentage of time for which the funds were intended versus the percentage of time for which the student attended (up until the student's last day of attendance).

If a student aid recipient withdraws from school, the School must calculate the amount of financial assistance “earned” and “not earned” based on the student’s attendance record. Any “unearned” financial aid funds must be returned to the respective financial aid program. After the 75% point of the period of time for which the funds were intended, a student is considered to have fully earned the financial aid funds awarded.

The percentage of funds earned is the total number of calendar days in the period of time for which the funds were intended divided by the number of calendar days in that period up to the student’s last date of enrollment. Scheduled breaks of at least five days and periods of leave of absence are excluded from the calculation. The result of this calculation may result in a financial aid recipient owing money to the School. Additionally, if during enrollment, a student receives living expenses from a financial aid program, the student may be required to repay a portion of the grant funds received to the Federal government.

Lamson will notify the student of any overpayment that the student is required to repay. The student will be given ten (10) days to respond to the request for repayment. The student can repay in full, sign a repayment agreement with the institution, or sign a repayment agreement with the Department of Education. If the student does not respond, the institution will notify the Department of Education of the overpayment. A student becomes ineligible for further financial aid on the 46th day after the request for repayment letter was sent to the student and no response received.

Sometimes it is determined that a student is eligible for Title IV funds that have not disbursed prior to the student’s withdrawal. If these funds eligible for, but not disbursed, are student loan funds, the School will notify the student. In order for a student’s undisbursed loan funds to be used to pay outstanding charges, the student must notify the school in writing within 14 days that the student wishes to use his/her earned financial aid for this purpose.

If there are no outstanding charges, and the student has undisbursed earned financial aid, the School will notify the student. The student must respond within fourteen (14) days of the date on the letter as to whether the student wants these funds disbursed to him/her.

Return to Title IV and Recording Attendance

This institution records attendance in all programs and classes. For purposes of calculating Return to Title IV, the school uses the student’s last recorded day of attendance in determining the percentage of Title IV aid earned for the payment period or period of enrollment.

Financial Aid

All students are encouraged to meet with a Financial Aid Officer in order to determine financial aid qualifications. The Financial Aid Office administers federal financial aid and assists students receiving benefits such as those offered through Vocational Rehabilitation, the Workforce investment Act, and other agencies. The office assists those students with calculated financial need, as determined by the U. S. Department of Education. The operation of the office is based upon the Department of Education’s concept of “needs analysis,” which expects a student and his/her family to meet educational expenses as completely as possible.

All students applying for financial aid are asked (and may be required) to submit copies of appropriate federal income tax returns to help ensure the accuracy of the information provided. Students classified by the Department of Education as “dependent” may also be required to submit copies of their parents’ federal income tax returns. Important information about Financial Aid, eligibility requirements, student rights and responsibilities, student grants, types of loans and more are contained in the Student Disclosure Section of this catalog.

4. STUDENT SERVICES AND REGULATIONS

Career Services Department

The Career Services Department assists graduates in finding entry level employment in their field of study. Neither the Career Services Department nor any Lamson employees can guarantee graduates a job or a specific salary level. Much of the graduate's ability to find employment has to do with good grades and attendance, attitude, motivation, and working closely with the Career Services Department. The student's ability to pass a background check may also be a job qualifying factor, especially in the medical field.

The Career Services staff provides assistance with job leads before and after graduation, resume preparation, cover letter development, job applications, and scheduling interviews. All candidates for graduation are required to complete a placement information form designed to assist the Career Services staff in matching graduates with job leads. Students are notified when a matching job is available and the Career Services staff assists the student in scheduling an interview. Graduates are also welcome to scan recent job announcements and job postings by visiting or emailing the Career Services Department.

School Graduate Employment Gift

Upon the completion of their program of instruction every graduate of the School on or after June 30, 2015 becomes eligible to receive that School's Graduate Employment Gift. The Gift is a \$100 check. A graduate of the School is eligible to receive one Gift only. In order to receive their Gift, the graduate needs to provide to the Career Services Department a copy of their paystubs showing at least 30 days of consecutive employment with their current employer along with salary information. The graduate's employment position must be career related to the graduate's completed program of instruction at the School. The check will be issued to the graduate two weeks after the date of their employment verification by the Career Services Department.

Advising Services

Advising services are available to assist students in resolving educational, career, and vocational issues. The Director of Education can help students plan their educational program. The Director of Career Services can assist students with vocational and career issues. The Campus Director and the Director of Education maintain a list of referral agencies for use in the event that a student requires other types of advising/counseling.

Orientation

The School provides a new student orientation program each term for all new students. The orientation acquaints new students with the faculty, administrators, and academic life at the School. An agenda is prepared that provides the opportunity for counseling on academic matters, registering for classes, purchasing textbooks and materials, receiving student identification cards, and having any questions addressed. All new students are required to participate in the orientation.

Tutorial Assistance

The School provides assistance for students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking out-of-class help and to discuss their difficulties and seek help from their instructors. Tutors are available to work with students on an "as needed" basis at no charge to the student.

Hours of Operation

The School is open from 7:45 a.m. until 10:45 p.m. on Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Friday.

ID Cards

All students, staff, and faculty are issued an ID Badge. This badge must be visibly worn when

inside the School. The first badge is issued at no charge. The cost of issuing additional ID badges is \$5.00 each.

Publications and Announcements

Announcements and updates are posted on the bulletin boards throughout the corridors, classrooms, student lounge, and on Facebook at <http://www.facebook.com/lamsonSanAntonio>.

Learning Resource Center

The Learning Resource Center (LRC) offers reference sources and a collection of books and materials related to curricula. The primary function is to provide students with the materials that may be used for study. Any registered student in regular attendance may utilize the LRC and its resources. These materials provide the students with additional resources above and beyond that which is assigned to the respective classes. Students also have internet access as well as access to on-line library resources.

Housing

As most students reside within commuting distance, Lamson Institute does not maintain dormitory facilities. The school maintains a list of available housing to aid students who are relocating and must arrange their own housing. Students may request additional assistance from the Director of Career Services.

Campus Visitors

Visitors to the School must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

Children on Campus

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the School policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Campus Director or other administrator should be notified. The parent should then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

Care of Facilities

Smoking, eating, and drinking are prohibited in the classrooms and hallways of the School. Lamson provides a student lounge for eating and drinking and an outside area for smoking. The campus maintains a smoke-free environment.

Campus Health Services and School Vaccination Policy

The School does not have onsite health services available at its campus. However, there are local hospitals, clinics, and physicians in the vicinity of the School. Lamson does not have a required vaccination policy for enrollment as a student at the School. However, applicants or students with communicable diseases may be prohibited from registering for classes in cases where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their instructors before they start a program at the School and to keep their Instructors informed if their status changes. The School seeks to assist students who have special health problems or limitations in the attainment of their educational goals.

In the event of accident or illness on campus, campus staff should notify the Campus Director immediately. The School maintains a first aid kit at the reception desk. Students who become ill, are injured, or develop health problems requiring professional attention are referred to an urgent care facility or the emergency room of the hospital closest to the School and/or the student's home. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

Emergency Information

In the event of a fire or other disaster that requires evacuation of the School, students should vacate the building in an orderly fashion and gather at the designated locations so that instructors may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given. Students will find evacuation routes posted in each classroom.

School Closings

When inclement weather causes the possible delay or closing of the school, Lamson will follow the lead of the Northside Independent School District. NISD information will be announced on local radio and TV stations. Closings for day and evening classes will be announced separately. School closings will also be posted on Facebook at www.facebook.com/lamsonSanAntonio. When the school closes under these circumstances, required make-up classes will be announced. The regular attendance policy applies to all such make-up classes.

Changes in Address/E-mail Address/Telephone Numbers

Students should report any change in home address, phone number or email address promptly to the registrar's office.

Loss of Personal Property

The School does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the receptionist any articles found so that the owner may claim them.

Electronic Device Policy

Because of proprietary and regulatory compliance issues, electronic recording devices may be used only with permission from the instructor.

Internet Policy

Because the Internet contains an unregulated collection of resources, the School cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, usage of the School's on-line resources constitutes an agreement between the user and the School that a student agrees to not hold the School responsible for materials acquired by the student on the system, for violations of copyright by a student, users' mistakes, or negligence, or any costs incurred by users.

Administrative Prerogatives

The School reserves the right at any time to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable and consistent with appropriate approvals or notification of its accrediting and approving agencies, and to withdraw or re-sequence subjects, courses, and programs based on enrollment.

The Family Education Rights and Privacy Act (FERPA)

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). See the Student Disclosures Section of this catalog for student rights under FERPA.

Equal Educational Opportunity

See the Student Disclosures Section of this catalog for the School's Equal Educational Opportunity Policy.

Student Conduct

The academic and student policies of this catalog are contained in the Student Disclosures Section.

Campus Security

Lamson provides a safe and secure academic environment for all students, staff, and faculty. Any criminal activity within campus grounds is reported directly to the Campus Director. The Campus Director (or designee) will then notify the proper authorities as necessary. Since the School's campus is located within city boundaries, the local police department is responsible for patrolling on a regular basis. Campus buildings are secured nightly following completion of classes. Parking is available in lighted areas.

Student Consumer Information

Students should contact the following staff members for the information listed below:

- **Director of Admissions** – Admission requirements and procedures, cost of attendance, including tuition and fees, and refund policy.
- **Director of Education** – Description of academic programs, facilities, and faculty: data on student retention; numbers and percentages of students completing programs; academic standards of progress; transfer credits from other institutions; and students with disabilities.
- **Career Services Staff** – Assistance with securing employment upon graduation including preparation of resumes, completion of application materials, and preparation for interviews; assistance with locating part-time employment while in school; information on graduate placement, and employment demographics of the region.
- **Financial Aid Staff** – Description of financial assistance programs, rights and responsibilities of financial aid recipients, means and frequency of payments, financial aid awards, terms and schedules of student loan repayment, and general terms and conditions of employment provided as financial aid.
- **Business Office Administrator** – Payments for tuition and other school costs. Payment plans.
- **Campus Director** – Information regarding the overall operation of the campus. The Campus Director is the principal administrator for the school.

5. ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

This catalog is an official publication of Lamson and is subject to revision at any time. Lamson reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the School catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

Class Schedule

The class schedule is based on the student's selected program schedule. Classes begin on a monthly basis. The School is closed on most legal holidays as well as Thanksgiving and Christmas. Refer to the Academic Calendar in the front of this catalog for specific calendar information.

The School offers its programs through both day and evening classes. Program lengths may vary for students enrolled in some programs and in evening classes. Students must complete all courses as required in their programs of study. Students who fail courses or interrupt their studies will complete required courses as they become available.

Day classes are conducted Monday through Thursday from 8:00 am to 1:00 pm. All evening classes are conducted Monday through Thursday, between 5:45 pm and 10:45 pm. Occasionally, due to holidays or other School closings, Friday classes are scheduled. Individual schedules may vary by program.

Externships

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining one externship site location for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their

own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

Schedule Changes

The drop/add period is the time frame in which students may make adjustments to their schedules without being penalized academically. The drop/add period is the first five days of the term.

Program Changes

Permission must be obtained from the Director of Education for a change in program of study or schedule.

Withdrawal Procedure

To withdraw from an individual course or all courses, students are requested to contact the Director of Education to obtain the necessary forms and procedures for official withdrawal.

Students who leave the school either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to school following completion of the deployment can re-apply as returning students.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for six (6) consecutive school days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for six (6) consecutive school days, the sixth (6th) day then constitutes the date of withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.

Leave of Absence (LOA) Policy

A leave of Absence is a temporary break in the student's attendance in which the student is still considered to be continuously enrolled. No additional charges are assessed for a Leave of Absence. A student must make a leave request in writing in advance of the LOA start date unless unforeseen circumstance prevent the student's timely request. If the student's leave request is not within the timeframe of the consecutive days of absence policy, the student's enrollment will be terminated instead. The length of the LOA in total days is limited to 180 days in any calendar year. Multiple leaves can occur provided the total days of leave do not exceed this standard. The student must:

Sign the leave request.

Specify a return date.

Attest to understanding the procedures and implications for completing their program.

An approved LOA can be extended for an additional time period provided the total hours of leave do not exceed 180 days. Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return on or before their scheduled return date will be considered to have withdrawn from the School.

Re-Admission

Students who have withdrawn from the School in good academic standing and who wish to be readmitted should contact the Registrar's Office to update their applications. If the application for re-admission is for a different curriculum, the standard requirements for a change of program will apply. Students who have withdrawn while on academic probation, or, who have been suspended or dismissed for lack of academic progress, non-attendance, or misconduct must reapply through the Director of Education's office and submit the required application for re-admission. Prior tuition balances and student loan statuses must be cleared before re-admission application forms will be processed.

Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled.

Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, changes in services formerly included in tuition that are no longer included, and curriculum changes.

A student wishing to re-enter who was withdrawn due to not making satisfactory progress cannot be readmitted until a minimum of one grading period has passed. Any student reentering for a second time must meet with the Director of Education prior to attending classes.

Attendance Policy

The School is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Students arriving after their scheduled start time will be marked as tardy. Students leaving before their scheduled conclusion time will be marked as early departures. In both cases, all class time missed will be recorded in real time. Students must maintain a minimum of 80% attendance in each module in order to pass that module. Tardiness, early departures and other failures to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal.

When a student has reached 20 percent absenteeism in any module, his/her course instructors will evaluate that student's potential for academic success. If it is determined that the student is unable to pass the module, and does not have extenuating circumstances, he/she may be dropped from the module. If the student is currently passing the module, the student will be counseled on his/her absenteeism and academic and attendance guidelines will be set for the student to continue in module.

Externship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed as detailed below.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not erase an absence from a student's record.

Students surpassing the maximum number of absences allowed in either the module, or the program, will be dismissed from the school. Students absent for 6 consecutive class days will be dismissed from the school.

Make-up Work

As stated previously, attendance in class is essential. Students are expected to attend class as scheduled. Title 40 of the Texas Administrative Code §807.244 permits schools to have a make-up work policy. It is the policy of the School to allow students to complete make-up work within two weeks of the end of the grading period within which the absence occurred. No more than 5% of the total clock hours for a program may be made up. Students must make up the hours before exceeding 20% of the total clock hours of the program. Scheduled time during which a student may complete their make-up work will be provided by the instructors.

Grading System

Grades measure the degree to which students master the competencies in their coursework and are one measure of a student's ability to meet employment standards in the fields for which he/she is preparing. Upon the completion of each term, the student is given a letter grade in each class based upon written examinations, practical exercises, projects and other submitted work, as defined in the course syllabus. Reports showing the final grade in each course, the term summary and CGPAs are furnished to each student at the end of each term. Every course for which a student officially registers will appear on the student's official transcript unless the student cancels his/her enrollment prior to the commencement of classes or prior to the end of the drop/add period. All courses entered on a student's official transcript are assigned a letter-grade evaluation.

The following grades are used on grade reports and count as credits attempted for both CGPA and pace calculations of academic progress:

LETTER GRADE Hour	DEFINITION	QUALITY POINTS		
		per	Quarter	Credit
A	90-100 Excellent			4
B	80-89 Above Average			3
C	70-79 Average			2
F	0-69 Failing			0
I	Incomplete			0

Incomplete Grades

The grade of Incomplete (I) is given only when the student is making satisfactory progress in a class, but for valid reason is unable to complete all the work in the class by the time the class ends. The student must have successfully completed a minimum of 75 percent of the class work assigned at the time the Incomplete is requested. Students must initiate arrangements with instructors and receive approval of the Director of Education to make up the required work before the end of the first week of the succeeding term. At that time the grade will be calculated based on the work submitted and will replace the Incomplete. Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failed, depending on the grade assigned.

With approval from the Director of Education, classes may be repeated in order to obtain a higher grade. The grade earned in the repeated class will replace the original grade for the class.

The following grades are used on grade reports and are calculated in a student's maximum timeframe for course completion requirements and also count as credits attempted for pace calculations, but they are not used in the determination of a student's grade-point average:

LETTER GRADE Hour	DEFINITION	QUALITY POINTS	
		per	Quarter Credit Hour
R	Repeated Course		Not applicable
W	Withdrawal before Mid-term		Not applicable

WP	Withdrawal Passing after Mid-term	Not applicable
S	Satisfactory (A, B or C level)	Not applicable
U	Unsatisfactory (F level)	Not applicable
P	Passed by Examination	Not applicable
T1	Transferred grade from other school	Not applicable

Repeated courses

F, U, W, and WP grades require repeating and are retained on the transcript. Repeated courses will appear on the transcript with the new letter grade earned and the previous attempts of the course will be assigned a grade of R to indicate Repeated. The new grade will replace the original grade for the purposes of calculating the CGPA. Courses which have been repeated (grades of R) will count as credits attempted for the purposes of calculating pace. Students in non-term credit hour programs or clock hour programs may not receive financial aid for repeated courses. Students in term-based credit hour programs may receive financial aid to repeat failed courses. Other than Foundations courses, which can only be repeated a single time, there is no fixed limit to the number of times a particular course may be repeated as long as a student is making Satisfactory Academic Progress. As of July 1, 2011, a student's enrollment status in a term-based, credit hour program for Title IV purposes may include coursework being repeated that was previously taken in the program, but may not include more than one repetition of a specific, previously passed course. The original grade will be replaced with an R and the repeated grade will be used in calculating the CGPA. All attempts count in the pace of the program.

Audited courses

Audited courses are assigned a grade of AU. Audited courses do not count as credits attempted or credits earned for any purposes and do not have any effect on calculations of pace or GPA.

Grade Point Average

The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the semester credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term. Note the following example of determining a grade-point average

Course	Credit Hours Attempted	Grade	Quality Points	Product
Course 1	3	A x	4.00	= 12.00
Course 2	3	B x	3.00	= 9.00
Course 3	3	F x	0.00	= 0.00
Course 4	3	C x	2.00	= 6.00
				=
SUM OF PRODUCT	12			27.00

Grade Point Average (GPA) = $\frac{27.00}{12} = 2.25$ GPA

Clock Hour to Credit Hour Conversion

For academic purposes, a clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction, in a lecture, laboratory or externship. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. One semester credit hour is equivalent to 15 hours of classroom contact or at least 30 hours of supervised laboratory/shop instruction; or at least 30 hours of documented independent study activities or not fewer than 45 hours of externship or work-related experience.

For Financial Aid purposes, Lamson Institute uses the USDE conversion for clock to credit hours of 37.5 clock hours of instruction (including both in classroom instruction and outside prep hours) = 1 semester credit.

Grade Challenges

Students have the right to contest grades assigned to them. Grades posted to transcripts must be challenged before the end of the first week of the module immediately following the module for which the grade was received. Students who desire to contest a grade must follow this procedure:

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with him/her asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, the instructor should initiate any needed change in the grade.
2. If not resolved in Step 1 above, schedule an appointment with the Director of Education to review the basis for assigning the grade. The Director of Education may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate through the instructor and be approved by the Director of Education.

EXCEPTION: In a situation where the grade in question involves a dispute between a student and the Director of Education, the appeal may move directly to Step 3.

3. If the matter is not resolved, the student must inform the instructor and the Director of Education that the case is being presented to the Campus Director for review.
4. A final review will be made by the Campus Director who will consult with all individuals involved. The grade in question may be upheld, or it may be declared invalid by the Campus Director. If declared invalid, the Campus Director may take the following action:
 - a. Ask that the student be given a comprehensive examination by the Program Director to establish a grade of record.
 - b. Assign an "Incomplete" or other grade (each with the Campus Director's signature rather than the Instructor's).

The right to contest a grade expires at the end of the first week of the module immediately following the module for which the grade was received. After that time, no changes will be made in recorded grades. The Campus Director may waive this time limit only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the institution, Step 1 above does not apply.

Grade Reports

Grades are one measure of a student's ability to meet employment standards in the fields for which s/he is preparing. Reports showing the final grade earned in each course and grade point averages are issued to students upon completion of each module.

Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

Graduation Requirements

Candidates for graduation must:

- Complete successfully all courses and credits required for the diploma or certificate program
- Earn a cumulative overall grade point average of at least 2.0
- Complete each module with a minimum of 80% positive attendance
- Complete all competency and skill performance testing required for the program
- Attend any required graduation meeting(s) and seminars
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans

- Attend exit interview with the Career Services Department and submit an approved resume, cover letter, and three references
- Be free of all indebtedness to the School

Diplomas

Upon satisfactory completion of course requirements, the School will issue a diploma certifying course completion. The school reserves the right to withhold distribution of the diploma if the student has a financial indebtedness to the School.

Transcripts

A full and complete record of every course for which a student registers is maintained on a secure, computerized student records system that is backed up systematically. The record of all credits attempted and earned is posted to this record concurrent with the issuance of grade reports to students.

One unofficial transcript will be provided to the student at no charge, upon request. Upon graduation, the first three copies of an official transcript will be supplied free upon request of the student. Subsequent copies of the official transcript will carry a \$10.00 charge. Students who have not satisfied their financial obligations to the School are not eligible to receive or request transcripts. A written authorization by the student is required for the School to release an Official Transcript.

Refresher Courses

Graduates have the opportunity to retake any course they have completed, provided there is space available, and with the approval of the Campus Director and instructor at no charge, except for books and supplies. Graduates are subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Director of Education at least thirty (30) days prior to the beginning of the desired course. Graduates are encouraged to return to the School to take course in their field of study.

Satisfactory Academic Progress

All students must meet the following standards of academic achievement and successful course completion while enrolled at Lamson. Lamson's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment. Each student enrolled at Lamson must:

1. Grades: Maintain for each module of instruction an academic grade of C or better; and
2. Attendance: Maintain an attendance level of 80% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

Probation due to Poor Grades

If a student at the end of a module does not receive at least a C- for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student was attending Module A and received a grade of D for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module when the module is next offered, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

Lamson will allow a student, while on probation for grades, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the unsatisfactory module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Probation due to Poor Attendance

Attendance is extremely important to the success of the student at Lamson. If a student at the end of a module has not maintained an attendance level of at least 80% for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student was attending Module A and did not maintain at least 80% attendance for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next opportunity when Module A is offered again.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module when the module is next offered, then the student's enrollment will be terminated for their program and the student dismissed from the School.

Lamson will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

Satisfactory Academic Progress (SAP) "Appeal Process"

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals, and determine whether the student may be permitted to continue

in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

Module Repeat

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of Lamson, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

Maximum Time Frame

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

Financial Aid Warning

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

Financial Aid Appeal/Probation

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

Limit on Reinstatement Appeals

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

Evaluation Checkpoints

Title IV Evaluation of Satisfactory Academic Progress will be made at the following checkpoints (Note: An academic year is 30 semester credits):

Medical Assistant	Optical/Optometric Assistant	Lab Assistant, EKG Technician/Phlebotomist
15 Semester Credits	15 Semester Credits	15 Semester Credits
24.5 Semester Credits	24.5 Semester Credits	24.5 Semester Credits

Medical Biller and Coder/Office Specialist	Electrician	Commercial Refrigeration, Heating and Air Conditioning
15 Semester Credits	15 Semester Credits	15 Semester Credits
24.5 Semester Credits	30 Semester Credits	30 Semester Credits
		35 Semester Credits

Other Policy Considerations

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

Maximum Time Frame/Maximum Program Length:

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma. If a student feels that there was an error in the calculation of his or her ability to graduate within the Maximum Time Frame, the student may discuss it with the registrar and appeal the calculation through the appeal process as described elsewhere in this section.

A review of Maximum Time Frame will occur after every course attempt. Maximum Time Frame calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The Maximum Time Frame is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

To determine the maximum timeframe for programs measured in credit hours (for financial aid purposes), take the published number of credit hours necessary to graduate and multiply by 1.5. Example:

$$\begin{array}{r}
 96 \text{ Published Program Credits} \\
 \times 1.5 \text{ Maximum Timeframe} \\
 \hline
 144 \text{ Maximum Attempted Credits Permitted to Complete Program}
 \end{array}$$

The Maximum Time Frame for programs measured in clock hours (for financial aid purposes) will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time Frame for programs measured in clock hours (for financial aid purposes), take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

Example:

48 Published Program Length \times 1.5 Maximum Time Frame
 72 Maximum Weeks permitted to Complete Program Clock Hours or

$$\begin{array}{r}
 1200 \text{ Published Clock Hours} \\
 \times 1.5 \text{ Maximum Timeframe} \\
 \hline
 1800 \text{ Maximum Clock Hours attempted permitted to complete the program}
 \end{array}$$

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

Incompletes, Withdrawals, Repetitions

If a student receives an Incomplete, the course work must be completed within one week and a grade earned. If the work is not completed the "I" will be changed to an "F" and the course must be repeated. When a student withdraws from a course, that course must be repeated at a later time to satisfy program requirements. Withdrawals count as hours attempted but do not count in the calculation of the cumulative GPA.

A student who fails any course must retake that course in order to complete the program. If repeating the training is required, the length of the program shall not exceed one-and-a-half times the planned program length.

When a student repeats a course, the last grade received for that course replaces the original grade (even if the original grade was higher), and this new grade is used along with the student's other grades to calculate the cumulative GPA. Although the original grade is not counted in the cumulative GPA, each attempt counts as credits attempted in the calculation of the maximum time frame and completion rate.

Students with course incompletes, withdrawals, and repetitions can continue receiving financial aid if they are otherwise maintaining satisfactory academic progress.

Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to School following completion of the deployment can re-apply as returning students.

If the military student is enrolled in a **non-term** program that will allow him or her to withdraw and re-enter at the same point, the student may request a leave of absence, which will be granted provided that the School is able to ensure that the student will be able to return to the program at **exactly the point at which he or she withdrew**.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment. Military students are also encouraged to consider taking courses on-line whenever possible during deployments, so that they can continue to progress toward completion of their programs.

The following table summarizes the effect of specific grades on the calculations of pace and CGPA:

Grade	Count as Credits Attempted for Pace?	Count as Credits Attempted for Cumulative GPA?	Count as Credits Earned?	Quality Points per credit
A	Yes	Yes	Yes	4
B	Yes	Yes	Yes	3
C	Yes	Yes	Yes	2
F	Yes	Yes*	No	0
S	Yes	No	Yes	N/A
U	Yes	No	No	N/A
W	Yes	No	No	N/A

WP	Yes	No	No	N/A
WF	Yes	Yes*	No	0
T1	Yes	No	Yes	N/A
A1	Yes	Yes	Yes	4

Grade	Count as Credits Attempted for Pace?	Count as Credits Attempted for Cumulative GPA?	Count as Credits Earned?	Quality Points per credit
B1	Yes	Yes	Yes	3
C1	Yes	Yes	Yes	2
F1	Yes	Yes*	No	0
W1	Yes	No	No	N/A
WP1	Yes	No	No	N/A
WF1	Yes	Yes*	No	0
S1	Yes	No	Yes	N/A
U1	Yes	No	No	N/A
I	Yes	Yes	No	0
P	Yes	No	Yes	N/A
R	Yes	No	No	N/A
AU	No	No	No	N/A

* Until course is retaken to successful completion, at which point, these credits no longer count as credits attempted for the purposes of calculating CGPA.

6. PROGRAMS OF STUDY

Diploma Programs:

Electrician Technician
Commercial Refrigeration, Heating and Air Conditioning
Lab Assistant, EKG Technician/Phlebotomist
Medical Assistant
Medical Biller and Coder/Office Specialist
Optical/Optomeric Assistant

All required program disclosure information regarding Lamson programs is available online at <http://lamsoninstitute.com/student-consumer-information>.

Electrical Technician

Semester Credit Hours Required: 30

Expected Minimum Completion Time: 36 weeks

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of this program, the graduate will be prepared with the necessary skills for entry-level employment as a residential, commercial or industrial electrical helper. At least half of this course shall be “hands on” with the student taking an active role in actually wiring of residential and commercial electrical installations. Graduates will still need to meet the licensing requirements in the state to become licensed.

Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
*ELC 101	Introduction to Electrical Theory	60 / 60 / 0 / 120	5
*ELC 201	Intro to National Electrical Code and Blue Print Reading	60 / 60 / 0 / 120	5
ELC 301	Basic Residential Wiring Methods I	60 / 60 / 0 / 120	5
ELC 401	Basic Residential Wiring Methods II	60 / 60 / 0 / 120	5
ELC 501	Basic Commercial Wiring Methods I	60 / 60 / 0 / 120	5
ELC 601	Intermediate Commercial II & Basic Industrial Methods	60 / 60 / 0 / 120	5
Total		360 / 360 / 0 / 720	30

*Completion of ELC 101 and ELC 201 is a pre-requisite for taking ELC 301, ELC 401, ELC 501, and ELC 601. ELC 301, ELC 401, ELC 501, and ELC 601 may be taken in any order after completion of the pre-requisites.

Electrical Technician Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

ELC 101 Introduction to Electrical Theory

120 Clock Hours/5 Semester Credit Hours

This course introduces the novice electrical student to basic electrical concepts. It establishes a thorough lecture and hands-on experimentation and learning, a student will learn about of electron theory, voltage, current (both AC and DC), resistance, inductance, capacitance and common units of electrical measurement. Basic circuit design, switching and troubleshooting will be learned in a laboratory setting. This course shall also include lectures on the principles of electrical generation, common circuit requirements, harmonics, power factor, ohms law, magnetism, mathematical concepts, load calculations and formulas will also be taught. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (60-60-0-30, 5)*

ELC 201 Introduction to National Electrical Code and Blue Print Reading

120 Clock Hours/5 Semester Credit Hours

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications associated with the electrical field. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (60-60-0-30, 5)*

ELC 301 Basic Residential Wiring Methods I

120 Clock Hours/5 Semester Credit Hours

This course teaches the students about the process of how they will wire a single family residence from issue of permit to final inspection. The students will do a variety of hands on wiring projects which they will do as working electrical helpers following graduation. This course focuses on the use of hand tools, power tools, and basic installation techniques. This course is the starting point for hands on residential installations. It gives the electrical student a practical manipulative introduction to the use of the National Electrical Code requirements for residential wiring as well as understanding the role of inspection at the local levels. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

ELC 401 Basic Residential Wiring Methods II

120 Clock Hours/5 Semester Credit Hours

This course will continues building the student's knowledge and practical skills associated with basic residential wiring methods. It includes underground and overhead electrical service installations, lighting design as well as wiring for heating and air conditioning systems. In this course the student shall be introduced to troubleshooting residential electrical faults. Additionally, this course shall discuss structured media systems as well as introduce the student to "smart house" technology. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

ELC 501 Basic Commercial Wiring Methods I

120 Clock Hours/5 Semester Credit Hours

This course gives the student an introduction to commercial wiring methods. The course will teach the student to read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder and branch

circuit requirements. It provides hands on skills that the student shall need in the field to properly bend and install conduit and associated electrical equipment. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

ELC 601 Intermediate

Commercial II & Basic Industrial Methods

120 Clock Hours/5 Semester Credit Hours

This course introduces the student to three phase electrical distribution systems. It shall include intermediate principles and concepts commonly used by electricians using calculations, hands on hook up techniques and code requirements for properly installing transformers and motors. It also establishes the principles of proper maintenance and troubleshooting. This course also teaches the student about A.C. and D.C., single phase and three phase motor operation with emphasis on operational theory, design, sizing, characteristics and code requirements. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
13-1051	Cost Estimators
17-3023	Lighting Conductor Engineer, Lighting Technician
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
43-5041	Meter Reader
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2061	Construction, Construction and Building Inspector
47-2111	Electrician
47-2231	Solar Panel Installer
47-3013	Electrician Apprentice, Electrician Helpers
47-4011	Data Processing Equipment Repairer
47-4021	Elevator Installer and Repairers
49-2021	Radio Mechanic
49-2022	Communication and Equipment Mechanics, Communications Equipment Technician
49-2091	Avionics Technician
49-2092	Electric Home Appliance and Power Tool Repairer
49-2094	Electrical Fitter, Electrical Parts Repairers, Industrial Machinery Mechanics, Industrial Machinery Repair
49-2095	Power Plant Electrician
49-2096	Auto Electrician
49-2097	Audio and Video Technicians, Satellite Systems Technician
49-2098	Security Alarm Fitter, Security and Fire Alarm Installer, Security Systems Installer
49-3011	Aircraft Electrician
49-9011	Mechanical Door Repairer
49-9012	Electric Meter Installer and Repairer
49-9051	Line Installers and Repairers, Powerline Technician
49-9062	Medical Equipment Repairer
49-9070	Building Electrician
49-9071	Maintenance Electrician, Maintenance and Repair Worker, Maintenance Repairer
49-9097	Signal and Track Switch Repairer
51-2023	Electro-Mechanical Technician
51-8010	Electric Power Plant Operator
51-9061	Inspectors, Testers, Sorters, Samplers, Weighers

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

Commercial Refrigeration, Heating and Air Conditioning

Semester Credit Hours Required: 35

Expected Minimum Completion Time: 42 weeks

Clock Hours Required: 840 Instructional Clock Hours and an additional 210 Outside Prep Hours

Upon successful completion of this program, the graduate will have the knowledge and skills needed towards a rewarding career in the Commercial Refrigeration and Air Conditioning field. Graduates will be prepared with the necessary skills for entry-level employment as a residential and commercial Refrigeration and HVAC technician working in various businesses, property management facilities, contracting services, etc. At least half of this course shall be “hands on” with the student taking an active role in actually troubleshooting and installing commercial refrigeration and HVAC systems.

Job titles include HVAC Technician, Maintenance Technician, and Field Service Technician. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
HV 301	Mechanical Refrigeration Principles	72 / 48 / 0 / 120	5
HV 302	Applied Electricity for HVAC	72 / 48 / 0 / 120	5
HV 303	Gas Fired Heating Systems & Boiler Operations	72 / 48 / 0 / 120	5
HV 304	Air Conditioning Systems	72 / 48 / 0 / 120	5
HV 305	Commercial Refrigeration & Ice Machines	72 / 48 / 0 / 120	5
HV 306	Troubleshooting Startup and Installation	72 / 48 / 0 / 120	5
HV 307	Heat Pump Systems	72 / 48 / 0 / 120	5
Total		504 / 336 / 0 / 840	35

Day classes meet from 8:00 AM until 1:00 PM, Monday through Thursday for seven modules. Each module is six weeks in duration, for a total of 42 weeks.

Evening classes will meet from 5:45 PM until 10:45 PM, Monday through Thursday for seven modules. Each module is six weeks in duration, for a total of 42 weeks.

Course Descriptions

HV301 Mechanical Refrigeration Principles

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

This course introduces the student to the field of refrigeration and air conditioning. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. In this course the student will also learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC/CR technicians. The practices for oxy acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field.

Prerequisite: None

HV302 Applied Electricity for HVAC

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

This course introduces the beginning HVAC/CR student to basic electrical concepts. It establishes a thorough understanding of electron theory, voltage, current, resistance, ohms law, magnetism, mathematical concepts and common units of electrical measurement. It also covers basic circuit design of series, parallel and combination circuits. This course also introduces the student to the different electrical symbols used in electrical wiring. Through these symbols, the student will be able to interpret, read electrical diagrams and the use of different types of meters for troubleshooting. Also this course will provide instruction on the various types of electric motors and their applications. Topics consist of single and three-phase motors, capacitor start/run motors, and variety of different controls to start and stop these motors application. **Prerequisite:** None

HV303 Gas Fired Heating Systems & Boiler Operation

120 Clock Hours (72 Lecture + 48Lab) 5Semester Credit Hours

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

Prerequisite: HV301 and HV302

HV304 Air Conditioning Systems

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

This course covers Air Conditioning split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and their various components. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation, and specialized system components. Upon completion the student should be able to service and repair residential air conditioning systems.

Prerequisite: HV301 and HV302

HV305 Commercial Refrigeration & Ice Machines

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. This course covers the installation and startup of common commercial refrigeration systems. Topics include display/storage boxes or cases, walk-in systems, supermarket racks. In addition to that this course introduces the students to commercial ice machines. Emphasis is placed on dispensing machines, ice making equipment, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures using variety of refrigerants and blends. **Prerequisite:** HV301 and HV302

HV306 Troubleshooting, Start-Up & Installation

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

This course provides instruction on general service and installation of all HVAC systems. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. The student will be able to perform an actual service call and diagnose a simulated real life troubleshooting call. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs. Also this course introduces the students to residential and commercial air conditioning systems installation procedures. Emphasis is placed on proper installation techniques required by code, and duct installation. Upon completion the student should be able to properly install and start up an air conditioning unit.

Prerequisite: HV301 and HV302

HV307 Heat Pump Systems

120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

Instruction received in this course centers around the basic theory and application of heat pump systems and components. The student will learn how the reverse cycle for air conditioning units is applied in heat pump and their various components. The student also learn what is C.O.P., E.E.R., S.E.E.R rating. This course teaches the student various defrost methods including time, temperature, demand, air switch and other defrost integrated circuit board controls. Upon completion, students will be able to install and service heat pumps in wide variety of applications. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques, electrical wiring diagrams interpretation, and specialized system components. Electric heat and control sequencers for auxiliary and emergency heat are covered. The student will be able to describe how sequencers operate in an electric furnace and troubleshoot their electric circuitry. **Prerequisite:** HV301 and HV302

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
17-3029	Engineering Technicians, Except Drafters, All Other
49-9021	Heating, Air Condition, and Refrigeration Mechanics and Installers
49-9071	Maintenance and Repair Workers, General
49-9099	Installation, Maintenance, and Repair Workers, All Other

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

Lab Assistant, EKG Technician/Phlebotomist

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks***

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon completion of the Laboratory, EKG Technician/Phlebotomist course, the graduate will be able to obtain an entry level position as an EKG Technician/Lab Assistant or Phlebotomist, performing several laboratory procedures in hematology, bacteriology, urinalysis, electrocardiography, fecal analysis and phlebotomy. In addition, the student will be able to take vital signs. The graduate will have appropriate communication skills and be CPR certified.

Job titles upon graduation will include EKG Technician, Laboratory Assistant and Phlebotomist. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
LA 101	Module A	25 / 55 / 0 / 80	3
LA 201	Module B	25 / 55 / 0 / 80	3
LA 301	Module C	25 / 55 / 0 / 80	3
LA 401	Module D	25 / 55 / 0 / 80	3
LA 501	Module E	25 / 55 / 0 / 80	3
LA 601	Module F	25 / 55 / 0 / 80	3
LA 701	Module G	25 / 55 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		175/ 385 / 160 / 720	24.5

**Student must complete LA 101, LA 201, LA 301, LA 401, LA 501, LA 601, and LA 701 to be eligible for participation in the externship class EXT 801.

***The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externships are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

Lab Assistant, EKG Technician/Phlebotomist Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

LA 101 Module A

80 Clock Hours/3 Semester Credit Hours

Students will receive an orientation and develop an understanding of laboratory safety and universal precautions. This module will include anatomy and physiology on the integumentary system. Students will learn through lecture and laboratory practice about nosocomial infections, and the proper way of handling body fluids, specimen requisitions, and specimens. Students will be taught about various instruments used in gathering specimens and proper sterilization of same. Students will be taught the "chain of infection" and factors influencing diseases. As part of the training of the laboratory setting students will be able to identify and describe various types of glassware, as well as the use of the microscope and centrifuge. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 201 Module B**80 Clock Hours/3 Semester Credit Hours**

As students' progress through this MOD they will learn the various characteristics of blood and its various functions. The individual students will describe the various diagnostic tests associated with red blood cell and white blood cells, and platelets, and the components of the urinary and reproductive systems. There will be instruction on various sexually transmitted diseases and the tests and treatments involved. Students will be taught through lecture and laboratory practice about homeostasis and the components of the urinary system. They will also be taught routine urinalysis and proper procedure for collecting urine sample. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 301 Module C**80 Clock Hours/3 Semester Credit Hours**

Students enrolled within this MOD will be taught about the Respiratory and Cardiac systems. Students will be taught through the use of lecture and visual aids about various diseases and their corresponding treatments which impact the heart. Students will also learn the EKG process and how to read basic EKG strips. In addition to these topics students will also learn about cardiac rhythms. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 401 Module D**80 Clock Hours/3 Semester Credit Hours**

Students will be instructed on the differences between serum and plasma. As part of this students will also learn about lipids (and different tests associated with them), how fasting effects blood sugar, post prandial and glucose tolerance tests. Students will also learn about the various aspects of time and measurement with regards to specimens. Students will learn about the anatomy and physiology of the Endocrine and Digestive systems. Students will also be trained on the interdependence of hormones and pregnancy. Laboratory procedural training will continue with additional methods of classifying microorganisms and associated disease issues relative to a laboratory setting. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 501 Module E**80 Clock Hours/3 Semester Credit Hours**

Within this module students will learn about the Nervous System and basic psychology of how attitudes and interests influence human behavior and the challenges of being a health care provider. Students will learn therapeutic drug monitoring, the more common therapeutic drugs and the different reasons for drug testing and types of specimens used. The CLIA chain of custody and levels of complexity will also be discussed. Instruction will also cover how attitude and interest influence human behavior and challenges of being a health worker. Following this unit, students will be able to recognize behavior patterns and how to devise goals for improving work habits, attitudes and problem solving. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 601 Module F**80 Clock Hours/3 Semester Credit Hours**

Within this course the students will define Phlebotomy and the professional qualities of a phlebotomist. Students will be instructed on the importance of informed consent, patient confidentiality, and legal issues for the phlebotomist. This will include the study of immunology. Continued training on safety procedures, universal precautions, and identification veins will also occur. The course will train the student on the "order of draw" and the proper blood collection procedure. Complications with patients and the issues associated with the field of phlebotomy will also be discussed. Training will continue as to the various aspects of basic ABO groups and Universal Donors/Universal Recipients. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

LA 701 Module G**80 Clock Hours/3 Semester Credit Hours**

In this course the student will identify body planes and positions, describe the body cavities. This MOD will further teach the student's about the anatomy and physiology of the muscular and skeletal systems.

Instruction will be provided concerning the diseases specific to the nervous system. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

***EXT 801 Externship**

160 Clock Hours/3.5 Semester Credit Hours

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program. *Prerequisites: Student must complete LA 101, LA 201, LA 301, LA 401, LA 501, LA 601, and LA 701 to be eligible for participation in the externship class EXT 801. (0-0-160-40, 3.5)*

NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining one externship site location for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
19-4021	Biological Technicians
29-2012	Medical and Clinical Laboratory Technicians
29-2031	EKG Technician
31-9092	Medical Assistant, Medical Assistant/Phlebotomist

31-9093	Medical Equipment Preparers
31-9096	In Vivo Technologist, Animal Care Trainee
31-9097	Phlebotomist, Rep, Phlebotomy Svcs., Rep, PS 1, Mobile Phlebotomist, Mobile Examiner, Paramedical Examiner, Examiner
31-9099	Laboratory Assistant, Specimen Processor, Specimen Technician, Lab Aide, Med Tech, Medical Technician, Patient Care Technician, Dialysis Technician, UA Tester, UA Technician, Healthcare Support Workers, All Other

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

Medical Assistant

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks***

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of the Medical Assistant course, the graduate will be able to obtain an entry level position as a Medical Assistant, assisting the physician in medical office examinations; perform basic laboratory skills and procedures; perform back office procedures, such as, to record, monitor, and mount electrocardiograms, complete physical examinations, tray set-ups, injections, positioning and draping, and charting a patient's medical history. In the front office, the Medical Assistant will perform the administrative duties of the office including bookkeeping, record management, appointment scheduling, insurance, and medical practice management. Job titles upon graduation will include Medical Assistant and front office personnel.

Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
MA 101	Module A	25 / 55 / 0 / 80	3
MA 201	Module B	25 / 55 / 0 / 80	3
MA 301	Module C	25 / 55 / 0 / 80	3
MA 401	Module D	25 / 55 / 0 / 80	3
MA 501	Module E	25 / 55 / 0 / 80	3
MA 601	Module F	25 / 55 / 0 / 80	3
MA 701	Module G	25 / 55 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		175/ 385 / 160 / 720	24.5

**Student must complete MA 101, MA 201, MA 301, MA 401, MA 501, MA 601, and MA 701 to be eligible for participation in the externship class EXT 801.

***The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externships are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

Medical Assistant Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

MA 101 Module A

80 Clock Hours/3 Semester Credit Hours

This course deals with the study of Pharmacology along with the different methods of administration of medications. Students will learn different techniques of Injections and why some are used in certain contexts. Students will also be trained in the area of the Anatomy and Physiology of Cells, Tissues and Skin. Students will also be instructed on the broad concepts of Law and Ethics as they pertain to the medical field. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 201 Module B**80 Clock Hours/3 Semester Credit Hours**

The unit deals with the critical area of medical asepsis and the proper procedures to reduce the risk in this area. Students will be trained on the proper selection of specific instruments associated with a variety of “trays”. Various draping and positioning procedures will be discussed. The Anatomy and Physiology of the Eye and Ear will be covered as part of the ongoing body systems training. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 301 Module C**80 Clock Hours/3 Semester Credit Hours**

In this course students will be instructed on the various tasks associated with a medical office, specifically appointment setting, scheduling and proper telephone techniques within a medical office. Students will also be introduced to basic bookkeeping and payroll accounting. Students will continue their lecture and laboratory instruction in the areas of anatomy and physiology with special attention on the Digestive System, Nutrition and the Endocrine System. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 401 Module D**80 Clock Hours/3 Semester Credit Hours**

In this MOD students will be instructed in both instructor lead and hands on learning in the subject areas of the respiratory and cardiovascular systems. Students will be trained on the importance of and how to take vital signs. Electrocardiography as a field of medicine will be taught and students will be trained on how to perform the basic electrocardiogram, as well as Spirometry techniques. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 501 Module E**80 Clock Hours/3 Semester Credit Hours**

In this unit the students will study the different steps involved in the payment process of an insurance claim. The different common insurance policies and procedures encountered in the field will be covered as well. Basic CPT and ICD coding system and how to apply them to various conditions are also included in the instruction within this module. The Anatomy and Physiology of the Musculoskeletal System and its corresponding bone, muscle and joint injuries and disorders will be taught as well. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 601 Module F**80 Clock Hours/3 Semester Credit Hours**

In this module students will be instructed on proper laboratory safety measures as well as how to perform basic Phlebotomy procedures. Laboratory testing procedures will be part of this unit's instruction too. The field of Microbiology will be introduced as will the concept of Radiation protection. The system of color coded vacationers and the “order of draw” are taught as well. As part of the regular training and education of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

MA 701 Module G**80 Clock Hours/3 Semester Credit Hours**

In this module students will learn in the laboratory setting how to perform physical and chemical analysis of urine as part of their study of the urinary and reproductive systems. There will also be discussions on the importance and wide variety of research in area of medicine. There will also be instructional discussions on the importance of interpersonal communications and human behavior. As part of the section on communication, students will learn about Maslow's Hierarchy of Needs. The use of the Microscope will also be taught. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

EXT 801 Externship*160 Clock Hours/3.5 Semester Credit Hours**

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the

skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program.

Prerequisites: Student must complete MA 101, MA 201, MA 301, MA 401, MA 501, MA 601, and MA 701 to be eligible for participation in the externship class EXT 801. (0-0-160-40, 3.5)

NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site’s educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining one externship site location for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student’s explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site’s rules, regulations and scheduling.

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
11-9111	Medical and Health Services Managers
29-2072	Medical Records Specialists
29-9021	Health Information Technologists and Medical Registrars
31-9092	Medical Assistant, Medical Assistant – Front Office, Medical Assistant – Back Office, Clinical Assistant, Back Office Clinical Assistant (BOCA), Front Office Clinical Assistant (FOCA)
31-3099	Medication Technician, Patient Registration Representative, Medical Benefits Specialist, Behavior Technician, Rehabilitation Technician, Medical Translator, Healthcare Support Workers, All Other
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

Medical Biller/Coder/Office Assistant

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks***

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

This program prepares graduates to work as entry-level medical billing specialists. When a health care professional treats a patient, a record is made describing observations and medical treatment. The Medical Coder Specialist assigns a code to each diagnosis and procedure. Various software programs are used to prepare and process medical claims for the patients, the physicians, and the insurance carriers. Students enrolled in this program will learn medical billing/coding and medical terminology. They will demonstrate an understanding of current medical software and trends in the insurance industry. They will learn to code and prepare insurance claims. The MBC courses can be taken in any order with the exception of the Externship. When course rotations are completed, the student is eligible for Externship under the supervision of the Externship Coordinator

Upon completion of the program, the student will be prepared to enter the health care field in entry-level positions such as Medical Biller/Coder, Medical Administrative Assistant, and Medical Records Clerk in a medical office, hospital, insurance company, or private billing company. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		<i>Clock Hours</i>		<i>Semester Credit Hours</i>
		Lec / Lab / Ext / Total		
MBC 101	Module A	40 / 40 / 0 / 80		3
MBC 201	Module B	40 / 40 / 0 / 80		3
MBC 301	Module C	40 / 40 / 0 / 80		3
MBC 401	Module D	40 / 40 / 0 / 80		3
MBC 501	Module E	40 / 40 / 0 / 80		3
MBC 601	Module F	40 / 40 / 0 / 80		3
MBC 701	Module G	40 / 40 / 0 / 80		3
*EXT 801	Externship	0 / 0 / 160 / 160		3.5
Total		280 / 280 / 160 / 720		24.5

**Students must complete MBC 101, MBC 201, MBC 301, MBC 401, MBC 501, MBC 601, and MBC 701 to be eligible for participation in the externship class EXT 801.

***The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externship classes are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

Medical Biller/Coder/Office Assistant Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

MBC 101 Module A

80 Clock Hours/3 Semester Credit Hours

This course provides instruction in medical terminology and anatomy & physiology. Terminology related to the body in health and disease, muscular and skeletal systems, nervous system, special senses, and integumentary system. Anatomy and Physiology related to directional terms, cellular structure and function, muscular and skeletal systems, nervous system, special senses, and integumentary system will also be provided. Basic keyboarding skills will also be provided. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 201 Module B

80 Clock Hours/3 Semester Credit Hours

This course provides instruction in medical terminology and anatomy & physiology. Terminology related to the endocrine, cardiovascular, blood and lymphatic, respiratory, and digestive systems will be studied. Anatomy & Physiology corresponding to the systems studied in terminology will also be provided. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 301 Module C

80 Clock Hours/3 Semester Credit Hours

This course provides instruction in medical office procedures/practice management software. Topics of study include: records management, office management, appointment scheduling, written communications, practice finances, billing, reimbursement, and collections. Knowledge of concepts will be further enhanced by hands on application using Medical Manager. Medical law and ethics, compliance and Health Insurance Portability and Accountability Act as well as Occupational Safety and Health Act regulations will also be covered. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 401 Module D

80 Clock Hours/3 Semester Credit Hours

Course provides in-depth instruction in Current Procedural Terminology in Medical Coding. Using the CPT manual will be taught as well as coding instruction and practice in Evaluation & Management codes, anesthesia coding and modifiers. Surgical coding in the integumentary, musculoskeletal, respiratory, & cardiovascular systems will be provided. Students will also code from general surgery sections I & II along with radiology, pathology/laboratory and the medicine section. Additional instruction will include: Level II National Codes - Health Care Common Procedure Coding System. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 501 Module E

80 Clock Hours/3 Semester Credit Hours

This course provides in-depth instruction in International Classification of Diseases, Tenth Revision, Clinical Modification medical coding. Instruction includes volumes 1 & 2 of the current ICD-10-CM manual, format and conventions are taught along with general coding guidelines for diagnosis. Students will be instructed in and receive hands on application in late effects, infectious and parasitic diseases, endocrinology, immunity disorders, body systems, hypertension & neoplasm tables, congenital anomalies, burns, adverse effects and poisonings. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 601 Module F

80 Clock Hours/3 Semester Credit Hours

This course provides comprehensive training in the use of Microsoft Office/Word 2007. Students will learn document editing, formatting text and paragraphs, creating tables, working with styles and templates as related to the healthcare industry. Additional instruction will include terminology and anatomy and physiology related to the Urinary and Reproductive systems, maternity care and delivery, and professional development. Students will learn work ethic, interviewing skills, resume writing, job search skills and professional dress through hands on development of a portfolio which will be utilized when seeking employment. *Prerequisites: NONE (40-40-0-20, 3)*

MBC 701 Module G

80 Clock Hours/3 Semester Credit Hours

Course provides a comprehensive study of medical health insurance. Topics of study include healthcare claim preparation and transmission, hospital billing, patient billing and collections. Additional instruction in Remittance Advice/Explanation of Benefits, secondary claims, HIPAA, Worker's Compensation, Medicare,

Medicaid, and private payers is provided. Students will use the concepts learned in a hands on approach by preparing claims, working with EOBs and filing deadlines. *Prerequisites: NONE (40-40-0-20, 3)*

***MBC 801 Externship**

160 Clock Hours/3.5 Semester Credit Hours

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of the assigned personnel at the externship site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. *Prerequisites: MBC 101, MBC 201, MBC 301, MBC 401, MBC 501, MBC 601, MBC 701. (0-0-160-40, 3.5)*

NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site’s educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining one externship site location for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student’s explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site’s rules, regulations and scheduling.

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
29-2072	Medical Records Specialists
29-9021	Health Information Technologists and Medical Registrars
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

Optical/Optometric Assistant

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks***

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of this program, the graduate will possess all the necessary skills to be an entry-level technician who can prepare eyeglasses to fill a Doctor's prescription. Concepts of contact lenses will be introduced. This program provides the graduate with the knowledge and skills for a variety of entry-level positions assisting ophthalmologists, opticians, optometrists, and other eye care professionals.

Job titles upon graduation will include Optical Assistant, Optometric Assistant and Lab Technician. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

Course Selections

		Clock Hours	Semester Credit Hours
		Lec / Lab / Ext / Total	
OP 101	Module A	25 / 55 / 0 / 80	3
OP 201	Module B	25 / 55 / 0 / 80	3
OP 301	Module C	25 / 55 / 0 / 80	3
OP 401	Module D	25 / 55 / 0 / 80	3
OP 501	Module E	25 / 55 / 0 / 80	3
OP 601	Module F	25 / 55 / 0 / 80	3
OP 701	Module G	25 / 55 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		175 / 385 / 160 / 720	24.5

**Students must complete OP 101, OP 201, OP 301, OP 401, OP 501, OP 601, and OP 701 to be eligible for participation in the externship class EXT 801.

***The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externship classes are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

Optical/Optometric Assistant Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

OP 101 Module A

80 Clock Hours/3 Semester Credit Hours

This course focuses on the primary part of the human eye and explains its function and common disorders. It also includes the theory of light, reflection and refraction as well as identifying various lens materials and their uses. Frame materials and their use are also discussed as well as making proper recommendations for lens styles according to people's lifestyles.

OP 201 Module B

80 Clock Hours/3 Semester Credit Hours

This course describes prisms and their use in relation to optics. Terms relating to Optical centration & interpupillary measurements are also discussed. Also included are the uses of ophthalmic equipment as well as ANSI standards for spectacles. Mathematic calculations related to Optics are also discussed.

Manufacturing processes for spectacles are discussed and practiced as well.

OP 301 Module C

80 Clock Hours/3 Semester Credit Hours

This course focuses on low vision aids as well as terminology related to dispensing and problem solving. Proper use of ophthalmic hand tools are also discussed and practiced as well as frame repairs and adjustments. Laws pertaining to the field of Optics are also discussed in this course. Also, proper telephone techniques as well as handling difficult patients are discussed.

OP 401 Module D

80 Clock Hours/3 Semester Credit Hours

The physiology of the cornea is the focus of this course. The history and evolution of the contact lenses are discussed. Also explained are the advantages and disadvantages of contact lenses. Terms relating to soft and hard contact lenses are discussed as well. Ophthalmic equipment used for contact lenses as well as proper care and cleaning of contact lenses are discussed and demonstrated.

OP 501 Module E

80 Clock Hours/3 Semester Credit Hours

The science of Perimetry and Tonometry is discussed in this course. Terminology related to eye diseases are discussed and explained. Bookkeeping rules as well as basic computer functions related to appointment scheduling are discussed as well. Basic insurance types and coverages are defined and explained.

OP 601 Module F

80 Clock Hours/3 Semester Credit Hours

This course focuses on bookkeeping, payroll, appointment scheduling and other office functions. Also explained are accounts payables and sales. Pharmacology law and low vision aids are further discussed in this course. National Standards for the field of Optics are also covered in this course.

OP 701 Module G

80 Clock Hours/3 Semester Credit Hours

The focus of this course includes knowledge of basic ophthalmic photography and iridology. Also covered in this course is basic knowledge of ocular pharmacology Basic illuminations of the slit lamp and other prescreening devices for common eye diseases are discussed as well. An introduction to ocular medical procedures is also provided. In relation to this, knowledge on the use of ICD and CPT coding books for insurance billing is also covered.

***EXT 801 Externship**

160 Clock Hours/3.5 Semester Credit Hours

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of the assigned personnel at the externship site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship.

NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to

accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

NOTE: School is only responsible for obtaining one externship site location for a Student.

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:

*Standard Occupational Classification (SOC)	Employment Position
29-2080	Optometric Assistant, Lab Technician (Optical Lab)
29-2081	Optician, Optical Assistant, Assistant Optician
29-2057	Ophthalmic Assistant
31-9099	Healthcare Support Workers, All Other
41-3091	Retail Optical Associate, Optical Sales Representative

* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

7. STUDENT DISCLOSURES SECTION

This Student Disclosures Section contains those policies and procedures that students need to know and follow in order to successfully obtain the knowledge and training that they will be receiving in their program of study. This Section is a part of the Lamson catalog and provides additional information to students on Lamson school policies pertaining to their student enrollment including admissions, financial aid, and program and graduation requirements.

Tardiness and Clock-In

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being “on-time” for class and appointments. Please be aware that class will begin whether you are there or not. If you arrive after your scheduled start time, you will be marked as tardy. If you are tardy, all class time missed will be recorded in real time. Tardy students may or may not be allowed into class at the discretion of the instructor or Campus Director. If you are going to be late, you need to contact the school staff. If you are allowed to arrive in late to class, when you arrive you must enter the class as quietly and discretely as possible so you do not disturb the instructor or your fellow students.

Student Appearance

Your dress and appearance must be in compliance with the following standards at all times:

1. Gender specific clothing is required at all times.
2. Clean hygiene (including use of deodorant and breath mints) is essential.

Academic Achievement

Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your instructor, Director of Education or the Campus Director.

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your assignments. Students who do not come prepared with the books and materials they need to fully participate in that day’s lessons may be required to leave class until they return with the necessary books and equipment.

Change in Status

It is important that you notify the administrative office and your instructor of any changes in status, including your address, phone number, email address, emergency contact information, etc. The School needs to have your most current information on file.

Standards of Conduct

Academic Misconduct Policy

Students may be disciplined for acts of academic misconduct. These include, but are not limited to: cheating and plagiarism.

Cheating is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another’s test or examination; allowing another to copy from one’s test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, “cheat sheets,” or other information devices without the consent of

the instructor; allowing someone other than the officially enrolled student to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures of another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever: Directly quoting another person's actual words, whether oral or written; using another person's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; or offering materials assembled or collected by others in the form of projects or collections.

Students who are accused of academic dishonesty have the right to due process. The full policy and procedure is available in this Student Disclosure Section.

Student Code of Conduct

The School seeks to provide the best educational environment for its students, faculty, and staff.

The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Lamson Institute, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

These standards include:

1. Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the School, extreme and willful disruption of the School environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. The School will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the School.
2. Always treat School and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
3. Alcohol and drugs have no place at the School or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
4. Cell phones must be set to vibrate during class time and may be used only outside the campus

premises and only during lunch and break times.

5. Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink in the student lounge or outside of the building.
6. Headphones, personal radios, CD players and iPods are not permitted during class or while performing work on a lab floor.
7. Refrain from entering staff offices without a staff member present. Make sure you have permission to enter these areas.

The School provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address unprofessional behavior, but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the School's sole discretion, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

Facilities

Student Break Room

The student break room is available to all students during your lunch and break times only. You are expected to help keep it clean. Smoking is not permitted anywhere in the campus building or around the entrance door. Smoking is only allowed in designated areas outside of each campus. Please follow the guidelines for your campus as well as the city ordinances where your campus is located.

Parking

The School does not provide a designated parking space for each student. Therefore, you must abide by all of the parking rules and regulations of your specific campus location and the community in which your campus is located.

Notice of Student Rights

Student Grievance Policy and Procedure

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members. The student should first attempt to resolve the situation with the person whose action is being questioned. Any questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog for any other reason, may be brought forth for resolution.

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If the student does not believe the matter has been resolved, he or she may proceed through the following steps:

Step 1. The student may file in writing, within three working days of the incident, the following information:

1. A statement of the specifics involving the grievance.
2. The dates of the occurrence.
3. A listing of policies and procedures involved.

4. The names of the individuals affected.
5. The interpretation or remedy sought.

The Director of Education will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the student's grievance.

Step 2. If the grievance remains unresolved, it may be appealed within five working days of the decision to the Campus Director. The Campus Director may take whatever steps are deemed necessary to resolve the matter. The Campus Director or his/her representative will render a decision, which is final and binding upon all parties.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools &
Colleges 2101 Wilson Boulevard, Suite 302
Arlington, VA
22201 (703) 247-
4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting **JoAnn Navarro, Campus Director, or online at www.accsc.org.**

Students dissatisfied with this school's response to their complaint, or who are unable to file a complaint with the school, can file a complaint with the Texas Workforce Commission, Career Schools and Colleges Section:

**Texas Workforce Commission
Career Schools and Colleges Section
101 East 15th Street, Room 226-T
Austin, Texas 78778-0001
Phone: (512) 936-3100**

Information on filing a complaint with TWC, including the form, can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

Financial Aid – Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, Lamson Institute provides this Student Disclosures Schedule as means to disseminate required student consumer and "Right-To-Know" Act information. The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

Financial Aid Office

The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

Student Financing Options

The School offers a variety of financing options and payment terms to help students finance their education. Financing options consist of federal grants and loans, institutional loans, and alternative loan programs with a variety of repayment options.

Cash Payment

The Cash option allows students to either pay their program costs in full prior to the start date of the program or pay 10% upfront and the remaining balance under the terms of the School's Institutional or Alternative Loan Programs. For more information refer to the Institutional and Alternative Loan Programs ask a school Financial Aid Representative.

Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements

Employer/Agency Contract Billing Program

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or VA representative. The authorization form, voucher or Military form must be submitted to the school's Financial Aid Office prior to the first class session in order for the school's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

Financial Aid Programs

Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The school Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

Federal Supplemental Educational Opportunity Grant (FSEOG): available at most campus locations. FSEOG is a need-based federal grant for undergraduate students and it does not require repayment. A student may inquire about the selection criteria for this grant at the school Financial Aid Office.

William D. Ford Direct Loan Program

The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half-time in school.

Direct Subsidized Stafford Loan: The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

Direct Parent Loans for Undergraduate Students (PLUS): For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Documents required for students applying for any type of Federal Financial Aid are:

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds
- Title IV Credit Balance Authorization
- Other Documents as Required

Note: Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

Admission Disclosure Statement (Only for Recipients of Stafford Student Loans)

The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution.

Institutional and Alternative Loan Programs

If one of the primary financing options does not fully cover the student's program costs, the School offers institutional and alternative loan programs that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient, affordable and easy to use. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. In addition, students may have their monthly payments automatically debited against a credit card or checking account.

Documents required for students participating in the Institutional Loan Program are:

- Enrollment Agreement and Disclosure Statements
- Student Loan Promissory Note and Disclosure Statement
- Credit Card Authorization Agreement (optional)

Documents required for students applying and participating in the Alternative Loan Program:

- Enrollment Agreement and Disclosure Statements
- Alternative Loan Application and Solicitation Disclosures
- Loan Approval Disclosure

- Alternative Loan Promissory Note
- Final Loan Disclosure
- Credit Card Authorization Agreement (optional)

Other Sources of Financial Assistance

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

Corporate Reimbursement Programs

An employed student may be eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

Veterans Assistance and Loans (VA)

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit www.gibill.va.gov or call 1-888-GIBILL-1 (1-888-442-4551).

AmeriCorps

AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit www.americoprs.gov or call 1-800-942-2677.

The Division of Vocational Rehabilitation

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

Workforce Investment Act (WIA)

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

Community Organization Funds

Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

Private Organizations

Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

Financial Aid Process and Information

Applying for Financial Aid

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

1. Apply and obtain a federal student aid PIN
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance test
4. Counseling Session
5. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

Student Eligibility for Financial Aid

The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.
- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Pell Programs.

Note: For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

Submitting the FAFSA

Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student's (and/or spouse or parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain

cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

Determining Financial Need

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

**Cost of Attendance (COA)- tuition, fees, books, supplies, room & board, transportation, & miscellaneous personal expenses
minus - The student's expected family contribution (EFC)
equals = The student's financial need**

Each school and each program within the school has a different student expense budget. This will depend upon the tuition, course length, books, fees, supplies, etc. To illustrate how student budgets are determined, refer to the following sample chart provided by the California Student Aid Commission for 2011-2012 award year using an adequate standard of living for various conditions. Actual tuition, books, fees, and supplies for a program in which the student enrolls can be obtained from the school's Financial Aid Office.

Sample Student Expense Budget

Based on 6 months/26 weeks of instructional time

	Student Expense Budgets (With Parents)	Student Expense Budgets (Without Parent or Off Campus)
Room & Board	\$2,898	\$7,242
Personal Expenses	\$2,076	\$1,902
Transportation	\$714	\$804

Note: These amounts are used in the determination of a student's need only. The need calculation estimates total living costs for an academic year. This amount does not represent the amount a student will need to pay the school or the amount of Financial Aid that can be awarded to a student.

Verifying FAFSA Information

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household
- Number of family members attending postsecondary education as at least half-time students
- Any child support received
- Any food stamps received

- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

Receiving an Award Notification

After careful evaluation of a student's Financial Aid application, the student's eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student's estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school's Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

Maintaining Regular Enrollment Status and Satisfactory Academic Progress

After the student's eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student's (a) enrollment status and (b) ability to meeting satisfactory academic progress:

A. Maintaining Enrollment Status

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student's enrollment status. The School must administer federal aid in accordance with federal regulations.
- A student's financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

B. Meeting Satisfactory Academic Progress

A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check academic progress throughout the course of the student's program of study. Therefore, an eligible student applying for Financial Aid must maintain the School's standards of academic progress in order to be eligible to receive Financial Aid funds.

Disbursing Financial Aid Funds

Financial Aid is disbursed in increments throughout the student's payment periods or period of enrollment. A payment period is the length of time the student takes to earn a specific number of hours of attendance in school. Upon a student meeting eligibility, a student's Financial Aid funds are disbursed at the beginning of each payment period. The following is an example of how funds are scheduled to disburse for an eligible student in a 1600-hour program:

Academic Grade Level Year 1 (900 Hours)		Academic Grade Level Year 2 (700 Hours)	
Payment Period 1	Payment Period 2	Payment Period 3	Payment Period 4
450 hours	450 hours	350 hours	350 hours

Receiving a Disbursement Notification

The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the

student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be received due to loan fees and rounding differences.

Changing Enrollment Status after Receipt of Financial Aid

A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

Returning Title IV Funds (R2T4)

A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period. As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date. If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other federal, state, private, and institutional programs
9. Student

Institutional Refund Calculation

If a student withdraws prior to the completion of their program of study the School is required to perform an institutional refund calculation to determine whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up to sixty percent (60%) of the scheduled hours completed within their period of enrollment. Should the number of scheduled hours completed during student's enrollment exceed sixty percent (60%) of the total hours in their period of enrollment, the institution shall have earned and retained 100 percent of the institutional charges assessed to the student. If a student withdraws from their program of study after the enrollment cancellation period,

the student is entitled to a refund per the pro rata calculation mentioned above less a registration fee not to exceed \$100.00, within forty-five (45) days of the student withdrawal or termination from the program.

Reapplying for Financial Aid

As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. If the student does not complete their term or payment period by June 30 of each award year, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

Seeking Additional Information

Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites www.studentloans.gov or www.fafsa.ed.gov
- The School's Enrollment Agreement
- The School's catalog
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: www.studentaid.ed.gov, <https://studentloans.gov> or www.fafsa.ed.gov

Important Policies and Disclosures

Voter Registration Disclosure

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit the website for your state to print the correct forms:

<http://www.dmv.org/tx-texas/voter-registration.php>
<http://elections.bexar.org/Registration/registration.html>

Constitution Day Policy

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17th of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787 recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

The Family Education Rights and Privacy Act (FERPA)

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Registrar oversees the disposition of educational records. Students may request a review of their records by writing to the Registrar or his/her designee and identifying the record(s) they wish to

review. Such review will be allowed during regular School office hours under appropriate supervision and within 45 days of the date the request is received by the School. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies.

A student may request the School to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he/she wants changed and specify why it is inaccurate. The Registrar, together with other involved School personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the School will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by the student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The School will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the School in writing within ten (10) days after the first date of attendance if he/she does not wish to have any or all of such information released by the School. Such directory information includes some or all of the following data: student's name, address (es), telephone number, e-mail address, program, dates of attendance, photograph, credential awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The School also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime.

The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901
Additional information on FERPA is available from the Registrar's office.

Copyright Policy

Lamson students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.
2. While Lamson expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:

A. Photocopying, Electronic and/or Other Copying of Copyrighted Materials: Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.

B. Use of Images from Online or other Sources: Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or Lamson do not own the image and have not paid for use of the image, consequently you should not use the image in your work.

C. Peer to peer file sharing. Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as Lamson, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.

D. Software. All software used by Lamson has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. Lamson students are not allowed to use any personal software with Lamson technology.

3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at Lamson.

Drug-Free Schools/Drug-Free Workplace Annual Disclosure

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF ACCEPTANCE AS A STUDENT TO THE SCHOOL**, students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. A violation will result in the School taking appropriate

action up to and including termination from School. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

Objectives of the School's Substance Abuse Prevention Policy

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

Standards of Conduct

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance. The use of the medical marijuana card in California or any other state is not accepted as an exception to this policy. Regardless of the legitimacy of the card, the School will follow all applicable laws and regulations. This includes field trips and student-sponsored social activities if they are considered sponsored by the School.

2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

3. DISCIPLINARY SANCTIONS

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

4. LOSS OF TITLE IV ELIGIBILITY

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

5. LEGAL SANCTIONS

State Drug Laws: State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose their right to vote.

Federal Drug Laws: Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: <http://www.dea.gov/agency/penalties.htm>.

6. HEALTH RISKS

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

Alcohol: Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

Marijuana: Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

Cocaine/Crack: Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

Methamphetamine/Amphetamines: Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive "uppers" that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, serious physical effects, including sudden death.

Narcotics: Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce

shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

Ecstasy: “Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

GHB/Rohypnol: Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

Inhalants: Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

Steroids: Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the School Director for contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900.

Additional helpful information and resources may be found by contacting the following organizations:

U.S. Department of Health and Human Services

Substance Abuse and Mental Health Services Administration 1-800-662-HELP (1-800-662-4357)
<http://dasis3.samhsa.gov/>

National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL (1-800-622-2255)
<http://www.ncadd.org>

California – <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Texas – www.statutes.legis.state.tx.us/

Nevada – www.leg.state.nv.us/NRS/Index.cfm

8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms Mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more Mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more Mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more Mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more Mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 -999 gms mixture	100 gm or more pure or 1 kg or more mixture		

Substance Abuse Policy and Procedures

The School will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor or the Director of Education as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and in the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- smell of alcohol or marijuana emanating from student's body
- inability to carry on a rational conversation
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by the School indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students with a copy of the Substance Abuse Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.
- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the School believes a student is impaired during school hours or while engaged in School externship or School sponsored activities.
- When the School receives a written report from another individual with a relationship to the student (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the student has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction.

Drug Testing Procedures (Random and For Cause)

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular basis as determined by the School. The School reserves the right every three to six weeks to have a reasonable number of students from the student body to be randomly tested for illegal substances. The School also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School's discretion:

- Immediate dismissal from School for the remainder of the current module or for the student's remaining program of study. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the School, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Director of Education on a regular basis (frequency determined by the Director of Education) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the School.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module retakes.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeal's process the Student Grievance Policy and Procedure to determine the possibility of returning to the School.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

EQUAL EDUCATIONAL OPPORTUNITY

The School declares and affirms a policy of equal educational opportunity, equal employment opportunity, and nondiscrimination, where applicable, in the provision of its admissions processes and educational services to the public. The School reaffirms its policy of administering all its educational programs, admissions processes, and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for provision of such services. Further, the School commits itself to a program of Affirmative Action/Equal Opportunity.

The School recognizes its responsibilities under Section 504 of the Rehabilitation Act of 1973 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in school-related activities. When requested by the student and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Regular School procedures for application and admission apply to students with disabilities. For further information, contact the Director of Education.

The School will make all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for an employment decision.

The School is obligated by and adheres to the provisions of: Section 493 A, Title IV, Higher Education Act of 1965, United States Code, Veterans' Benefits Title IX, Educational Amendments of 1972 Section 504, Rehabilitation Act of 1973, Family Educational Rights and Privacy act of 1974 as amended.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus Director of the School.

Lamson Annual Safety and Security Report and Sexual Harassment, Assault and Violence Policy and Grievance Procedure

Equal Educational Opportunity

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against

or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures set forth in the attached Lamson Annual Safety and Security Report incorporated as Addendum A to this catalog.

ADDENDUM A: 2017 LAMSON INSTITUTE ANNUAL SAFETY AND SECURITY REPORT

**Including Clery Act Disclosures of Campus Security Policy and Crime Statistics
(San Antonio, Texas)**

Including Calendar Year 2014, 2015 and 2016 Crime Statistics

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and in an effort to continuously promote and improve safety and security measures on campus, the Lamson Institute (“Lamson”) collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report (“Report”) to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the Lamson Campus Director, JoAnn Navarro at (210) 520-1800, joann.navarro@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.**

I. COMPLETION AND DISSEMINATION OF THE REPORT

Prior to October 1 of each year, Lamson compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to Lamson’s Campus Director, **JoAnn Navarro**, who also serves as the **Title IX Coordinator** who can be reached at, **(210) 520-1800, joann.navarro@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.** Lamson’s Director of Education, **Rose Hernandez**, serves as Lamson’s **Campus Security Authority** who can be reached at **(210) 520-1800, rose.hernandez@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.** All crime statistics contained in this Report are for Clery Act reportable crimes occurring on Lamson’s campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. Lamson’s physical campus includes a building with approximately 32,000 square feet located at **5819 NW Loop 410, Suite 160, San Antonio, TX 78238.** The Report also includes Lamson’s current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

Lamson annually distributes this Report and/or provides a notification to all enrolled students and current employees that the current version of the Report has been posted to <http://lamsoninstitute.com/student-consumer-information> and that a paper copy of the Report will be provided at no cost upon request. Distribution methods for the Report and/or the notification include classroom/office distribution, U.S. Postal Service delivery, and/or electronic mail or text. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is made available to the public on Lamson’s website at <http://lamsoninstitute.com/student-consumer-information>. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under Lamson’s name at <https://nces.ed.gov/collegenavigator>

II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES

1. Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director, JoAnn Navarro, who can be reached at **(210) 520-1800, joann.navarro@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238** and/or to other available Lamson staff for purposes of expediting Lamson’s Emergency Response and Evaluation Procedures as set forth in Section II.B.3.

2. Reporting Crimes

Crimes that should be reported to the Campus Director, Director of Education, or his/her on-site designee by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director, Director of Education, or his/her on-site designee for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in Lamson’s annual crime statistics reporting by contacting the Campus Director.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director, Director of Education, or nearest available Lamson staff member. All Lamson faculty and staff are trained to notify the Campus Director, Director of Education, or his/her on-site designee immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director, Director of Education, or his/her on-site designee.***

Lamson strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies or campus authorities. Upon written request, Lamson will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Lamson against a student who is accused of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

B. INSTITUTIONAL RESPONSE PROCEDURES

1. Response to Reports of Crime or Emergency

Upon receipt of a report of a crime or emergency, the Campus Director, Director of Education, or his/her on-site designee will:

- Immediately assess, based on his/her own judgment or after consultation with other Lamson employees as needed, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3.
- Immediately assess, based on his/her own judgment and/or after consultation with other Lamson employees or the local police, whether a “timely warning” to the campus community should be issued pursuant to the Timely Warning policy in Section II.B.2.
- With regard to a reported incident that is or may be a sex offense, the Campus Director will also evaluate and respond to the reported sex offense in accordance with Lamson’s Sexual Harassment Policies and Procedures contained in Section IX.
- For all reported crimes, the Campus Director, Director of Education, or his/her on-site designee will, within 24 hours of the incident, document all then-available and relevant information including the date,

time, location, and description of the incident for purposes of maintaining an accurate record of events and compiling this annual Report. Documentation will be updated as more information becomes available.

2. Timely Warning of Reported Crime

In the event that Lamson receives notice of a crime reportable pursuant to the Clery Act, either on campus or on public property within the campus or immediately adjacent to or accessible from the campus, that, in the judgment of the Campus Director, Director of Education, or his/her on-site designee, constitutes an ongoing or continuing threat to students and employees, a campus wide “timely warning” will be issued as soon as pertinent information is available and/or confirmable. Depending on the particular circumstances of the crime/situation, especially in all situations that could pose an immediate threat to students and employees, Lamson will post a warning via one or more of the following means of communication: direct classroom notification, email or text message, the Lamson website, social media, and/or and/or verbal or written notice. The specific mean(s) of communication used will be those determined to be the most effective at reaching the campus community quickly given the nature and timing of the warning, as determined by the Campus Director, Director of Education, or his/her on-site designee. The warning will withhold as confidential the names and other identifying information of the victims.

Anyone with information warranting a timely warning should report the circumstances to the Campus Director, Director of Education, or his/her on-campus designee by phone at (210) 520-1800 or in person.

3. Emergency Response and Evacuation Procedures

In the event the building needs to be evacuated or locked down due to any emergency or any other dangerous situation involving an imminent threat to the health and safety of students and employees (an “Emergency”), Lamson will initiate its emergency and evacuation procedures. Maps of the evacuation route have been posted in each office, common areas and classrooms. The Campus Director, Director of Education, or his/her on-site designee will, without delay, and taking into account the safety of students, faculty and staff, and guests, determine the content of the notification and initiate the notification system, unless the notification will, in his/her professional judgment, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Lamson has developed a process to confirm that there is an Emergency, determine who to notify, determine the content of the notification, and initiate the notification system. The Campus Director, Director of Education, or his/her on-site designee will contact local law enforcement, campus security officials, and local news sources to determine as much information as possible. Upon the confirmation of an Emergency, Lamson will issue a warning via one or more of the following means of communication: direct classroom notification, email or text message, the Lamson website, social media, other spoken or written verbal announcement, and/or other appropriate means to immediately inform individuals on campus of the need to evacuate and procedures to follow. As necessary, the Campus Director, Director of Education, or his/her on-site designee will contact specific sections of the campus and take steps to inform the larger community of the Emergency. The front desk personnel and Campus Director will notify the local police, fire or other appropriate first responder to assist with the Emergency.

Lamson tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, Lamson publicizes its Emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. Lamson maintains documentation of each test exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.

III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY

Upon a decision by the Campus Director, after consultation with other Lamson officials as appropriate, to close a campus or delay opening for any reason, including for a weather related reason, Lamson will announce the information as it deems appropriate, given the circumstances, by email, text and/or on local radio or TV stations on a timely basis for the day classes and for the evening classes respectively. Closings for day and evening classes will be announced separately. When school closings are excessive, make up classes may be required.

IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES

There are no Pastoral or Professional Counselors on Campus. Crisis, mental health and victim resource hotline numbers are available from the Campus Director. Section IX of this policy addresses Lamson's policies with respect to support services and confidentiality for victims of sexual violence.

V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Lamson does not maintain residential facilities and does not have any officially recognized student organizations with noncampus locations. The building is open to staff, faculty and/or students during business hours (8 am to 10:45 pm daily, Monday-Friday). During non-business hours access to each Campus is by key fob and a security code only or by admittance via a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes. Lamson evaluates its security policies regarding campus facilities annually.

VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES

Lamson does not employ security personnel or campus police and Lamson employees have no authority to arrest or detain any individual. Lamson does not have a written memorandum of understanding or other agreement with local police agencies. Lamson faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A and to notify local police when the victim of a crime elects to do so, or is unable to make such a report.

If you are a victim of or witness to a crime and do not want to pursue action through Lamson's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting Lamson to include the incident in its crime statistic reporting without revealing your identity. With such information, Lamson can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Lamson will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and Lamson cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX.

VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During new student and new employee (faculty and staff) orientations, students and employees are informed of Lamson's safety and security practices and procedures, given this Report, and are encouraged to be responsible for their own security and the security of others. Such orientations and trainings may include a Power Point presentation and/or review of the policies contained in this Report and in the school catalog.

Campus crime statistics are also disclosed on an annual basis (for the previous three calendar years) within this Annual Security Report. The topics of crime prevention and security awareness as they relate to preventing and responding to sexual harassment/violence (specifically, bystander intervention and risk reduction strategies), are also covered during these presentations.

VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

All Lamson property has been designated "drug free" and the School is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. Lamson does not permit the sale, possession or consumption of alcoholic beverages on School property and adheres to and enforces all state underage drinking laws. A complete copy of Lamson's seven page [Drug-Free Schools/Drug-Free Workplace Annual Disclosure](#) containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is contained in the School Catalog. At least on an annual basis,

students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current School Catalog and material posted on campus. Current faculty and staff are provided this information during their annual review or with a copy of this Report.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years of age is forbidden as provided by state law. Lamson prohibits the use, possession, manufacture, sale or distribution by its students, faculty and staff of any illegal drug. Students, faculty and staff are reminded that unlawful possession, distribution or use of alcohol or illegal drugs may subject individuals to criminal prosecution. Lamson may refer violation of prescribed conduct to appropriate authorities for prosecution in connection with federal and state laws.

IX. POLICY REGARDING SEXUAL HARASSMENT AND SEX OFFENSES

Lamson policy prohibits harassment or discrimination based on race, religion, creed, national origin, ethnicity, ancestry, color, sex, military or veteran status, physical or mental disability, mental condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes harassment and sexual violence, and the Institution has jurisdiction over Title IX complaints. To the extent that an employee or contract worker is not satisfied with Lamson's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Lamson is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual misconduct of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. Lamson prohibits dating violence, domestic violence, sexual assault, and stalking as defined below. To fulfill its educational mission, Lamson has designated JoAnn Navarro, Campus Director, as its representative to coordinate Lamson's compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual misconduct should contact the Title IX Coordinator at (210) 520-1800, joann.navarro@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238, and follow the procedures outlined in this section (IX).** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the School Catalog.

Confidentiality

All proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with Lamson's executive management and its legal counsel, a victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. Lamson will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, Lamson may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with Lamson's legal counsel and the School's executives. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to Lamson sharing the information.

No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the Lamson community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

Sexual Harassment and Sexual Violence

Sexual harassment and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by Lamson and will not be tolerated. All members of the Lamson community (students,

faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows IB Lamson T to quickly respond to the allegations and offer immediate support to the victim. Lamson is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the respondent will be afforded equitable rights during the investigative process. Lamson will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance pursuant to this policy. Lamson provides these procedures for reviewing and resolving such complaints. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Key Definitions

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at Lamson as such acts are inappropriate and create an environment contrary to the goals and mission of Lamson. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes any offense that meets the definition of rape, fondling, incest and statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting¹ program and as set forth in Appendix A to Subpart D of Title 34 of the Code of Federal Regulations, Part 668, which defines each offense as follows:

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

¹ The FBI's UCR definitions are used to describe all crimes reported in the Clery Act Crime Statistics section of this report.

of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Sexual assault is defined in the Texas Sexual Assault statute (Penal Code, Title 5, Chapter 22, Sections 22.011 and 22.021).

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

There is not a Texas penal code statute entitled "Assault — Domestic Violence." The actual offense is typically for "Assault." A person is guilty of domestic assault in Texas if he commits an assault against a family member, household member, or a current or past dating partner. An assault consists of: intentionally, knowingly or recklessly causing bodily injury to another person, intentionally or knowingly threatening another person with imminent bodily injury; or intentionally or knowingly causing physical contact with another that the offender knows or reasonably should know the victim will find provocative or offensive. (Texas. Penal Code Title 5, Chapter 22, Section 22.01.)

Dating violence means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

Dating Violence is defined in Texas Family Code, Title 4, Chapter 71, Section 71.0021 and means an act by an individual that is against another individual with whom that person has or has had a dating relationship and that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the individual in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself. Under this same Chapter "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of: (1) the length of the relationship; (2) the nature of the relationship; and (3) the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship".

Stalking means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with his or her property) that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress." Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is defined in in Section 42.072 of the Texas Penal Code. 1. Intent of stalker: Stalker has the intent or the knowledge that his/her actions will instill fear of death or bodily injury to the victim or a member of the victim's family or household. Threats can be explicit (e.g.-stating that he is going to kill the victim) or implied (e.g.-veiled threats, hurting the family pet). Threats have to be aimed at a specific person; they cannot be general threats. Threats may be conveyed by the stalker or by someone acting on behalf of the stalker. 2. Conduct of stalker: Conduct has to occur on more than one occasion and be directed towards the victim and/or

the victim's family or household members. More than one police report is not required. The acts may include threatening contact by mail or by phone, or damaging the victim's property. The penalty is a Third Degree Felony- unless there is a prior conviction for stalking, in which case the penalty is upgraded to a 2nd degree felony.

Consent means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

The definition of "consent" in Texas is included in Texas's Sexual Assault Statute (Texas Penal Code, Title 5, Chapter 22, Sections 22.011 and 22.021). For sexual activity to be considered legal, consent must be given by: a person who is old enough to legally agree to sex (an adult aged 17 or over), or by a person who is mentally capable of understanding the activity, or by a person who is fully conscious and aware of the activity, or by a person who has not been intoxicated or drugged against their will, or by a person who has not been threatened or coerced.

A. Reporting Sexual Offenses

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, Lamson encourages students, faculty and staff to promptly report the incident to the local police and/or Lamson's Title IX Coordinator at **(210) 520-1800, joann.navarro@lamsoninstitute.com, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238**. A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for Lamson's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

Victims of Assault/Violence: If you are a victim of sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Victims of sexual violence may also wish to seek the support service from organizations trained in providing counseling and support services to victims. Lamson refers victims of sexual assault to a number of organizations, including the Rape Crisis Center at (210) 349-7273 and rapecrisis.com, Community Counseling Service of Our Lady of the Lake (OLLU) at (210) 434-1054, and Rape, Abuse & Incest National Network's (RAINN) National Sexual Assault Hotline at 800.656.HOPE (4673).

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Time is a critical factor for evidence collection and preservation. If at all possible:

- Document the details of the incident, such as dates, times, locations, and witnesses.
- Save clothing worn during the assault in separate paper bags.
- Save digital evidence such as harassing or threatening emails, voicemails, text messages, social media posts, etc.
- Take pictures of any injuries or damages and have any injuries looked at and documented by your doctor.

Victims of sexual assault are also encouraged to preserve DNA evidence by obtaining a forensic examination from a medical professional. Victims are not required to file a police report in order to receive a sexual assault forensic exam. These exams are always free and do not require the use of medical insurance. In order to ensure the greatest chance of collecting DNA evidence, a forensic examination should be done as soon as possible after an assault.

Lamson strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner. If requested to do by the victim, Lamson will assist the victim in contacting the police. However, the victim

is not required to contact the police, and may pursue the Grievance Procedure contained in this policy or request Lamson to conduct an independent investigation under this section regardless of whether the police are contacted.

Lamson does not issue orders of protection. However orders of protection and restraining orders are issued by criminal, civil or tribunal courts in Lamson's local area upon the application of a complainant and upon a showing of appropriate cause against the respondent. Lamson will assist in referring a complainant to the appropriate court or other government office. Further, Lamson will strictly comply with and enforce the terms of a protective/restraining order when it becomes aware of such order using such means as requiring the respondent to stay away from the School pending any court hearing, transferring the respondent to other classes or transferring the respondent to different class attendance times.

Role of the Title IX Coordinator: The Title IX Coordinator has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for assisting in the maintenance of accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual misconduct, or have witnessed an act of sexual misconduct should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. The Title IX Coordinator also has the following responsibilities:

1. Provide the complainant with a copy of this policy, written information on the availability of Lamson's formal investigatory procedures (see Formal Investigatory and Disciplinary procedures below), and written information about local victim support resources (off-campus) for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims.
2. Maintain the confidentiality of the personally identifying information ("PII") of the victim or other necessary parties by ensuring PII is not included in the Annual Security Report and related disclosures.
3. Provide written notification of options to facilitate changes to academic, externship, and/or transportation situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. Lamson is obligated under federal law to give reasonable accommodations to a victim. Upon the victim's request to the Title IX Coordinator, Lamson will facilitate changes to classes, attendance times, parking arrangements, and/or externship location where applicable, with specific measures to be determined based on the Title IX Coordinator's assessment of the severity and pervasiveness of the allegations and best judgment of which available measures will reasonably accommodate the victim's needs and specific requests. Lamson will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Lamson to provide the accommodations or protective measures. These steps will be taken by Lamson regardless of whether the victim chooses to file a formal complaint.
4. Inform the complainant that informal mediation cannot be used by Lamson to resolve sexual violence complaints.
5. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence. Lamson will comply with a victim's request for assistance in notifying authorities.
6. For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the respondent, complainant or witness have

a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant or Lamson deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

B. Formal Investigatory and Disciplinary Procedures for Students and Employees

All reports of sexual violence received by the Title IX Coordinator must be resolved through this formal investigatory and disciplinary procedure. Lamson is committed to providing a fair, prompt and impartial proceeding from investigation initiation to final result that is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, Lamson must weigh that request against its obligation to maintain a safe environment. When Lamson honors the complainant's request for confidentiality, the complainant must understand that Lamson's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. In the case of sexual violence, Lamson may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If Lamson determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. Lamson may not require a victim to participate in a formal investigation or hearing that it is initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance by means of these formal procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances or investigations covered by these formal procedures should be filed as promptly as possible after the alleged discriminatory conduct. Except in instances of sexual violence, informal resolution of the conflict is always open to the aggrieved party, however, an attempt at informal resolution is never a prerequisite to filing a formal grievance or to Lamson's obligation to investigate a reported event.

To initiate this procedure, a student, faculty member or staff should direct a written complaint to the Title IX Coordinator that states in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses, and any request for confidentiality. In a situation deemed to be an emergency by the Title IX Coordinator, Lamson will issue a Timely Warning and the individual alleged to have caused the grievance or complaint may be temporarily transferred or put on leave pending the outcome of Lamson's investigation. The Title IX Coordinator need not wait for the conclusion of a criminal investigation or criminal proceeding to begin an investigation where warranted.

After report of the grievance, the Title IX Coordinator will:

1. Provide the complainant with a copy of this policy and information about local victim support resources. Victims of sexual violence will be provided information about evidence preservation.
2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that Lamson can assist the victim in doing so if requested.

The Title IX Coordinator will initiate an investigation within ten days of receipt of the formal grievance to determine whether there is a reasonable basis for taking action. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the Title IX Coordinator must prepare a written report recommending one of three actions:

1. Concluding that the complaint is without merit and that no further action is warranted.
2. Recommending efforts to bring about an informal resolution under this policy if warranted and permitted by law.
3. Initiation of a formal grievance hearing to evaluate possible disciplinary action against the individual alleged to have caused the grievance.

C. Hearing Procedure

A Grievance Committee composed of two senior level management personnel who are appointed by the CEO, with the School's General Counsel acting as the legal advisor to the committee, will be convened to review the Title IX Coordinator's recommendations and to receive any oral or written testimony from the complainant, the individual alleged to have caused the grievance, any relevant witnesses from both parties, and any other relevant evidence. The standard of evidence used in the hearing will be "preponderance of the evidence," meaning that Lamson will evaluate whether it is more likely than not that the alleged conduct occurred. Both the complainant and the respondent will be timely notified of all hearings at which either may appear, and both complainant and respondent will be afforded equal and timely access to any information that will be used at the hearing. Both the complainant and the respondent may be accompanied to any related meeting or disciplinary proceeding by an advisor of their choice acting strictly in a support capacity, provided the involvement of said advisor does not result in the postponement or delay of any such meeting or proceeding as scheduled. A support capacity means that the advisor is not permitted to speak to or address the Grievance Committee or to question any other attendees, including witnesses.

In all cases, the Title IX Coordinator will maintain regular communications with both the complainant and respondent and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator and the Grievance Committee to fully evaluate the alleged offense. The Committee will decide:

1. Whether the complaint is without merit and that no further action is warranted.
2. What, if any, remedial action is necessary.
3. The nature, scope and timing of any proposed disciplinary action against the respondent.

The determination of the merits of the complaint by the Grievance Committee will be final. Lamson will inform both parties simultaneously, in writing, of its final determination, the procedures for appeal, any change to the result, and the date the results become final.

The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of respondent and remedies to complainant within 60 days of the date that the report is first received by the Title IX Coordinator.

The Campus Director will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with Lamson staff to recommend changes to the School's policies, procedures or training to prevent re-occurrence.

D. Appeals Procedure

The Respondent and Complainant may request an appeal of the decision and sanctions rendered by the Grievance Committee on one of the following three grounds:

1. A party believes a procedural error occurred, which that party feels may change or affect the outcome of the decision;
2. A party has substantive new evidence that was not available to the Grievance Committee at the time of the hearing and that may change the outcome of the decision;
3. A party feels that the severity of the sanction is substantially disproportionate given the facts of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Appeals Panel (as identified in the outcome letter) within five (5) business days following the date on the outcome letter. The other party will be notified if an appeal request is submitted and be provided the opportunity to submit a written statement to the Appeals Panel within five (5) business days of notification.

Appeals will be conducted in an impartial manner by two senior level management personnel who are appointed by the CEO and did not sit on the original Grievance Committee, with the School's General Counsel acting as the legal advisor to the panel, without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the Grievance Committee's decision is warranted and make a final decision.

The decision of the Appeals Panel is final and binding on the parties and is not subject to further consideration or appeal. Appeals decisions will be rendered within fifteen (15) business days after the receipt of the formal request for appeal. Both parties will be notified in writing of appeals outcome.

E. Disciplinary Options

Penalties: Substantiated accusations of sexual violence may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Complaint Record and Notice of Outcome: All proceedings and records will be confidential to the extent permitted by law. However both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

F. Education and Training

In an effort to promote a safe environment and to prevent acts of sexual misconduct, Lamson engages in primary prevention and awareness training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. The programing will cover the following subjects:

- identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- defines what behavior and actions constitute consent to sexual activity;
- provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, options for involving law enforcement, services and protective measures available to victims;

- reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

Lamson educates the student community about this policy, sexual violence prevention programs and related school policies during all group orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all school faculty and staff about Lamson's Title IX policies and conducting the new student training.

G. Bystander Intervention and Risk Reduction

Lamson urges all members of the campus community to help prevent crimes, including crimes of sexual violence, and promote a safe campus environment for themselves and others by practicing bystander intervention and risk reduction.

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Members of the campus community can help prevent dating violence, domestic violence, sexual assault, and stalking by identifying potentially harmful situations and intervening on a potential victim's behalf when the intervention is not likely to put the bystander themselves in danger. A concept known as the three Ds of Bystander Intervention provides several useful strategies for intervention:

Direct: In some situations, you may feel comfortable intervening directly by asking the potential victim if they are okay, expressing concern, or telling the potential offender(s) to stop their behavior.

Distract: Another strategy is to interrupt the situation without direct confrontation by providing a distraction. Cut off the conversation with a diversion: you're about to leave the party, would the potential victim like a ride? Or, we're about to order pizza do you want any? Or just say that you or someone else needs to speak to the potential victim urgently.

Delegate: If you are too wary or shy to intervene directly, notify someone who might be in a better position to intervene, for example friends of the potential victim, or someone who has the authority to intervene, such as a school official or manager.

In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, Lamson urges all members of the campus community to call 911 or to contact a Lamson employee immediately.

Risk Reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Lamson urges members of the campus community to take steps to reduce the chances of themselves or another person becoming a victim of a crime, including but not limited to the following:

- Lock doors and secure items of value.
- Walk in pairs at night and travel to events or parties with others rather than attending by yourself; check in with one another frequently and leave together.
- Avoid impairment caused by alcohol or drugs and/or offer to call a cab for someone if you see they are intoxicated.
- Keep your cell phone charged and with you at all times in case you need to call for help, for yourself or for someone else.
- Be aware of your surroundings and avoid isolated or dimly lit places.
- Trust your own intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of another.

Lamson urges all members of the campus community to work together to promote a safe campus environment for everyone. Lamson includes training on bystander intervention and risk reduction in all orientation training for students and staff.

H. Additional Information

Questions regarding this policy should be directed to the Title IX Coordinator. In addition, the U.S. Department of Education Office of Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.

The local Police Department provides a link to the Texas Sex Offender Registry. Lamson is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Texas, information about convicted sex offenders is available at <https://records.txdps.state.tx.us/SexOffender/>.

XI. CLERY ACT CRIME REPORT STATISTICS

LAMSON INSTITUTE – San Antonio, TX Campus:

OFFENSE	PROPERTY	2014	2015	2016
Murder and Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-Campus Property	0	0	0
	Public Property	0	0	0
Incest	On-Campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0

Aggravated Assault	On-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Domestic Violence	On-Campus Property	1	0	0
	Public Property	0	0	0
VAWA Offense: Dating Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Stalking	On-Campus Property	0	0	0
	Public Property	0	0	0
Hate Crimes: Related to any of the above listed crimes, and/or involving simple assault, larceny-theft, intimidation or destruction/damage/vandalism of property, within one/more of the following bias categories: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-Campus Property	1	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0

Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property	0	0	0
Lamson Institute does not have any noncampus property.				

Schedule of Student Charges, Tuition and Fees

Program	Tuition	Fee	Total
Lab Assistant, EKG Technician/Phlebotomist	\$14,033.00	\$40	\$14,073.00
Medical Assistant	\$14,033.00	\$40	\$14,073.00
Medical Biller/Coder/ Office Assistant	\$14,033.00	\$40	\$14,073.00
Optical/Optometric Assistant*	\$14,900.00	\$40	\$14,940.00
Electrical Technician	\$15,180.00	\$40	\$15,220.00
Commercial Refrigeration, Heating and Air Conditioning*	\$16,240.00	\$40	\$16,280.00

All books, tools, and supplies are included in the tuition for full time students.

New Schedule of Student Charges, Tuition and Fees Effective for any student enrolling on or after August 1, 2017

Program	Tuition	Books, Supplies & Uniforms	Fee	Total
Lab Assistant, EKG Technician/Phlebotomist	\$13,712.00	\$411.00	\$40	\$14,163.00
Medical Assistant	\$13,648.00	\$475.00	\$40	\$14,163.00
Medical Biller/Coder/ Office Assistant	\$13,357.00	\$766.00	\$40	\$14,163.00
Optical/Optometric Assistant*	\$14,566.00	\$424.00	\$40	\$15,030.00
Electrical Technician	\$14,463.00	\$857.00	\$40	\$15,360.00
Commercial Refrigeration, Heating and Air Conditioning*	\$15,822.00	\$508.00	\$40	\$16,370.00

Estimate of Annual Indirect Costs While Attending Lamson

Lamson Institute does not offer housing, meal plans or transportation for students. In order to help you better plan your budget, the following is an estimate of the annual expenses students may expect for these indirect costs while attending Lamson.

	Room & Board	Personal Expenses	Transportation	Total
Living Off Campus	\$11,172.00	\$2,868	\$8,460.00	\$22,500.00
Living with Parents	\$7,488.00	\$2,868	\$5,580.00	\$15,936.00

Faculty and Staff

JoAnn Q. Navarro	Campus Director
Rosemary (Rose) Hernandez	Director of Education
Adela Maynes	Director of Career Services
Herlinda Ruiz	Business Officer
Bianca Guajardo	Placement Coordinator
Veronica Paz	ADOE/Registrar
Tracy Rodriguez	Front Desk
Robert Manning	I.T. Administrator
Cynthia Manning	Allied Health Program Director/Instructor
Julia Peterson	Lead Medical Instructor
Pablo Chavez	Medical Assist Instructor
Patricia Hernandez	Medical Assist/LAB Instructor
Miguel Rico	Medical Billing Coding Instructor
Patty Phillips	Optical/Optomeric Assistant Instructor
Jennifer Moreno	Externship Coordinator/MBC Instructor
Robert Rodriguez	Electrical Program Director/Electrical Instructor
John Lewis	Electrical Instructor
Steven Paez	Electrical Instructor
Richard Gamboa	Electrical Instructor
John Dale Barclay	HVAC-R Program Director / HVAC-R Instructor
Jack Overman	HVAC-R Instructor
James Sedillo	HVAC-R Instructor
Francisco Perez	HVAC-R Instructor
Isiah Alicea	HVAC-R Instructor
Marvyn Wilkinson	HAVC-R Instructor
Yolanda Lopez	Lead Financial Aid Officer
Michelle Hansler	Financial Aid Officer
George Vegerano	Senior Admissions Representative
Annette Gonciar	Senior Admissions Representative
Dorothy Pacheco	Admissions Representative
Aurora Molina	Admissions Representative
Glynndy Oskouian	Admissions Representative

You may contact staff at: (210) 520-1800 or 5819 N.W. Loop 410, Suite 160, San Antonio, TX 78238

EDUCATION DEPARTMENT

Rosemary Hernandez is the Director of Education for Lamson Institute. She has a Master's Degree in Educational Leadership from Concordia University and a Bachelor's Degree in Liberal Arts from Mt. St. Mary's College in Los Angeles, California. Ms. Hernandez has over 34 years of management experience in Education, various titles include, Chief Operating Officer of Franklin Career College in Ontario, California. Other titles held include Vice President of Operations with multi-site school organization, Campus Executive Director and Regional Career Services. She also has taught Business Management, Business Ethics, Professional Development, Curriculum Development and various other classes.

Cynthia Manning, Allied Health Program Director/Medical Billing Coding Instructor, has over 15 years' experience working as a Medical Assistant performing both back office and front office duties, most recently with Stone Oak Pediatrics. Prior to moving to San Antonio, Mrs. Manning worked for twelve years at High Desert Valley Pediatrics in Apple Valley, California. Mrs. Manning holds certifications in the following areas: Medical Assistant, Medical Lab Assistant, EKG Technician and Phlebotomy, Mrs. Manning is also a certified CPR Instructor / Trainer.

Julia Peterson, Medical Assistant and Medical Billing and Coding Instructor, has over ten years' experience working as an Allied Health instructor. She holds her Associates of Applied Science in Business Technology with Medical Specialization in Medical Billing, Coding and Office Management from Hallmark Institute of Technology. Mrs. Peterson is a Certified Medical Assistant, Certified EKG Technician and a Phlebotomy Technician; certified through the National Health Career Association.

Pablo Chavez serves the institution as the Medical Assistant Instructor. He has over 10 years in the industry and has held several supervisory roles. He earned his Medical Assistant/Phlebotomy Diploma and Certification at Career Centers in El Paso, TX, and graduated as the Top Student of the year. Mr. Chavez is also a veteran of the United States Army stationed at Ft. Gordon, GA.

Patricia Hernandez is a Lamson Institute Allied Health Instructor with over 19 years of experience working in the health care sector as a phlebotomy/lab technician and as a medical assistant. In addition to her work as a medical assistant, Ms. Hernandez was a site lead and phlebotomy Rep II at Quest Diagnostics, and a Phlebotomist at Methodist Hospital in San Antonio. Ms. Hernandez earned her Medical Assistant diploma from the National Institute of Technology, and her high school diploma from Sonora High School.

Miguel Rico is the Medical Biller/Coder/Office Assistant Instructor for Lamson Institute. He holds a Bachelor's degree from Southwest Texas State University. He joined the United States Air Force and retired in 1988. Mr. Rico has over 12 years in medical billing and coding, medical information management, health information technology and human resources. He has successfully taught his students over these many years and prepared his graduates to become successful in their new careers.

Patty Phillips, Optical/Optomeric Assistant Instructor, brings 43 years' experience in all phases of optical, including managing multiple retail optical locations, working with Optometrists and Ophthalmologists and supervising retail optical labs. In the past few years she has created study groups for the American Board of Opticianry exam (ABO), and helped employees from doctor's offices and retail offices pass the exam. In the early '80's as an optician working for an Optometrist, she participated in a study done with NASA astronauts concerning no-line bifocals.

Jenifer Moreno, CMA, LMA, the extern coordinator and Allied Health Instructor, arranges externships for all students in all the Allied Health programs, and conducts evaluation of externship sites to determine suitability for student experience. She serves as a resource for graduates and employers in job placement. Jenifer has been a Medical Assistant/Lab Tech since 2007, and received additional training and certification by MEDCA in 2016. Before Lamson, Jenifer worked as a Clinical Medical Assistant / Lab Tech at Heart and Vascular and taught MBC/MA and Phlebotomy. She also served as a Detention offer at Comanche County Detention Center and served on the Medical staff for 5 years where she gained additional experience and knowledge. Jenifer graduated from Platt College.

Robert Rodriguez, Electrical Technician Program Chair, has over 20 years of experience as a Commercial Electrician contractor specializing in troubleshooting control circuits and PLCs. Mr. Rodriguez holds his Master Electrician License and is also a certified OSHA 500 Trainer. Mr. Rodriguez has maintained business operations of major contracts in the San Antonio Community for over 15 years.

John Lewis, Electrical Technician Instructor has over 20 years of experience as a Commercial Electrician specializing in troubleshooting control circuits and PLCs. While in the United States Navy, Mr. Lewis worked aboard ships as an electrician/educational Petty Officer. Mr. Lewis holds his Master Electrician license and is also a certified CPR instructor.

Stephen Paez, Electrical Technician Instructor has over 20 years of experience in Residential and Commercial projects. Mr. Paez holds his Master Electrician License and also has certifications in Electrical, Mechanical, Plumbing and Energy of the ICC (International Construction Code). Mr. Paez was also a member of the IBEW (International Brotherhood of Electrical Workers) and is an Electrical licensed contractor with the state of Texas.

Richard Gamboa is an Electrical Instructor for Lamson Institute and brings his 38 years of experience in the electrical field. He has been a Master Electrician in the state of Texas for the last 24 years, and started his own electrical company 24 years ago as well. Richard was a hands-on owner and contractor. Richard's company is still growing each year as he is in charge of all of the estimating and operations.

Dale Barclay serves as the Institute's HVAC-R Chair and Instructor. He has 29 years in the HVAC and Refrigeration field. He has served the industry as an installer, technician, service manager, branch manager, technical representative, and as a licensed contractor. He started his career at MacArthur High school in San Antonio, where he completed a two-year Refrigeration course in the vocational program. He then went to Universal Technical Institute, where he completed a Heating, ventilation, Air conditioning and Refrigeration course in Houston, Texas. He went into the Plumbers and Pipefitters union, and worked in the commercial refrigeration field. He has worked as a branch manager of a supply house, and was a technical representative for Lennox Allied brand for all of Texas and Louisiana. He started teaching and has been doing so for over 10 years.

Jack Overman is an HVAC-R instructor for Lamson Institute. Mr. Overman has over 10 years of experience working in the HVAC-R industry. He holds a contractor's license with TDLR and is owner and president of Service First Air Conditioning and Heating, a 24 - hour emergency AC repair company in San Antonio.

James Sedillo has over 12 years in the HVAC-R industry working for many large companies and is currently an HVAC-R Sub-Contractor. Mr. Sedillo is a retired veteran for the United States Army and is a veteran of war in Desert Shield and Desert Storm. Additionally, he holds an AAS degree from St. Phillips College in Air Conditioning & Heating.

Francisco Perez is one of Lamson Institute's HVAC-R Instructors bringing over 27 years of experience in the field. He holds a Bachelor's degree in Business Administration and has a Master's degree in Business Management. Mr. Perez is a certified Service Technician for Mitsubishi Ductless systems, Coleman equipment and Godmen equipment. He holds a Contracting license with the State of Texas and is the owner/operator of an HVAC company in San Antonio, Texas.

Isaiah Alicea is an HVAC instructor for Lamson Institute. Mr. Alicea earned an Associate of Applied Science degree from IVY Tech in 1985 and has worked for multiple companies as a service technician since that time. In addition to teaching for Lamson Institute, Mr. Alicea is a service manager for Dallis Refrigeration of Texas, where he manages ten technicians on a daily basis.

Marvyn Wilkinson is a Lamson Institute HVAC-R Instructor with over 14 years of experience in the HVAC-R industry. Mr. Wilkinson has worked for CBRE as an HVAC Engineer, and has worked as a service technician for various companies in San Antonio, Texas, and in Atlanta, Fayetteville, and Jonesboro Georgia. Mr. Wilkinson graduated from the Apex Technical School in New York, and attended the Borough of Manhattan College and the Medgar Evers Community College where he took business management. He holds a Universal EPA (608) certificate since 2001, and is R-410a certified, and also holds a Nate certification in heat pumps.

Certification:

The information contained in this catalog is true and correct to the best of my knowledge



JoAnn Q. Navarro, Campus Director