

2018

COLLEGE CATALOG



CASA LOMA COLLEGE

Established 1966

2018 COLLEGE CATALOG

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Any pictures pertaining to the college are labeled and identified

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

2535 Capitol Oaks Drive, suite 400, Sacramento CA 95833 Phone: (916) 431-6959 or toll free (888) 370-7589
 - Web site: www.bppe.ca.gov.
 - E-mail: bppe@dca.ca.gov

- As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

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

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 - Contact: <http://www.capteonline.org/Complaints>

The Catalog is an official publication of Casa Loma College. It outlines the general operations, curricula, graduation requirements, and academic/student services policies currently in effect at Casa Loma College. The Catalog is not a contract between the individual student and Casa Loma College or its Board of Regents. The College reserves the right to make changes to any policies, procedures or programs at any time.

The College periodically updates, prints and distributes copies of the Catalog; with information published in the latest catalog superseding all other previous catalogs or student handbooks. Changes in academic policies that impact students will be communicated to students in a timely and appropriate manner. Any academic program change will normally be communicated at least one academic term prior to the effective date of change. In addition to updating the Catalog, changes may be communicated through the Admissions Materials/Schedule of Classes, flyers, notices posted on the student Learning Management System and, memos to classrooms and/or by regular or electronic mail.

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PRESIDENT'S MESSAGE

Dear Casa Loma College Community,

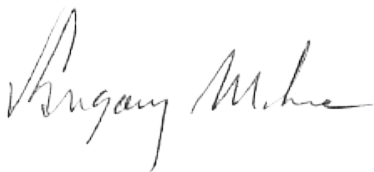
Welcome to our college and thank you for the opportunity to serve as your President. Our time together will go by quickly whether you are in our one year diploma course or one of our three associate degree courses. We will have many opportunities to engage, dream, and deliver on the numerous opportunities that lie ahead of us.

Casa Loma College is unique in that across all our departments, there exists a passionate dedication to our mission and goals. Furthermore, what sets us apart in the vocational education arena is that our students, faculty, and staff all have a deep desire to make a sincere, positive difference in ourselves and the communities we serve.

Collaboration will be a key ingredient as we seek to position Casa Loma College as a destination college for life changing career training. Our challenge will be to open channels of communication among alumni, faculty, students and staff; to work within our communities; and, delivering first-rate academic services to our students that demonstrate to you – our primary constituents – that we are truly dedicated to you.

Through heightened communication, a spirit of collaboration, and a fierce commitment to our mission, we will be refining and improving the services necessary to help you learn, enhancing the overall teaching-learning experience, and executing on necessary strategies that will position Casa Loma College as the healthcare training leader.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Gregory Malone". The signature is fluid and cursive, with a large initial "V" and a long, sweeping underline.

V. Gregory Malone
Chief Executive Officer



HISTORY

Casa Loma College (College) was a dream of Dr. Lewis T. Kohler, who with co-builders Rev. John G. Simmons, Lutheran minister and community leader, Dr. C. C. Trillingham, Los Angeles County Superintendent of Schools, Dr. J. Harold Williams, Provost of the University of California, Santa Barbara, Dr. Tracy J. Putnam, orthopedic surgeon, Mr. George Shector, Physical Therapy Consultant and Lt. Col Albert Elton, Professor of Aerospace Studies at UCLA, founded the College in 1966 as a California nonprofit corporation with the idea of promoting education in four major fields: 1. Professional, pre-professional, practical, vocational and technical education and training, 2. Continuing education and training in literacy and the basic skills, 3. Liberal education for responsible citizenship and the cultivation of individual capacity for a satisfying standard of living, and 4. Advanced scholarship and research. The founders' goals were to give under-achieving youths a direction into a field of study that offers a place in the upper strata of careers in Applied Sciences and Arts.

- 1966 Casa Loma College was founded as a California nonprofit corporation.
- 1972 The College implemented the Vocational Nursing program.
- 1989 A second campus was opened in the Los Angeles area.
- 1998 The College implemented the Nursing Assistant program. The valley campus relocated to Van Nuys to be more centrally located to its student population.
- 2003 The Medical Assistant program was added.
- 2004 The branch campus relocated to the city of Hawthorne.
- 2007 The College became degree granting by instituting two programs: Magnetic Resonance Imaging and Emergency and Disaster Management (100% online).
- 2008 The College implemented two new programs: Diagnostic Medical Sonography and Medical Insurance Billing/Coding.
A third campus opened in Anaheim, California. The Van Nuys Campus expanded to a larger facility.
- 2011 The Diagnostic Medical Sonography Program was approved for Associate of Science (AS).
- 2012 The College implemented the Physical Therapist Assistant Program (AAS).
- 2014 The college received probationary accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE)
Hawthorne Campus consolidated with the Anaheim Campus
- 2015 The college received accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE)
- 2016 Anaheim Campus relocated to new campus May 2016
- 2017 Anaheim Campus closed June 2017.

The College is proud to have over 8,000 graduates who have gone on to pursue professions in nursing and health care. The school continues to broaden the scope of programs offered, and keeps current with the continued changes in the area of health care.

BOARD OF REGENTS

As a private non-profit California Corporation, Casa Loma College is governed by a Board of Regents.

COLLEGE FACILITIES

Casa Loma College has one campus. The **Campus** is located in Van Nuys in the San Fernando Valley. The campus is on a beautiful 2 acre lot with a 30,000 square foot three story brick building located in the central San Fernando Valley. The space consists of eight (8) large classrooms, three (3) Clinical Skills Labs. Student and Faculty lounges equipped with a refrigerators, microwaves, and vending machines. In addition, there is a large Learning Resource Center with computers along with faculty, administrative and executive offices. Handicapped facilities include elevator access to classrooms, rest room facilities and parking. The college is conveniently located near public transportation and is easily accessible from Freeways 405, 101 and the 170. Free parking is available.

The Campus classrooms and laboratories are equipped with the necessary equipment, materials and supplies essential for training and educating students. A Student Resource Center equipped with Intel computers is available and is open daily during regular business hours.

The College facilities and equipment comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to disabled persons.

COLLEGE BUSINESS HOURS

Casa Loma College is open and available to the students and general public from 7:30 AM to 6:00 PM Monday through Thursday and 7:30 AM to 5:00 PM on Friday. The Campus is open on Saturday 7:30 AM to 2:00 PM. The Campus is closed on all major holidays.

MISSION STATEMENT & OBJECTIVES

Casa Loma College is dedicated to providing the highest standard of education, service, and excellence in the disciplines of nursing, and allied health. Our programs are designed to respond to the changing needs of our students by creating effective means of instruction that expand access to learning and provide opportunities for adults to develop the knowledge and skills necessary to achieve their professional goals.

The objectives of the institution are:

- To offer students a well-balanced program integrating theory, practical experience, and personal and professional development.
- To evaluate and direct those students who, based on their educational and technical skills, have the capability to successfully complete the program.
- To provide students with a supportive atmosphere that encourages personal and professional growth.

- To assist students in attaining knowledge, mastering skills, and developing critical thinking and effective communication skills, as well as instilling appropriate attitudes and values needed in providing care and responding to patients' needs.
- To provide students with a competitive edge by being equipped with a high level of knowledge, skills, and competencies.
- To offer and consistently re-evaluate the programs and curriculum in order to meet industry demands and to address the needs of the community for quality training programs.

COLLEGE PHILOSOPHY

Casa Loma College believes that education is a continuous process. It allows an individual to pursue learning activities necessary for personal and professional growth.

The College is dedicated to the following:

- Recognition of the unique worth and dignity of the individual
- Development and promotion of personal, professional and intellectual qualities
- Instruction based on sound principles of learning
- Motivation and participation of the individual in the educational and training process

INSTITUTIONAL ACCREDITATIONS & APPROVALS

- Accredited by The Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043
Email: info@abhес.org - 703-917-9503
- Casa Loma College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833 Phone: (916) 431-6959 or toll free (888) 370-7589
Web site: www.bppe.ca.gov
- The United States Department of Education approves participation to Casa Loma College to offer Title IV financial aid assistance to students.

Program Name	CIP Code	Credits	Months	Instructional Weeks	Award	Terms
* Magnetic Resonance Imaging	51.0920	94 semester	22 months	96 weeks	AS Degree	6 semesters
* Diagnostic Medical Sonography	51.0910	104.5 semester	23 months	100 weeks	AS Degree	7 semesters
*Physical Therapist Assistant	51.0806	73.5 semester	17.5 months	75 weeks	AAS Degree	5 semesters

(*) These courses are eligible to participate in Title IV programs.

- Approved by the United States Department of Veterans Affairs and the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for educational benefits.

PROGRAM APPROVALS

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

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

MAGNETIC RESONANCE IMAGING PROGRAM

The Magnetic Resonance Imaging Program is approved by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT), 8815 Commonwealth Blvd., Bellerose, NY 11421. Phone: (718) 347-8690

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

PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program at Casa Loma College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

CONTINUING EDUCATION COURSES

- Approved by the Board of Vocational Nursing and Psychiatric Technicians
535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (916) 263-7800.
Provider number B2163 and I2164.
- Approved by the Board of Registered Nursing
400 R Street, Suite 4030, Sacramento, CA. 95814 (916) 322-3350
Provider Number: CEP 12574
- Approved by the Physical Therapy Board of California (PTBC)
2005 Evergreen St. Suite 1350 Sacramento, CA 95815 (916) 561-8200



DISTANCE EDUCATION

Casa Loma College engages in online learning utilizing both asynchronous and synchronous delivery methods via Moodle in the courses and programs, which are consistent with the level, nature and mission of the college. These programs meet the same high academic and quality standards maintained in regular instruction offered by Casa Loma College.

Each student enrolled in online learning has access to all the academic support services, instructional equipment, and campus events and other non-academic activities which Casa Loma College provides for other students. Support services may include but are not limited to academic advising, counseling, library and other education resources, tutoring services, and financial aid. In addition academic and administrative information is available to distance education students including, exams, grading, student-faculty interaction, and registration and fee payment procedures.

ADVISORY BOARDS

Casa Loma College has active Advisory Boards comprised of qualified individuals who are employers or have been employed in the healthcare field. The functions of the Advisory Boards are:

- Review the established curriculum of each program and comment as to its objectives, content, length, and adequacy of facilities and equipment;
- Review and comment on each new program, including the appropriateness of curriculum objectives, content, length, and accreditation recognition; and
- Review and comment on student completion, placement, and if required, state licensing and certification outcomes of each program.

ASSOCIATE OF SCIENCE DEGREE PROGRAMS OF STUDY

(Blended Programs)

Diagnostic Medical Sonography

Magnetic Resonance Imaging

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS OF STUDY

(Blended Programs)

Physical Therapist Assistant

EDUCATION DELIVERY METHODS

Instruction for programs offered at Casa Loma College are delivered on campus and blended.

On Campus: refers to campus based instruction including lectures, laboratories and externships/internships.

Blended Learning: is an educational program that combines courses in the traditional classroom environment along with courses taught in the online learning environment.

MAGNETIC RESONANCE TECHNOLOGIST

MAGNETIC RESONANCE IMAGING PROGRAM (MRI)

Associate of Science Degree

2,099 Clock Hours / 94 Semester Credit Hours / Full-Time 96 Weeks / Part-Time NA

CIP: 51.0920 Occupational Codes: 29.2035

(Offered as a Blended Program - Residential and Online)

What is an MRI Technologist? As an MR technologist, you will be challenged to integrate your knowledge of the fundamental principles of MRI safely into the field of medicine. MRI provides the ability to view cross-sectional images of anatomical regions in any arbitrary plane. This is done with a non-invasive procedure that uses extremely strong magnetic fields and radio waves. In order to stay current a successful technologist must be proficient in MR Physics & Instrumentation, Imaging Techniques for multiple procedures, Cross-Sectional Anatomy & Physiology, MR common Pathology and Clinical Applications.

Working Environment: The MRI Technologists performs scans under the supervision of a radiologist utilizing a sophisticated magnetic imaging scanner. MRI Technologists set up examination rooms as required, making sure all necessary equipment is ready. They prepare patients for examination, informing them of the procedure to be performed. Technologists work from doctors' orders, written for specific procedures. Sometimes technologists prepare and help administer chemical mixtures to patients to make the internal organs more visible. Ionizing radiation is used in many of the current modalities involved in the field of Medical Imaging. For this reason, practitioners must receive specialized education and certification to perform procedures. These specialized practitioners are known as Radiologic Technologists (R.T.), and are certified by the State of California Department of Health Services. In addition, most RT's earn certification from a national organization, known as the American Registry of Radiologic Technologists (ARRT). These radiographers are able to train in and perform many different exams, which include general radiography, Computerized Tomography (CT scanning), Mammography, and Magnetic Resonance Imaging (MRI), to name a few. In the case of MRI, there is no ionizing radiation involved. For this reason, there is not a certification exam required or provided by the State of California. This allows practitioners, who are not RT's, to perform MRI examinations. However, it is customary that employers will expect a potential employee to prove that he or she has obtained training and proficiency (show certification) in MRI scanning. After doing so, this type of technologist may *only* perform MRI examinations.

Students who have graduated from an approved MRI school or college and who have satisfied the requirement of 1000 hours of supervised clinical experience are eligible to take a certification exam provided by a private, national MRI organization. This organization is known as the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). Graduates of Casa Loma College's MRI Technologist Program are eligible to take this exam.

Most full-time radiologic technologists and technicians work about 40 hours a week. They may, however, have evening, weekend, or on-call hours. Opportunities for part-time and shift work also are available. Physical stamina is important, because technologists are on their feet for long periods and may lift or turn patients. Technologists and technicians work at diagnostic machines, but also may perform some procedures at patients' bedsides.

Employment Outlook: MRI has leaped to the forefront as a preferred modality for imaging. Per the Bureau of Labor Statistics, MRI technologists is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. As the population grows older, there will be an increase in medical conditions that require imaging as a tool for making diagnoses.

PROGRAM MISSION STATEMENT

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

PROGRAM LEARNING OUTCOMES

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

1. Interview the patient and recognize contraindication to an MRI exam.
2. Demonstrate knowledge of MRI physics, theory, pulse sequence parameters, and image optimization.
3. Perform MRI exams according to the Doctors orders and protocols set up by the facility.
4. Properly film, format and archive imaging studies.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Respect all information as “privileged.” Adhere to all HIPAA policies.

PROGRAM GOALS

Fulfillment of the program’s mission is assessed by the degree to which the program achieves the following learning outcomes:

1. The Graduate will perform clinically with confidence and competence, as an entry-level technologist
2. The Graduate will demonstrate critical thinking and problem solving skills
3. The Graduate will communicate in the healthcare environment effectively
4. The Graduate will be encouraged to value lifelong learning as a means to achieve personal and professional growth
5. The Graduates will provide qualified Magnetic Resonance Imaging Technologists to meet the healthcare needs of the community

PROGRAM OUTCOMES SUPPORTING THE SUCESS OF ITS GOALS

Upon completion of the Magnetic Resonance Imaging Program, the student will be able to meet the outcomes linked to the goals of the program. In meeting the goals, outcomes, and fulfilling the mission the MRI Program can continue to provide a strong and evolving educational experience for its students.

PROGRAM OVERVIEW

The Associate of Science in Magnetic Resonance Imaging program consists of 2099 hours consisting of 1099 hours of theory and lab and 1000 hours of clinical externship, over six semesters. Students attend classes online and residential.

Prerequisites to Magnetic Resonance Imaging

Introduction to Online Learning

- This course assesses the student’s readiness to participate in online courses. Course consists of introduction to the learning management system and how to navigate throughout the system. Students must complete the course and receive a pass

out of a pass/fail grade to be eligible to start MRI Program; those not completing or passing the course will not proceed with the MRI Program. Students must be enrolled by orientation to participate in the Introduction to Online Learning course and be eligible to proceed in the program.

Core Courses

- Courses are offered in a residential setting with students attending class on Saturday

General Education Courses

- General Education courses are offered only online

MRI 101 MRI PHYSICS AND INSTRUMENTATION I

56 CLOCK HOURS/ 3.73 CREDITS

This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be: Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties ; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and Quality Assurance. These topics are divided into two parts: 1. Physics/Physical Principles; 2. Instrumentation in MR.

In semester 6 MRR300 must be passed with a 75%. There is one exam at completion. A majority of the exam is on the concepts learned in MRI101 & MRI102. It is highly recommended that students spend their externship continuing to further their familiarity with these concepts. The Director highly suggests studying and reaching out if there are any questions.

MRI 102MRI PHYSICS AND INSTRUMENTATION II

45 CLOCK HOURS/ 3.00 CREDITS

(PREREQUISITE: MRI 101)

This course is designed to provide the student with a comprehensive overview of MR imaging principles and instrumentation. In this course the student is able to integrate these topics and grasp how they all work together in MR imaging. The topics covered in this course will be: Instrumentation (System components: varying MR magnets, Radio Frequency, Gradient, Shim & Shielding Systems); Magnetism & Magnetic Properties ; NMR Signal Production; Tissue Characteristics (Intrinsic Characteristics); Spatial Localization & Image formation; Pulse Sequences; Imaging Parameters, Options & Contrast (Extrinsic Characteristics); Special Applications; Safety; and Quality Assurance. These topics are divided into two parts: 1. Physics and Physical Principles; and 2. Instrumentation in MR

ANA 101 HUMAN ANATOMY & PHYSIOLOGY I

56 CLOCK HOURS/ 3.73 CREDITS

This course is designed to introduce the students to the study of the structure and function of the human body. Basic concepts on the levels of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the integumentary, musculoskeletal, nervous, sensory and endocrine systems.

ANA 102 HUMAN ANATOMY & PHYSIOLOGY II

56 CLOCK HOURS/ 3.73 CREDITS

(PREREQUISITE: ANA 101)

This course is a continuation of Human Anatomy & Physiology I. Students are expected to study the structure and function of the human body. This course shall cover the Cardiovascular, Lymphatic, Immune, Respiratory, Digestive, Urinary and Reproductive systems.

MRI 120 CROSS SECTIONAL ANATOMY: IN MAGNETIC RESONANCE IMAGING I

56 CLOCK HOURS/ 3.73 CREDITS

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with MRI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles.

This course is split into two separate sections, allowing logical and transitional time for the student to evaluate the different anatomic regions in the human body. In Section I the following anatomic regions are explored: Head and Soft Tissue Neck; CNS: Central Nervous System (brain and spine); Thorax and Mediastinum (Thoracic Cavity, Heart, and Breast) This course will familiarize the student with the Common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy component.

MRI 121 CROSS SECTIONAL ANATOMY: IN MAGNETIC RESONANCE IMAGING II

(PREREQUISITE MRI 120)

56 CLOCK HOURS/ 3.73 CREDITS

This course is the study of cross sectional normal and abnormal anatomy, known as pathology. The course will demonstrate and educate the student on the correlation of the study of cross sectional anatomy and MRI. MRI allows a detailed view into the human body with multiple orthogonal planes (axial, sagittal, coronal and oblique planes). Looking at the human anatomy in multiple orthogonal planes with MRI allows an evaluation of soft tissue, vascular structures, bony structures, organs and muscles. This course is split into two separate sections, allowing logical and transitional time for the student to evaluate the different anatomic regions in the human body. In Section I the following anatomic regions are explored: Abdomen; Pelvis; Musculoskeletal; Upper Extremity (shoulder, upper arm, elbow, forearm, wrist, and hand); Lower Extremity (hip, thigh, knee, leg, ankle, and foot). This course will familiarize the student with the Common Pathologies found in Magnetic Resonance Imaging and their appearance with various imaging protocols. The content will be encompassing all of the common Anatomic Regions evaluated in the Anatomy component.

MRI 132 MRI PATIENT CARE & MANAGEMENT

56 CLOCK HOURS/ 3.73 CREDITS

This course focuses on the student's ability to provide basic and appropriate patient care in the MRI environment. The course is broken into key components: patient care & management, CPR/BLS certification, and pharmacology and drug administration procedures. Emphasis is placed on effective communication skills, patient safety, medical ethics, and patient's rights, assessment, proper body mechanics, infection control, emergency medicine in MRI and being aware of the patient's individual needs.

MRI 200A MR IMAGING AND PROCEDURES I

56 CLOCK HOURS/ 3.73 CREDITS

This course will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physician's order.

MRI 200B MR IMAGING AND PROCEDURES II**56 CLOCK HOURS/ 3.73 CREDITS**

This course is a continuation of MR Imaging and Procedures I and will provide the student with an overview of the fundamental principles of Magnetic Resonance Imaging terminology, safety, instrumentation, imaging, protocols, and procedures. The students receive an introduction to instrumentation, physics, principles, and advanced imaging concepts later discussed in MRI Physics. To better prepare the student to recognize the need for protocol and procedure adjustments, the course familiarizes the students to common pathologies, disease processes, and characteristics found in magnetic resonance imaging. The course is set up in multiple supporting facets: imaging & procedure lecture, pathology lecture, and lab practicum. The course starts with an introduction to MR: imaging, safety, and environment. The course applies anatomy and physiology to imaging in MRI. The student learns to image throughout the body based on characteristics that are presented in the patient history, diagnosis, treatment, and/or physicians.

MRI 181 CLINICAL EXTERNSHIP I**440 CLOCK HOURS/9.50 CREDITS**

This semester consists of 11 weeks of full-time externship at an assigned MRI clinical facility.

(Prerequisite: successful completion of all first, second, third and fourth semester MRI core support work.)

MRI 182 CLINICAL EXTERNSHIP II**560 CLOCK HOURS/12 CREDITS**

This semester consists of 14 weeks of full-time externship at an assigned MRI clinical facility.

(Prerequisite: successful completion of Clinical Externship I)

CDV 100 MRI CAREER DEVELOPMENT**45 CLOCK HOURS/3 CREDITS**

This course is designed to help the student identify the various career opportunities within the field of Magnetic Resonance Imaging. It is further designed to encourage the student to create and pursue a long term trajectory with reference to career development.

MRR 300 MRI COURSE REVIEW**21 CLOCK HOURS/.66 CREDITS**

(PREREQUISITES: COMPLETION OF ALL DIDACTIC/CLINICAL COURSES DESIGNATED IN THE MRI PROGRAM AS CORE COURSES)

This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL MRI Courses material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Post Primary MRI Certification. [All of the material on the outline is covered] This course includes Mock exams, topic quizzes, and homework/study assignments.

The topics covered in this course will be:

1. MRI Imaging Protocols & Clinical Review and focused Lab time
2. Fundamentals of Magnetic Resonance Imaging: What are the “M” “R” & “I”?
3. Spatial Localization
4. MR System
5. SNR, CNR, Spatial, Time & Spatial Resolution
6. MR Safety & Patient Care
7. Parameters
8. Pulse Sequences
9. Volume Imaging & Multiplanar Reconstruction
10. Special/Advanced MRI Procedures

11. Artifacts/Control techniques
12. CSA & Pathology I/II
13. Patient Care: Nursing

Students must pass the MRR 300 ARRT Mock Exam in order to achieve program completion and graduation. Students are provided three opportunities to take and pass the exam during the duration of MRR 300. Students who do not pass the exam in those three attempts will be required to repeat MRR 300.

A majority of the exam is on the concepts learned in MRI101 & MRI102. It is highly recommended that students spend their externship continuing to further their familiarity with these concepts. The Director highly suggests studying and reaching out if there are any questions.

BIO 121 MEDICAL TERMINOLOGY (ONLINE)

45 CLOCK HOURS/3 CREDITS

Medical Terminology is the language of medicine. Basic word building skills, prefixes, suffixes. Combining of forms and abbreviations are covered. This course helps the student understand the language and translate it into common vernacular.

PSY 101 INTRODUCTION TO PSYCHOLOGY - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS / 3 CREDITS

This is an introductory survey course about the theories and concepts within the field of psychology. Topics covered will include: research methods, biological foundations, health psychology, human development, learning and memory, sensation and perception, motivation and emotion, language and thinking, intelligence, consciousness, personality, psychological disorders, and social psychology.

ENG 101 INTRO TO FRESHMAN COMPOSITION - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS/3 CREDITS

This course contains a review of grammar and usage including subject-verb agreement, use of pronouns, proper verb usage, sentence structure, effective paragraphs, logical sequencing, etc. Students will learn effective written communications and will utilize their writing skills in building their practices or gaining employment.

PHI 102 ETHICS - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS/3 CREDITS

This course describes and compares major ethical theories from the perspective of developing personal positions on a number of major moral issues in work and life.

PSY 225 STRESS MANAGEMENT - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS/3 CREDITS

Stress is of the greatest factors in determining a person's sense of health and wellbeing, and uncontrolled stress can cause numerous conditions that lead clients to seek professional care. Students will learn to identify causes and symptoms of stress and how to effectively manage the body and mind together to reduce pathologies impacted by unmanaged stress.

BIO 140 HEALTH AND NUTRITION - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS/3 CREDITS

This Course is designed to introduce the basic principles of nutrition and teach students how to care for themselves and assist their clients in understanding how diet affects their health and wellbeing. Students will also learn how to protect and maintain their own health and wellness from possible injuries and illnesses that especially pertain to the healthcare practitioner.

SOC 105 LEADERSHIP SKILLS - GENERAL EDUCATION (ONLINE)**45 CLOCK HOURS/3 CREDITS**

This course is designed to expose the student to various individual, team, and organizational leadership traits and models. Discussion of the pros and cons of leadership and application of leadership principles is utilized to identify and enhance the student's innate leadership abilities.

COM 102 INTERPERSONAL COMMUNICATIONS - GENERAL EDUCATION (ONLINE)**45 CLOCK HOURS/3 CREDITS**

This course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

ENG 105 CRITICAL THINKING AND ANALYSIS - GENERAL EDUCATION (ONLINE)**45 CLOCK HOURS/3 CREDITS**

This course is an introduction to the subject of critical thinking. Critical thinking and analysis has a fundamental impact on how problems are solved and decisions are made. In this course students will explore the basic tools involved in developing critical thinking skills and learn to apply these tools to daily life; personally and professionally.

HUM 101 MULTI-CULTURAL AMERICA - GENERAL EDUCATION (ONLINE) 45 CLOCK HOURS/3 CREDITS

This course introduces students to the major concepts around social and cultural identification. Students will be invited to participate in a theoretical analysis of culture and cultural diversity, with emphasis on Multi-Cultural America and developing cultural competence. We will explore the various aspects of culture and the value of social experience within a common structure. Additionally this course specifically introduces the student to developing cultural competence in the workplace.

HUM 102 RELIGIONS OF THE WORLD - GENERAL EDUCATION (ONLINE) 45 CLOCK HOURS/3 CREDITS

This course introduces students to the central beliefs of most of the world's major religions. Students will engage in a comparative study of the origins and development, central teachings, devotional practices, institutions and cultural expressions. Students will discuss the most appropriate approach to the religious phenomenon of today? What is religion and how is it manifested? How does religion relate to life? And lastly, what part do religions play in healthcare?

MAT 105 INTRODUCTION TO COLLEGE ALGEBRA - GENERAL EDUCATION (ONLINE)**45 CLOCK HOURS/3 CREDITS**

This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

DIAGNOSTIC MEDICAL SONOGRAPHY

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM (DMS)

Associate of Science Degree

2515 Clock Hours / 104.5 Semester Credit Hours / Full-Time 100 Weeks

CIP: 51.0910 Occupational Codes: 29-2031.00

(Offered as a Blended Program - Residential and Online)

What is an Ultrasound Technologist? Diagnostic Medical Sonographers choose and set up the proper ultrasound equipment depending on the needs of the patient. They explain the procedure to the patient. They obtain the patient's medical history and record the pertinent details. They also assist the patient onto the examining table and may ask the patient to move into various positions. They apply a special scanning gel on the patient's body so that the transducer (a hand held scanning device) can make better contact with the skin. The transducer produces sound waves that are reflected by structures and organs in the body. The reflections are converted into an image on a screen. Sonographers operate and adjust the equipment to obtain the best images and record them. The sonographer then prepares the images for analysis by the interpreting physician. Ultrasound is perhaps most often associated with pregnancies, but now diagnostic medical Sonography is used to scan everything from the nervous system to the digestive system, blood vessels, tumors, the eyes and more.

Employment Outlook: Per the Bureau of Labor Statistics Employment of diagnostic medical sonographers, is projected to grow 24 percent from 2014 to 2024, much faster than the average for all occupations. As imaging technology evolves, medical facilities will continue to use ultrasound to replace more invasive, costly procedures.

California state law does not require that a Diagnostic Medical Sonographer be licensed or certified in order to work as a Sonographer. There are continual changes in state laws, medical insurer's expectations and healthcare laws. It is common for potential employers to require diagnostic tests be performed by licensed or certified personnel. The graduates of Casa Loma College DMS Program are eligible to take the ARDMS or ARRT Certification Examination. Refer to the Catalog section *Certification and Licensure* for additional information.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARDMS Abdominal and Small Parts and/or the OB/GYN certification Exams.

The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

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

MISSION OF THE DMS PROGRAM

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

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

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

GOALS AND EXPECTED PROGRAM OUTCOMES

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

- Perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
- Exercise discretion and judgment in the performance of sonographic diagnostic services,
- Provide appropriate and compassionate patient care for patients undergoing ultrasound examinations.
- Demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.
- Complete the American Registry of Diagnostic Medical Sonographers Ultrasound Physics and
- Instrumentation exam, complete the ARRT DMS Primary Pathway Exam and/or after an additional year of work experience complete the ARDMS abdomen and small parts exam.

PROGRAM OBJECTIVES OF THE DMS PROGRAM

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

- The objective of the Diagnostic Medical Sonography program is to train Diagnostic Medical Sonographers of the highest caliber, consistent with the standards of a graduate of Casa Loma College.
- To enhance the quality of didactic instruction that will enable the student to comprehend and apply the principles of Diagnostic Medical Sonography.
- Enhance the quality of clinical instruction that will enable the student the opportunity to develop adequate clinical skills necessary to function as an effective entry-level diagnostic medical sonographer upon graduation.
- To graduate students who exhibit the qualities of professionalism that will enable them to function as an integral member of the health care team.
- To graduate students who possess the knowledge and clinical skills to provide optimal patient care.

PROGRAM OVERVIEW

The Diagnostic Medical Sonography Program of Casa Loma College is committed to excellence in education demonstrated by providing a comprehensive entry-level education program to students with quality didactic and clinical instruction. In combination, the seven program semesters, including a semester of prerequisites, ensures the adequacy of a well-rounded program through classes in didactic theory, application and practice of skill sets in the laboratory environment, and integration of didactic theory and acquisition of performance objectives in the clinical setting. The maximum class size does not exceed 20 students. The program is divided into seven semesters, each 15 weeks in length, with the exception of the last semester. Program hours of 2515 hours are

divided between 1015 hours of theory, 540 hours of skills lab and 960 hours of clinical externship. All theory classes must be successfully completed, and in addition students must satisfactorily complete required ultrasound protocols prior to being placed in clinical externship.

PREREQUISITES TO DIAGNOSTIC MEDICAL SONOGRAPHY

Introduction to Online Learning

- This course assesses the student's readiness to participate in online courses. Course consists of introduction to the learning management system and how to navigate throughout the system. Students must complete the course and receive a pass out of a pass/fail grade to be eligible to start DMS Program; those not completing or passing the course will not proceed with the DMS Program. Students must be enrolled by orientation to participate in the Introduction to Online Learning course and be eligible to proceed in the program.

Specific general education courses are required to be taken prior to taking the core program.

ANA 201 HUMAN ANATOMY & PHYSIOLOGY I (PREREQUISITE TO CORE PROGRAM)

45 CLOCK HOURS / 3 CREDITS

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system.

ANA 202 HUMAN ANATOMY & PHYSIOLOGY II (PREREQUISITE TO CORE PROGRAM; ANA 201)

45 CLOCK HOURS / 3 CREDITS

This course is designed to introduce students to the study of the structure and function of the human body. Basic concepts of structural organization, structure and function of chemicals, atoms, molecules, cells, tissues, organs and systems shall be discussed. The course shall cover the musculoskeletal, central nervous, peripheral nervous, sensory, cardiovascular and respiratory systems, major component of the blood and their function, and organs of the endocrine system. The course shall cover the structure and function of the heart, blood vessels, lymphatic system, immune system, digestive system, urinary system, reproductive system of the male and female, and the stages of fetal development.

COM 102 INTERPERSONAL COMMUNICATIONS – GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS / 3 CREDITS

This online course explores the dynamics of interpersonal communication, the communication between two people. Students will first build a foundation for study by looking at the principal tools and skills of interpersonal communication. The second half of the course focuses on the core of interpersonal communication, namely, self and others. Students will explore more complex dynamics of interpersonal communication such as intimacy, communication climates, and interpersonal conflict.

MAT 105 INTRODUCTION TO COLLEGE ALGEBRA – GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS / 3 CREDITS

This course explores the representation of functions and relations as graphs, formulas, and tables. The types of functions studied will include linear, quadratic, polynomial, rational, exponential, and logarithmic. These functions will be used in solving a variety of

equations, systems of equations and application problems. Other topics include: the algebra of real and complex numbers, inequalities, and an introduction to conic sections.

**PHYS 200 GENERAL PHYSICS – GENERAL EDUCATION
(PREREQUISITE TO CORE PROGRAM)**

45 CLOCK HOURS / 3CREDITS

This is an introductory course of physics that surveys basic concepts, principles and laws of physics that includes the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics. There is no lab with this course.

PSY 101 INTRODUCTION TO PSYCHOLOGY - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS / 3CREDITS

This is an introductory survey course about the theories and concepts within the field of psychology. Topics covered will include: research methods, biological foundations, health psychology, human development, learning and memory, sensation and perception, motivation and emotion, language and thinking, intelligence, consciousness, personality, psychological disorders, and social psychology.

ENG 101 INTRODUCTION TO FRESHMAN COMPOSITION - GENERAL EDUCATION (ONLINE)

45 CLOCK HOURS / 3CREDITS

This course is an introduction to college level composition. This course covers methods of development, effective research and touches on specialized writing such as literary analysis and essay development. Students will also learn to use appropriate verbiage and word placement as well as other dos and don'ts of effective and quality writing.

**DMS 210I AND 210 FUNDAMENTALS OF SONOGRAPHY AND ABDOMINAL AND SMALL PARTS
ULTRASOUND IMAGING**

163 CLOCK HOURS / 10.5 CREDITS

(PREREQUISITES: ANA 201, ANA 202)

The first three weeks of this course provides a broad overview of the field of diagnostic medical Sonography, including the history and evolution of ultrasound as an imaging modality, the sonographers role and scope of practice, required skills and abilities, and effective learning techniques. The student will also learn how the body is organized by systems, and common pathologies affecting those systems. Focus is placed on the anatomy and physiology of the digestive system, specifically the liver, biliary tree, and pancreas. The remainder of the module is focused on the interpretation of normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for abdomen and small parts; interpretation of abnormal anatomy, identification and interpretation of pathological conditions affecting the abdominal organs and small parts.

DMS 210L LAB

135 CLOCK HOURS / 4.5 CREDITS

(CONCURRENT ENROLLMENT IN DMS 210I/DMS 210)

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 220I AND 220 PROFESSIONAL ASPECTS OF SONOGRAPHY AND OBSTETRICS AND GYNECOLOGY
ULTRASOUND IMAGING 163 CLOCK HOURS / 10.5 CREDITS

(PREREQUISITES: ANA 201, ANA 202)

This course presents the student with various aspects of patient care that are relevant to the sonographer. Focus is placed on patient / sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to practice as a sonographer. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic / sterile techniques, isolation techniques, and emergency medical situations. In addition, this course will cover anatomy and physiology of the male and female reproductive system, and common conditions and pathologies that affect those systems.

The remainder of the module will be cover the normal anatomy, sonographic and gross anatomy demonstrating scanning techniques and identifying normal sonographic protocols for gynecologic and obstetric ultrasound examinations; interpretation of abnormal anatomy, and identification and interpretation of pathological conditions affecting the female pelvic organs, the neonate, and the developing fetus. Includes role of differential diagnoses in ultrasound examinations.

DMS 220L LAB

135 CLOCK HOURS / 4.5 CREDITS

(CONCURRENT ENROLLMENT IN DMS 220I/DMS 220)

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 230I AND 230 PATIENT SONOGRAPHER INTERACTIONS AND INTRODUCTION TO VASCULAR
ULTRASOUND IMAGING 163 CLOCK HOURS / 10.5 CREDITS

(PREREQUISITES: ANA 201, ANA 202)

Student will learn how to communicate with patients and other health care professionals, care for those patients with special needs, prepare patients for different types of ultrasound examinations, learn about laboratory values, and their relationship to the ultrasound examination ordered, and examine the role of different imaging modalities in patient diagnosis. During this course, the anatomy, and physiology of the circulatory system will be covered as well as introduction to the basics of Vascular Ultrasound Imaging. In addition an overview of normal and pathological sonographic data will be reviewed including arterial and venous peripheral vascular, abdominal vasculature and extra cranial carotid.

DMS 230L LAB

135 CLOCK HOURS / 4.5 CREDITS

(CONCURRENT ENROLLMENT IN DMS 230I/DMS 230)

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 240I AND 240 PATIENT CARE FOR SONOGRAPHERS AND PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND IMAGING 163 CLOCK HOURS /10.5 CREDITS
(PREREQUISITES: ANA 201, ANA 202)

This fifteen-week course covers the aspects of Sonography as a career. Topics of discussion include Sonography career ladder. The aspects of Sonography as a career choice will be examined in this course. Topics of discussion include Sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of Sonography, professional behavior, Sonography employment venues, resume writing and interview techniques. In addition, medical terminology and abbreviations, anatomy and physiology of the thyroid, parathyroid, and urinary tract will be covered.

DMS 240L LAB 135 CLOCK HOURS / 4.5 CREDITS
(CONCURRENT ENROLLMENT IN DMS 240I/ DMS 240)

In the laboratory, students will apply their knowledge to develop the psychomotor skills and critical thinking abilities necessary to properly perform commonly ordered ultrasound examinations. This will include hands on scanning exercises and completion of laboratory competencies specific to exams performed by general ultrasound technologists. Students will acquire knowledge of anatomical landmarks, standard exam protocols, quality scanning and patient care skills and proper machine operation and maintenance.

DMS 300: PROGRAM REVIEW 48 CLOCK HOURS/ 3 CREDITS

(PREREQUISITES: THE COMPLETION OF ALL DIDACTIC/CLINICAL COURSES DESIGNATED IN THE DMS PROGRAM AS CORE COURSES)

This is a comprehensive review, at an advanced level. This course is designed to provide the student with an accumulative review of ALL DMS Course material. The goal is to refresh all of their didactic and clinical knowledge, helping to focus on the application of all that has been taught. The course reviews and focuses students studying for advanced level exams, as the ARRT Primary DMS Certification as well as ARDMS Certification.. This course includes Mock exams, topic quizzes, and homework/study assignments. This course is graded PASS / NO PASS and students must pass the course for program completion.

DMS 250 CLINICAL PRACTICUM I EXTERNSHIP: 560 CLOCK HOURS/12.0 CREDITS
(PREREQUISITES: ANA 201, ANA 202, DMS 210I, DMS 220I, DMS 220, DMS 230, DMS 230I, DMS 240, DMS 240I)

During this course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

DMS 260 CLINICAL PRACTICUM II

EXTERNSHIP:

400 CLOCK HOURS/8.00 CREDITS

(PREREQUISITES: ANA 201, ANA 202, DMS 210I, DMS 220I, DMS 220, DMS 230, DMS 230I, DMS 240, DMS 240I, DMS 250)

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT PROGRAM

Associate Of Applied Science Degree

1,782 Clock Hours/73.5 Semester Credit Hours/ Full Time 75 Weeks

CIP: 51.0806 Occupational Codes: 31-2021

Offered as a Blended Program – Residential and Online

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

- implementing exercise programs
- assessing patient status
- administering modalities for pain
- gait training and balance training
- teaching patients how to use assistive devices
- wound care
- cardiopulmonary therapies
- transfer training and bed mobility
- use of therapeutic modalities
- analyzing treatment effectiveness
- gathering data related to the interventions provided

For more complete information, please visit www.apta.org.

Employment Outlook

According to the Bureau of Labor Statistics, employment of physical therapist assistants is projected to grow 40 percent from 2014 to 2024, much faster than the average for all occupations. Demand for physical therapy services is expected to increase in response to the healthcare needs of an older population and individuals with chronic conditions, such as diabetes and obesity.

PROGRAM OVERVIEW

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

MISSION OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

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

PROGRAM GOALS

Graduates:

- Graduates will become licensed Physical Therapist Assistants.
- Graduates will competently and ethically provide physical therapy services under the direction and supervision of a licensed Physical Therapist.
- Graduates will be problem solvers who engage in continuing competency learning activities throughout their professional careers.

Faculty:

- The PTA Program faculty will effectively deliver relevant and contemporary education to students using up-to-date pedagogic techniques and technology.

Program:

- The PTA Program will meet the manpower needs of the physical therapist assistant labor market in our community.

EXPECTED PROGRAM OUTCOMES

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

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

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

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

The Casa Loma College PTA Program will:

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

INTRODUCTION TO ONLINE LEARNING

Your first course is Introduction to Online Learning, which will introduce you to the online learning environment, Moodle, and verify that your computer is configured properly. Introduction to Online Learning provides you hands-on activities with actual experience using Moodle's course management system. It typically takes a few hours to complete the orientation. The orientation does not

have to be completed all in one day. This course should be completed before Accepted Student Orientation to the PTA Program, and must be completed by the first week of online classes.

Semester 1

BIO 100 MEDICAL TERMINOLOGY FOR PTAS (ONLINE CLASS)

30 CLOCK HOURS/2.0 CREDITS

This course presents theoretical foundation for the use and understanding of medical terminology using word analysis of Greek and Latin roots, prefixes and suffixes. Students will learn the meanings, spelling and pronunciation of medical terms and utilize correct terminology in writing and in reading professional medical writing.

COM 121 COMMUNICATIONS FOUNDATION

38 CLOCK HOURS / 2.5 CREDITS

This course is designed to develop fundamental written, verbal and non-verbal communication skills. Students learn basic skills that allow them to write in a clear, logical, and appropriate manner, free of grammar and usage errors. Students demonstrate an awareness of diversity in American society. Included is practice in usage of common software designed to enhance electronic communication. Some coursework includes communications requirements for the healthcare professional, with general emphasis on building effective relationships using the skills taught in this course.

ANA 120 ANATOMY & PHYSIOLOGY I

3.0 CREDITS THEORY / 1.5 CREDITS LAB

THEORY: 45 CLOCK HOURS /LAB 45 CLOCK HOUR

This course will present the fundamentals of human anatomy and physiology, placing emphasis on the interrelatedness of body systems as well as providing a basis for more complex applications to future classes in the field of physical therapy. The course includes a lab for specific identification of anatomical structures of the musculoskeletal system

PTA 180 INTRODUCTION TO PHYSICAL THERAPY

45 CLOCK HOURS /3.0 CREDITS

This course provides an introductory look at the field of physical therapy from its beginnings in the last century to the present day field of practice. Included is an overview of the role of the PTA in the areas of musculoskeletal, cardiopulmonary, neurological, and integumentary disorders. Discussions will involve the California state practice act, the APTA Standards of Ethical Conduct for Physical Therapist Assistants, the PTA Clinical Problem Solving Algorithm, and the opportunities for professional growth and lifelong learning.

PSY 103 APPLYING PSYCHOLOGY TO EVERYDAY LIFE

45 CLOCK HOURS /3.0 CREDITS

This course draws material from the major perspectives in psychology, including the psychodynamic, behavioral, social-cognitive, and humanistic viewpoints. Upon completing this course, students will be able to apply psychological insights and principles into their own life experience, increase their self-awareness of psychological principles in action, and understand themselves and others better.

Semester 2

PTA 142 PTA TECHNIQUES

2.0 CREDITS THEORY, 1.5 CREDITS LAB

THEORY HOURS: 30 CLOCK HOURS / LAB HOURS: 45 CLOCK HOURS

PREREQUISITES: ANA 120, PTA 180

This course consists of lecture and lab sessions designed to provide students with the skills necessary to employ effectively the various data collection and intervention techniques encountered in the practice of physical therapy. This course will emphasize

theory and application of basic data collection skills, interventions, communication skills, ethics, documentation and safety considerations.

PTA 140 PATHOPHYSIOLOGY 45 CLOCK HOURS / 3.0 CREDITS
PREREQUISITES: ANA 120, PTA 180

This course presents pathological functions of the body's systems. Emphasis is placed on those conditions which would affect function and mobility of a person and how those conditions also affect the outcome of physical therapy treatment.

PTA 223 EVIDENCE BASED PRACTICE 23 CLOCK HOURS / 1.5 CREDITS
PREREQUISITES: ANA 120, PTA 180

In this course, students learn the importance of evidence based practice and to be skilled consumers of the professional literature in the field of physical therapy.

ANA 121 ANATOMY & PHYSIOLOGY II 3.0 CREDITS THEORY/ 1.5 CREDITS LAB
THEORY: 45 CLOCK HOURS / LAB: 45 CLOCK HOURS
PREREQUISITES: ANA 120, PTA 180

This course will build upon the material covered in ANA120. The anatomy and physiology of the following systems are covered: neurological, circulatory including lymphatic, respiratory, urinary, endocrine, and digestive and immune systems. The lab sessions will continue with the identification and palpation of the muscles, tendons, ligaments and bony landmarks of the musculoskeletal system as well as identification of major structures of the other systems on laboratory models.

PTA 217 CLINICAL BIOMECHANICS OF UPPER EXTREMITIES 2.0 CREDITS THEORY / 2 CREDITS LAB
THEORY: 30 CLOCK HOURS / LAB : 60 CLOCK HOUR

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the upper extremity. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and posture.
Prerequisites: ANA 120, PTA 180

Semester 3

PTA 218 CLINICAL BIOMECHANICS OF LOWER EXTREMITIES 2.0 CREDITS THEORY / 2 CREDITS LAB
THEORY: 30 CLOCK HOURS / LAB: 60 CLOCK HOURS
PREREQUISITES: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

This course will present theory and application of human kinesiology as it relates to both function and dysfunction of the lower extremities. Also covered are data collection skills of joint range of motion, muscle length, manual muscle testing and normal and abnormal gait.

PTA 245 PHYSICAL THERAPY MODALITIES 2.0 CREDITS THEORY, 1.5 CREDITS LAB
THEORY : 30 CLOCK HOURS / LAB: 45 CLOCK HOURS
PREREQUISITES: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223

This course will introduce principles and basic techniques of application of selected modalities skills. Emphasis is on patient safety. Modalities include applications of heat, cold, ultrasound and electrotherapeutics.

PTA 253 CARDIOPULMONARY & INTEGUMENTARY PATHOLOGY & INTERVENTION**2.0 CREDITS /1.5 CREDITS LAB****THEORY: 30 CLOCK HOURS / LAB: 45 CLOCK HOURS****PREREQUISITES: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223**

Students learn diagnoses, assessments and treatments for cardiopulmonary and integumentary disorders. Anatomy and physiology of the cardiopulmonary and integumentary systems are reviewed. Also covered are basic wound care, conditioning and chest physiotherapy techniques. This course includes a participatory fitness unit.

PTA 210 LIFESPAN DEVELOPMENT**30 CLOCK HOURS / 2.0 CREDITS****PREREQUISITES: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223**

Students learn normal human development throughout the life span. Motor behavior, skill performance and aging changes are presented as they relate to physical therapy intervention.

PTA221 PROFESSIONAL SKILLS**45 CLOCK HOURS / 3.0 CREDITS****PREREQUISITES: ANA 121, PTA 140, PTA 142, PTA 217, PTA 223**

This course presents topics relating to professional practice, including laws and regulations, ethics, and finance. Topics include supervision and delegation of duties, resource management, and documentation, resume preparation and job interview skills. Problem solving skills, professional communication, and case management are further developed during this class.

Semester 4

PTA 255 NEUROLOGICAL PATHOLOGY & INTERVENTION**2.0 CREDITS THEORY, 1.5 CREDITS LAB****THEORY: 30 CLOCK HOURS /LAB: 45 CLOCK HOURS****PREREQUISITES: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253**

Students learn diagnoses, identification and treatments for various neurological impairments including weakness, abnormal muscle tone, sensory and perceptual dysfunction, in coordination and balance dysfunction. Identification and treatment skills are utilized in a case study involving neurological diagnosis.

PTA249 PHYSICAL THERAPY FOR SPECIAL POPULATIONS AND ADVANCED THERAPEUTIC EXERCISE.**2.0 CREDITS THEORY, 1.5 CREDITS LAB****THEORY: 30 CLOCK HOURS / LAB: 45 CLOCK HOURS****PREREQUISITES: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253**

This course focuses special attention on the principles and strategies used to deliver physical therapy and wellness services to special populations. Emphasis is placed on the student's ability to employ advanced therapeutic exercise interventions. Topics include the acutely ill patient, amputees, orthotics/prosthetics, women's health issues, interventions in gerontologic and vestibular disorders, pediatrics, workplace injuries and health, athletic rehabilitation and fitness, and the use of aquatics in physical therapy. Laboratory sessions focus on obtaining proficiency in "hands on" techniques.

PTA 258 MUSCULOSKELETAL PATHOLOGY & INTERVENTION**2.0 CREDITS THEORY/1.5 CREDITS****THEORY: 30 CLOCK HOURS / LAB: 45 CLOCK HOURS****PREREQUISITES: PTA 210, PTA 218, PTA 223, PTA 245, PTA 253**

Students learn diagnoses, identification and treatments for various musculoskeletal disorders of the spine and extremities including joint replacement, sports injuries and chronic pain. Identification and treatment skills are utilized in a case study involving musculoskeletal diagnosis.

PTA 280 CLINICAL INTERNSHIP I **80 CLOCK HOURS / 1.5 CREDITS**
PREREQUISITES: PTA 210, PTA 218, PTA 221, PTA 245, PTA 253

This course is the student's first experience with direct patient care. The goal of this class is for the student to begin to observe and participate in patient care assessment and treatment procedures under the direct supervision of a licensed physical therapist or physical therapist assistant. This will be accomplished in 10 full day rotations in physical therapy facilities.

Semester 5

PTA282 CLINICAL INTERNSHIP II **280 CLOCK HOURS / 6.0 CREDITS**
PREREQUISITES: PTA 249, PTA 225, PTA 258, PTA 280

This course is a continuation of PTA 280 and provides students with the opportunity to apply learned theories and skills in a clinical setting under direct supervision of a licensed Physical Therapist or licensed/certified (if regulated by state law) Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation and presentation of one 30-minute in-service to clinical site staff.

PTA 290 CLINICAL INTERNSHIP III **280 CLOCK HOURS / 6.0 CREDITS**
PREREQUISITES: PTA 282

This course is the student's final full time clinical internship. The goal of this internship is for the student to manage patient care data collection and treatment under the direction and supervision of a licensed Physical Therapist or Physical Therapist Assistant. This practicum consists of 7 weeks of full time (40 hours/week) clinical time. This internship includes preparation and submission of a comprehensive case study for presentation to the class following the internship.

PTA240 SEMINAR **16 CLOCK HOURS / 1.0 CREDITS**
PREREQUISITE: PTA 290

This course will prepare the student for entry into the field of physical therapy as a generalist entry level PTA. It includes formulating a study plan and mock exam in preparation for the national PTA exam, California state jurisprudence exam and other licensing preparation and assembling a professional portfolio.

PTA242 CASE STUDY **15 CLOCK HOURS / 1.0 CREDITS**
PREREQUISITE: PTA 290

This is an interactive course in which students will present case studies done as part of their final clinical internship. Classmates will ask questions and critique the presentation.

ADMISSIONS REQUIREMENTS AND PROCEDURES

GENERAL ADMISSIONS REQUIREMENTS

It is the policy of Casa Loma College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities, admission, or employment policies.

To be considered for admission to Casa Loma College, you must *first* meet the following minimum requirements. Completing these requirements does *not* guarantee admissions.

1. Meet with an Admissions Representative
2. Complete a questionnaire for application
3. Proof of graduation from an accredited high school in the United States by official transcript of original diploma; or have received their GED from an accredited testing organization or have had foreign transcripts evaluated and state on the evaluation that *"United States High School requirements have been met."*
4. Earn a passing score on the admissions test, meeting your specific programs minimum score.
5. If the admissions test score falls below the minimum score allowable for enrollment, and, based on the student's documented previous education and related work experience, the Program Director Is authorized to use professional judgment to make an exception for a student who does not meet the minimum score to continue with the enrollment process. The exception must be documented with reasoning.
6. **For Reenrollments** - If the date on the entrance test exceeds two years from the reenroll start date, the student must retake the entrance exam. If the entrance exam scoring table has changed in grading criteria by two or more points per section, the student must retake the entrance exam.
7. Complete the Enrollment Application.
8. Complete all financial arrangements with the financial aid department or student accounts. All financial arrangements must be completed prior to admission. (Some circumstances may prevent completion prior to admission)
9. Sign an Enrollment Agreement

If Casa Loma College has reason to believe that the high school diploma submitted by a candidate for enrollment is not valid or was not obtained from an institution that provides secondary school education, the validity of the candidate's high school completion will be evaluated. Resources utilized to check the validity of high school diplomas are the California Department of Education, Western Association of Schools and Colleges and National Center for Educational Statistics. If a diploma, transcript or credentials, is determined to be not valid, the student will be denied admission into the College.

In addition to the above minimum College admissions requirements, each program has additional admissions criteria, outlined below. Both the College and program specific requirements must be met for enrollment.

To be considered for admission into the degreed programs, you must meet the general College admissions requirements, in addition to the requirements for your specific program. The enrollment process is considered complete when all requirements, as identified in the general and program specific admissions criteria have been met.

ENGLISH LANGUAGE PROFICIENCY

All applicants to the college whose first language is not English must demonstrate competence in the English language. Students must demonstrate English language proficiency through the TABE Entrance Examination or TOEFL before completing enrollment at the college. This requirement applies to international, non-international, residents, transfer and non-transfer students. Based on the results of the assessment examination admissions will either accept or deny the applicant for enrollment.

MAGNETIC RESONANCE IMAGING (MRI)

1. Earn a passing score on the admissions test.
 - a. Candidates must meet the minimum required reading, math and language scores:

Test No.	Reading Score	Math Score	Comp	Math Applied Score	Language Score	Total Score
1	598	610		585	586	594
2	593	599		576	586	589

2. Successfully complete an online orientation which assesses the students' abilities and prepares the student for successful learning and navigation in online education.
3. Write and submit personal essay prior to residential orientation.
4. Submission of student's professional resume
5. Submission of two (2) letters of recommendation.
6. Panel interview with Program Director and other assigned Imaging personnel.
7. All students accepted into the MRI program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline provided by Clinical Coordinator.
8. Clearance on consumer background report –completed after the start of the program; however, if the criminal background report required for clinical placement discloses violations, even if expunged, the finding may prevent the student from being placed in a clinical externship and the student may be dismissed from the program.
9. Meet the essential functions of a MRI Technologist student and MRI Technologist; however if a student is or becomes unable to meet the functions during the program and prevents that student from being placed in a clinical externship, the student may be terminated from the program. Successfully complete an online orientation which assesses the students' abilities and prepares the student for successful learning and navigation in online education.

The MRI Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program of consists of. Because of the programs need to obtain the student that meets all of our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

Students not chosen for the final roster are eligible to enroll in the next class without paying an additional application fee. The waiver of the application fee is good only for the next enrolling class.

DIAGNOSTIC MEDICAL SONOGRAPHER (DMS/ULTRASOUND)

Programmatic requirements are:

1. Earn a passing score on the admissions test.
 - a. Candidates must meet the minimum required reading, math and language scores:

Test No.	Reading Score	Math Score	Comp	Math Applied Score	Language Score	Total Score
1	598	610		585	586	594
2	593	599		576	586	589

2. Successfully complete Introduction to Learning (IOL) which assesses the students' abilities and prepares the student for successful learning and navigation in online education.
3. Submission of student's professional resume
4. Submission of two (2) letters of recommendation.
5. Panel interview with Program Director and other assigned Imaging personnel.
6. All students accepted into the DMS program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline provided by Clinical Coordinator.
7. Clearance on consumer background report –completed after the start of the program; however, if the criminal background report required discloses violations, even if expunged, the finding may prevent the student from being placed in a clinical externship and the student may be dismissed from the program.
8. Meet the essential functions of a DMS Technologist student and DMS Technologist –completed after the start of the program; however if a student is or becomes unable to meet the functions during the program and prevents that student from being placed in a clinical externship, the student may be terminated from the program.
9. **Field Research or Research Paper: Applicants may choose either option below.**

Method 1- Field Research: Interview an Ultrasound technologist and attain at a minimum the following information:

- Registry held (ARDMS/ARRT) held by technologist
- Professional experience and specialty (Abdomen/ OBGYN, etc.)
- What are their technical duties in imaging and reporting
- Most satisfying part of their job.
- Biggest challenge they felt in achieving their goal of becoming a technologist
- The worst part of the job
- Compensation and benefits
- Advancement opportunities
- At conclusion of interview, submit a minimum two page typed essay of your interview.

Method 2- Research Paper: Audit 1 lecture and 1 lab on campus for no less than ½ hour each.

- Interview an instructor and current student(s) in regard to program requirements and expectations. Write an assessment of your understanding of the program its goals and challenges the program presents through your audit. Please include the following information in your submittal.
 - The name of the instructor/student(s) interviewed
 - How do you become registered as a professional technologist?

- What different registry/specialty can one obtain? Which do you see yourself doing?
- What was the student's most enjoyable educational experience thus far and why?
- What does the student feel is his/her biggest challenge thus far?
- Generally, how does the ultrasound machine generate an image?
- What are the best uses for ultrasound?
- At conclusion of lecture/lab audit, submit a minimum two page typed essay of your experience and a summary of your research and what you have learned about your future career. Also include, what you feel you will be able to offer the imaging community professionally?

Any applicant not meeting all of the general admissions and programmatic admissions requirements to the DMS Program will be denied admission into the program.

The DMS Program requires the commitment of an enthusiastic and dedicated student. It also takes a student willing and dedicated to study and learning, and one who comes into the program with either a background in the health care field and/or one with a good understanding of what the health care field and this program consists of. Because of the programs need to obtain the student that meets all of our criteria and demonstrates the commitment, we will over enroll by 20% and will choose the final student roster by the end of the first week of class. The final student roster will be determined by the Program Director and will be based on the entire admissions criteria and the student's commitment shown during the first week of class.

Students not chosen for the final roster are eligible to enroll in the next class without paying an additional application fee. The waiver of the application fee is good only for the next enrolling class.

PHYSICAL THERAPIST ASSISTANT (PTA)

The PTA Program is selective and candidates for admission are ranked according to an objective admission formula that ensures fairness and equitability. The demand for a seat in the physical therapist assistant program is highly competitive.

Programmatic requirements are:

1. Earn a passing score on the admissions test.
 - a. Candidates must meet the minimum required reading, math and language scores:

Test No.	Reading Score	Math Score	Comp	Math Applied Score	Language Score	Total Score
1	642	648		597	621	629
2	628	628		588	604	625

The students ranking the highest at the completion of the admissions process are admitted to each cohort. The number of admitted students varies according to accreditation rules in place at the time of admission. Two qualified alternates may be identified and offered a seat if it becomes available in the first week. If a seat does not become available, the first and second alternates will be guaranteed a seat in the next cohort if they wish to enter the Program at that time. In the case of a tie score, the applicant with the earliest date of submission of a completed portfolio will be offered the seat.

Procedure:

1. Prospective candidates for the PTA Program meet a College Admissions Representative to learn about and tour the College. All PTA Program applicants must first meet all of the requirements for admission to Casa Loma College, including successfully passing the College entrance examination and the English Proficiency requirement for applicants who are not educated in the United States must submit an acceptable score on the TOEFL-iBT. The current minimum TOEFL-iBT score requirement is:

TOEFL Section	Minimum Score
Reading	21
Listening	18
Writing	24
Speaking	26

2. PTA Program applicants must then submit a portfolio to the Admissions Representative by a specified date. The contents of the portfolio must include:
 - a. Two (2) letters of recommendation from persons unrelated to the applicant.
 - b. Two (2) signed and sealed Prospective Student Observation Forms which together demonstrate forty-eight (48) hours of observation. The student must demonstrate having observed two different types of clinical settings (e.g., one acute care hospital and one outpatient clinic, or one neurologic rehab center and one children's health center, etc.).
 - c. Signed Essential Functions form.
 - d. Copies of transcripts from high school and any post-secondary educational experiences
 - e. Personal statement, an essay that tells the college about the prospective student, no more than three (3) typed double-spaced pages
3. Applicants will then meet with a Financial Aid Advisor to discuss and get an estimate of their financial obligations and available financial assistance resources.
4. PTA Program candidates who have submitted a completed portfolio are then scheduled by the Program Director for a personal interview with the Program Admissions Panel. An interview will not be scheduled without a completed portfolio having been submitted. Interviews will be held on a date to be announced.
5. Final selection of the Program class and alternates is made following the interviews.
6. Selected candidates return to the College to sign an agreement enrolling them in the College and admitting them to the PTA Program.
7. Admitted students are then enrolled in a 2 week online class to introduce them to the College and the skills and competencies they will need to succeed in online classes.

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

ONLINE EDUCATION

Casa Loma College offers online courses for three programs – Magnetic Resonance Imaging, Diagnostic Medical Sonography and Physical Therapist Assistant.

Our goal in online learning is to offer the highest quality education possible. Using the latest technology available to deliver courses, students can enroll in classes without having to attend class on campus allowing them more time to manage work and family commitments while earning their degree. Our classes are offered both through Asynchronous Interaction, allowing students to have continuous opportunity to obtain feedback and interact with instructors and peers through web-based discussions and Synchronous Interaction where students can participate in real time and interact with their instructor and peers during live chat sessions.

How an Online Course Works

Online courses allow you to complete your coursework anywhere and at any time of the day. They are not, however, self-paced. Courses have start and end dates, and your instructor will set the pace for your learning by requiring specific deadlines for all coursework. Our online courses are delivered through a program called Moodle. You can access course content, participate in online discussions; submit assignments, etc., online through Moodle. Prior to the program start, there is a two week Introduction to Online Learning which all students must complete prior to program start.

Achievement of course objectives in online classes is assessed in multiple ways, including but not limited to interactive discussions, written assignments, quizzes, capstone projects, group work, and online examinations. Quizzes and exams are time delivered, and are limited to one attempt. Moodle is password protected and is in compliance with the Higher Education Opportunity Act of 2008. Students are required to utilize a secure login and password to access their online classes in Moodle, including when taking quizzes and exams.

Hardware and Software Requirements

To take an online course, you will need regular access to a computer for extended amounts of time. You will also need a reliable high speed Internet connection so that you can participate in discussions forums, access course content, submit assignments, and check your email account regularly. For more details, see Basic Computer Requirements in the Catalog.

The minimum hardware and software specifications for computers are:

- Microsoft Windows-based computer or an Apple Macintosh system
- Modem or network access to the internet through any typical Internet Service Provider
- E-Mail address will be required.
- Software to facilitate:
 - Browsing the World Wide Web
 - Sending / Receiving electronic mail
 - Typical text processing
- Minimum Hardware Requirements needed to support Moodle. If you use less than the minimum requirements we may not be able to provide you with adequate support.
 - PC, Mac, or Tablet
 - Operating Systems: Windows 7, OS X 9, Android 4.4, iOS 6
 - Processor: 1.2 Ghz Dual Core Processor
 - Screen Size: 7.9 in.
 - SSD Size: 16 GB
 - Wi -Fi capable

Online Orientation

Students are required to complete the online orientation for Online Courses before having access to online courses in the MOODLE System. The goal of the orientation is to increase the student's readiness and self-confidence in taking an online course. By completing this orientation, the student should expect:

- to become familiar with course delivery tools, methods, and requirements;

- to gain a basic familiarity with appropriate learning and studying strategies for distance learning;
- to get acquainted with course communication and interaction tools and protocols;
- to understand your responsibilities as an online student;
- to be fairly comfortable with course delivery software and hardware and boost your technical proficiency;
- to be able to resolve technical problems or find appropriate assistance, if needed

REGISTRATION

A student can make application for enrollment at any time, but may enter class only on specified starting dates.

ACCEPTANCE TO THE COLLEGE

An applicant is considered for entry in a program after all required materials and requested information has been received. Selection is on an individual and competitive basis according to criteria and scoring as class sizes are limited.

The paramount responsibility of the school is protection of the public in the selection of applicants, education and promotion of students through the program of study and graduation of individuals for entry into the profession. This responsibility is fulfilled through established policies and corresponding processes guiding decision making activities.

An enrollment becomes official after the signature of both the student and an Official of Casa Loma College are contained on the fully executed enrollment agreement and the student has attended the first day of class.

CLASS CANCELLATION

To ensure the full enrichment of every program a minimum number of students is required. If the minimum number is not met, the class may be postponed until the minimum number is attained. If the class is cancelled due to the shortage of enrollments, all monies paid will be refunded in full.

CREDIT FOR PREVIOUS EDUCATION OR EXPERIENTIAL LEARNING

Credit is awarded for college level coursework completed at institutions accredited by an agency recognized by the US Department of Education or the Council for Higher Education. Courses must be similar in nature, level, and content to a course in the academic program; must earn a grade of "C" or higher; and must have course equivalent credits. A grade of "P" is accepted for transfer courses with regard to the grading scale used at the awarding institution. Credit is also awarded for military, certifications and licenses. The College does not grant credit for experiential learning.

Second party credits will not be accepted. For example, School A, whose credits Casa Loma College would normally accept, has itself accepted credits from School B. Casa Loma College will not accept these credits from School B through School A, but only directly from School B, if otherwise acceptable .

Regardless of the number of transferrable courses, to receive a diploma/degree at Casa Loma College, 25 percent of credit hours must be in residence.

Determination of acceptability of transfer credit is at the discretion of the Registrar and Program Directors. Courses will be carefully evaluated to determine equivalency in academic content, credit hours and quality of course.

Courses that do not transfer to Casa Loma College include the following:

- Courses below college level (e.g. developmental English and Math and Reading courses, ESL Courses)
- Correspondence Courses
- Courses at a school that is not nationally or regionally accredited
- Courses with a grade below C
- Credit by examination earned at another institution
- Transfer credit received from another institution
- Audited, Incomplete or Withdrawn courses

Students requesting transfer credit must submit official transcript and required documentation to the Admissions Office and/or Registrar for acceptance of transfer credit. *Unofficial transcripts are accepted for preliminary review; however an official transcript must be submitted for granting of transfer credit. The official transcript must be submitted prior to signing of the enrollment agreement.. If Admissions does not have the official transcripts prior to signing the enrollment agreement, the transfer credit will be denied.*

For requests of transfer credit, the following must be submitted:

- A sealed official transcript. An official transcript is defined as one sent directly to Casa Loma College from the issuing institution. The official transcript must be submitted to Admissions prior to signing the enrollment agreement. Failure to do so will result in transfer credit not given;
- A copy of the transferring institutions catalog and/or syllabi;
- Credits may be given for completed training comparable to college-level programs through non-degree awarding agencies or institutions; for example, recognized health profession, fire service, law enforcement/corrections trainings, military and certifications and licensing, etc. Training documentation will be evaluated by the Program Director in the appropriate department to determine the comparability.
- Official evaluations of transfer credit are completed by the Registrar's Office and/or Program Directors as part of the enrollment process. General Education classes are evaluated by the Registrar's Office where Core Classes are evaluated by the Program Director.
- A minimum grade of C/2.0 must be documented in the course to be considered for credit.
- Transfer courses do not affect the cumulative G.P.A.
- No fees are charged for the request and evaluation of previous education or experiential learning.

DEGREE GRANTING (DMS, MRI, PTA)

Credit will be granted based on the following criteria:

- Science and science related courses must have been taken within five (5) years at time of course evaluation.
- General Education courses must align with the required general education courses assigned to each degree program. There is no time limit for GE courses for MRI and DMS Programs; however, the PTA Program imposes a five year limit on general education courses.
- Only courses with a C or better are transferrable.
- The credit awarded must directly relate to the student's degree program and is applied in some satisfaction to the degree requirements.

- Students who are awarded transfer credit and maintain at least 6 credits in a semester will still receive partial financial aid funding; however if the credits for the semester drop below 6 credits the student will be required to pay cash for that semester.

Magnetic Resonance Imaging

The following courses are not eligible for transfer credit:

1. ANA 101 and ANA 102 Anatomy and Physiology I and II
2. MRI 120 and MRI 121 Cross Sectional Anatomy I and II
3. MRI 101 and MRI 102 MR Physics and Instrumentation I and II
4. MRI 132 Patient Care and Management, CPR and IV Access
5. MRI 200A and MRI 200B MR Imaging and Procedures
6. Clinical Externship I and II

Exception: Medical Terminology – for a student to receive credit for Medical Terminology, they must met the following four criteria:

1. Student will have taken Medical Terminology within past two years from program start date
2. Student will have to present proof of class by way of official transcript
3. Student will have had to pass course with a 2.0 or higher.
4. Student must be working in the allied health field or related field.

If the student does not meet the above four criteria then:

1. If the student took the course over two years ago: The only way to receive course transfer credit is by taking the challenge exam and passes with a minimum of 78%.
2. If the student is not working in the allied health field or related field: The only way to receive course transfer credit is by taking the challenge exam and passes with a minimum of 78%.

Diagnostic Medical Sonography

The following courses are not eligible for transfer credit:

1. PHYS 200 General Physics
2. ANA 201 and ANA 202 Human Anatomy & Physiology I & II
3. DMS 210 and DMS 210 L
4. DMS 220 and DMS 220 L
5. DMS 230 and DMS 230 L
6. DMS 240 and DMS 240 L
7. DMS 250 Externship I
8. DMS 260 Externship II
9. DMS 300 DMS Review and Mock Exam

Physical Therapist Assistant

Technical courses are accepted for transfer is based on the determination of the Program Director and is on an individual basis. Requests for transfer of general education credits are addressed on an individual basis by the Program Director. Application for credit transfer must be included in the portfolio along with copies of syllabi for the courses to be considered for transfer. Only general education courses with a grade of A or B will be accepted for transfer. Anatomy and Physiology courses are not eligible for transfer. General education courses must have been taken within the

preceding five years at an accredited institution recognized by the Department of Education. The decision of the Program Director is final.

MAGNETIC RESONANCE IMAGING AND DIAGNOSTIC MEDICAL SONOGRAPHY ARRT ADVANCED PLACEMENT

Advanced Placement into the MRI or DMS Program is intended to provide a pathway to ARRT certification and registration for individuals who have previously completed an MRI or DMS program but whose program was either not accredited by ARRT; have not obtained an Associate's Degree; and/or who are no longer eligible for certification and registration due to unsuccessful examination attempts or expiration of their eligibility time period.

Advanced placement recognizes that these individuals differ from individuals who have never completed an educational program. Advanced placement requires assessment of the individual's current didactic knowledge and clinical skills in order to determine the advanced placement point of entry into the educational program.

If an individual believes they qualify for this program, the Admissions Office can provide additional details of this program.

RESIDENCY REQUIREMENT

Residency is defined as coursework completed at Casa Loma College, not including transfer credit. A minimum of 25 percent of academic credits must be completed in residence.

TRANSFER CREDIT FROM FOREIGN INSTITUTIONS

In most cases foreign institutions are chartered and authorized by their national governments usually through a ministry of education. Although this provides for standardization within a country, it does not produce useful information about comparability from one country to another.

Applicants applying with a foreign degree or wishing to transfer in credits earned at institutions located outside of the United States must have their academic transcripts evaluated and certified by a Credential Evaluation Services organization who determines equivalency to United States college credits. The names of some recognized agencies are available through the admissions office.

The cost for certification and translation is the responsibility of the student. When requesting an evaluation from the service, students should specify they want a "course-by-course" evaluation.

Procedure

Students who have attended a college outside of the United States and are seeking to transfer credit from any foreign institution must submit:

- **Official transcripts** from all colleges/universities where they have been officially registered.
- **Course descriptions** in cases where course titles and credits do not match Casa Loma College courses exactly, copies of course syllabi and course descriptions from the foreign institution will be required before the course will be considered for transfer. Students will need to provide copies of these materials, translated into English, upon request.
- **Certified English translations** of all required documents and records (transcripts, course descriptions, course syllabi and diplomas/degrees).
- **A credential evaluation** as performed through one of the company's authorized by the College Admissions Office.

Casa Loma College does not accept foreign coursework for courses in English or Communication.

Process for Requesting Foreign Transfer Credit

Acceptance of transfer credit from foreign institutions shall be subject to the student obtaining, at his or her own expense, a transcript evaluation from a credentials evaluation service as designated by the Admissions Office. The applicant/student must submit the above documentation to the Admissions Office prior to the start of the program.

Once the Admissions Office receives the copy of the foreign transcripts and coursework certification and equivalency translation, the materials will be forwarded to the Director of Registrar for review. Students will be notified of courses for which they will need to bring course syllabi and course descriptions. With the exception of the Physical Therapist Program, the Director of Registrar will determine the awarding of transfer credits for general education coursework.

TRANSFER CREDIT APPEAL

An appeal against a decision relating to the award of any credit may only be made if the student can establish that the assessment of the credit request was not in accordance with the principles outlined in the above policy. Any such appeal should be made in writing to the Registrar, with a brief statement giving the grounds for appeal, within 10 working days of notification of any decision relating to the awarding of credit.

ARTICULATION AGREEMENTS

Articulation Agreements are contracts between institutions established to designate specific course transfer equivalencies. Casa Loma College maintains an articulation agreement with the University of Phoenix. All credit from associate degrees (including vocational degrees), awarded by Casa Loma College will transfer to the University of Phoenix, meaning that all associate degree related courses, subject to program limitations detailed on the transfer literature, will automatically transfer. Although credits will be accepted in transfer, additional general education credits may be needed to fulfill the program requirements.

- Students from Casa Loma College will be granted admissions to a baccalaureate degree program at the University of Phoenix based on academic requirements as a result of having earned an associate degree and upon further satisfaction of all other conditions for admissions as stated in the University of Phoenix catalog.
- Students from Casa Loma College, who are within 12 months of the completion of their associate degree, may pre-apply to a University of Phoenix baccalaureate program and will be granted access to the University of Phoenix University Library Online Collection.
- If the student is enrolled in the Bachelor of Science in Management program (in states where offered), the associate degree focus will be listed as an area of emphasis on the baccalaureate transcripts and University of Phoenix Diploma.

VETERANS EDUCATION

Casa Loma College is approved by the United States Department of Veterans Affairs and the California State Approving Agency for Veterans Education (CSAAVE) to offer academic programs under Title 38, United States Code, to enroll veterans and other eligible persons who qualify for educational benefits. Students sponsored or assisted by the Department of Veterans Affairs may receive assistance from the School Certifying Official in the filing of appropriate forms. We are here to work closely with you and your family and ensure you have access to resources that will make your transition as informative and seamless as possible.

While benefit and eligibility information is provided by the College, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at the College to learn more about these programs and participation.

Veterans applying for Veterans Administration (VA) educational benefits are responsible for knowing the VA eligibility requirements and regulations. Eligibility for VA educational benefits can only be determined by the U.S. Department of Veterans Administration. Before we can certify enrollment for benefits, veterans must first meet the college admission requirements. Casa Loma College will inquire about each veteran or eligible person’s previous education, training and request transcripts for all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. The veteran or eligible person will be notified of the evaluation result. (Note: All prior training must be evaluated).

Casa Loma College participates in two GI Bill Programs:

- [Post-9/11 GI Bill](#)
- [Montgomery GI Bill](#)

The amount of VA educational benefits awarded is determined by the U.S. Department of Veterans Administration and is based on monthly enrollment for specific courses which are applicable toward an approved VA objective. Monthly rates may be accessed at www.gibill.va.gov

Please note that the application process for Veterans Educational Benefits is different for new students who have never received benefits before from continuing/transfer students who have already initiated benefits. To determine if you are eligible for educational benefits through numerous GI Bill Programs, visit [Getting Started with Education and Training](#).

Students enrolled in Casa Loma College under the Veterans Program must successfully complete all requirements, as stated in the College Catalog, to be eligible for graduation.

VETERAN’S SATISFACTORY ACADEMIC PROGRESS STANDARDS:

If you are a Benefit Recipient, you are required to maintain satisfactory Academic Progress (SAP) in order to continue to receive these funds. In brief you are required to meet all of the following standards:

1. You must maintain the cumulative grade point average (GPA) of at least a 2.00; and
2. You are required to satisfactorily complete a cumulative minimum of 67% of the credits in which you enroll;
3. You must finish your program within 150% of the credits required for completion;
4. You must maintain a cumulative SAP GPA that meets or exceeds your programs minimum requirements.

Specific programs may require a higher eligibility for continued eligibility. The program GPA supersedes the GPA requirements referenced above of 2.00.

Diagnostic Medical Sonography	C+ / 2.30
Magnetic Resonance Imaging	C+ / 2.30
Physical Therapist Assistant	C+ / 2.30

Students must achieve the minimum GPA at the end of each semester or level to advance to the next semester or level. Student academic progress is reviewed at the end of each semester or level. When a recipient has not achieved the minimum cumulative GPA requirement the student will be considered to have not met satisfactory academic progress.

VETERAN'S ACADEMIC PROBATION

The first semester a student using veteran benefits fails to meet the above requirements, he/she is placed on academic probation and a written notice to this effect is provided to him/her. A student on academic probation has one semester to comply with the minimum academic standards of progress. Students on academic probation continue to be eligible for financial aid and financial assistance.

If the student meets this provision, academic probation is lifted. If the student fails to comply with the set standards at the end of the probationary semester, eligibility for all state and federal veteran's funds will be withdrawn resulting in the student being placed on termination status. When a student is terminated, Casa Loma College is required to notify the VA and suspend benefit certification until minimum standards are reached. Termination from the use of benefits does not necessarily mean termination from Casa Loma College. Veteran students will be ineligible for VA Benefits for one semester if they do not meet the terms above. That means you will not receive your benefits for the semester following such determination.

If you failed to maintain SAP due to unforeseeable extenuating circumstances you may appeal your loss of VA benefit eligibility. Students who experience extenuating circumstances, that were reasonably unforeseeable at the beginning of the semester/level and that are beyond the student's control, may appeal. The circumstances that are cited in the appeal must be timely to the semester/level of enrollment during which the academic difficulty occurred. These extenuating circumstances must have been sufficiently disruptive that the student was prevented from continued enrollment and/or successful completion of the semester/level and meeting of the SAP standards. Circumstances such as difficulty adjusting to college, time management issues, failure to balance social life against academic workload requirements, prioritization of other activities above coursework and inability to afford enrollment expenses in the absence of Veteran Educational Benefits are not alone sufficient to qualify as extenuating.

Documented extenuating circumstances might include, but are not limited to:

Student's major illness or injury	Death in the student's immediate family
Major illness or injury in the student's immediate family	Death of student's spouse
Student's spouse's major illness or injury	Student's deployment to active duty
Student's loss of employment	Student's spouse's deployment to active duty
Student's parent's loss of employment	Student's parent's deployment to active duty
Student's spouse's loss of employment	Natural disaster affecting the student
Student's separation or divorce	Natural disaster affecting the student's parent(s)
Student's parent's separation or divorce	Natural disaster affecting the student's spouse

All SAP appeals will be evaluated by the Administrative Committee. The student must document all extenuating circumstances, explain changes that will allow for academic success during future enrollment and must submit an advisor-approved academic plan. Documentation of extenuating circumstances typically consists of provider confirmation of injury or illness, an employer's separation letter, a court order, police incident or accident report, attorney's letter, divorce decree, deployment orders, obituary or death certificate as applicable; however, the VA SAP Administrative committee or its designee solely determines the sufficiency of documentation in accordance with the circumstance(s) presented. *Please note*, having extenuating circumstances does not in any

way guarantee that your SAP appeal will be approved. If your circumstances were reasonably foreseeable or are deemed to have been within your control, or were present and you decided to enroll anyway, your SAP appeal is likely to be denied. Your SAP appeal is also likely to be denied if you enrolled for more than two semesters without seeking intervention and treatment for an existing issue (or issues).

REESTABLISHING ELIGIBILITY FOR VA EDUCATIONAL BENEFITS:

Students who choose not to appeal, or whose appeals are not approved, may be able to reestablish eligibility for VA Benefit use. Such students may (if they are otherwise eligible) continue to enroll for courses at the college at their own expense until they have met all of the SAP standards that are required for VA benefit use. Neither paying for one's classes nor sitting out for a term affects a student's academic progress standing, so neither (alone nor together) is sufficient to reestablish aid eligibility, if the student has not met all SAP standards. If you submit a

SAP appeal and it is approved you will be eligible to use your VA Educational Benefits so long as you meet all other program eligibility requirements. If you submit a SAP appeal and it is denied you will not be eligible to use your VA Educational Benefits until you meet all of the SAP standards.

If you experienced extenuating circumstances and wish to appeal the loss of your eligibility to use your VA Educational Benefits please submit the SAP appeal form along with appropriate documentation to the Registrar's Office as far in advance of your planned enrollment as possible. The Administrative Committee will review your application and will determine if your eligibility is reinstated. The Registrar's Office will respond with the committee's decision usually within 2 weeks of receiving your complete appeal.

The decision of the Administrative Committee is final and can neither be appealed elsewhere in the College, nor can it be appealed to the U.S. Department of Veterans. If your SAP appeal is denied, you can only re-appeal if you have extenuating circumstances and/or documentation that you did not include with your initial appeal submission. Re-appealing because you do not agree with the Administrative Committee's decision is not a valid basis upon which to submit another appeal. Your re-appeal letter and documentation must be submitted to the Registrars' Office within two weeks of the date your denial issued. If your re-appeal is denied by the Administrative Committee you are not permitted to appeal again and all subsequent appeals that are based upon the same circumstances will be rejected.

HEALTH AND SAFETY OF STUDENT

Casa Loma College will not enroll any student who is knowingly ineligible to obtain licensure or employment in the occupation for which they will be trained.

Health Declaration

It is essential a student be able to perform a number of physical activities in the laboratory and clinical portion of their program. At minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students having a temporary medical condition inhibiting/restricting their activities, students who have a chronic illness, condition or who are pregnant and/or receiving treatment or under a physician's care, must have documentation of this and be able to implement direct patient care with no restrictions.

The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

HEALTH AND SAFETY REQUIREMENTS

All students entering our programs must meet all health requirements to maintain enrollment status. Applicants must have a physical examination, laboratory tests, and immunizations. The student must be free from communicable diseases, infections, and must be able to perform the essential requirements of the program with or without reasonable accommodations for disability.

The Physical Therapy Assistant Program offer students the ability to obtain their health requirements through the college with costs included in the total cost of the program. Students in those two programs have the option of opting out of this service and obtaining their health requirements with their primary care physician and covering their own cost. Students not able to receive clearance through the College physical which includes verification of vaccinations of MMR (measles, mumps, rubella), Hepatitis B vaccinations, clear TB (tuberculosis test) or clear chest x-ray, may be withdrawn from the program unless student can obtain treatment or clearance from their primary care physician. Documentation of this must be submitted to the Program Director who will make the final determination of the students continued status in the program.

Diagnostic Medical Sonography and Magnetic Resonance Imaging students are required to obtain their own health examination requirements by the designated date assigned by the Clinical Coordinator.

Students unable or unwilling to submit documentation for all health requirements will be withdrawn from the program. A physician note or other documentation will not negate the need to complete the health requirements for your program. No exceptions will be made. In circumstances of a student illness, injury, or other health limitations, both the clinical affiliate and the college Health and Safety guidelines will be upheld. The Program Director will determine a student's ability to provide adequate patient care and services and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval form.

BACKGROUND CLEARANCE

A comprehensive certified background check is required for all students. Some convictions may disqualify students from the program, clinical placements, and therefore, program completion. Ultimately, it is the program directors and/or clinical site's decision whether the student qualifies to practice at that site, based on the results.

DRUG TESTING

It is the policy of Casa Loma College to adhere to all policies of clinical facilities with which the College affiliates for student clinical and externship learning experiences. Many clinical facilities are now requiring drug testing of all students. Students may be required to have drug testing prior to or during the start of clinical or externship rotations. Additionally, any student whose behavior is suspicious or appears to be under the influence of alcohol or drugs will be required to submit to an immediate substance abuse screening, as a condition of remaining in the program. Students will be temporarily suspended until notification of drug test results. Students whose drug test is returned negative will not be required to pay the additional drug screening fee and may return to the program. However, a student whose drug test results are positive will be terminated from the program and will be required to pay the drug testing fee.

Casa Loma College contracts with a company that does the student drug screening. Drug screening results from any company other than the one designated by the college will not be accepted.

Casa Loma College maintains a no tolerance policy regarding substance abuse. Students are required to clear a urine drug screen upon enrollment into a program. Failure to undergo the drug test will result in termination from the program. If the test comes back

positive, the student will be terminated from the program. If the drug screen comes back diluted or contaminated, the student will be allowed one retest. If the student fails or refuses the second test, the student will be terminated from the program.

Students must maintain a clear health clearance and clear background check and urine/drug screening during their entire program. Failure to do so may result in dismissal from the program.

CERTIFICATION, STATE BOARD EXAMS & LICENSURE

Licensure and/or certification examination fees are included in the student's tuition. Graduates who have prior misdemeanor or felony convictions may be delayed or denied professional licensing or certification. Each case is determined on an individual basis by the licensing agency. Students are urged to contact the appropriate agencies for current requirements.

MAGNETIC RESONANCE IMAGING

Although there is no state or national licensure required to operate an MRI scanner, it is becoming extremely competitive to work in this field without advanced certification. Casa Loma College prepares its graduates to take the ARMRIT exam and the ARRT Primary Pathway Exam. This advanced certification will increase opportunities for advancing in the field of MRI.

Upon completion of the MRI program, graduates are eligible to sit for the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) – www.armrit.org National Certification examination and/or the American Registry of Radiologic Technologists Primary Certification Exam (ARRT) <https://www.arrt.org/Certification/Magnetic-Resonance-Imaging>.

Graduates of the MRI Program are required to take and pass the MRI ARRT Review Course prior to receiving eligibility to the ARRT MRI Primary Pathway Exam.

DIAGNOSTIC MEDICAL SONOGRAPHY

Although there is no state or national licensure required it is becoming extremely competitive to work in this field without advanced certification. Casa Loma College prepares its graduates to take the ARMRIT exam and the ARRT Primary Pathway Exam.

Upon completion of the DMS program, graduates are eligible to sit for the American Registry for Diagnostic Medical Sonography (ARDMS) <http://www.ardms.org> and/or the American Registry of Radiologic Technologists (ARRT) Primary Pathway Certification <https://www.arrt.org/certification/sonography>.

ARDMS CERTIFYING EXAMINATION

Active students in the DMS program are prepared and encouraged to sit for the ARDMS SPI examination while in the program. The Sonography Principles and Instrumentation (SPI) examination tests basic physical principles and instrumentation knowledge essential to sonography professionals and students. You can visit the ARDMS site for more information: www.ardms.org/get-certified/Pages/SPI

Our students are educated with the appropriate information to take the exam by the end of semester 3. As a student, you set yourself up to stand out, in the competitive market of Sonography, having this examination complete. You become more marketable as a graduate the more examinations you are successful with.

There are 4 routes to becoming ARDMS Certified. You qualify under one of the below:

1. Students entering the Diagnostic Medical Sonography program who hold a **Bachelor's Degree (BS or BA) or higher** will be eligible to sit for the ARDMS certifying examination immediately upon completion of the program.
2. Students entering the Diagnostic Medical Sonography program who have prior education in a **two year allied health care field (single subject) that is patient care related** will be eligible to sit for the ARDMS certifying examination **immediately upon completion of the program**. A two year allied health education program is defined as (1) 24 consecutive calendar months OR (2) 60 semester credits OR (3) 84 quarter credits. Examples of such allied health occupations include, but are not limited to radiologic technologists (RT), registered nurse (RN), respiratory therapist, or occupational therapist.
3. Students entering the Diagnostic Medical Sonography program, who hold an active **certification with Cardiovascular Credentialing International (CCI), or American Registry of Radiologic Technologists (ARRT), or Australian Society of Ultrasound in Medicine (ASUM)**, will be eligible to sit for the ARDMS certifying examination **immediately upon completion of the program**. *Our current graduates are eligible to sit for the ARRT-S examination, see info below.
4. Students entering the Diagnostic Medical Sonography program **who do not have any of the above prior education prerequisites must work for one year (1680 hours) as a Diagnostic Medical Sonographer** before they are eligible to sit for the ARDMS examination.

The DMS Program is a general concentration program. Upon completion of this program, the education received will prepare you to sit for the ARDMS Abdominal and Small Parts and/or the OB/GYN certification Exams.

The DMS program is not designed as a complete preparation to take the vascular certifying exam. The Vascular course is intended as an introduction to vascular ultrasound imaging; an additional six months+ of training is required for the RVT.

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

Graduates of the DMS Program are required to take and pass the DMS ARRT Review Course prior to receiving eligibility to the ARRT Sonography Primary Pathway Exam.

PHYSICAL THERAPIST ASSISTANT

Physical Therapist Assistants must be licensed to practice and each state has individual requirements regarding licensing. For employment within the state of California, students must successfully complete the National Physical Therapist Assistant Exam (NPTAE) given by the Federation of State Boards of Physical Therapy (FSBPT). To be allowed to take the NPTAE, students must have graduated from an accredited PTA program. Upon successful completion of NPTAE, students may apply for California certification from the Physical Therapy Board of California (PTBC). The application to PTBC must include a Certificate of Completion (P1E) form issued by the school and proof of successful completion of the California Law Examination (CLE), which relates to the practice of physical therapy in California. The CLE is a one-hour multiple-choice examination. More information regarding the national exam can be found at <http://www.fsbpt.org/>. More information regarding California licensure can be found at <http://ptbc.ca.gov/>

PTA graduates take a national exam that is recognized by all states. Graduates can only apply for one state license at a time. If the graduate moves to another state, the graduate must apply for license via endorsement and if the state has a jurisprudence exam, they must take and pass that exam.

GRADUATION

The candidate for a Diploma, Associate of Science Degree or Associate of Applied Science Degree must meet the criteria identified below as well as having met all financial obligations to Casa Loma College and/or be in satisfactory status, including the return of all library books and learning resources as well as any fines, due.

Magnetic Resonance Imaging

- Casa Loma College grants the Associate of Science Degree in Magnetic Resonance Imaging upon successful completion of the required course of study; minimum grade point average of 2.3 or better, completion of all curriculum requirements and program hours; complete and pass all evaluations and task based competencies in clinical externship and receive a passing grade in MRR 300 Review Course.

Diagnostic Medical Sonography

- Casa Loma College grants a Associates of Science Degree in Diagnostic Medical Sonography upon successful completion of required course of study; minimum grade point average of 2.3 or better, completion of all curriculum requirements and program hours; complete and pass all evaluations and task based competencies in clinical externship and either pass the ARDMS SPI Exam or receive a passing grade in the SPI Review Course.

Physical Therapist Assistant

- Casa Loma College grants the Associate of Applied Science Degree in Physical Therapist Assistant upon successful completion of the required course of study with a minimum grade point average of 2.3 or better, pass and complete all evaluations and task based competencies in clinical internship.

COMMENCEMENT EXERCISES

Graduation is a time to recognize all Casa Loma College students for their outstanding accomplishment. Graduation is also a time to recognize those students who have excelled in their programs. Commencement Exercises are held in the spring and fall.

DIPLOMAS

Graduates will receive a diploma upon completion of all hours and requirements of said program in addition to meeting all financial obligations to the College. Diplomas are not received during the commencement ceremony but as students complete their program.

Replacement Diplomas

Graduates may request a replacement diploma if their original diploma has been lost or destroyed. Replacement diplomas shall carry all information contained on the original except that all signatories will be current administrators. The replacement diploma will indicate state a replacement. Graduate requesting a replacement diploma will be subject to the current fee for such diplomas.

There is a fee charged for replacement diplomas of \$10.00

Unclaimed Diplomas

Unclaimed, undeliverable or withheld diplomas are retained by the Registrar's Office for a period of five years after which time they will be destroyed. Graduates wishing to replace an unclaimed, destroyed diploma must purchase a replacement diploma as described above.

GRADUATION AWARDS

- Valedictorian – student with the highest overall GPA within each program
- Salutatorian – student with the second highest GPA within each program

Perfect Attendance Recognition - Green Cord

- No absences throughout the entire program
- One or two tardies qualify
- Three or more tardies in a course or semester **will not** qualify.

Students who have repeated a course are eligible for perfect attendance award as long as the above criteria have been met in both the original and repeated course.

ACADEMIC HONORS

- Cum Laude: 3.50 to 3.69 Overall GPA
- Suma Cum Laude: 3.70 to 3.89 Overall GPA Silver Cord
- Magna Cum Laude: 3.90 to 4.00 Overall GPA Gold Cord

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

TEXTBOOK INFORMATION

The Casa Loma College Tuition and Fee schedule located in the College Catalog displays, to the maximum extent practicable, the following information for each textbook: textbook title, the International Standards Book Number (ISBN), and the manufacturer's suggested retail price (including tax, shipping and handling charges) for required and textbooks and supplemental materials.

GRADUATE RETRAINING

Graduates of Casa Loma College are welcome to return for refresher training based on space availability and approval of Program Director, excluding clinical and externship sites. It is recommended and encouraged that all students required to take a licensure exam, attend several review courses before taking exam. Graduates requiring additional assistance beyond review classes should make arrangements with the Program Director.

EMPLOYEE COMPENSATION

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

ACADEMIC INFORMATION AND COLLEGE POLICIES

ATTENDANCE

Casa Loma College emphasizes the need for all students to attend classes on a regular basis. Our programs prepare students for safe patient care and we expect students to attend each class, laboratory, and clinical session to develop the theoretical and practice components of their profession.

Attendance is mandatory. Students are expected to attend all classes. Students may not be absent more than:

Diagnostic Medical Sonography – Day / Evening	Residential: 1 absence per 7 week course 1 absence per 8 week course 4 absences per 15 week core program module Online = See section for Online and Attendance and Dismissal Policy Externship: see policy under Clinical Externship
Magnetic Resonance Imaging	Residential: 1 absence per 8 week course 2 absences per 16 week course Online = See section for Online and Attendance and Dismissal Policy Externship: see policy under Clinical Externship
Physical Therapist Assistant	3 absences per semester for residential courses. Clinical Internship attendance policy
Online Attendance	Students are required to actively participate in all aspects of enrolled online courses. A student must demonstrate attendance in each of his/her registered online courses by posting an academic activity in each enrolled course shell within the first week of the course. If these requirements are not met by the first week of the course a student will be administratively withdrawn.

GENERAL ATTENDANCE REQUIREMENTS

1. Students must be in attendance 100% of the time to be given full attendance credit.
2. If a student is going to be absent, he or she must notify their Instructor, Externship Sit and/or Clinical Coordinator in advance of the class start via text or phone call. Students should have contingency plans for issues such as sick children, transportation and traffic problems.

3. Students should schedule medical, dental and personal appointments before or after school hours.
4. When extenuating circumstances exist, which include only the death of a family member, infectious or serious illness of student or statutory government responsibilities and documentation is provided, the Program Director will make the final determination if the absence is excused.
5. When a student reaches the maximum allowable absences, he/she will receive one warning letter from the Registrar's Office.
6. An automatic drop may ensue following a student's exceeding the maximum absences in their program. The Program Director is the final determination on a student's termination due to absences.
7. Arriving Late or Leaving Early:
 - a. Students may not arrive late or leave early as these behaviors disrupt the learning environment.
 - b. Any student arriving after the start of class will be considered tardy. No grace period is allowed. In addition, students arriving to class late after breaks are considered tardy.
 - c. Students leaving class early will be counted absent for the day, regardless of the time left.
 - d. Students arriving to class 60 minutes or later are counted absent for the day.
 - e. Three times tardy equal one day's absence; three more will result in another day's absence and so forth.
8. Absences:
 - a. Absences due to bereavement count towards the allowed absences in the term.
 - b. Students who are not in attendance and miss a quiz, test or lab competency **must** make it up on the next scheduled day of class.
 - i. If a student does not make up the quiz, test or lab competency on the first day back, students will receive a zero
 - ii. Students cannot receive higher than the minimum passing grade, regardless of actual score.
 - c. No early quizzes, tests or lab competencies will be given.
 - d. Final exams cannot be made up.
 - e. Students are responsible for keeping an individual record of attendance, as well as grades. Students can access grades at any time through online learning system-Moodle.
 - f. Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any days missed.

DMS AND MRI CLINICAL EXTERNSHIP

Externship grade is pass or no pass.

Pass/No Pass is determined by:

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms

DIAGNOSTIC MEDICAL SONOGRAPHY

DMS Clinical Externship is 960 hours and is completed in the last two semesters of the program/

1. DMS – 960 hours mandatory attendance (DMS 250 = 560 hours; DMS 260 = 400 Hours)
 - a. Days of externship are Monday through Friday
 - b. Students are required to attend between 32 and 40 hours per week
2. Three absence per externship semester **
3. Students, even with the allowed absences, **MUST** maintain their hour requirements within the designated time frame per semester
4. Students will be put on attendance probation if they miss the allowed 3 days within the 16 week semester and/or students fail to maintain the hour requirements for 4 consecutive weeks.

5. Once on attendance probation, if hours are not made up, then student is not allowed to move forward to the next semester.
6. The student can be dropped from externship at the discretion of the Program Director and externship site.

MAGNETIC RESONANCE IMAGING

MRI Clinical externship consists of 1000 hours and is in the last two semesters of the program.

1. Three absence per externship semester **
1. Students, even with the allowed absences, **MUST** maintain their hour requirements within the designated time frame per semester
2. Students will be put on attendance probation if they miss the allowed 3 days within the 16 week semester and/or students fail to maintain the hour requirements for 4 consecutive weeks.
3. Once on attendance probation, if hours are not made up, then student is not allowed to move forward to the next semester.
4. The student can be dropped from externship at the discretion of the Program Director and externship site.

MRI Semester 5 is 440 hours of clinical externship. Students are required to attend 28 hours per week, no more and no less. The typical schedule is 4 days per week / 7 hours per day; however, this will depend on the clinical site.

- **Students who do not complete 440 hours of clinical externship by the end of Semester 5 will be terminated from the program and required to repeat Semester 5 clinical externship. There are no exceptions to this policy.**
- ***Note: Hours beyond 440 do not transfer to Semester 6. There are no exceptions to this policy.***

MRI Semester 6 is 560 hours of clinical externship. Students are required to attend 35 hours per week, no more and no less. The typical schedule is 5 days per week / 7 hours per day; however, this will depend on the clinical site.

- **Students who do not complete 560 hours of clinical externship by the end of Semester 6 will have 14 days from the last scheduled date of the program to complete the required 560 hours. Students who do not complete the hours within these 14 days will be terminated and required to repeat Semester 6 Clinical Externship. There are no exceptions to this policy.**

PHYSICAL THERAPIST ASSISTANT

Attendance at all classes, labs and clinical experiences is mandatory. The Program believes that optimal learning occurs in the lab and classroom in the presence of the instructors and other students. Students who are not present miss the best opportunity to learn the material crucial for passing the NPTAE and becoming a competent and ethical physical therapist assistant. The PTA curriculum is accelerated and intense. It does not allow for repeated experiences.

There are no excused absences. Absences are either anticipated or unanticipated emergencies. In the case of an anticipated emergency, the situation must be discussed with the instructor in advance and a Student Contact Form filled out which includes an educational plan detailing how the missed material will be made up. In the case of an unanticipated emergency, the instructor must be contacted via phone call or text message at the first opportunity. Upon return to campus, the student must meet with the instructor and a Student Contact Form filled out which includes an educational plan detailing how the missed material will be made up.

Specific attendance/tardiness guidelines are as follows:

- Students must be in attendance 100% of the time to be given full attendance credit. Grades for participation will be reduced for tardiness or leaving class early.
- There are no absences permitted in clinical internships in Semesters 4 and 5. Any missed clinical hours must be made up to be allowed to progress in the Program.
- “No call/no show” will not be tolerated and may result in dismissal from the Program. Students should have contingency plans to handle issues such as ill children, transportation, and traffic problems.
- If a student is absent more than 3 days in any semester, the Program Director will evaluate the individual student's situation. The Program Director will determine, based on academic performance and circumstances of absences, the outcome of the student's continued standing in the Program.
- Students are to be present on or before the scheduled starting time of any class or clinical work day and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or for a clinical internship workday will be considered tardy. Students leaving before the end of class will be considered absent.
- Tardiness on three occasions will accumulate to one absence. If the student has an unforeseen circumstance causing a tardy, the student must call or text the instructor as soon as he/she is able. Repeated tardies are not acceptable and may result in remediation or termination.
- Students who are absent are responsible for obtaining lecture notes and any materials that reflect the objectives for that day and for completing all assignments missed.
- Students who miss a quiz or exam due to absence may receive a zero (0) for that quiz or exam unless the instructor is notified in advance via phone call or email. Instructors may deduct up to 10% of a make-up quiz or exam grade if the quiz or exam was missed due to an absence. Missed quizzes or exams must be made up outside of class time before the next class meeting. It is the student's responsibility to arrange for retake with the instructor.
- Because the content covered in each class is extensive, students are advised that instructors may not be able to repeat or review material for students who miss class.

NOTIFICATION OF ABSENCE

Students are to call their assigned externship site and the college campus to notify their instructor, Program Director or Externship Supervisor of intended absence at least 30 minutes prior to start time. Failure to follow this procedure may result in counseling and possible termination.

ONLINE ATTENDANCE POLICIES

Casa Loma College expects students to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course.

ONLINE ATTENDANCE POLICY

Students are required to actively participate in all aspects of enrolled online courses. A student must demonstrate attendance in each of his/her registered online courses by posting an academic activity in each enrolled course shell within the first week of the course. If these requirements are not met by the first week of the course a student will be administratively withdrawn.

OFFICE HOURS

Instructors will hold weekly office hours in lieu of required chat. Office hour attendance is optional and is held in a group forum. Any discussion that requires confidentiality will need to be scheduled as a private meeting.

COURSE WEEKLY SCHEDULE:

- • The FIRST DAY of each course week is 12:01 a.m. (0001) - Pacific Time - each Monday.
- • The LAST DAY of each course week is 11:59 p.m. (2359) - Pacific Time - each Sunday (of the following week).
- • The LAST DUE DATE for all course assignments is 11:59 p.m. (2359) - Pacific Time - on the published course END date.

LEAVE OF ABSENCE

A student in **good academic standing cumulatively** who must temporarily interrupt his or her program due to unforeseen circumstances may request a leave of absence. Requests for leave of absence will be considered on an individual basis and must be approved by the Program Director and Director of Financial Aid. A leave of absence may be granted for the following circumstances:

- Pregnancy with childbirth imminent.
- Physician documented restrictions.
- Documented family emergency.
- Other documented emergencies that may interfere with attendance.

TERM-BASED PROGRAMS

Students must be in good academic standing, cumulatively, to request a leave of absence. Students enrolled in a degree granting (term-based program) can only be granted a leave of absence at the beginning or end of a term. A request for a leave of absence will be denied if the leave is requested at any time other than the beginning or end of a term. A student, who must take a leave of absence during the term, will be terminated from the program. The student will be eligible for reenrollment based upon space availability.

A student must apply in advance for a leave of absence unless unforeseen circumstances prevent the student from doing so. For a leave of absence to be granted, it has to meet all of the following conditions:

- Medical leave of absence requires documentation by the student's physician
- There must be a reasonable expectation that the student will return from the leave of absence.
- Leave cannot exceed 180 calendar days within a 12-month period.
- Students taking a LOA may return only upon space availability.

We do not recommend a leave of absence during the first level, module or semester of any program.

Students who request a leave of absence due to military commitment/active duty service, and are gone for more than thirty (30) days, are entitled to readmission with the same academic status if all of the following criteria are met:

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

RETURNING FROM LEAVE OF ABSENCE

- All students returning from a leave of absence will be required, prior to the return, to meet with the Program Director. Upon approval for return student must then meet with a Financial Aid advisor to discuss their plan for returning to the program.

- Students whose leave request indicated medical circumstances as the reason for that request will be required to present an appropriate physician’s current evaluation of the medical condition and to release student of all restrictions.
- Students in term based programs can only return from a leave of absence at the beginning of a term. When calculating the 180 days allowed, if the term date goes beyond the 180 days, the student will be terminated. The student is eligible for reenrollment based on space availability.
- Students returning from a leave of absence will be placed:
 - Will return at the beginning of their module/course unless a determination is made by the Program Director that student can return at point of departure, space permitting.
- Veterans Affairs will be notified if one of their students has requested and is on leave of absence.

PREGNANCY

1. Students are expected to participate fully in didactic and clinical activities required by the program. The school will not be obligated to permit any special limitations to accommodate pregnant students. A written physician’s clearance, indicating the student is “under no restrictions during pregnancy”, is to be submitted to the Program Director within the first trimester of pregnancy.
2. The pregnant student has three options:
 - a. The student may remain active in the program with the written physician’s clearance until she delivers provided she is able to meet the weekly clinical and laboratory objectives and her attendance remains within program criteria.
 - b. The pregnant student may withdraw from the program.
 - c. The pregnant student may request a leave of absence which must be approved by the Program Director.
3. Postpartum: The student must present a written physician’s clearance to the Program Director prior to returning to the program.
4. Some programs may have a more stringent pregnancy policy. Please check with your program’s student handbook and/or Program Director for your program specific policy.

BEREAVEMENT

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

EFFECT ON FEDERAL STUDENT AID LOANS IF STUDENT FAILS TO RETURN FROM LEAVE OF ABSENCE

Students granted approved leaves of absence retain their in-school status for Federal Student Aid Loans. However, if a student does not return from an approved leave of absence, the student’s grace period begins on the last date of academic attendance.

For a student who does not return from an approved leave of absence, this withdrawal date might result in the exhaustion of some or all of the student’s grace period.

WITHDRAWAL FROM SCHOOL

Degree Granting - Students may only withdraw/drop one (1) class per semester. Students withdrawing/dropping more than one class per semester will be terminated from the program. Students may appeal this ruling. Upon extenuating circumstances, the Program Director may rule to allow students continued status in program.

ADMINISTRATIVE WITHDRAWAL

Students are administratively withdrawn if:

1. They do not return from school when the approved period for leave of absence has expired and have not applied for extension or regular withdrawal
2. They have not returned from a suspension
3. They have not been present in school for 14 days.
4. Failure to meet satisfactory academic progress
5. Failure to pay financial obligations
6. Withdrawal due to failure to pay financial obligations will result in transcripts being withheld, future reenrollment denied until debts have been cleared

Students who are administratively withdrawn will receive either a WP (withdraw/pass) or WF (withdraw/fail) depending on their grade at the time of withdrawal. A WF is computed in your GPA as an F.

EMERGENCY INVOLUNTARY WITHDRAWAL

A student may be withdrawn involuntarily from the College if Program Director or College determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the activities of others, or would interfere with the educational process and the orderly operation of the College.

An emergency involuntary withdrawal will be temporary, until such time as the incident that precipitated the withdrawal can be fully investigated. After such an investigation, the student will either be reinstated or permanently dismissed.

TERMINATION

The College reserves the right to terminate the enrollment of any student who conducts themselves in unprofessional manner and unfavorable behavior. Students must abide by the policies of student conduct, academic integrity and satisfactory academic policy, as well as but not limited to those polices unique to the students individual program as outlined in that programs student handbook.

Students not conforming to the rules and regulations of the college as outlined in the college catalog and/or program student handbooks are subject to disciplinary action up to termination.

STUDENT SELF-TERMINATION

A student, who chooses to withdraw from their program, must officially notify their Program Director, Registrar and Financial Aid. A student who withdraws from a course any time through seventy-five percent (75%) of the course will receive a "W". The "W" will count towards credits attempted however does not calculate into the students GPA. Students who withdraw after 75% of the course will receive an "F". The "F" will count in the students GPA. See Withdrawal Grading Policy for more information.

RE-ENROLLMENT

Re-enrolling students are classified as those students previously enrolled at Casa Loma College who have not been in attendance for at least one semester or one level who wish to return. The College seeks to re-enroll only those students who have demonstrated an ability to remain in good academic standing, and who are likely to persist to the completion of the diploma or degree requirements. Therefore, the College may sometimes advise an applicant to defer his or her return until a time later than the one originally proposed. Re-enrollment is not guaranteed to any applicant.

Students not in attendance for one or more years are required to complete the normal admissions process as outlined in the *Admissions General Requirements* section of the College Catalog.

If the date on the entrance exam exceeds two years from the date the student wishes to reenroll the student must retake the entrance exam. If the entrance exam scoring table has changed in grading criteria by two or more points per section, the student must retake the entrance exam.

Please note other factors that will be taken into consideration as well as program specific requirements for reenrollment:

- Students who left in poor **academic standing** may be required to attend mandated remediation and tutoring
- Students who left for **health related** reasons will be required to submit a medical clearance from a physician on official letterhead.
- Students who left due to **violation of student conduct** policies must submit a formal letter explaining how their behavior has changed. Re-enrollment is based upon approval of Program Director/Administrative Committee.
- Re-enrollment requests of former students with financial holds will be denied until the financial hold is resolved.

Students must receive clearance from the Program Director, Admissions, Financial Aid and Registrar prior to re-enrollment finalized.

Continuing students are defined as those students who have failed one or more courses within a level and are granted an immediate retake of the level, without having been officially terminated. Students must begin the retake within 14 days of the last day of the failed level. Approval from the Director of Nursing is required. Continuing students do not need to reapply for re-enrollment.

PHYSICAL THERAPIST ASSISTANT PROGRAM

Student will be required to retake all previously passed skills checks prior to re-enrollment.

DIAGNOSTIC MEDICAL SONOGRAPHY AND MAGNETIC RESONANCE IMAGING

Terminated students wanting to return to one of the imaging programs, they must follow the return procedure. As of August 15, 2017, the Reenrollment Policy for the MRI Program and DMS Programs has been amended. Below outlines the amended policy:

The student must write and submit a letter to the Program Director requesting approval to return. The letter must be received a minimum of four (4) weeks prior to the new class or course start. The request for approval to return letter must include:

- a. Student full name;
- b. Class ID from prior enrollment;
- c. Name/s of course/s failed;
- d. Why the student feels they were not successful in the failed course/s;
- e. What has changed to support the student's success with an approved return?

The Program Director will determine, based on the students prior academic performance (grades and attendance), if the student is required to take any course final exams prior to authorizing approval for return.

If the Program Director determines the student's prior academic performance (grades and attendance) was adequate to ensure continued success upon reenrollment, the student will receive authorization to return and may continue the reenrollment process.

If the Program Director evaluates the student's prior academic performance (grades and attendance) and feels the student did not perform adequately to ensure continued success in the program, the student will be required to take specific course final exams to prove competency in subject matter. At this time the student may chose to audit the specific courses prior to taking the final exam.

Below outlines the course grade from prior enrollment and the criteria for the reenrollment process:

Grade	Reenrollment Criteria
85.01%	Student is not required to take course final or audit course
80.01% to 85%	Program Director will determine, based on prior academic performance o grades and attendance and content of reenrollment letter request, if final exam is required.
78% to 80%	Final course exam must be retaken and passed. If exam is failed, student must audit the course, retake and pass the exam. If the exam is failed a second time, the student must repeat the course. Student has the option of repeating the course without auditing.
77.99% and below	Student must repeat the course

COURSE FINAL ASSESSMENT FOR RENROLLMENT

Students are permitted to take the course final exam one time. If the exam is failed student has the options outlined in the above table.

AUDITING A COURSE FOR REENROLLMENT

Auditing a course involves full participation and meeting all expectations as enrolled students, including attendance, testing, and homework and passing all assessments at the minimum passing score.

The auditing of the course is free, minus the cost of any changed resources. No financial aid is available during auditing; students are not officially active student in the program. A student not passing the audit course will not be approved proceed with reenrollment. The student's status will have to go to the Academic Advisory Committee to assess any potential progression at this point.

DMS Program core courses are:

- DMS 210 Abdomen Small Parts
- DMS 220 OBGYN
- DMS 230 Intro Vascular
- DMS 240 Physical Principles & Instrumentation

MRI Program Core courses are:

- ANA 101 & ANA 102
- MRI 120 & MRI 121
- MRI 200A & MRI 200B
- MRI 101 & MRI 102
- MRI 132: Sit for an IV Access & Administration refresher and CPR components at minimum for transfer credit

REENROLLMENT INTO CLINICAL EXTERNSHIP

Students requesting reenrollment into externship must repeat the entire externship semester/hours. In addition, depending on site availability, there can be a delay in acquiring a site.

Students dismissed from externship for behavioral or student conduct issues will be required to find their own externship site prior to approval for reenrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSCRIPTS

The College will provide official and unofficial transcripts at a cost of \$5.00 each. \$15.00 per transcript will be charged for expedited request which will be mailed regular USPS within three business days. The student's financial account must be current for transcripts to be furnished. Academic transcripts will be withheld if a student has an outstanding financial obligation to the college which includes and is not limited to student fees, unpaid tuition, library fines, unreturned library books and/or obligations' incurred through use of facilities or equipment.

Students who take their ARDMS SPI Exam while in school and require a transcript, will not be charged for the transcript.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress policy applies to all students at Casa Loma College regardless of receiving federal or state aid.

The Casa Loma College Satisfactory Academic Progress (SAP) policy governs federal and state aid programs. In addition to the requirement that you must maintain enrollment in a program, there are three components to the SAP policy.

The components are:

- Qualitative: The grade point average (GPA) you must maintain;
- Quantitative: The rate of progress towards program completion requirements
- Time Frame Measurement: The maximum length of time you may receive financial aid.

EVALUATION PERIODS

Students' progress is checked at the end of each semester (DMS, MRI, PTA). Failure to meet the requirements of any one of the three components will result in the loss of aid. However, this does not prohibit a student from continuing their education by meeting payment obligations with personal resources.

All transfer credits accepted by Casa Loma College will be included in SAP calculation. Transfer credits will be counted as both attempted and completed in the "progress" calculation. G.P.A from transfer credits will not be factored into the SAP calculation.

G.P.A. (QUALITATIVE)

All students are expected to meet the minimum G.P.A. requirements for their program to be considered making satisfactory academic progress.

Diagnostic Medical Sonography	2.30 G.P.A.
Magnetic Resonance Imaging	2.30 G.P.A.
Physical Therapist Assistant	2.30 G.P.A.

RATE OF PROGRESS TOWARDS PROGRAM COMPLETION REQUIREMENTS ((QUANTITATIVE)

In addition to the GPA requirements, a student must also successfully complete at least 67% of the overall hours attempted cumulatively (including transfer hours), in order to be considered to be making satisfactory academic progress. SAP progress will be computed by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. The cumulative hours attempted are defined as those hours for which students are enrolled in the term. As with the determination of GPA, SAP progress is reviewed at the end each semester.

Example: Student transcript indicates that she has earned 27.5 hours and attempted 47.5 hours. This student has completed 58% of her overall hours; she is not meeting satisfactory academic progress requirements.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

All students are expected to complete their program within 150% of the published length of the program. For a program measured in credit hours, a period that is not more than 150% of the published length of the program as measured in credit hours; for a program measured in clock hours, a period that is no longer than 150% of the published length of the program, as measured in cumulative number of clock hours the students is required to complete, expressed in calendar time.

Program	Hours/Credits required for Graduation	Maximum Credits including transfer credits
Diagnostic Medical Sonography	104.5 credits	156.5 credits
Magnetic Resonance Imaging	94 credits	141 credits
Physical Therapist Assistant	73.5 credits	110 credits

All attempted hours are counted including transfer hours, repeated courses, and withdrawals, whether or not financial aid was received or the course work was successfully completed. A student will not be eligible to receive financial aid once he/she has attempted 150% of the credits required for his/her degree or certificate program, or if it appears he/she cannot attain a degree or diploma within th3 150% time frame.

CONSEQUENCES OF NOT MEETING SAP

Financial Aid Warning

Students not meeting Satisfactory Academic Progress at the evaluation period will be placed on Financial Aid Warning. Students are eligible for financial aid during the period they are placed on warning. After the warning period, if a student's cumulative G.P.A and/or progressions rate does not meet the college's/programs SAP standards, the student will lose financial aid eligibility.

A student may not receive two *consecutive* semesters of warning status.

If a student successfully completes the warning period and the cumulative G.P.A. and progression rate meet the college's/program minimum standards, the student regains eligibility for financial aid.

If a student successfully completes the warning period but the cumulative G.P.A. and/or progression rate do not meet the college's/programs minimum standards, the student will lose eligibility for financial aid. However, this does not prohibit a student from continuing their education by meeting payment obligations with personal resources.

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

APPEAL FOR LOSS OF FINANCIAL AID

A student that has lost eligibility to receive financial aid for failure to meet the SAP requirements may submit a SAP Appeal to the Office of Financial Aid. If the student has mitigating circumstances such as, death of a relative, illness or injury, or other special circumstances beyond their control that affected their ability to meet SAP standards, the student may appeal the loss of their eligibility.

Sufficient documentation of such circumstances must be provided along with the appeal. If approved, the student will be placed on a second semester of financial aid warning and is eligible during that term of financial aid warning.

- Extenuating Circumstances
- Medical (personal or family illness)
- Death of a family member
- Job Loss
- Natural Disaster
- Military Deployment
- Car Accident
- Legal Issues (divorce, separation, incarceration)
- Traumatic Event
- Other extenuating circumstance

REGAINING ELIGIBILITY FOR FINANCIAL AID

A Student will regain eligibility once all Satisfactory Academic Progress (SAP) requirements are successfully met.

Note: Neither paying for nor sitting out for an enrollment period is sufficient to reestablish eligibility for Financial Aid.

GRADING

Students must maintain a **minimum** cumulative grade point average of "C+"/2.30 by the end of the first semester and/or payment period and at the end of each subsequent semester or payment period.

Grading System

Grade	Percent	Grade Points
A	100-97	4.00
A-	< 97 and \geq 93	3.70
B+	< 93 and \geq 88	3.30
B	< 88 and \geq 84	3.00
B-	< 84 and \geq 81	2.70
C+	< 81 and \geq 78	2.30
C	< 78 and \geq 75	2.00
C-	< 75 and \geq 72	1.70
D+	< 72 and \geq 68	1.30
D	< 68 and \geq 64	1.00
F	< 64 - Below	0.00

Attendance Fail will be reflected on transcript as an F

The following grades may appear on your transcript, however they will not affect your grade point average

I	Incomplete	A grade of "I" is assigned when hours or coursework are not completed by scheduled completion date. This grade is removed and a letter grade is assigned when course requirements are met.
P	Pass	Passing grade
NP	No Pass	Not a passing grade. This grade is not calculated into the GPA as an "F".
CR	Credit - externship	A grade of "CR" indicates that a student's performance was adequate relative to the established expectations of externship
NC	No credit externship	A grade of "NC" or no credit indicates that a student's performance was inadequate relative to the established expectations of externship
R	Repeat of Course	An "R" will be seen next to the repeated course. The old course grade will remain on the transcript however it is not calculated in the GPA.
W	Withdrawal	A grade of "W" is given when students self-withdraw anytime up to 75% of course completion. This grade does not affect the GPA.

Will be seen on transcripts for students enrolled prior to 03/01/2013

WP	Passing at the time of self-withdraw. This grade does not affect the GPA.	
WF	Failing at the time of self-withdraw. This grade is calculated into the GPA as an "F".	

Individual program requirements for maintaining cumulative GPA:

DIAGNOSTIC MEDICAL SONOGRAPHY

1. Students must achieve a minimum grade point of “C+” in each general education and core course.
2. Students who fail a general education course may repeat the course; withdrawal’s count as an attempt.
 - a. Students may progress in the core program when a general education course has been failed; however the failed general education course must be repeated and passed prior to program completion. (* see exception below)
 - b. If general education courses are not successfully completed by the completion date, the student will be terminated from the program and must request re-enrollment from the Program Director.
3. Students, who fail two general education courses in a semester time period, must have the approval of the Director of Online Education and the Program Director to progress in the program.
4. **Exception** – students must achieve a minimum of “C+” in ANA 201 and ANA 202 to proceed into the core program. Failure to achieve a passing grade in one or both of these courses will result in termination from the program.
5. Each core module consists of two components: theory and lab.
 - a. Each component (theory and lab) is graded separately; and each component (theory and lab) must be passed with a minimum grade of 78% / 2.30 GPA to have successfully completed the core module.
 - b. Receiving below 78% in either theory or skills lab will result in an automatic fail of both theory and lab.
6. Academic progress is evaluated at the end of each semester.
7. Students who fail a core subject may at the discretion of the Program Director continue and will be placed on academic probation. If allowed probation. The failed class must be retaken prior to externship.
8. If a student does not receive approval to progress forward, and wishes to return, the student must follow the reenrollment process for DMS students as outlined in this catalog. It should be understood that the opportunity to retake a course may not occur until the next cohort (up to 6-8 months).
9. Students must pass DMS 300 Review and pass the mock exam to meet program completion requirements.

MAGNETIC RESONANCE IMAGING

1. Students must achieve a minimum grade point of “C+” in each general education and core course.
2. Students who fail a general education course may repeat the course; withdrawal’s count as an attempt.
 - a. Students may progress in the core program when a general education course has been failed; however the failed general education course must be repeated and passed prior to program completion. (* see exception below)
 - b. If general education courses are not successfully completed by the completion date, the student will be terminated from the program and must request re-enrollment from the Program Director.
3. Students, who fail two general education courses in a semester time period, must have the approval of the Director of Online Education and the Program Director to progress in the program.
4. Academic progress is evaluated at the end of each semester.
5. Students, who fail a core course and wish to return, must follow the reenrollment process for MRI students outlined in this catalog. Externship must be completed with a “PASS” with all hours, competencies and objectives successfully met.
6. Students must pass MRR 300 Review and pass the mock exam to meet program completion requirements.

PHYSICAL THERAPIST ASSISTANT

- Students must achieve a minimum grade point of “C+” to progress through the program.
- If a student is withdrawn from the program due to a failed class and intends to apply for reenrollment, it should be understood that the opportunity to retake a class may not occur until the next cohort cycle (up to 20 months).
- Skill Checks are assessments that determine whether a student is competent and safe in administering a particular intervention. Skill checks are graded “Pass” or “No Pass”. If the skill check is not passed on the first attempt, the skill check may be repeated with no penalty. If a skill check is failed a second time, the student will be withdrawn from the course.

- All lab practical examinations must be passed with a grade of 78% or better in order to continue in the program. If a student fails a practical exam on the first attempt, the lab practical may be repeated with no penalty. If a lab practical is failed a second time, the student will receive a fail in the course and be withdrawn from the program.

WITHDRAWAL

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

Program	Total Hours or Weeks in Course	75% Cut-off
Students who withdraw after the 75% time period will receive a FAIL		
Degree Programs and General Education		
General Education	8 weeks	end of 6th week
General Education	7 weeks	end of 5th week
Degree Programs Core Courses		
Core Courses	8 weeks	end of 6th week
PTA Core/Gen Ed Courses	15 weeks	end of 11th week
DMS Core Courses	15 weeks	end of 11th week
MRI Core Courses	16 weeks	end of 12th week

REPEATING A COURSE

A student who has received below the minimum passing grade for a course, may, at the discretion of the Program Director repeat that course. Refer to specific programs for reenrollment criteria. There is no guarantee that a student’s grade will improve by repeating a course. Both the grade for the failed course and the repeated course will appear on the transcript but, only the second (repeated) grade will be used in calculating the grade point average. Both attempts count towards credit and hours attempted.

APPEALS AND REINSTATEMENT

A student who is terminated because of a failure to meet minimum academic standards may appeal this determination if he/she believes there are extenuating circumstances that should be considered. Examples of extenuating circumstances would be: medical problems, personal illness, injury, death in the family, etc.

Submitting an appeal with the required documentation does not guarantee that the appeal will be approved. All of the documentation presented will be reviewed by the Administrative Committee to determine if the documentation submitted adequately explains your academic performance. Students do not attend class during an appeals process.

Students wishing to appeal should submit the following to their Program Director:

- A written statement explaining the circumstances that led to the termination, along with supporting documentation (i.e. medical records, court documents, or other documentation which would support your appeal)
- Evidence that the circumstances precipitating the unsatisfactory performance have been remedied.
- The Administrative Committee reserves the right to place conditions, which the student must meet, in order to be considered for reinstatement. The Administrative Committee also reserves the right to approve appeals based on one term.
- The Program Director will provide a formal written response to the student within one week of the decision.
- The determination of the Administrative Committee is final.
- Reinstatement is based on class and space availability
- Students approved for reinstatement are required to repeat all components of the term.
- Students who are reinstated and required to repeat are not eligible for financial aid for that period of time; and, are responsible and required to pay a repeat fee in cash.
- Students who are terminated or self-terminate prior to the end of the course and are reinstated, are not eligible for financial aid for the portion of the course previously taken and must pay a repeat fee in cash.
- Reinstatement of financial aid (if applicable) will become effective with the first non-repeat hour of the course.
- Students who have lost their financial aid eligibility, but have subsequently met the minimum academic standards will have their aid reinstated. Reinstatement of financial aid will be considered effective with the next module/level.
- Admissions retesting is required if more than 12 months will have elapsed by the starting date of the proposed class start.
- Students must be current on any outstanding debt with the school and cannot be in default on any student loan for reinstatement.

RE-ENROLLMENT INTO DIFFERENT PROGRAM

Students who have been terminated from a program due to failure to achieve Satisfactory Academic Progress may enroll into another program with approval from old and new Program Directors. Student may be required to retake the entrance examination – pending determination of Program Directors.

GRADING CRITERIA –DEGREE

MAGNETIC RESONANCE IMAGING PROGRAM

- Students must achieve a minimum grade point of 78% / 2.30 / C+ in each general education, core support and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.
- Students must pass the MRR Review Class and pass the RRT Mock Exam. Students are provided three opportunities to take and pass the exam during the duration of MRR 300. Students who do not pass the exam in those three attempts will be required to repeat MRR 300.

RETAKE AND MAKEUP TESTS

Makeup and Retake Quizzes and Tests

A maximum of 2 make-ups/retakes are allowed in this course. Any combination may be used, 2 make-ups, 1 make-up/1 retake, or 2 retakes. You can only receive a maximum of 78% for either make up or retake.

Retakes

- Students who do not achieve the minimum grade point by the end of the course are given an opportunity to improve their grade point average by retaking their lowest quiz and/or test.
- No final exams may be retaken.
- Students retaking quizzes/ tests can only receive a maximum score of 78%.
- Retakes must be taken immediately upon notification of a Fail in the course.

Makeup

- Students who are not in attendance and miss a quiz/test must make it up on the next scheduled class day.
- If a student does not make up the quiz, test on the next scheduled class day, the student will receive a zero (0).
- Students retaking quiz/test can only receive a maximum score of 78%.
- Final exams cannot be made up.
- No early quizzes, tests or final exam will be given.
- Students are responsible for keeping an individual record of attendance, as well as grades. Students can access grades at any time through online learning system-Moodle.
- Students are responsible for obtaining lecture notes and any materials that reflect the objectives and assignments for any days missed.

EXTERNSHIP PERFORMANCE GUIDELINES

Externship is graded on Pass/No Pass

Externships must be attended 32-40 hours per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

Each student will receive a written evaluation form from the clinical preceptor based on evidence of satisfactory student progress in meeting the stated objectives of each clinical course level. The written evaluation will include strength and weaknesses of the student in the following areas: professional qualities, scanning competencies, and image evaluation. In order to pass the Clinical/Practicum, the student must receive a level 3 rating or higher.

DIAGNOSTIC MEDICAL SONOGRAPHY

- Students must achieve a minimum grade point of "C+" in each general education and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.
- Students must pass the DMS 300 Review Class and ARRT Mock Exam.

The course theory grade is determined based on weights:

- Quizzes = 10% of final grade / Tests = 60% of final grade / Final exam = 30% of final grade

The course laboratory grade is based on:

- The 3 Lab Competencies are averaged for the final lab grade.
- Competencies are graded from 0 points to 100 points.
- A grade of 78% is required for lab competency exams and final examination.

Students who have not achieved a “C+” by the end of the module are given the opportunity to improve their grade point average by retaking one test or quiz. The Instructor will determine which, based on lowest score. A score of not more than 78% will be awarded on test/quiz. Lab Competencies or finals cannot be retaken.

EXIT PROGRAM COMPETENCIES

Each student is required to satisfactorily complete final ultrasound protocols prior to externship. Your ability to perform these examinations assures the college that you are competent, properly trained, and prepared to be placed in an externship site.

Protocols

- **Students must complete their exit competencies within their last module.**
- Students will be followed by instructor and program director to ensure completion.
- If student does not complete, student may be terminated at the discretion of the Program Director, and will receive an “F (fail)” in lab.
 - Students will have 2 weeks from the last day of the last module to complete all final exit competencies.
 - Students who complete their final exit competencies within the time frame will have their lab grade changed to reflect the true grade.
- Students who do not complete final exit competencies within the allowed time frame will receive an “F” in lab and will be required to repeat the module.

EXTERNSHIP PERFORMANCE GUIDELINES

Externship is graded on Pass/No Pass

Externships must be attended on a 32-40 hour per week. Each externship semester must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame will be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the externship hours and will be required to repeat that semester of externship hours.

Pass/No Pass is determined by:

- Completion of 100% of the assigned practicum hours
- Satisfactory completion of all assigned performance objective competencies
- Completion of all clinical logs
- Satisfactory rating on all clinical evaluation forms
- Students who do not receive credit in clinical will be terminated.

PHYSICAL THERAPIST ASSISTANT PROGRAM

- Students must achieve a minimum grade point of “C+” in each general education, core support and core class.
- Students must have a minimum cumulative grade point average of 2.30 to graduate.

Students must receive a minimum of 78% in all laboratory examinations in all core classes as well as ANA 120 and ANA 121. If a student receives a grade of less than 78% on a laboratory examination or commits a safety violation, the exam may be repeated with no penalty. If a laboratory exam is failed or a safety violation is committed a second time, the student will be withdrawn from the program.

Skill checks are graded on a pass/no-pass basis. Students must pass all skill checks with no safety violations. Safety violations are clearly indicated on the skill check forms. If a student receives a safety violation on a skill check, the skill check may be repeated with no penalty. If a safety violation occurs a second time, the student will be withdrawn from the program.

CLINICAL INTERNSHIPS

Internships must be attended on a 40 hour per week, and must be completed between the beginning and end dates of that semester. Students who do not complete the hours within that time frame may be allowed 14 calendar days from the end date of the semester to complete hours. Those students who do not complete the hours will be terminated. Students will not receive credit for the internship hours and will be required to repeat the externship hours.

Clinical Internships are graded on a pass/no-pass basis as assessed by the CLC Clinical Assessment of Student (CAS), completion of assignments, Professional Behaviors expectations and completion of all assigned hours. The expectation is that the student will achieve Entry Level rating in all 14 Professional Behaviors categories by the end of the second terminal clinical experience. A No-Pass score can still be given even if the above criteria are met if there are unresolved issues brought forth by the CI or CCCE or a significant concern remains as indicated on the CAS. The ACCE is responsible for addressing the issues with the Program Director, CI and/or CCCE and designing an acceptable remediation. The student maintains the right to appeal per the Program's student grievance process.

GENERAL EDUCATION COURSES

General Education courses are required of all students pursuing an Associate of Science and Associate of Applied Science Degree. While core courses completed in program of study develop specific knowledge and skills in that chosen profession, general education supports the general mission of the College to prepare students to enter the workforce with a well-rounded knowledge base including written and verbal communication skills, the ability to solve problems, to work well with others, and to adapt to a changing workplace.

General education requirements vary among the programs - some programs require the majority of general education be taken prior to advancing to the core program; others intersperse general education throughout the program. While we understand the students desire to concentrate on the core program, it is also the student's responsibility to complete a minimum number of courses in general education.

WEEKLY SELF-EVALUATION (CHATS)

In order to demonstrate participation and proactive learning students will fill out a self-evaluation at the end of each week. This self-evaluation will include discussion about time management, assignment preparation, and address any concerns. Instructors will review and provide appropriate feedback in a timely manner. These self-evaluations will be worth 10 points and 10% of the attendance/participation grade.

MID-COURSE EVALUATIONS

Students will be required to provide a mid-course self-evaluation. This evaluation will include an acknowledgement of current grade and identify any action to be taken to improve learning and participation as course progresses. Instructors will review and provide appropriate feedback. Assessments will be compiled and forwarded to Program Director.

ONLINE RETAKE POLICY

Online Attendance Fail

Students are required to post three different days in the week to the discussion forums to fulfill their requirement for weekly attendance.

First absence: warning letter

- Second absence: May result in an attendance fail. Students have one opportunity to appeal an attendance fail within 24 hours by submitting a formal written appeal to the academic committee for review.
- Third absence: Will result in attendance fail; no appeal process.
- Students who fail due to attendance will be required to take a short remediation course before placement in a retake class the first time. Students are only allowed to retake a course twice. No appeal for third attempt for attendance fails.

Online Academic Fail

Students are allowed to two retakes for failed courses. If a student academically fails more than twice and can demonstrate that they are working with a tutor they can petition the academic committee for a third attempt. This appeal must be submitted in writing and include documentation that identifies remediation or tutoring.

Recycling of work, which is work submitted and graded for an earlier course, and turning it in for credit for a second course – is not permitted. Original work must be turned in for any course repeated.

Students who fail two general education courses in a semester time period must have the approval of the Director of Online Education and the Program Director to progress in the program.

Magnetic Resonance Imaging

- PSY 101: Introduction to Psychology
- ENG 101: Introduction to Freshman Composition
- PHI 102: Ethics
- PSY 225: Stress Management
- BIO 140: Health and Nutrition
- SOC 105: Organizational Leadership
- COM 102: Interpersonal Communications
- ENG 105: Critical Thinking and Analysis
- HUM 101: Multi-Cultural America
- HUM 102: Religions of the World
- MAT 105: Introduction to College Algebra

Diagnostic Medical Sonography

- COM 102: Interpersonal Communications
- MAT 105: Introduction to College Algebra
- PSY101: Introduction to Psychology
- ENG 101: Introduction to Freshman composition
- PHYS 200: General Physics

Physical Therapist Assistant

- BIO 100: Medical Terminology
- COM 121: Communications Foundation
- ANA 120 : Anatomy and Physiology I
- ANA 121: Anatomy and Physiology II
- PSY 100: Introduction to Psychology
- PHYS 100: Basic Introduction to Physics

STUDENT POLICIES AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYMENT / NON-DISCRIMINATION



CLC is an equal opportunity employer and educator firmly committed to complying with all applicable laws and governmental regulations at the federal, state and local levels which prohibit discrimination against, or which mandate that special consideration be given to students and applicants for admission, or faculty or staff and applicants for employment on the basis of color, race, national origin, ancestry, religion, gender, sexual orientation, age, physical disability, mental disability, disabled veteran or veteran of the Vietnam era, or any other characteristic which may from time to time be specified in such laws and regulations. This policy also shall apply to the administration of any of the college's educational programs and activities. Gender includes both the actual sex of an employee or applicant for employment and that persons gender identity, appearance or behavior, whether or not that identify, appearance or behavior is traditionally associated with that person's sex at birth.

Essential functions notwithstanding, an otherwise qualified individual must not be excluded from admission, employment or participation in educational programs and activities solely by reason of his or her disability. This policy applies to all personnel actions such as recruiting, hiring, promotion, compensation, benefits, transfers, layoffs, return from layoff, training, education, tuitions assistance and other programs.

Casa Loma College seeks compliance with all statutes prohibiting discrimination in education.

ANTI-HARASSMENT POLICY

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender of students and employees and protects students and employees, both male and female, from unlawful sexual harassment in college programs and activities. Prohibited sex discrimination includes sexual harassment, sexual violence, sexual assault, rape, sexual misconduct, sexual battery, stalking, and other crimes of violence. Areas of the institution where Title IX may have application include student recruitment and admissions, financial aid, scholarships, course offerings and access, and employment.

The College will not retaliate against a person making a complaint of discrimination or harassment and will not knowingly permit retaliation to occur.

The College has designated the Director of Human Resources as the Title IX Coordinator, responsible for responding to inquiries and addressing complaint pertaining to all forms of discrimination, including sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, intimate partner violence, and retaliation. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the Title IX Coordinator. The Title IX Coordinator may be contacted at:

Veronica Pantoja
Director of Human Resources and Title IX Coordinator
Van Nuys Campus
818-785-2726
veronica.pantoja@casalomacollege.edu

DISABILITY POLICY

It is the policy of Casa Loma College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no otherwise qualified individual with a disability, or those regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities of Casa Loma College. While upholding this commitment, Casa Loma College will also maintain the high standards of achievement which are essential to the integrity of the College's programs and services.

To be protected by Section 504 a student must be a "qualified individual with a disability" With regard to education the term "qualified" means the student meets all program requirements, despite his or her disability.

To qualify for and receive reasonable accommodations in an appropriate and timely manner, students are responsible for requesting accommodation and documenting the nature and extent of their disability in a timely manner. In carrying out this policy, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities. It is our intent to provide reasonable accommodations to qualified individuals with disabilities. We are unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program or activity.

The College will make admission decisions using criteria which do not consider an individual's disability, but rather, the student's individual qualifications, to meet the essential elements of the program, service or activity being offered, with or without reasonable accommodations. Students with disabilities desiring to enroll in any program, service or activity of Casa Loma College must be able to meet the minimal standards of both the College and the particular program, to which admission is sought.

It is the responsibility of the student to self-disclose his or her disability and to request accommodations. The criteria outlined below establish the documentation that should be submitted. The documentation must be current (within the past three years). Neither previously received accommodations nor recommendations made by the diagnosing professional are automatically provided. Accommodations are determined by the current or anticipated impact of your disability in the educational program. In order that accommodations are provided in a timely manner, the College suggests students provide the documentation upon enrollment. And while requests for accommodations can be initiated at any time, accommodations cannot be applied retroactively. What accommodation is appropriate for a student is determined on a case-by-case basis without fundamentally or substantially modifying the school's academic standards.

The college is under no obligation to provide accommodation for a student with a disability who fails to provide documentation of the disability.

Individuals with sensory, physical, or other health impairments must provide documentation from an appropriate professional capable of diagnosing the particular disability/disorder. The document should contain the specific diagnosis with functional limitations associated with the diagnosis and how this disability affects the student's academic performance.

Individuals with learning disabilities may present a letter or report from a licensed psychologist, diagnostician or other professional knowledgeable in learning disabilities. This document should clearly state the presence of a learning disability and list the recommendations for the particular student.

Individuals with psychiatric disabilities may present a letter from a licensed psychologist or psychiatrist or clinical social worker with an explanation of the disorder and educational recommendations.

Individuals with Attention Deficit Disorder may present a letter from a licensed psychologist, a psychiatrist, or medical doctor.

All documentation of a disability must be legible, presented on letterhead, dated and signed by a physician or appropriate health care provider and must also include the professional's title, professional credentials and/or license number.

Students admitted to any of Casa Loma College's programs are faced with physical and mental demands in academic, laboratory, and clinical. A list of identified essential core activities/attributes has been developed based on the job requirements of each field of study. Students must be able to perform these Essential Functions listed below. The list of Essential Functions does not encompass all behaviors required for these programs, but is a sampling of abilities needed to meet program objectives and requirements. The College reserves the right to amend this list:

Essential Functions in General Terms

- Ability to see, hear, touch, smell, and distinguish colors.
- Oral and writing ability with accuracy, clarity, and efficiency.
- Manual dexterity, gross and fine motor movement.
- Ability to learn, think critically, analyze, assess, solve problems, and make sound judgments.
- Emotional stability and ability to accept responsibility and show accountability.
- Physical mobility, strength, and endurance.
- Ability to read, comprehend and compute.

Students who indicate they have been diagnosed with a disability but are not requesting an adjustment/accommodation should complete a Waiver of Disability Adjustments/Accommodations form. This form should be completed within the first two weeks of enrollment or within two weeks of being diagnosed with a disability, and submitted to the Registrar's Office for retention in the students' academic file.

DISABILITY GRIEVANCE POLICY

If a student with a disability feels that his or her rights have been violated, and the situation cannot be resolved between the parties involved, several avenues of recourse are available on campus. First, the student's Program Director, faculty and/or other involved parties, should be contacted for an in-depth discussion of the situation. If the situation can still not be resolved and it is felt that the student's rights have been violated, established grievance procedures should be followed to investigate and/or remedy the problem.

Procedure

- Grievances must be submitted to your Program Director within 5 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Program Director shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Casa Loma College relating to such grievances.
- The Program Director will issue a written decision on the grievance no later than 30 days after its filing.

- The person filing the grievance may appeal the decision of the Program Director by writing to the appropriate Campus Administrator within 15 days of receiving the decision. The Campus Administrator shall, unless complex or unusual circumstances exist, issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

CAMPUS SAFETY AND SECURITY REPORTING POLICIES

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, commonly referred to as the "Clery Act," is a federal law that requires each university receiving federal financial aid to annually compile and report specified crime statistics for the College and to provide other safety and crime information to members of the campus community.

The crime statistics reflect incidents that occurred on any Casa Loma College campus or on public property adjacent to the campuses. Casa Loma College does not provide residential dormitories or facilities for on campus student housing. The Director of Compliance has primary responsibility for categorizing, disseminating and publishing crime statistics collected on campus. The full text of this report can be accessed on the Campus Safety and Security Survey website, <http://ope.ed.gov/security/> or can be found on the college's web site at <http://www.casalomacollege.edu/>.

By October 1st of each year a notification is disseminated on Casa Loma College's website, <http://www.casalomacollege.edu> and e-campus, <http://ecampus.casalomacollege.edu> to all enrolled students and employees that provides a link to access this report. Employees are also notified through email of this information. Students who do not have access to e-campus or the website can request a hardcopy of the information from the admissions office.

committed by a student, are handled by the Campus Director. Campus Directors will use all reasonable means to gather information about crimes, hazards or related incidents that occur on campus properties, after which they will report these incidences, if warranted, to the appropriate agencies.

Questions and concerns regarding Campus Safety may be directed to either the Campus Safety Supervisor at (818) 785-2726 ext. 615, or the Campus Directors (ANA: 714-484-6995 ext. 308); or (VAN: 818-785-2726 ext. 223).

Criminal incidents are referred to the local police who have jurisdiction on the campus. Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are also reported to the local police who work closely with the Campus Director for exchanges of information, as deemed necessary. There is no written memorandum of understanding between Casa Loma College and the campus local police departments.

Criminal Activity Off-Campus

Casa Loma College has no activities off-campus recognized by College authority.

Reporting Criminal Activity

Students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents regardless of how insignificant to the Campus Director in a timely manner. In addition, notification of any crimes or suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to the Campus Director. Faculty, staff and students are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the college. Prompt reporting decreases the chance of losing evidence and provides Campus Directors with an opportunity to take necessary action that will enhance the safety and security of the campus.

If assistance is required from the Police Department or the Fire Department, the Campus Director will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, will offer the victim the names of the agencies within the jurisdiction of the campus that can provide counseling and treatment.

To report a NON-EMERGENCY crime, contact the Campus Directors at (ANA: 714-484-6995 ext. 308); or (VAN: 818-785-2726 ext. 223). For EMERGENCIES ONLY, dial 9-1-1.

Voluntary Reporting

The College's Campus Safety Program encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Director. If the crime warrants involvement of the local police department and because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Counselors and Confidential Crime Reporting

Casa Loma College does not have on staff Pastoral or Professional Counselors. When the Campus Safety Supervisor or Campus Directors are acting in such a capacity, they are not considered to be a campus security authority. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College's Crime and Safety Program or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Director of Campus Safety Supervisor can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, 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. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Casa Loma College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Casa Loma College will provide the results of the disciplinary hearing to the victim's next of kin, if so request.

Preventing and Responding to Sex Offenses

Casa Loma College is committed to providing faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence or affect the well-being of any member of its community. No member of Casa Loma College may sexually harass another individual. Any form of sexual harassment is grounds for college disciplinary action. Sexual harassment also constitutes a violation of federal and state law. Alleged sexual offense cases are to be reported to College officials, preferably the Campus Director. Sexual assault is a crime and should be reported to Campus Director as well as the local police. Cases of this nature will be handled in a confidential and sensitive manner.

Students who believe they have been the victims of a sexual assault or attempted sexual assault on Casa Loma College campuses, its affiliations or during College sponsored events should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. Students should report any incident of sexual assault or attempted sexual assault immediately to the local law enforcement authorities so as to preserve evidence for the proof of a criminal offense, and to the Campus Director. The

College will make every effort to cooperate with the investigation as well to ensure that it will be handled in the most private and confidential manner. Upon reporting of the formal complaint, an investigation will be conducted. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation, the confidentiality and privacy of all parties will be respected.

Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

It is not necessary for a student to pursue the matter in a criminal court in order to initiate a College investigation. College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the College Catalog. Both the victim and accused will be informed of the outcome of the investigation. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and will be terminated from the College. Various counseling and treatment referral agencies are available from the College.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Casa Loma College is providing a link to the National Sex Offender Database. http://www.meganslaw.ca.gov/search_main.aspx?searchtype=zipcode&lang=ENGLISH

It 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.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a misdemeanor.

Campus Security and Access

Casa Loma College buildings are open only when classes are in session or during regular business hours. Emergencies may necessitate changes or alterations to scheduled campus hours. During non-business hours employees must notify the Campus Director of their intention to access the campus. Access to all campus is by key, or door code, if issued. An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized individuals may have guests with them as long as the guest stays near the faculty or staff member who has the assigned key or door code, and the authorized individual assumes full responsibility for their presence. An individual entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured. The theft or loss of assigned keys should be reported immediately to the Campus Director. Do not lend keys or provide door codes to anyone. You are solely responsible for the keys and the door code.

Casa Loma College does not provide residential dormitories or facilities for on campus student housing.

The Campus Director regularly examines security issues such as landscaping, locks, alarms, and internal and external lighting. The MIS Director regularly examines and the communication systems.

Security Awareness Programs for Students and Employees

Students are informed of Campus Safety and Crime Reporting procedures during program orientations. Similar information is presented to new employees. Sexual Assault Prevention Programs are provided to College Directors every two years. Crime Prevention Programs on personal safety and theft prevention are not offered by the College.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. A high percentage of campus crimes are incidents of opportunity. Often campus community members contribute to situational crimes by needlessly placing themselves or their property at risk. Crime prevention methods can be effective in reducing the number of crimes, and all campus community members play an essential role in the practice of incorporating those preventative methods. A good practice is to maintain constant awareness of surroundings, walk in pairs or groups and protect personal possessions and college property by securing all items prior to leaving any area

Biannual Review

A biannual review is made of the Campus Safety and Security Report and Program Polices. It is researched and updated by the Campus Safety Supervisor and reviewed by the Campus Director.

SEXUAL MISCONDUCT POLICY

The College does not tolerate, condone or allow sexual misconduct (includes sexual harassment and sexual assault) of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, other students, independent contractors, vendors or others with whom the College does business. Casa Loma College will enforce this policy and expects all employees and students to be diligent in preventing, detecting and reporting any incidents of sexual misconduct. Casa Loma College expects each employee and student to avoid any acts or statements that may constitute sexual misconduct and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

SEXUAL HARASSMENT

Sexual harassment a form of sexual discrimination is prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act. This policy applies to students, employees and guests of the college. Any individual found guilty of sexual harassment will be subject to appropriate disciplinary action which may include suspension or termination.

This policy does not preclude academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not in itself indicate hostile environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry.

Sexual Harassment is defined as unwelcome sexual advances, requests for asexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment can occur between individuals of the same gender and regardless of sexual orientation, The same standards apply to harassment between individuals of the opposite sex apply to harassment involving individuals of the same sex.

Examples of sexual harassment – while it is not possible to list all the circumstances of sexual harassment, the following are some examples of conduct that **may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its frequency:**

- Unwelcome sexual advances – whether they involve physical touching or not
- Threats or insinuations that a person’s academic grade, employment, wages or other conditions of academic life or employment may be adversely affected by not submitting to sexual advances
- Dissemination of sexually explicit voicemail, email, graphic, downloaded material or web sites;
- Unwelcome sexual jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Unwelcome comment about an individual’s sexual activity;
- Displaying sexually aggressive objects, pictures or cartoons;
- Unwelcome leering, sexual behavior or sexual gestures;
- Unwelcome inquiries into another’s sexual experience
- Creating a hostile environment for others by engaging in harassing conduct that seriously alarms, annoys, torments, or terrorizes that person.
- Depending on the totality of the circumstances and the nature of the complaint, the fact that a romantic relationship began as a consensual relationship may not be a defense to claim sexual harassment.

An individual who believes s/he has been subjected to sexual harassment is advised to make it clear to the offender that such behavior is offensive. Informal methods are often effective in correcting questionable behavior or resolving incidents of possible harassment.

An individual may not be a target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

FILING A COMPLAINT

An individual who believes that he or she has been subjected to sexual harassment may file a formal complaint with their Program Director and/or the Campus Administrator. This may be done in writing or orally. Faculty must inform the Campus Director and/or Human Resources when a student has reported a violation of this policy.

When the College receives a formal complaint, it will promptly investigate the allegation. The investigator (Campus Administrator/Human Resources) will determine the facts that support the findings of the complaint, the investigation generally will include interviews with the complainant, the respondent, witnesses and others as deemed necessary by the investigator

All employees and students are expected to cooperate fully in efforts to investigate and enforce this policy. All actions taken to investigate and resolve complaints will be conducted with as much privacy, discretion, and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved in the investigation are expected to treat the process with respect and to hold the information confidentially. However, even informal efforts to end harassment may require that the accused harasser learn the identity of the complainant. The College will work closely with students or employees to ensure their ability to complete their academic program and continue to work during all stages of handling an informal or formal complaint of sexual harassment.

When the College has completed the investigation, the findings of the investigation will be shared with the complainant, the respondent and others involved to the extent appropriate.

DISCIPLINARY ACTION

If it is determined that an employee or student has engaged in sexual harassment or other inappropriate conduct, the College will take action appropriate under the circumstances. Such action may include written warning, required counseling, academic probation, suspension or termination. Also if it is determined that a complainant invoked the investigatory process in bad faith or knowingly presented false or misleading information appropriate disciplinary action will also be taken.

SEXUAL ASSAULT

Casa Loma College is committed to providing faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence or affect the well-being of any member of its community. No member of Casa Loma College may sexually harass another individual. Any form of sexual harassment is grounds for college disciplinary action. Sexual harassment also constitutes a violation of federal and state law. Alleged sexual offense cases are to be reported to College officials, preferably the Campus Director. Sexual assault is a crime and should be reported to Campus Director as well as the local police. Cases of this nature will be handled in a confidential and sensitive manner.

Sexual assault is defined as any unwanted sexual contact or sexual attention committed by force, threats, bribes, manipulation, pressure, tricks, or violence. Sexual assault includes sexual intercourse without consent, and rape (whether by an acquaintance or a stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation or through use of the victim's mental helplessness (includes incapacitation by alcohol or other drugs of which the accused was aware or should have been aware). Sexual assault also includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Every allegation of sexual assault will be taken seriously. The College realizes that these situations may be deemed criminal offenses and so may have to be handled both internally by College administrative action and externally by the appropriate law enforcement agency. Employees and students will be held accountable under the California Education Code and California Code of Regulations, Title V.

Students who believe they have been the victims of a sexual assault or attempted sexual assault on Casa Loma College campuses, its affiliations or during College sponsored events should first ensure that they are in a place that is safe and that they are receiving any necessary medical treatment. Students should report any incident of sexual assault or attempted sexual assault immediately to the local law enforcement authorities (before showering, washing clothes etc.) so as to preserve evidence for the proof of a criminal offense, and to their Program Director. If a student chooses to file a formal complaint s/he will be asked to put their complaint in writing; and the strictest of confidentiality will be maintained. If the victim reports the crime to the local law enforcement agency, the College will make every effort to cooperate with their investigation as well to ensure that it will be handled in the most private and confidential manner. Upon reporting of the formal complaint, an investigation will be conducted. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation, the confidentiality and privacy of all parties will be respected.

Charges of sexual assault will be handled through the College's procedures concerning sexual harassment and other forms of harassment and discrimination. Procedures are outlined above. After the completion of the College's investigation and any disciplinary proceedings, both the accuser and the accused will be informed of the outcome.

An individual accused of sexual assault may be subject to prosecution under California criminal statutes. A victim is free to bring charges through the College system and the criminal system simultaneously; however, the two processes are separate. It is not

necessary for a student to pursue the matter in a criminal court in order to initiate a College investigation. If the accused is found guilty, the accused will be terminated.

Retaliation against any individual for making a good faith complaint of sexual harassment, sexual assault, or other forms of sexual misconduct, or assisting in good faith in the investigation of such complaint is illegal and will not be tolerated. All acts of retaliation are subject to disciplinary action. Individuals who believe they have been subject to retaliation should immediately report their concerns to the Campus Director or Human Resources.

AVAILABLE COUNSELING AND TREATMENT LOCATIONS

Help is available for persons of sexual assault. Listed below are several agencies within the jurisdiction of our campus.

VAN NUYS CAMPUS

Center for Assault Treatment Services (CATS), Non- profit organization and a part of Northridge Hospital Medical Center. The CATS program is the open 24 hours, 7 days a week for victims of sexual assault in the San Fernando Valley and Santa Clarita Valley.

Northridge Hospital (CATS)
18300 Roscoe Blvd. Northridge, Ca. 91328
Hot Line Number: 818-908-8632

WEAPONS

Possession or uses of firearms, explosives, dangerous substances or deadly weapons are not permitted nor tolerated by Casa Loma College. Students, employees, and guests to the campuses are not permitted to possess weapons on College property, at clinical affiliations or during college sponsored events, except when carried by bona fide law enforcement official in their official capacities. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Students, employees, and others found in violation of this policy are subject to criminal prosecution and college disciplinary procedures up to termination. Vehicles parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

PURPOSE OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the College provides a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of Casa Loma College adversely affects the educational environment. Therefore, the College is committed to having a drug-free campus.

The following will provide you with information concerning:

- The annual distribution of the policy to each student and employee.

- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property, clinical sites or any college activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Casa Loma College will impose disciplinary sanctions on students and employees for violations of this policy.
- All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Casa Loma College.

DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and Drug-Free Workplace Act of 1988, Casa Loma College supports and maintains a drug-free living and learning environment and workplace for its students, faculty and staff. As a result, the College strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; and controlled substances, and possession of drug paraphernalia by students and employees, including volunteers and guests, on College property or at any college-sponsored event on or off campus. Alcohol may be served at college events with prior authorization. The consumption of alcohol at events when the College has authorized such use is permitted only by individuals of legal drinking age.

Any student failing to comply with the policy constitutes a violation of the Casa Loma College Student Code of Conduct and offenders will be subject to sanctions, consistent with local, State, and Federal law, up to and including suspension or dismissal.

Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report any drug- or alcohol-related convictions occurring in the workplace to the College no later than five (5) days after such conviction. Such conviction may also result in termination of employment.

The College reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of it's to local, state, and federal authorities as required. Federal legislation mandates that individuals cannot receive federal aid if they have been convicted of the possession or sale of illegal drugs for an offense that occurred while they were receiving federal student aid.

STUDENTS

Upon enrollment to Casa Loma College, students pledge to uphold and abide by the Student Code of Conduct. All students are bound under this code and any violation of the Student Code of Conduct will be dealt with accordingly. The Student Code of Conduct has been established in an effort to promote a balance between the interests of the individual and those of the Casa Loma College. The regulations contained within the Code regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors' or guests of the College.

All new incoming students are informed of the Drug and Alcohol Abuse Prevention Policy and Procedures during new student enrollment and annually thereafter.

Casa Loma College, through education and supervision, affirms supports, encourages and recommends abstinence. Recognizing, however, that some responsible individuals consume alcohol and realizing that there are members of the Casa Loma College of legal

drinking age, the following policy has been established. Any failure to comply with the following policy constitutes a violation of the Casa Loma College Drug and Alcohol Abuse Policy.

ALCOHOL AND DRUG ABUSE CONDUCT CODE

1. Age limitations. The laws of the state of California pertaining to the possession and use of alcoholic beverages shall be followed specifically. It is illegal for persons under the age of 21 to consume or possess alcohol or for persons of legal drinking age to supply alcoholic beverages to those who have not reached the age of 21.
2. Closed containers. Students may not loiter in public areas while in possession of alcoholic beverages. (A closed container is one on which the seal has not been broken).
3. Public display of alcoholic beverages on campus or clinical sites. Alcoholic beverages may not be possessed or consumed by persons of any age on campus, clinical sites or Casa Loma College activities.
4. Purchase of alcohol with College funds. Neither the College nor any group, which owes its existence to Casa Loma College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds derived from or held by the institution for the purchase of any kind of alcoholic beverage.
5. Social functions. Casa Loma College does not permit alcoholic beverage at student sponsored events on or off campus. All members of the Casa Loma College are responsible for abiding by this policy and the enforcement thereof.
6. Alcohol abuse. Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable by Casa Loma College. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior.
7. Off-campus violations. Although Casa Loma College cannot and does not accept responsibility for the conduct of students while they are off College property and cannot regulate the sale of alcoholic beverages to members of Casa Loma College students or employees by the management of off-campus businesses, the College reserves the right to make off-campus conduct by its students a matter of policy under the Student Code of Conduct.

A SPECIAL NOTE ON ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including partner and child abuse, and sexual assaults. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcoholism.

STUDENT ILLEGAL DRUGS, DRUG PARAPHERNALIA AND SUBSTANCE ABUSE VIOLATIONS

Substance abuse: Casa Loma College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.

Illegal drugs: The possession, use and/or distribution of illegal drugs and drug paraphernalia.

Drug paraphernalia: Prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongos, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.

SANCTIONS IMPOSED ON STUDENTS FOR VIOLATIONS

Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy will result in discipline, up to and including termination, even for a first offense.

The failure or refusal to complete the necessary paperwork, to submit to a drug test, pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.

LEGAL SANCTIONS FOR VIOLATION OF THE STANDARDS OF CONDUCT

The penalties for drug offenses can be quite severe. The charges are based upon quantity, intent to sell or distribute, and various other factors, such as evidence of sales activity (i.e., large amounts of money, packaging, etc.), and whether or not weapons are in the individual's possession. The seriousness and ultimate punishment for drug offenses generally is dependent on the classification of the drug, the quantity of the drug, and what is deemed as the intended purpose of the possession (i.e., for personal use or for sale).

The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation under applicable criminal laws of the United States, the State of California, or local municipalities. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law.

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

Federal Offenses: *Title 21 U.S.C. Sections 841 and 844 to 845* state that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

In addition to Federal laws, the State of California has its own laws dealing with distribution, manufacturing, and possession of controlled substances.

The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules." Schedule I, being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedules I-IV. Examples of Schedule I

drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000, or both.
3. In the case of a schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000, or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
6. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

DRUG CLASSIFICATION SCHEDULES

1) Schedule I

- a) The drug or other substance has a high potential for abuse.
- b) The drug or other substance has no currently accepted medical use in treatment in the United States.
- c) There is a lack of accepted safety for use of the drug or other substance under medical supervision.
- d) Consist primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc.

2) Schedule II

- a) The drug or other substance has a high potential for abuse.
- b) The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- c) Abuse of the drug or other substances may lead to severe psychological or physical dependence.
- d) Includes opium, cocaine and methadone, among other illicit drugs.

3) Schedule III

- a) The drug or other substance has a potential for abuse less than the drugs or other substances in schedules I and II.
- b) The drug or other substance has a currently accepted medical use in treatment in the United States.
- c) Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.
- d) Include those which have less potential for abuse than schedule I or II

4) Schedule IV

- a) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule III.
- b) The drug or other substance has a currently accepted medical use in treatment in the United States.
- c) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule III.

5) Schedule V

- a) The drug or other substance has a low potential for abuse relative to the drugs or other substances in schedule IV.
- b) The drug or other substance has a currently accepted medical use in treatment in the United States.
- c) Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in schedule IV.

HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

Alcohol causes loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Amphetamines can cause rushed, careless behavior pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

Cannabis Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

Hallucinogens (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

Opiates (heroin, morphine, opium, codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Sedatives Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

SUBSTANCE ABUSE EDUCATION

The College does not provide in-house alcohol and drug prevention programs, however does refer employees and students in need to local counseling and treatment facilities within the campus’s jurisdiction. Students are also encouraged to contact the local Alcoholics Anonymous Organization <http://www.aa.org/>.

Students may gain access to counseling and treatment facilities through the Campus Director at: 818-785-2726 .

Available Counseling, Treatment, Rehabilitation or Reentry Program

Help is available for persons in need of counseling or other treatment for substance abuse. Listed below are several agencies within the jurisdiction of each of our campuses.

American Health Services/Van Nuys 6265 Sepulveda Boulevard, Suite 9	High Road Program 14430 Sherman Way
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Van Nuys, CA 91411

Van Nuys, CA 91405-2340

National Toll-Free Hotlines

- The National Institute on Drug Abuse Hotline
Information and referral line that directs callers to treatment centers in the local ,
(800) 662-HELP (M-F, 8:30a.m. - 4:30p.m.)
- **Parent’s Resource Institute for Drug Education (PRIDE)**
1-800-241-9746 (M-F, 8:30a.m. - 5:00p.m.)
1-800-COCAINE (M-F, 9:00a.m. – 3:00a.m.; S-S, 12 noon – 3:00a.m.)
- **National Council on Alcoholism**
1-800-622-2255

ANNUAL DISSEMINATION

Human Resources will present the Drug and Alcohol Abuse Prevention Policy to all new incoming students and provide all Casa Loma College students an electronic copy annually at the beginning of each academic year. A link to the Drug and Alcohol Abuse Prevention Policy is available on the Casa Loma College website and through Moodle (LMS).

Human Resources will provide a written copy of the Drug and Alcohol Abuse Prevention Policy to newly hired employees at the beginning of their employment and distribute an electronic copy annually to all Casa Loma College employees.

BIENNIAL REVIEW

This policy goes through a thorough annual review to determine its effectiveness, to implement changes that may be needed, to ensure that disciplinary actions are consistently enforced, and to comply with state and federal regulations.

TOBACCO FREE AND E-CIGARETTE POLICY

It is the policy of Casa Loma College to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and other cigars is hazardous to health. As well, it has been concluded by the FDA that E-cigarettes pose acute health risks and detectable levels of carcinogens and toxic chemicals.

Smoking and the use of tobacco and e-cigarette products shall not be permitted on any Casa Loma College property, including all buildings and facilities, walkways, and building entrances. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit. Students and faculty must also abide by all clinical facility rules and regulations pertaining to smoking.

Designated smoking areas have been established in the student parking lots. When using designated smoking areas students and employees should not leave cigarette butts on the ground – cigarettes must be disposed of in trash receptacles.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include

any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

This does not include FDA approved nicotine replacement therapy products for the purpose of cessation.

Smoking materials including all tobacco products must be extinguished prior to entering upon any Casa Loma College property without exception.

Compliance Procedures

It is the responsibility of the students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated as a violation of the College’s policies and may result in disciplinary action.

CHANGES IN PROGRAM OR POLICIES

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in program, grading and attendance policies, and criteria, or locations of clinical sites, in the interest of improving the student’s education, or where deemed necessary, due to academic scheduling or professional requirements.

The College reserves the right to postpone, or change the date or time when a class is offered, if the minimum student enrollment for that class is not reached.

CONSUMER INFORMATION

Current or prospective students may obtain information on financial assistance from any staff member in the Financial Aid Department. In addition information requested on the school, graduation, retention, placement or licensure rates, security polices and emergency response plan may be obtained from any staff member in the Admissions Office. Students and prospective students may request consumer information in a printed hard copy format. Requests should be made to the respective offices.

ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION

Casa Loma College does not offer English-as-a-Second Language instruction. The college staff will refer students to learning centers that offer this instruction.

INSTITUTIONAL LIABILITY & PERSONAL PROPERTY DISCLAIMER

Casa Loma College disclaims liability of any kind for injury or illness of any student as a result of participation in a course or program of study including associated activities in clinical, classroom, laboratory work, or field trips. Any student injured while in a learning experience must report this injury to their instructor. An incident report must be filled out, with a copy given to the Director of the Program.

If emergency care is required, the student must follow the procedure established by the college or affiliated facility for such injuries. The student will be financially responsible for all emergency care. The College assumes no financial responsibility.

The college assumes no responsibility for loss or damage to student's personal property or vehicle, or loss by theft of any vehicle or its contents, in, on, or adjacent to the college property or at any clinical facility.

STUDENT SERVICES

Casa Loma College offers many services to their students including career services, financial aid, and no-cost tutoring and remediation. Many students at Casa Loma College experience not only academic difficulties, but also personal and family difficulties which may interfere with their academic progress. A primary responsibility and goal of Casa Loma College is to assist students and to provide them with the appropriate student services to complete their training.

Student Services also provides students with information regarding referrals for childcare, GAIN, EDD, Department of Veterans Affairs, low cost medical, professional counseling referrals, transportation, as well as attend to any other special concerns that may arise while attending Casa Loma College.

VOTER REGISTRATION

Casa Loma College encourages all students to participate in local, state, and national elections. As part of our responsibility to promote good citizenship, as well as good scholarship, the College urges all students to register to vote. If you are not registered follow the link to <http://www.sos.ca.gov/elections/> who are not registered to vote are reminded that, to vote in the State of California, they must register at least 15 days prior to an election.

CONSTITUTION AND CITIZENSHIP DAY

September 17 has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

ACADEMIC CALENDAR

A school calendar is included as an at the back of the catalog.

STUDENT HOUSING

The college is nonresidential and has no responsibility to find or assist a student in locating housing. Available housing near the college varies considerably depending on the individual requirements. Facilities include rooms in private homes, apartments and rental houses.

ADMINISTRATIVE COMMITTEE

Casa Loma College utilizes an administrative committee to make all decisions regarding a student's termination, withdrawal and/or re-admittance (exception: failure to achieve Satisfactory Academic Progress and/or exceeding attendance criteria). The committee consists of some or all of the following: Chief Executive Officer, Program Director/s, Director of Compliance, Director of Financial Aid, Director of Admissions, and Campus Director/s. The committee meets as necessary, to discuss student status. When a student is determined to be in jeopardy of termination or is appealing a termination decision, the committee will determine the student's ongoing status based on the student's academic performance, attendance, attendance at remediation, circumstances of termination, and other issues which may influence a student's on-going status. The administrative committee makes the final decision regarding a student's status in the program. Students will be notified in writing of the committee's decision within seven business days.

ADVISING/TUTORING ASSISTANCE

Administration and Faculty of Casa Loma College make reasonable effort to maintain close communication with all students. Students have access to Faculty and Administrative Staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency.

Individual advising may occur periodically throughout a student's course of study. These sessions' help instructors determine student progress and identify those students who may require additional assistance. Problems not solved in instructor-student sessions may be referred to the Program Director.

Student Advisement is available. Students are encouraged to seek help whenever it is needed. At any time students may be formally advised and all advisements are confidential. Whenever any faculty or staff member advises a student that advisement is documented. All students receive informal on going advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, and professionalism. When a student's problems are beyond that of the faculty or staff that student is referred to the Program Director.

STUDENT COUNCIL

Student interaction is considered to be an important component of the academic experience at Casa Loma College. Class organization is designed to encourage opportunities for student communication. Students are encouraged to contact either their peers or their instructors if they wish to form or join study or special interest groups.

The Student Council at Casa Loma College is a valuable asset to both the students and the administration. It is composed of two representatives from each class who are a liaison between the student body and the school administration. Student Council meets once per month and attends faculty meetings for the opportunity to voice concerns and suggestions.

LEARNING RESOURCE CENTER AND ONLINE LIBRARY

The Learning Resource Center is available to support student learning and the educational programs. Each library is equipped with up-to-date computers, all with internet access. Students looking for a place to study are welcome to the Resource Center.

Casa Loma College library is 100% Online so there is not a physical library. The library is always open since it is online. The Librarian may be contacted during posted hours as well as chats by appointment. Contact information is located on Moodle.

ALTERNATE LEARNING EXPERIENCE

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not limited to, independent learning projects, afternoon and/or evening clinical rotation schedules. There may be instances where students will be required to attend their clinical training rotation in the evening. Students should be prepared to accommodate assigned alternate learning experiences and possible changes in class days and times if deemed necessary by faculty to obtain course objectives. Appropriate notification will be given.

STUDENT RECORDS - NOTIFICATION OF RIGHTS UNDER FERPA

FERPA permits the disclosure of personal identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personal identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, whom the College has determined to, have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as “directory information”.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

Directory Information

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments Casa Loma College has designated the items listed below as “Directory Information.” This is information that is generally not considered harmful or an invasion of privacy if disclosed. Casa Loma College defines "directory information" as:

- Name
- Local address and telephone number
- Permanent address
- E-mail address
- Date and place of birth
- College
- Curriculum
- Enrollment status (full/part-time)
- Classification
- Dates of attendance at Casa Loma College
- Awards and academic honors
- Degrees and dates awarded
- Most recent previous educational institution attended
- Photographic, video, or electronic images of students taken and maintained by the College

Consider carefully the consequences of any decision made by you to withhold your "Student Directory Information," as any future requests for such information will be refused. Examples of, but not limited to, potential impacts are: no acknowledgement of your attendance at Casa Loma College to potential employers, no verification of degrees to requestors, no printing of your name in the commencement program and no press releases pertaining to graduation and/or honors. Casa Loma College will honor your request to hold "Student Directory Information" but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Casa Loma College assumes no liability for honoring your instructions that such information may be withheld. Unless the student has officially filed a written request with the Registrar’s Office that disclosure not be made without his or her written permission, directory information may be included in appropriate College directories, publications and news releases and may be disclosed by staff members in response to inquiries concerning individual students whether such inquiries are made in person, in writing, over the telephone, or by electronic means.

To withhold directory information please complete the Student Information Release Authorization form. This form is available through the Registrar’s Office and must be filed with the Registrar’s Office.

EMAIL COMMUNICATION

All students currently enrolled at Casa Loma College are required to have an email address. Email is a mechanism for official communication within Casa Loma College. Official email communications are intended only to meet the academic and administrative needs of the campus community. Students must check regularly for targeted announcements and email communication from the college at a minimum of twice per week. Students have the responsibility to recognize that certain communications may be time-critical. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official College communications. Email shall not be the sole method for notification of any official College action.

MAINTAINING STUDENT RECORDS

Student records are maintained for a minimum of five years, with transcripts maintained indefinitely.

ACADEMIC RECORD CHANGE

The Office of the Registrar takes considerable care to ensure the student's academic record is accurate. Any student who feels an error has been made should immediately contact the Office of the Registrar. Records become permanent and cannot be changed after one year from the course completion date.

CAREER SERVICES

Casa Loma College's Career Service is a vital part of a student's educational program. We assist all students from your very first day through graduation and as alumni. Guiding you along the way, Career Services will equip you with training, resources and connections to transition from college to career. Career Services can help you with:

- Exploring career options
- Developing a resume
- Writing great cover letters
- Learning how to interview
- Developing networking a professional contacts
- Job search techniques

The average starting wage information based on data received from employers and graduates is available to prospective students; however no employee of the college is authorized to guarantee employment or any specific salary. Employer needs, current economic conditions and other factors may affect wages. Although the securing of employment cannot be guaranteed, every avenue is pursued to assist students in obtaining employment. We encourage graduates and students to avail themselves of the services of the Career Services Office. We are prepared to assist you in every step of the way.

STUDENT CONDUCT

In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Students of Casa Loma College are expected to respect and obey all procedures and policies, treat all college students and employees with respect and dignity, and help create a safe, positive and constructive place to learn. Students violating the student conduct policy will be subject to disciplinary action. The more severe the students behavior, the more severe the college's response will be. Disciplinary actions

range from a verbal or written warning to termination. Conducts for which students are subject to disciplinary actions comprise but are not limited to:

1. Academic Dishonesty—cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
 - a. Cheating includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests or examinations, the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, or the acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff. (see section on Academic Integrity)
 - b. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
2. Alcoholic Beverages and Illegal Substances—Using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or illegal substances on college property or clinical affiliation sites.
3. Assault or Battery- Assault or battery, abuse or any threat of force or violence directed toward any member of the college, students or campus visitors.
4. Children - are not to accompany students to classes unless special instructor permission is given and they are not to be left unattended.
5. Discrimination or Harassment—Discriminating or harassing conduct. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. Allegations of discrimination or harassment based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission shall be resolved under separate procedures in accordance with college Sexual Harassment Policies.
6. Disruptive Activity—Participating in or the promoting of disruptive activity that interferes with teaching, college events and activities, or disciplinary proceedings, interfering with teaching, changing the atmosphere of the classroom or preventing learning from taking place, obstructing or misusing college systems or services.
7. Drinking or eating within the skills lab, library or classrooms in which computers are utilized.
8. Endangering - the mental or physical health or safety of a person, subjecting a person to public humiliation or ridicule.
9. Facilities Misuse—Using college facilities, supplies, vehicles, telephones or other materials or service without authorization
10. False Information—Furnishing false information; forging; unauthorized altering or misusing any document, record or instrument of identification; withholding information from the college; unauthorized altering or misuse of any data or record (electronic or paper) for academic or personal gain.
11. Family or friends of students –family or friends are not permitted in the teaching areas unless authorized by college personnel.
12. Fiscal irresponsibility such as failure to pay College-levied fines, failure to pay monthly installment payments, or the passing of worthless checks to College officials.
13. Gambling—Wagering for money or other things of value
14. Health, Safety or Security Endangerment—Initiating any false report, warning or threat of fire, or other emergency, failing to abide by any published or posted health, safety or security measures, tampering with fire safety equipment or parking vehicles so as to obstruct access to college buildings Conduct which threatens the health or safety of any person on campus or clinical affiliations.
15. Obstruction of College Operations— Failure to comply with instructions of College officials acting in performance of their duties.
16. On-line Behavior – online behavior, such as harassment or intimidation, delivered by email, bog, web pages, social media networking sites and other similar entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials.
17. Smoking (including e-cigarettes) is not allowed within 25 feet of the entrances or exits to the college building. Students must also abide by the smoking regulations at off-campus affiliated sites.

18. Theft of or Damage to Property—Stealing, embezzling or possessing stolen property, destroying, defacing, using graffiti, damaging or littering on college property.
19. Theft or other abuse of computer time, including but not limited to:
 - a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. unauthorized use of an individual's identification and password;
 - d. use of computing facilities to interfere with the work of a student, faculty member or College official;
 - e. use of computing facilities to interfere with operation of the College and other computing systems;
 - f. unauthorized use or copying of copyrighted software;
 - g. the installation or use of a program whose effect is to damage the media or files;
 - h. unauthorized use of computer time for personal, business or illegal purposes;
20. Unauthorized possession, duplication or use of keys to any College premises; or unauthorized entry to, occupancy of, or use of College premises.
21. Use of threats of violence against a faculty member, student, or any employee of the college
22. Violating any local, State, or Federal laws
23. Violence and Threatening Behavior—Endangering the health or safety of another person physically or verbally, or causing reasonable apprehension of such harm.
24. Weapons—Possessing or using unauthorized firearms or other weapons on college controlled property. A weapon is broadly defined to include, but is not limited to, all firearms, dangerous knives, explosives, explosive fuels, dangerous chemicals, and fireworks.
25. Willful creation or distribution of anonymous documents, letters, phone calls, etc. containing libelous, slanderous, erroneous, or unfounded information that is disruptive to the mission, administration, students, and educational environment of the College.
26. Any other action which clearly is in violation of College policy and which adversely affects the educational mission of the College may be cause for disciplinary action.

ACADEMIC FREEDOM POLICY

In the administrative organization of the institution, the professional integrity of the faculty and staff shall be respected. Administrative decisions shall not inhibit the academic freedom of the faculty. The institution shall adopt a policy assuring academic freedom and communicate the policy to all faculties.

From Merriam-Webster's Dictionary: *Academic freedom - freedom to teach or to learn without interference*

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

ACADEMIC DISHONESTY

Casa Loma College considers academic dishonesty to be a serious offense of which a student may be terminated, suspended or given a less severe disciplinary action. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of judgment by the instructor and Program Director.

Casa Loma College expects students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. In every case of alleged academic dishonesty, the burden of proof rests with the faculty member to clearly demonstrate that the student committed an act of academic dishonesty. If a student believes that the accusation is false, he or she may appeal through the Grade Appeal Procedure outlined below.

Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism: Plagiarism is defined as using another person's words as if they were your own, unintentionally or otherwise, and the unacknowledged incorporation of those words in one's own work for academic credit. Plagiarism includes, but is not limited to, submitting a copied, partially copied, or partially paraphrased work of another as one's own project, paper, report, test, program, design, pictures, images, or speech (whether the source is printed, under copyright in manuscript form or electronic media) without proper citation. Source citations must be given for works quoted or paraphrased.

The above rules apply to work that is graded, ungraded, group, individual, written, or oral. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

Procedures and Penalties

Students are subject to disciplinary action for reasons of academic dishonesty. The faculty plays an integral role in the process for resolving academic dishonesty complaints.

1. The faculty member having the suspicion or information of dishonesty will first discuss the matter with the student(s) involved.
2. The faculty member will then discuss the situation with the Program Director.

One of the following will occur: (Students have the right to remain in a class during the term of any course until or unless suspension or withdrawal from the class or the College is imposed.)

1. For a student who seems mistaken in practice rather than guilty of intention, or in the case that seems to warrant leniency, the faculty member, consulting with the Program Director, may do any of the following which they deem appropriate:
 - a. Grade the work under question "zero" or "failing"
 - b. Allow the student to demonstrate that s/he can fulfill an assignment through her/his own honest effort.
2. For an offense which seems to be a clear case of cheating or which does not seem to warrant leniency, the faculty member, after consulting with the Program Director may do either or both of the following:
 - a. Grade the work under question "zero" or "failing"
 - b. Assign a grade of "F" for the course
3. In cases where an "F" grade is assigned for academic dishonesty, the faculty will immediately post the grade.

GRADE APPEALS

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious, or based on clerical error.

Arbitrary and capricious grading means the assignment of a course grade that:

- was not based on that student's performance in the course, or
- was based on standards different from those which were applied to other students in that course, or
- was made after a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards outlined in the course syllabus.
- There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

Procedure for Appeal

The burden of proof in challenging a grade rests on the student.

- The initial step of the student grade appeal procedure is for the student to seek resolution through discussions with the course instructor within two weeks after the assignment of the final grade.
 - If the instructor determines that the grade was based on clerical error, a grade change report will be made by the instructor to the Program Director and Registrar's Office.
- If the student feels a satisfactory resolution has not been obtained, the student should discuss the grade appeal with the Program Director. The Program Director will investigate the allegation by speaking to the student and instructor.
 - If the Program Director finds in favor of the instructor the grade is upheld and the process ends.
 - If the Program director feels the instructor may have graded in an arbitrary or capricious manner, the appeal will be referred to the Administrative committee. The committee's decision is final. The committee will communicate their decision to the student and instructor.

PEER-TO-PEER FILE SHARING POLICY

The College's Network, computers, and Information Technology Resources are not to be used for any illegal purposes, in addition to, but not limited to peer-to-peer (P2P) file sharing programs including programs such as Kazaa, Gnutella, Morpheus, Audiogalaxy Satellite, Win MX, etc.

To preserve network security and reliability, the College reserves the right in all instances, and upon its reasonable suspicion, to block access from and to its network of any IP address associated with illegal activity and/or disconnect any User from the network who can be traced to illegal activity. The infringing User shall bear legal and financial responsibility for events or activities resulting from or associated with his/her own misuse of P2P applications and any other illegal activity conducted by or through the College's network. In addition, the User who violates this Policy may also be subject to other appropriate discipline, up to and including termination from the College and termination of employment.

California Computer Crime Law - "COMPREHENSIVE COMPUTER DATA ACCESS AND FRAUD ACT"

1. Knowingly accesses and without permission alters, damages, deletes, destroys, or otherwise uses any data, computer, computer system, or computer network in order to either (A) devise or execute any scheme or artifice to defraud, deceive, or extort, or (B) wrongfully control or obtain money, property, or data.
2. Knowingly accesses and without permission takes, copies, or makes use of any data from a computer, computer system, or computer network, or takes or copies any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network.
3. Knowingly and without permission uses or causes to be used computer services.
4. Knowingly accesses and without permission; adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
5. Knowingly and without permission disrupts or causes the disruption of computer services or denies or causes the denial of computer services to an authorized user of a computer, computer system, or computer network.
6. Knowingly and without permission provides or assists in providing a means of accessing a computer, computer system, or computer network in violation of this section.
7. Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network.
8. Knowingly introduces any computer contaminant into any computer, computer system, or computer network.
9. Knowingly and without permission uses the Internet domain name of another individual, corporation, or entity in connection with the sending of one or more electronic mail messages, and thereby damages or causes damage to a computer, computer system, or computer network.

POLICY FOR RESPONSIBLE COMPUTING

Purpose: In support of the college's mission to provide accessible education and training, Casa Loma College provides access to computing and information resources for students, faculty, staff, and other authorized individuals. The Policy for Responsible Computing at Casa Loma College reflects the governing philosophy for regulating faculty, staff, student, and other authorized individuals use of the college's computing resources. It spells out the general principles regarding appropriate use of equipment, software, and networks. By adopting this policy, the College recognizes that all members of the College are also bound by federal, state, and local laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty, staff and students for seeing that the computing resources are used in an effective, efficient, ethical, and lawful manner.

DEFINITIONS OF TERMS

- Administrative Officer: Director to whom an individual reports.
- Computer account: The combination of a user number, user name, or user I.D., and a password that allows an individual access to a mainframe computer or some other shared computer or network.
- Information Resources: Data or information as well as the software and/or hardware that make the data or information available to users.
- Network: A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link. Servers: "Central" computers capable of use by several people at once.
- Software: Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, or optical (CDs, DVDs), etc.), usually used to refer to computer programs.
- System Administrator: Staff employed by a central computing agency such as
- Management Information Services whose responsibilities include system, site, or network administration and staff employed by other College departments whose duties include system, site, or network administration.

- System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. If a person has a computer on his/her desk, he/she may be acting, in whole or in part, as that system's system administrator.
- User: Anyone who does not have system administrator responsibilities for a computer system or network but who makes use of that computer system or network. A user is responsible for his/her use of the computer and for learning proper data management strategies.

No Harassment via Internet

The courts have been uniformly clear in standing for the proposition that there is no "entitlement" to a private education and when school rules clearly set forth become agreed to by students as a condition of enrollment, the violation of such rules may be grounds for disciplinary acts up to and including termination, particularly when the offense is one in which the welfare and safety of fellow students, faculty, administrators, or other school employees is violated. In addition, the administration is committed to cooperating fully with any law enforcement action which may become warranted.

Your enrollment at Casa Loma College (CLC) is a privilege; it is not a right. That privilege is conditional upon strict adherence, at all times, to all CLC standards as contained in the Catalog. CLC requires that all of its students conduct themselves responsibly at all times and not engage in any conduct that may subject themselves, their fellow students, or family members to civil liability for any misconduct.

Casa Loma College has a ZERO TOLERANCE policy for the misuse of any computers located on campus (or at any other location associated with or referring to CLC and its academic programs) which result in postings on web pages, chat rooms or other locations on the Internet/Worldwide Web or in the transmission of electronic mail, instant message or other means of electronic communication, which embody threats of physical violence, psychological, emotional or social harm, obscene language, pornographic materials, non-public information or other textual, photographic or representational materials concerning any CLC student, administrator, faculty, or staff member or any other person or entity which results in the harassment, embarrassment or damage of said person is a violation of the ZERO TOLERANCE policy.

In the event a CLC student is determined at any time to have engaged in any activities prohibited under the preceding paragraph, in violation of the code of conduct prescribed herein, CLC may, in its sole discretion, elect to discipline the student in a manner and to the extent it deems appropriate to the nature of the offence, up to and including immediate and permanent termination. In addition, the school will fully cooperate with any law enforcement agencies that may become involved.

CLC remains committed to a goal of providing all of its students a learning environment free of all manner of harassment. If you are not equally committed to co-existing with your fellow students in this manner, CLC is not the school for you. If a student engages in any conduct prohibited under this section of the Code and believes that such an offence was only intended as a joke or in fun, this will not be accepted as a defense or a mitigating factor in assessing appropriate disciplinary measures. Acting in a manner that respects your fellow students as well as CLC administration, faculty, staff and other will help each of you avoid having to ever be concerned with whether or not your conduct violates this or any other section of the CLC behavior code.

Disclaimers

The following are statements regarding the college computer systems that are currently mandated by federal or state law or current College policy.

Electronic Mail Privacy - Two accounts on the college system have the ability to read individual mail: the individual's account and the system administrator account. While reasonable attempts will be made to ensure the privacy of electronic mail, there is no

guarantee that electronic mail is private. The College system is not a secure system nor is it connected to a secure network. Discriminatory conduct will be addressed through the College's Civil Rights/Nondiscrimination Policy. Conduct that is considered to be sexually harassing will be addressed through the College's Unlawful Harassment Policy and Procedure.

VIOLATIONS OF POLICY

Any users' privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate college official(s). Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of the procedures may constitute a criminal offense. Any user who files a complaint or otherwise protests against discrimination has the right to be free from any retaliatory action because of the complaint or protest. Any user who protests against discriminatory conduct and who is subsequently subject to retaliatory action because of the protests may file an additional or amended complaint with the appropriate college official.

STUDENT RIGHTS & RESPONSIBILITIES

A student accepted into an academic program of study at Casa Loma College has certain rights and responsibilities. These rights and the associated responsibilities are outlined below:

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
4. When confronted with injustices, students may seek redress through established grievance procedures. Such procedures will be available to those students who make their grievances in a timely manner.
5. Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and explanation of all fees and financial obligation to Casa Loma College.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the college.
8. Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the college and clinical settings and to abide by the policies of the College and the program director.
10. Students are expected to conduct all relationships with the college staff and faculty, their peers, and patients with honesty and respect.
11. Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment.

12. Students have the rights and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

STUDENT GRIEVANCE POLICY

Scope: The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administration, or staff of Casa Loma College. Such action must be:

1. An unauthorized, unjustified or unethical action(s), which adversely affects the status, rights, or privileges of the student.
2. A violation of published Casa Loma College official campus regulations, policies or procedures.
3. A violation of or an inequitable application of the rules, policies, procedures, and regulations.

The grievance procedure does not apply to:

1. Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the Campus Director.
2. Grade appeals - the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, or incompetency, shall be final.
3. Actions by another student.
4. Admissions decisions.
5. Financial Aid decisions.

Casa Loma College is concerned any time a grievance is filed placing a high priority on a prompt and equitable resolution. The Grievance process is designed to minimize the time from offense to resolution.

Informal Process

Prior to initiating formal Grievance Procedures, the student(s) is required to make a good faith effort to resolve the dispute with the person responsible for the action (respondent) **within five (5) business days of the occurrence of the incident**. If the student is unwilling to meet alone with the respondent, the student is encouraged to use the services of the Student Ombudsman.

If the student does not feel the problem has been resolved **within five (5) business days after the informal meeting**, the student is then required to attempt informally to resolve the grievance through either of the following channels:

1. In the case of faculty, through the Program Director. The Program Director will discuss the issue with the student and the faculty member involved, either individually or collectively, in an effort to resolve the issue.
2. If the complaint is against a Program Director or Departmental Director, the student is required to take the complaint to the Dean of Education or the Director of Administration who discusses the issue with the student and the Program Director/Departmental Director member involved, either individually or collectively, in an effort to resolve the issue.

If the complaint cannot be mutually resolved at the informal problem resolution level, then the student may file a written grievance by completing the Student Grievance Form (*located on the web site under Registrar*) and filing it with the College's Campus Director. The complaint must be filed with the Campus Director within thirty (30) business days of the date of the incident.

Administrative Review of the Complaint

Upon receipt of the written and signed Student Grievance Form, the Campus Director shall forward a copy to the person against whom the complaint has been made and the employee's supervisor. The Campus Director will make an investigation into the merits of the complaint for the purpose of screening out false and unfounded allegations.

Based on the investigation, the Campus Director will determine if there is reasonable basis for a formal hearing, based on the following criteria:

1. Has the College employee against whom the grievance is lodged followed all College policies and procedures?
2. Has the student provided reasonable/sound evidence that he or she was treated in a partial or otherwise unfair manner?

The complaint may be dismissed if the Campus Director determines that the dispute is frivolous or without merit or insufficiently related to the concerns of the College. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the issue. **Within ten (10) business days of receiving the complaint**, the Campus Director will return a written decision to the student who filed the grievance, indicating the resolution with any recommended action/s. Copies of the decision will also be provided to the employee against whom the complaint was made and the supervisor of that employee.

The Campus Director may take either of the following actions:

- That no further action is necessary nor will the complaint prejudice in any way the employee's status as a member of the College.
- A recommendation that there be some type of action or remediation. In such case, the written recommendation will be forwarded to the person deemed appropriate for the consideration and/or implementation of the recommendation.

If the student is dissatisfied with the decision of the Campus Director, he/she may file a written request to the President of Casa Loma College **within five (5) business days of the receipt of the Campus Director's decision**. The President of Casa Loma College may uphold the ruling of the Campus Director and deny a hearing on the basis that the grievance is without merit or the President of Casa Loma College may recommend that a formal grievance committee be convened.

Formal Hearing Process

The Grievance Committee shall be convened within ten (10) business days from the day the College President requested that a formal grievance proceed.

The student grievance committee shall consist of:

- Two students to be selected by the Campus Director who are in good standing determined by the student's SAP.
- Two faculty members, to be selected by the Campus Director who are not faculty members in the program of the complainant.
- One member of administration, to be selected by the Campus Director.
- One staff representative, to be selected by the Campus Director.
- One non-voting moderator who will preside at the hearing and rule upon all procedural matters
- Campus Director (non-voting) who will record the minutes.

The hearing process shall proceed as follows:

- A hearing must have a quorum in order to proceed. A quorum consists of four (4) members, including at least one faculty, one student, one administrator and one staff member. The members present shall choose a moderator if the committee moderator is not present.
- Should the student be more than 15 minutes late, the committee shall deny the grievance.
- The Committee shall determine who shall be involved in the hearing process, (i.e. witnesses, or student ombudsman, etc.)

- The student and the respondent may be present for the hearing process
- The Committee may invite persons having information related to the grievance to participate in the hearing. Those persons will only be present while testifying.
- There shall be no confrontation or cross-examination of witnesses. Committee members, including the moderator, possess the sole right to ask questions. The student and respondent may provide a list of questions for the committee to consider.
- The Grievance Committee shall discuss issues, hear testimony, question parties, and consider all relevant evidence pertaining to the grievance.
- The Grievance Committee will judge the evidence and make its findings based on fact. No evidence other than that received at the hearing shall be considered by the Grievance Committee.
- Following presentation of evidence, all parties, except the Grievance Committee will be dismissed. The committee will consider the evidence and prepare a written report of its recommendations. The report and its recommendations will be written by the committee moderator.

Recommendation

The report shall be submitted to the President of Casa Loma College **within five (5) business days of the date of the hearing** and shall include the following:

- A summary of the facts as found by the Grievance Committee
- A recommendation of the Grievance Committee

The President of the College shall review the report of the Grievance Committee and render the **final decision within five (5) business days of receiving the report**. The President of Casa Loma College may uphold or modify the decision and recommendations of the Grievance Committee. The decision of the President of Casa Loma College of Casa Loma College is final and shall conclude the College's review of the matter.

A copy of the Grievance committee report will be delivered to the student, respondent, President of Casa Loma College, Program Director and the Campus Director.

Withdrawal of Grievance

At any time during the grievance procedure the student may withdraw the grievance. In addition, a failure by the student to appear for any scheduled hearing, without prior notification or evidence of extenuating circumstances shall constitute withdrawal of the grievance and will prevent the student from refiling.

EXTERNAL COMPLAINT POLICY

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

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

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

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

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

When a complaint has been received against the College, the Campus Director (from appropriate campus) will acknowledge receipt of the form in writing to the complainant within five (5) business days. The complainant must complete all applicable sections of the Complaint Form for the complaint to be reviewed. The following procedures will take place once a formal complaint has been received.

In order for the Campus Director to investigate the complaint, it is necessary to share the grievance with the appropriate employee/student of the college and obtain the involved employee/student response.

Additional information may be requested by the Campus Director if insufficient documentation is submitted.

Upon conclusion the investigation, both parties will be provided with a written copy of the Campus Director's decision.

If either party believes that the Campus Director's investigation was incomplete or that the decision was unreasonable they can seek a review of the decision by the President of the College. The decision of the President is final.

External complaints are archived in the Office of the Campus Director for five years. External complaints received regarding the Physical Therapist Assistant Program are archived not only in the Office of Campus Director but also a copy with the Director of the PTA Program.

DEFINITION OF CLOCK HOURS

The College measures its programs on the basis of clock hours. A clock hour is defined as a period of (60) minutes with a minimum of fifty (50) minutes of instruction per hour.

ACADEMIC CREDIT

Academic Credit at Casa Loma College is granted in terms of clock hours, quarter units or semester units. For financial aid purposes and for transferability of units (where applicable) clock hours may be converted to quarter or semester credit hours as follows:

CLOCK HOUR TO CREDIT HOUR CONVERSION

Quarter - minimum of 10 weeks in length

1. Ten hours of lecture per week for one quarter credit
2. Twenty hours of lab per week for one quarter credit
3. Thirty hours of externship/clinical per week for one quarter credit

Credits are transferable only at the discretion of the receiving institution.

Semester - minimum of 15 weeks in length

1. Fifteen hours of lecture per week for one semester credit
2. Thirty hours of lab per week for one semester credit
3. Forty-five hours of externship per week for one semester credit



FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, Casa Loma College provides the following disclosures on paper requiring signatures, or in the school catalog, or on the school website.

- Institutional Performance Fact Sheet (Signed Disclosure)
- Gainful Employment Disclosure (School Website)
- Campus Security (School Catalog)
- Constitution & Citizenship Day Sept 17th (School Catalog)
- Drug and alcohol abuse policy (School Catalog)
- Textbook Disclosure (School Catalog)
- FERPA (School Catalog)
- Copyright protection policy (School Catalog)
- Peer to Peer File Sharing Policy (School Catalog)
- Admissions disclosure (Signed with Admissions)
- Voting Information (School Catalog)
- Net Price Calculator (College Website)
- FA Code of Conduct (College Website)

AWARDING AND PACKAGING

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- **GRANT (FREE) AID. (This aid does not have to be repaid)**
- Federal PELL Grant Program (FPELL) \$5,815 maximum annual limit (**Does not require repayment**)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)* (**Does not require repayment**)
- **Work (Part Time Job) aid that does not have to be repaid**
- Federal Work Study*
- **LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**
- Direct Federal Stafford LOANS
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE) **.
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance) **.
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)
- Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*)Funds are limited in nature; therefore awards are based on availability of funds at the school.

()Annual loan limits and based on educational levels within the course of enrollment.**

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3rd loan level.

For more specific information on each program please refer to the student guides available at:

Student Guides

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](#)

[Direct Loan Basics for Parents](#) PDF [Spanish version](#) PDF [3MB]

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;

- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for Casa Loma College consist of the following:

Free Application for Federal Student Aid (FAFSA) Completing the Free Application for Federal Student Aid ([FAFSA](#)) is the first step in applying for federal and state aid programs. This is a required form for ALL students participating in any Title IV Federal Student Aid Program (Except PLUS only applicants). The FAFSA must be completed either online or in paper form for financial aid office to determine eligibility. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

To complete this process you will need to apply for an FSA ID and then complete FAFSA online.

Apply for FSA ID: An FSA ID allows the student to gain access to their FAFSA online and sign it electronically. Student can create their FSA ID by going to the following <https://fsaid.ed.gov/npas/index.htm> and providing some identification information, and by selecting/creating challenge questions and its answers. The FSA ID will be activated within 3 business days. Once the FSA ID is active, the student can go and complete their FAFSA. If the student is a Dependent student, their parent needs to complete this step as well. Student's parent needs an FSA ID to sign their application online.

Complete FAFSA On-Line: Once you receive your **FSA ID**, go to FAFSA website at www.fafsa.ed.gov and complete 2016-2017 and 17-18 FAFSA application. When asked for school information, enter **Casa Loma College Federal School Code: 006731**. It's advisable that student uses IRS Data retrieval tool when transferring their 2015 Federal Tax year income. Once the FAFSA is processed, student and the school will receive confirmation from Department of Education. At that point the school will notify you if any other documents will need to be submitted.

ACADEMIC YEAR AND PAYMENT PERIOD

Students must meet eligibility requirements, and must have valid ISIR before awarding and packaging of any SFA funds.

Award limits are generally connected to a period of time and to credit or clock-hours attended. For instance, all of the programs except Federal Work-Study have a maximum amount that can be awarded for an academic year or award year. Measurement of time is important for another reason—in most cases, awards from the Federal Student Aid (FSA) programs must be paid in at least two installments. For most programs, the amount and timing of the payments is based on the academic terms or payment periods in the program.

Every eligible program must have a defined academic year. The academic year is one component used in determining the student's eligibility for Title IV aid. A school may have different academic years for different academic programs. The program's academic year does not have to coincide with a program's academic calendar. Although a school may have different academic years for different programs, it must use the same academic year definition for all FSA awards for students enrolled in a particular program, and for all other FSA program purposes.

Here is the definition of an academic year per program at Casa Loma College:

LVN (Clock Hour Program): 900 Clock Hour in 26 Weeks equals one Academic Year

MRI/DMS/PTA (Semester Units/Degree Program): 24 Semester Units in 30 Weeks equals to one Academic Year

Awarding and Packaging VN Program: Awarding and Packaging is based on the academic year definition defined above. VN program has two academic years. First academic year is 900 clock hours, and the second academic year is 756 clock hours. 2nd year funds are pro-rated.

Awarding and Packaging MRI Program: Awarding and Packaging is based on the academic year defined above. MRI program has three full academic years. First academic year is 32.92 semester units and 32 weeks; second academic year is 32.92 semester credits and 32 weeks; third academic year is 28.16 semester credits 32 weeks.

Awarding and Packaging DMS Program: Awarding and Packaging is based on the academic year defined above. DMS program has four academic years. First academic year is 30 semester units and 30 weeks; second academic year is 30 semester units and 30 weeks; third academic year is 33 units and 30 weeks and fourth academic year is 11.5 semester units and 10 weeks.

Awarding and Packaging PTA Program: Awarding and Packaging is based on the academic year defined above. PTA program has three academic years. First academic year is 30.5 semester units and 30 weeks; second academic year is 27.5 semester units and 30 weeks and the third academic year is 14.0 units and 15 weeks.

Definition of Payment Period:

At Casa Loma College full Academic Year has two payment periods. SFA funds disbursements are made on a payment period basis. Student's Satisfactory Academic Progress evaluation also corresponds with the end of a payment period. For any remaining portion of a program that is half of an academic year or less, the remaining portion is treated as a single payment period. For any remaining portion of a program that is more than half of an academic year but less than a full academic year, the remaining portion is divided into two payment periods and the first payment period is the period in which the student successfully completes half of the credit or clock-hours AND 1/2 of the weeks of instructional time in the remaining portion.

Timing of Disbursements:

Except for Federal Work Study (FWS) wages, FSA disbursements are made on a payment period basis. The timing of disbursements is especially important for Pell and Stafford/PLUS loan funds, because the school must report disbursement dates with the Department (through the COD system).

In general, the earliest that Casa Loma College may disburse FSA funds by crediting the student's account or by paying directly to the student or parent is 10 days before the first day of classes for that payment period.

For credit-hour non-term and clock-hour programs, the earliest Casa Loma College may disburse FSA funds (other than FWS wages) is the later of:

- 10 days before the first day of classes for that payment period; or
- the date the student completed the previous payment period for which he or she received FSA funds.

The school must pay a student retroactively for any completed payment periods within the award year if the student was eligible for payment in those periods.

A student who withdraws from a clock-hour or credit-hour non-term program and then re-enters within 180 days is considered to remain in the same payment period when he/she returns and, subject to conditions imposed by ED, is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under the R2T4 rules. A new payment period is created for a clock-hour or credit-hour non-term program for:

- A student who withdraws and then re-enters the same program at the same school after 180 days; or
- A student who withdraws from a program and enrolls in a new program at your school, or at another school within any time period.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

Casa Loma College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost of Attendance

Casa Loma College uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year 2016-2017 of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living	Student Living
	With parents	off campus
Room and board	\$4,968	\$12,492
Transportation	\$1,107	\$1,242
Personal / Misc.	\$3,177	\$2,916

The cost of uniforms is included in the personal allowance or included in the school charges

TYPES OF TITLE IV PROGRAMS AND THEIR QUALIFICATIONS

Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award:

- \$5,815 (2016-2017)
- \$5,920 (2017-2018)

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG) - Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award:

- \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program - Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

STUDENTS ARE RESPONSIBLE FOR THIS AMOUNT. IF STUDENT OBTAINS A STUDENT LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

If student defaults on the federal or state loan, both the following may occur:

- (1)The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
- (2)Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule. Interest rate for Direct Subsidized Loan is fixed 3.76%

Maximum Annual Award

- Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)
- Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

Deadlines: Applications for Direct Subsidized and Unsubsidized Loans need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

Disbursement: Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Students have the right to cancel all or a portion of their Subsidized/Unsubsidized Stafford Loan(s) included in each disbursement, and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the student within 14 calendar days from the date of the disbursement. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct Loan Entrance Interview".** If any loan funds remain or if you applied for additional funds for living expenses, school will issue you a refund.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of refund, and that, if the student receives federal student aid funds the student is entitled to a refund of the money not paid from federal financial aid funds.

Federal Direct PLUS Loan

PLUS Loans are loans for the parents of dependent students and for graduate and professional degree students. The interest rate for Direct PLUS Loans is at a fixed rate of 6.31%. Interest is charged on a Direct PLUS Loan during all periods, beginning on the date of your loan.

Eligibility requirements for a parent to get a Direct PLUS Loan:

You must be the biological or adoptive parent (or, in some cases, the stepparent) of the student for whom you are borrowing. Your child must be a dependent student who is enrolled at least half-time at a school that participates in the Direct Loan Program.

Generally, your child is considered dependent if he or she is under 24 years of age, has no dependents, is not married, a veteran, and a graduate or professional degree student, or a ward of the court.

You cannot have an adverse credit history (a credit checks will be done).

In addition, you and your child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs

To apply for a Direct PLUS Loan: you need to complete the Direct PLUS Loan Application and Master Promissory

Note (MPN). The MPN explains the terms and conditions of your loan and is your legally binding agreement to repay your loan to the Department. In most cases, one MPN can be used for loans that you receive over multiple

Academic years; a separate Loan Request must be filed for each school year.

Maximum Annual Award: There are no set limits for Direct PLUS Loans, but you may not borrow more than the cost of your child's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

Disbursement: Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Parent has the right to cancel all or a portion of their PLUS Loan included in each disbursement, and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the parent within 14 calendar days from the date of the disbursement. If any loan funds remain or if parent applied for additional funds for student's living expenses, school will issue a refund.

Federal Perkins Loan Program

The Federal Perkins Loans are low-interest federal student loans for undergraduate and graduate students with exceptional financial need and are enrolled in fulltime/part-time program of study. The amount a student can borrow depends on their financial need, the amount of other aid they receive, and the availability of funds at Casa Loma College. We encourage our students to apply for federal student aid early to make sure they are considered for a Perkins Loan. Due to limited funds, not everyone who qualifies for a Perkins Loan will receive one. Federal Perkins Loan has a fixed interest rate of 5%.

Loan Limit: As an undergraduate student, students may be eligible to receive up to \$5,500 a year. The total you can borrow as an undergraduate is \$27,500.

Disbursement: Funds are credited to the student's tuition account. They are made based on per payment period via a direct credit to the student's tuition account. Students have the right to cancel all or a portion of their Perkins Loan included in each disbursement, and has the loan proceeds returned to the holder of the loan. In order to cancel all or a portion of the loan, school must have a written request from the student within 14 calendar days from the date of the disbursement. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

ENTRANCE AND EXIT INTERVIEW

It is a Federal mandated requirement that all students receiving Federal Direct Loans, except for Parent PLUS loan must complete Direct Loan Entrance Counseling before the first disbursement of funds. Entrance counseling requirement also applies to the Federal Perkins Loan program.

Entrance counseling can be completed online at studentloan.gov, or in person with Casa Loma College Default Prevention Counselor.

Please copy and paste the Entrance Counseling Guide link below to your web browser for more detail information about the loans, and its terms and conditions.

Link to Entrance Counseling Guide: <https://www.edpubs.gov/document/end0193b.pdf?ck=592?ck=287>

It is a Federal mandated requirement that all students that have received Federal Student Loans and Federal Perkins Loan must complete Exit Counseling for the loans. Direct Loan and Perkins counseling can be completed in person with the Casa Loma Default Prevention Counselor or via mail. Information will be sent to student within 30 days from the last date of their attendance.

Please copy and paste the Exit Counseling Guide link below to your web browser for more detail information about your Loan repayments, deferments, forbearance, and other terms.

Link to Exit Counseling Guide: <https://www.edpubs.gov/document/end0184b.pdf?ck=401?ck=568>

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

Academic Year: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

Clock Hours: Is a period of 50 of supervised instruction during a 60 minute time period.

Cost of Attendance: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

Credit Balance: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.

Dependent Student: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

Dependent: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

Expected Family Contribution (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

Independent Student: An individual who meets one of the following criteria:

1. Were you born before January 1, 1993?
2. As of today, are you married? (Separated but not divorced)
3. At the beginning of the 2016-2017 school years, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.?)
4. Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state are you or were you an emancipated minor?
10. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2015, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2015, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2015, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Parents: For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

Payment Period: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks. For a semester it is 12 semester units in 15 weeks, and for Quarters its 18 units in 15 weeks makes it a payment period.

Need: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

Financial Aid Eligibility/Eligible Non-Citizen: You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
 - Refugee
 - Asylum Granted
 - Parole for a minimum of one year that has not expired
 - T-Visa holder (T-1, T-2, T-3etc)
 - Cuban-Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

VERIFICATION PROCESS

2016-2017 & 2017-2018 Verification Policy

Overview

Each year, the U.S. Department of Education selects students for verification of the information provided on the student's Free Application for Federal Student Aid or FAFSA. The regulations in Subpart E (sections 51 to 61 of Part 668 of the Title 34 of the Code of Federal Regulations) govern the verification by institutions of information submitted by applicants for student financial assistance under the subsidized student financial assistance programs.

In accordance with the provisions of Subpart E, Casa Loma College has established and uses written policies and procedures for verifying a student's FAFSA information.

These policies and procedures include:

- The time period within which a student must provide any documentation requested by the College;
- The consequences of a student's failure to provide the requested documentation within the specified time period;
- The method by which the College notifies the student of the results of its verification including if, as a result of verification, the student's EFC changes and results in a change in the amount of the student's assistance under the title IV, HEA programs;
- The procedures the College will follow itself or the procedures the College will require a student to follow to correct FAFSA information determined to be in error; and
- The procedures the College will follow for making referrals to the Office of Inspector General.

Institutional Responsibility: The College must require a student whose FAFSA information is selected for verification to submit supporting documentation to verify specified data elements of his/her FAFSA, unless the student qualifies for a federal exclusion. (See the section "Exclusions from Verification".)

Applicant Responsibility: If the College requests documents or information from a student under this Subpart E, the student must provide the specified documents or information if they wish to receive federal financial aid.

Selection of Applicants:

Standard Selection: As stated previously, to apply for federal financial aid a student must submit a FAFSA to the Central Processing System (CPS). The CPS selects which applications are selected for verification. Data-based statistical analysis is used to select for verification those applicants with the highest probability of error on their FAFSA submissions. The CPS sets a Verification Flag on the student's processed FAFSA report to indicate that the student's record has been selected for verification.

Customized Selection: The U.S. Department of Education’s long-range goal for verification is a customized selection approach based on the data provided by each applicant on the FAFSA. When fully implemented, this process will identify, for a selected applicant, only the FAFSA information that requires verification based upon that applicant’s data. Transition to a customized verification process is expected to continue over multiple award years. Moving toward this customized approach in the 2016-17 award year, the CPS will also use a Verification Tracking Flag to place an applicant selected for verification into one of five Verification Tracking Groups. (See the section “Information to be Verified”.)

Update or Correction Selection: Students should be aware that an update or correction to his/her FAFSA may trigger the CPS to select the application or additional data elements for verification at any time during the award year, even if the initial FAFSA was not chosen. In this case, the College must require the student to submit any additional documentation needed to complete the verification process.

Institutional Selection: The College has the authority to select an application for verification if there is reason to believe that a student’s FAFSA information is inaccurate and/or contains conflicting information. The student will then be required to submit documentation to clarify the accuracy of the FAFSA data and/or to resolve the conflicting information.

Exclusions from Verification: Federal regulations stipulate that the College need not verify a student’s FAFSA information if:

- The student dies;
- The student does not receive assistance under the title IV, HEA programs for reasons other than failure to verify FAFSA information;
- The student is eligible to receive only unsubsidized student financial assistance; or
- The student who transfers to the institution had previously completed verification at the institution from which he or she transferred, and applies for assistance based on the same FAFSA information used at the previous institution, if the current institution obtains a letter from the previous institution:
 - Stating that it has verified the student’s information; and
 - Providing the transaction number of the applicable valid ISIR.

Note: Casa Loma College does **not** accept verification completed by another institution for transfer students. These students are required to submit all required documentation and go through the verification process by us.

Unless the College has reason to believe that the information reported by a dependent student is incorrect, it need not verify the student’s parents’ FAFSA information if:

- The parents are residing in a country other than the United States and cannot be contacted by normal means of communication;
- The parents cannot be located because their contact information is unknown and cannot be obtained by the student; or
- Both of the student’s parents are mentally incapacitated.

Lastly, unless the institution has reason to believe that the information reported by an independent student is incorrect, it need not verify the student’s spouse’s information if:

- The spouse is deceased;
- The spouse is mentally incapacitated;

- The spouse is residing in a country other than the United States and cannot be contacted by normal means of communication; or
- The spouse cannot be located because his or her contact information is unknown and cannot be obtained by the student.

Casa Loma College policy regarding federal exclusions: Verification requirements will be waived for the federal exclusions listed above (with the exception of accepting another institution’s verification results) provided the College receives supporting documentation pertaining to the applicable exclusion by our published verification deadlines.

NOTIFICATION

A student whose FAFSA information is selected for verification will be notified of his/her selected status as follows:

- The CPS will notify the student on his/her Student Aid Report (SAR). Next to the EFC will be an asterisk referring to a comment in the student section of the SAR that tells the student that he/she will be asked by the College to provide documentation for verification; and
- Casa Loma College will notify students of the requirements, and provide needed documentation list.

INFORMATION TO BE VERIFIED

For each award year, the Secretary of Education publishes in the **Federal Register** a notice announcing the FAFSA information that an institution and a student may be required to verify. The notice also specifies what documentation is acceptable for verifying FAFSA information. The Federal Register lists these items for the 2016-17 and 2017-2018 award year. The individual verification items that a student must verify are based upon the Verification Tracking Group to which the student is assigned as listed in the chart below:

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> • Adjusted Gross Income • U.S. Income Tax Paid • Untaxed Portions of Individual Retirement Account (IRA) Distributions • Untaxed Portions of Pensions • IRA Deductions and Payments • Tax Exempt Interest Income • Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> • Income Earned from Work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> • Number of Household Members • Number in College • SNAP, if indicated on the ISIR

		<ul style="list-style-type: none"> Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	<ul style="list-style-type: none"> High School Completion Status Identity/Statement of Educational Purpose SNAP, if indicated on the ISIR Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR
V5	Aggregate Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> Income earned from work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> Number of Household Members Number in College SNAP, if indicated on the ISIR Child Support Paid by the student (or spouse), the student’s parents, or both, if indicated on the ISIR High School Completion Status Identity/Statement of Educational Purpose
V6	Household Resources Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <p>Nontax Filers</p> <ul style="list-style-type: none"> Income Earned from Work <p>Tax Filers and Nontax Filers</p> <ul style="list-style-type: none"> Other Untaxed Income on the 2016–2017 FAFSA–

		<ul style="list-style-type: none"> ○ Payments to tax-deferred pension and savings (Questions 45a and 94a) ○ Child support received (Questions 45c and 94c) ○ Housing, food, and other living allowances paid to members of the military, clergy, and others (Questions 45g and 94g) ○ Veterans non-education benefits (Questions 45h and 94h) ○ Other untaxed income (Questions 45i and 94i) ○ Money received or paid on the applicant's behalf (Question 45j) ● Number of Household Members ● Number in College ● SNAP, if indicated on the ISIR ● Child Support Paid by the student (or spouse), the student's parents, or both, if indicated on the ISIR
Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<u>Tax Filers</u> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of Individual Retirement Account (IRA) Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <u>Nontax Filers</u> Income Earned from Work <u>Tax Filers and Nontax Filers</u> Number of Household Members Number in College
V2	Reserved	N/A
V3	Reserved	N/A
V4	Custom Verification Group	High School Completion Status Identity/Statement of Educational Purpose

V5	Aggregate Verification Group	<u>Tax Filers</u> Adjusted Gross Income U.S. Income Tax Paid Untaxed Portions of IRA Distributions Untaxed Portions of Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Tax Credits <u>Nontax Filers</u> Income earned from work <u>Tax Filers and Nontax Filers</u> Number of Household Members Number in College High School Completion Status Identity/Statement of Educational Purpose
V6	Reserved	N/A

NOTE: Federal regulations stipulate that an institution may require a student to verify any FAFSA information that it specifies. On occasion, the College may therefore require a student to verify any FAFSA information and to provide any reasonable documentation.

ACCEPTABLE DOCUMENTATION

The documentation required for verification varies according to the specific FAFSA information being verified (i.e., the verification tracking group). A student selected for verification will need to submit the following acceptable documentation to the College to complete the verification process. If a student is unable to submit any of the required documents, he/she should contact the Financial Aid Office to discuss possible alternative acceptable documentation.

FAFSA Information Acceptable Documentation

Household Size: Casa Loma College Verification Worksheet (2016-2017, 2017-2018) or meets exclusion

Number in College: Casa College Verification Worksheet (2016-2017, 2017-2018) or meets exclusion

SNAP Benefits: Casa College Verification Worksheet (2016-2017) Note: Agency documentation confirming receipt of benefits required upon request.

Child Support Paid: Casa Loma College Verification Worksheet (2016-2017); other documentation as requested by the College

AGI & U.S. Tax Paid: IRS DRT (unchanged), or IRS Tax Return Transcript Untaxed Income (Tax Return Data): IRS DRT (unchanged), or IRS Tax Return Transcript

Untaxed Income (FAFSA Questions 45 & 94): Casa Loma College Verification Worksheet (2016-2017); 2014 IRS W2 Forms; Other documentation as requested by the College

Non-Filer Work Income: Casa Loma College Verification Worksheet & 2014 IRS W-2 Forms

High School Completion: High School Diploma or transcript; GED certificate or transcript; homeschooled credential or transcript; a copy of the foreign transcript evaluation for students who completed secondary education in a foreign country.

Identity/Statement of Education Purpose: Original valid (unexpired) government-issued photo identification (ID) such as a passport or a driver's license and 2016-2017 or 2017-2018 Identity and Statement of Educational Purpose

Other Information: Other documentation as specified by the CPS or the College.

Time Period for providing documentation: Applicant must provide the required documentation within 60 days from the last day of attendance or August 31, 2017.

Consequences of Failure to Provide Documents within specified time period(s): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

Interim Disbursements: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

Notification of Results of Verification: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

Referral Procedures: The school shall forward to the Secretary of Education, referral of fraud cases.

Professional Judgment:

An aid administrator may use PJ on a case-by-case basis only to adjust the student's cost of attendance or the data used to calculate EFC. This adjustment is valid only at the school making.

The reason for the adjustment must be documented in the student's file, and it must relate to the special circumstances that differentiate him/her—not to conditions that exist for a whole class of students. Aid administrator must collect

supporting documents before approving any and all Professional Judgments. The school must resolve any in-consistent or conflicting information shown on the output document before making any adjustments. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

Please contact Aid administrator for more details.

INSTITUTIONAL CHARGES AND REFUND POLICY:

CANCELLATION

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment (including weekends and holidays), whichever is later.

Cancellation shall occur when student has given notice of cancellation to Casa Loma College listed on the top of the page of the enrollment agreement or verbally (by way of telephone) to the Director of Admissions or Financial Aid Officer. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Director of Admissions or Financial Aid Officer." The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement. If the school has given student any equipment, including books or other materials, student must return them to the school within 10 days following the date of their notice of cancellation. If student fails to return this equipment, including books or other materials, in **good condition** within the 10-day period, the school will deduct its documented cost for the equipment, books or other materials from any refund that may be due to student. Once student pays for the equipment, it is theirs to keep without further obligation. If student cancels the agreement, the school will issue a refund, less any non-refundable fees and deduction for equipment, books or other materials not returned within the 10-day period and in good condition, within 30 days after their notice of cancellation is received. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. §94911(e)(2)

CANCELLATION DISCLOSURES:

THREE DAY CANCELLATION: If an applicant cancels within 3 business days of signing the enrollment agreement, Casa Loma College will refund all monies paid.

REJECTION OF APPLICANT: If an applicant is rejected for enrollment by Casa Loma College, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

PROGRAM CANCELLATION: If Casa Loma College cancels a program subsequent to a student's enrollment, Casa Loma College will refund all monies paid by the student.

CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW: If an applicant accepted by Casa Loma College cancels prior to the start of scheduled classes or never attends class (no-show), Casa Loma College will refund all monies paid, less the non-refundable registration fee for the program.

WITHDRAWAL FROM PROGRAM

Student has the right to withdraw from a program of instruction at any time. If student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is *midnight of the fifth business days following the first day of class*, student has attended, the School will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 45 days

following students withdrawal. Student is obligated to pay only for the educational services rendered and for unreturned equipment, supplies, and books. If student obtained equipment as specified in the agreement as a separate charge and returns it in good condition within 10 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If student fails to return the equipment in good condition within the 10-day period, the School may offset against the refund the documented cost to the School of that equipment. The documented cost of equipment may be less than the amount the School has charged for the equipment. In any event, student will never be charged for more than the equipment charges stated in the agreement. For a list of charges students must refer to the front of their enrollment agreement and the tuition fee schedule. The refund shall be the amount student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which student has not received or total numbers of days attended but which student had paid and the denominator of which is the number of hours of instruction or Total number of days in the payment period for which student had paid. For the clock hour program hours and for term based program days are used in the calculation. If fraction calculates to 60% or less, charges for the payment period will be that percentage. For example if fraction calculated is 30%, your institutional charge for the payment period will be 30%. If the fraction calculated is more than 60%, student will be charged 100% of the payment period. **IF THE AMOUNT THAT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT STUDENT OWES FOR THE TIME ATTENDED, THEN A REFUND WILL BE AMIDE WITH IN 45 DAYS OF THE OFFICIAL WITHDRAWAL. IF THE AMOUNT THAT STUDENT OWES IS MORE THAN THE AMOUNT THAT STUDENT HAS ALREADY PAID, THEN STUDENT WILL HAVE TO MAKE PAYMENT ARRANGEMENT.**

Hypothetical Refund Example in accordance to the pro rata refund policy: Assume that a student, upon enrollment in a 1,600 hour course pays \$6,800.00 for tuition, \$75.00 for registration, and \$400.00 for equipment as specified in the enrollment agreement and withdraws and completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below.

Total Paid	\$ 7,400.00	Tuition Cost	\$ 6,800.00	Paid for Tuition	\$ 6,800.00
Less Registration Fee (non-refundable)	\$ 75.00	Hours in the course	1,600.00	Hours Scheduled	600.00
Less cost of un-returnable equipment	\$ 525.00	Hourly charge	\$ 4.25	Tuition owed 600 x \$4.25	\$ 2,550.00
Less amount paid for instruction	\$ 6,800.00			Refund Due	\$ 4,250.00

TITLE IV REFUND POLICY

The law specifies that school must determine the amount of Title IV program assistance that student earned when they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When student withdraws during their payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If student received (or school or parent received on student's behalf) less assistance than the amount that student earned, student may be able to receive those additional funds. If student received more assistance than student earned, the excess funds must be returned by the school and/or by the student. The amount of assistance that student has earned is determined on a pro rata basis. For example, if student completed 30% of their payment

period or period of enrollment, student earned 30% of the assistance they were originally scheduled to receive. Once student has completed more than 60% of the payment period or period of enrollment, student earned all the assistance that he/she were scheduled to receive for that period.

If student did not receive all of the funds that he/she earned, student may be due a Post-withdrawal disbursement. If student's Post-withdrawal disbursement includes loan funds, school must get students permission before it can disburse those funds. Student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and required supplies. The school needs student's permission to use the Post-withdrawal grant disbursement for all other school charges. If student does not give their permission, student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school.

There are some Title IV funds that student was scheduled to receive, which cannot be disbursed to the student once he/she withdraws because of other eligibility requirements. For example, if student is a first-time, first-year undergraduate, and he/she has not completed the first 30 days of the program before withdrawal, student will not receive any Direct Loan funds that he/she would have received, had the student remained enrolled past the 30th day.

If student received (or school or parent receives on student behalf) excess Title IV program funds that must be returned, school must return a portion of the excess equal to the lesser of:

1. Students institutional charges multiplied by the unearned percentage of student funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of students Title IV program funds. If the school is not required to return all of the excess funds, student must return the remaining amount.

Any loan funds that student must return, student (or student parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, student makes scheduled payments to the holder of the loan over a period of time.

Any amounts of unearned grant funds that student must return is called an overpayment. The maximum amount of a grant overpayment that student must repay is half of the grant funds student received or were scheduled to receive. Student does not have to repay a grant overpayment if the original amount of the over-payment is \$50 or less. Student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when student withdraws are separate from institutional refund policy. Therefore, student may still owe funds to the school to cover unpaid institutional charges. The school may also charge student for any Title IV program funds that the school was required to return.

If student has questions about Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov

Determination of Withdrawal from School: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

a)	Student notifies school of their intent to withdraw or of the actual withdrawal.
b)	The school terminated your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

c)	Student failed to attend classes for 14 days. In case, the date of withdrawal shall be deemed to be the last day of attendance.
d)	Student fails to return on schedule from an approved leave of absence. Termination will be the start of the LOA..

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but no later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

ORDER OF RETURN OF TITLE IV FUNDS:

- Unsubsidized Direct loans
- Subsidized Direct loans
- Federal Perkins loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant for which a Return is required.

MONTHLY FINANCIAL OBLIGATION

Students who are required to pay monthly tuition payments must make these payments in a timely manner. Tuition payments can be made in person during regular office hours; paid by phone or mailed prior to the due date. Payments may be made with check, credit card, money order or cash.

Students who do not fulfill their financial obligations will be prevented further advancement in their program. If by completion of the program, students account is not in satisfactory status; student will not receive diploma/degree/certificate. Diagnostic Medical Sonography, Magnetic Resonance Imaging, and Physical Therapist Assistant students must have their account in satisfactory status prior to entering externship/internship.

Students, who fail to make prompt payments, or fail to make a good faith effort to catch up on their accounts in a timely manner, may be subject to college disciplinary action and up to termination. Students, who have been dismissed for nonpayment of tuition, will not be readmitted until all delinquent payments have been paid in full. When a student leaves the College without fulfilling their financial obligation, the college will withhold Official transcripts and diploma until the financial obligations are paid in full.

If student withdraws, federal regulations may require that federal funds used to cover institutional expense be returned to their respective program source. Balances of unpaid charges are the responsibility of the student. Delinquent accounts will be assigned to collection agencies. Collection costs will be added to any outstanding balance.

Casa Loma College does not collect advance tuition payments over the charges of the current term/level/module/quarter/semester. Student paying cash for the program may choose to pay monthly, or per term/level/semester/module/quarter.

Casa Loma College does not participate in any Private Education Loans and it does not extend credit or lend money to students for institutional and non-institutional changes for their educational programs.

LATE FEES AND RETURNED CHECK FEE

Payment received after the due date, will be charged a \$25.00 late fee. It is the student responsibility to make all tuition payments as agreed to. Students, who issue personal checks which are returned by banks, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Checks which have been returned for nonpayment must be replaced with a cash, certified check or money order. Students who have had checks returned will not be allowed to pay any further payments by check.

STATE AID

CAL GRANT

What is a Cal Grant? Cal Grants are funded by the State of California with a small portion of funding from the Federal Government through the Leveraging Educational Assistance Partnership Program (LEAP). The awards do not have to be paid back.

CAL Grants are offered to students pursuing an undergraduate degree or vocational training, or who are completing undergraduate work required for a professional degree for which no bachelor's degree is awarded. The Cal grant programs are administered by the California Student Aid Commission (CSAC). Each program has specific eligibility requirements, award amounts, and selection requirements. The following is a list of Cal Grant award types that students can use at Casa Loma College. New Cal Grant recipients are considered automatically for Cal Grant A, B, C, but students may receive benefits only one Cal Grant at a time.

Cal Grant Applicants are eligible based on the following eligibility requirements:

General Cal Grant Eligibility

To be eligible for and receive payment for any Cal Grant award, a student must meet the following requirements:

- • Be a U.S. citizen or an eligible noncitizen
- • Be a California resident
- • Attend a Cal Grant participating California college or university
- • Demonstrate financial need at his or her college
- • Have family income and assets below the ceilings
- • Have met U.S. Selective Service requirements (males)
- • Be in a program leading to an undergraduate degree, certificate or first professional degree
- • Not have a bachelor's or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards, teaching credential programs or Cal Grant T)
- • Have a valid Social Security number
- • Maintain satisfactory academic progress
- • Not owe a refund on any state or federal educational grant

- • Not be in default on any student loan
- • Not be incarcerated

Initial eligibility for a Cal Grant award is based on information from the student's Free Application for Federal Student Aid (FAFSA). Casa Loma College is responsible for verifying that students who appear on the Grant Roster meet the above program requirements, as required by Casa Loma's Institutional Participation Agreement, Article IV A.

TYPES OF CAL GRANTS

Cal Grant A

Cal Grant A benefits cover up to full system wide fees at the University of California and the California State University, and provide for tuition and fees at independent colleges and some occupational and career colleges in California. Award amounts are determined through the state budget process and may change annually. Cal Grant A awards are for students enrolled in a program of instruction of not less than two academic years that leads to an associate or baccalaureate degree requiring 48 semester units or that results in eligibility for transfer from a community college to a baccalaureate degree program.

There are three Cal Grant A awards: Entitlement, Transfer Entitlement and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

Cal Grant A Entitlement Award

Every graduating high school senior who has at least a 3.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates or the following year is guaranteed a Cal Grant A Entitlement award.

Cal Grant A Competitive Award

Other students who meet all the Cal Grant eligibility requirements and who have at least a 3.0 GPA may compete for a Cal Grant A Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

Cal Grant B

Cal Grant B is for students from disadvantaged or low-income families. The award for most first-year students covers living expenses, books, supplies and transportation, but not tuition and fees. When renewed or awarded beyond the freshman year, the grant covers tuition and fees. The tuition and fee award amounts are the same as those for Cal Grant A. Award amounts are determined through the state budget process and may change annually. A very limited number of new recipients may receive a Cal Grant B for tuition and fees, in addition to an access grant, for their first year. These students have exceptional financial need and have been determined to be among the most disadvantaged. Coursework must be for at least one academic year, and students must be enrolled at least half time.

There are three Cal Grant B awards: Entitlement, Transfer Entitlement, and Competitive, but Casa Loma College only deals with Entitlement and Competitive awards.

Cal Grant B Entitlement Award

Every graduating high school senior who has at least a 2.0 high school GPA, meets all the Cal Grant requirements, is a California resident at the time of graduation, and applies by March 2 either the year that he/she graduates or the following year is guaranteed a Cal Grant B Entitlement award.

Cal Grant B Competitive Award

Other students who meet all the Cal Grant eligibility requirements and who have at least a 2.0 GPA may compete for a Cal Grant B Competitive award. Selection is based on a composite score that takes into consideration family income, parents' educational level, GPA, time out of high school, high school performance standards and other factors, such as whether the student comes from a single-parent household or is a former foster youth.

Cal Grant C

Cal Grant C helps vocationally oriented students acquire marketable job skills within a short time. Training must lead to a recognized occupational goal—diploma, associate degree, license qualification or certificate—which indicates at least an entry-level job skill. Students must be enrolled at least half-time in a course of study at least four months in length.

Funding is available for up to two years, depending on the length of the program, as long as academic progress is satisfactory. Cal Grant C recipients may attend occupational, career, or technical training courses at any California Community College. In addition, the awards may be used for nursing and allied health programs at a hospital school, selected courses at several independent colleges and specialized courses at eligible proprietary colleges. Cal Grant C is not for students seeking a broad general education background, and may not be used for a four year degree program, graduate study, course prerequisites or general education. All applicants who did not receive a Cal Grant A or B award and who are eligible at the first Cal Grant C-eligible school listed on their FAFSA will be sent a Cal Grant C Supplement form as part of the competition. The Supplement must be completed by the student, endorsed by the appropriate school representative or the student's employer and returned to the Commission by the May 15 deadline if the student wishes to remain in the competition.

Supplements are scored with an emphasis on educational background, vocational or occupational experience and aptitude. Additional points come from vocational or educational endorsements and grades. A counselor's review of the completed Supplement is recommended.

HOW TO APPLY FOR A CAL GRANT

A student applies for a Cal Grant by submitting both a Free Application for Federal Student Aid (FAFSA) and a verified grade point average (GPA) on or before the statutory deadline. For most students, the deadline is March 2. The student mails, or electronically submits the FAFSA to the U.S. Department of Education's (USED) central processor. The central processor sends FAFSA records for California students and students attending California schools to the Commission. The GPA is verified by the school and submitted by either the school or the student directly to the Commission. Receipt of both the FAFSA record and the GPA, by the Commission, constitutes a complete Cal Grant application. Students with preliminary eligibility for a Cal Grant C award will receive a supplemental application that must also be completed in order for the student to be awarded a Cal Grant C.

Types of Grade Point Averages

The type of GPA submitted affects a student's eligibility for a Cal Grant Entitlement versus a Cal Grant Competitive award. It is important that we understand the various types of GPAs and who can calculate them. Casa Loma only establishes GPA's for competitive awards. Student who come straight out of high school we refer them back to their high school to get the GPA calculated, and have their form filled out.

Calculating Grade Point Average

Casa Loma's GPA must be calculated on a 4.00 scale using all college coursework completed, except for nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. "All college work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA, regardless of the grade received. A college GPA may only be computed for students who have earned or received a minimum of 24 college semester units, or the equivalent, regardless of the grade received. 24 semester units is equivalent to 36 quarter units and 900 clock hours.

Completing the Free Application for Federal Student Aid (FAFSA)

Please see steps to complete FAFSA under Awarding and Packaging.

Timely Filing

Applicants must complete a FAFSA, either online or paper, and submit it between January 1 and March 2 in order to be considered for a Cal Grant A, B or C during the March 2nd Entitlement and Competitive Cycles. There is also a second round of Cal Grant competitive awards (C2) with a September 2 deadline for students attending a California Community College. Applicants must also have their GPA certified by a school and submitted by the deadline. March 2 is the absolute postmark deadline to file for any new Cal Grant award. Students are encouraged to obtain a US Postal Service Certificate of Mailing as proof of filing by the deadline date. Any FAFSA dated or mailed prior to January 1 will be returned to the applicant.

THE CAL GRANT C SUPPLEMENT

Each year after the March 2 competitive cycle has been completed, the Commission reviews applicants who were not awarded to determine potential eligibility for Cal Grant C. The Commission mails a Cal Grant C Supplement to these applicants. The supplement requires:

- Information about the student's educational plans
- Information about the student's education and work experience, **and**
- A recommendation from a professional person who knows the student and can comments about the student's interest and/or achievement in the occupational or technical area for which they plan to pursue.

At the same time the supplements are mailed, the student is placed on a list that will be made available via Web Grants to the first eligible school listed on the student's FAFSA.

In most cases, Cal Grants are only for California residents—those who have or will be a California resident for at least one year by the application deadline. If you're under 18 years of age, your residency is determined by your parent's state of legal residence.

**Title IV eligibility, verification, disbursements, cancellation, withdrawal from course, and refund policies listed under financial aid services also applies to Cal Grants.

For more detailed information please go to www.calgrants.org

Disbursement of Cal Grant Funds: Casa Loma College has decided to disburse Cal grant funds at the middle of each term to eliminate add and drop unit issue and refunds issue. For example, fall term at Casa Loma College is considered from September through November, funds will be disbursed around mid-October. This gives students time to change their schedule and information to be updated in the system. This also eliminates the issue of an over award.

After financial aid officer has verified eligibility for Cal Grant funds for an individual according to Federal and State regulations, payment is reported to the Web Grants. Accept and Reject report must be checked to verify that payment has been accepted before making any disbursement to the student.

After a transaction has been accepted in the Web Grants for an individual, Tuition/Fees and Books/Supplies funds are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Access funds are paid directly to the student in a paper check form per payment period.

Disbursement schedule is provided to the student via Award letter for each academic year.

SECURITY AND CONFIDENTIALITY

Casa Loma College maintains detailed records to show that FSA and state funds are disbursed in the correct amounts to eligible students. These records will be made available to authorized parties in the course of audits, program reviews, or investigations. Personally-identifiable information in these records may only be released to other parties under certain conditions specified in the FERPA regulations. Required information collected and stored electronically, and/or hard copies are subject to appropriate safeguards.

RECORDS RETENTION

Casa Loma College retains student financial aid files and all fiscal records of Federal and State program transactions, bank statements, each student's institutional charges, cash payments, cash disbursements, refunds, overpayments, attendance records, and eligibility records for 5 years as required by Federal and State agencies.

CATALOG CERTIFICATION AND ADDENDUMS TO POLICY

Casa Loma College certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Casa Loma College

If there are any changes and/or additions to any policy or procedure as set forth in this catalog, addendums will be distributed to all students in order to update and keep the school catalog current.

Policies will be amended whenever applicable and as federal or state laws or regulations are changed. The Chief Executive Officer is authorized to incorporate and implement changes required by federal or state law or regulations. Other amendments to the policy, not required by changes in law or regulations, will be considered through the revision procedures of the Administrative and Program Director Committees.



BOARD OF REGENTS

Gregory Malone:	Chairman of the Board and Chief Executive Officer
Don Kelley	Corporate Counsel
Monika Malone	Board Member

MANAGEMENT

Malone, Gregory:

Chief Executive Officer / Campus Director
MBT, University of Southern California

Pantoja, Veronica:

Controller, Human Resources Director and Title IX Coordinator
B.S. California State University Northridge

Shelburne, Stephanie:

Director of Curriculum and Instruction/Director of Online Education;
Academic Dean of Education PTA Program, Online Faculty
PhD. Saybrook University, Oakland CA; NhD. Clayton College

Sharon Dugan:

Regulatory and Compliance Consultant
B.S. California State University Northridge

ADMINISTRATION

Boyer, Jonathan:

Registrar

LVN, Casa Loma College

Coronel, Roselyn:

Administrative Assistant

B.S. University of Phoenix, Woodland Hills

Cuellar, Grant:

Student Financial Literacy Manager

DeLaMora, Dora:

Career Service Specialist

Downs, Carren:

PTA Administrative Coordinator

Engheta, Homa:

MRI Clinical Education Placement Coordinator

A.S. Casa Loma College, Anaheim, CA

ARMRIT

Espinoza, Gustavo:

Director of Career Services

M.A. Business, University of Redlands, Redlands, CA

Kim, Vicki:

Registrar

Malone, Lauren:

Administrative Assistant Accounting/Human Resources

Mirtaguiev, Sam:

Admissions Representative

Myer, Jennifer:

Librarian, LMS Coordinator

M.S. Library Science, North Carolina Central University

Nalbandian, Eliza:

Sr. Student Accounts Bookkeeper

A.A. Los Angeles Valley College

Reiser, Cyril:

MIS Director

B.S. Systems Engineering, Technische Berufsschule Zurich

Vismonte, Isaiah, ARRT:

DMS Administrative Coordinator

A.S., Casa Loma College, Van Nuys, CA

Valles, Letisia:

Financial Aid Officer

B.A. California State University, Northridge

Walsh-Davis, Nicholas:

Director of Admissions

Dugan, James

MIS Consultant

McPhatter, George:

Director of Financial Aid

PROGRAM DIRECTORS

Manchester, Betsey, Nurse Practitioner

Director of Vocational Nurse

Nurse Practitioner, Univ. of Phoenix, Phoenix, AZ

Dhillon, Lakwinder, RDMS

Director of Diagnostic Medical sonography and Faculty

Sanford Brown Institute, Iselin, New Jersey

Shelburne, Stephanie, PhD:

Director of Curriculum and Instruction/Director of Online Education;

Academic Dean of Education PTA Program, Online Faculty
PhD. Saybrook University, Oakland CA; NhD. Clayton College

Korson, William, ARRT:

MRI Program Director

B.S. California State University Northridge, Northridge, CA

Karatahan, Bahaa, MD, RDMS
Director of Diagnostic Medical Sonography and Faculty
M.D. Institute of Medicine & Pharmacology, Syria

Pevsner, David, DPT:
Director of Physical Therapist Assistant
D.P.T. A.T. Still University, Mesa, AZ

FULL TIME FACULTY

Fabros Almero, Kathrina, PT:
PTA Faculty
B.S., PT Manila Central University, Caloocan City, Philippines

Kostanyan, Arthur, MD, RDMS:
DMS Faculty
M.D. Yerevan State Medical University, Yerevan, Armenia

Patel, Mahir, ARRT RT (MR) CNMT
MRI and DMS Faculty and Asst. Clinical Coordinator MRI
B.S., University of Cincinnati, Cincinnati, OH

PART-TIME FACULTY

Allen-Hammer, Kari:
Faculty and Curriculum Development Specialist, Online Faculty
M.S. Saybrook University, San Francisco, CA

Lim, Alma, RN:
VN Faculty
M.S.N. San Pedro College, DAVAO City, Philippines

Anhalt, Brian, RT (MR) (ARRT):
MRI Faculty
Casa Loma College, Van Nuys, CA

Macias, Thomas, ARMRIT:
MRI Faculty
B.S. Liberal Studies, New York State University, Albany, NY

Asuncion, Aylmer, PT:
PTA Faculty
B.S., PT Hogeschool Van Amsterdam, Amsterdam, Holland

Nishina, Janet, RN:
MRI Faculty
M.S.N. California State University Dominguez Hills, Carson, CA

Bergstrom, Lori:
PTA Faculty, Online Faculty
M.A., Phillips Graduate Institute & CA Counseling Center, Encino, CA

Pacis, Sylvia, RN:
VN Faculty
B.S.N. Trinity College, Quezon City, Philippines

Coder, Katherine, PhD:
Online Faculty
Ph.D. Transpersonal Psychology, Sofia University, Palo Alto, CA

Perez, AI, PT:
PTA Faculty
B.S. PT, Virgen Milagrosa University, Pangasinan, Philippines

Garcia, Wanda, RN:
VN Faculty
B.S.N. Grand Canyon University, Phoenix, AZ

Ponce DeLeon, Girlie, LVN:
VN Faculty
Preferred College of Nursing, Van Nuys, CA

Houck, Andrew:
Online Faculty
M.Div. Spiritual Counseling, University of Spiritual Healing and Sufism
B.S. Biology, Virginia Tech

Jacobos, Scott, DC:
DMS/MRI Faculty
B.S. California State University Long Beach, Long Beach, CA
Los Angeles College of Chiropractic, Whittier, CA

Kollmorgan, Savina, PT:
PTA Faculty
MPT, California State University Northridge, Northridge, CA

Reising, James, DPT:
PTA Faculty
DPT Western University of Health Science, Pomona, CA

Roseto, Frank, ARMRIT:
MRI Faculty
A.S. Casa Loma College, Van Nuys, CA

Valdivia, Miguel, ARMRIT:
MRI Faculty
A.S. MRI Casa Loma College, Van Nuys, CA

Velasquez, All, ARMRIT:
MRI Faculty
American College of Medical Technology, Carson, CA

SCHOOL HOLIDAYS

2018 School Holidays	
New Year's Day	January 1 (Mon)
Martin Luther King Day	January 15 (Mon)
President's Day	February 19 (Mon)
Memorial Day	May 28 (Mon)
Independence Day	July 4 (Wed)
Labor Day	September 3 (Mon)
Veteran's Day	November 12 (Mon)
Thanksgiving	November 22 (Thurs)
Winter Recess	December 24 and 25 (Mon and Tues) December 31 (Mon)
2019 School Holidays	
New Year's Day	January 1 (Tues)
Martin Luther King Day	January 21 (Mon)
President's Day	February 18 (Mon)
Memorial Day	May 27 (Mon)
Independence Day	July 4 (Thurs)
Labor Day	September 2 (Mon)
Veteran's Day	November 11 (Mon)
Thanksgiving	November 28 (Thurs)
Winter Recess	December 24 and 25 (Tues and Wed.) December 31 (Tues)
2020 School Holidays	
New Year's Day	January 1 (Wed)
Martin Luther King Day	January 20 (Mon)
President's Day	February 17 (Mon)
Memorial Day	May 25 (Mon)
Independence Day	July 3 (Fri)
Labor Day	September 7 (Mon)
Veteran's Day	November 11 (Wed)

Thanksgiving	November 26 (Thurs)
Winter Recess	December 24 and 25 (Thurs and Fri) December 31 (Thurs)
2021 School Holidays	
New Year's Day	January 1 (Fri)
Martin Luther King Day	January 18 (Mon)
President's Day	February 15 (Mon)
Memorial Day	May 31 (Mon)
Independence Day	July 4 (Mon)
Labor Day	September 6 (Mon)
Veteran's Day	November 11 (Thurs)
Thanksgiving	November 25 (Thurs)
Winter Recess	December 24, 25 and Dec 27 (Thurs, Fri and Mon) December 31 (Fri)

PROGRAM START DATES

Magnetic Resonance Imaging

CLASS START SCHEDULE

Class	1604C	1608A	1701C	1707C	1710A	1803A			
Start	4/25/2016	8/29/2016	1/09/2017	7/24/2017	10/02/2017	2/19/2018			
Est. Completion	5/20/2018	8/19/2018	1/13/2019	8/04/2019	10/20/2019	3/08/2020			

Diagnostic Medical Sonography

CLASS START SCHEDULE

Class	1511C	1512A PM	1604A	1611C	1701A	1705A	1708A	1804A PM	
Start	11/16/2015	12/14/2015	4/4/2016	11/21/2016	1/16/2017	5/08/2017	8/21/2017	4/16/2018	
Est. Completion	01/02/2018	1/28/2018	5/6/2018	12/23/2018	2/10/2019	6/16/2019	10/13/2019	5/24/20	

Physical Therapist Assistant

CLASS START SCHEDULE

Class	1604A	1704A	1803A						
Start	4/18/2016	4/30/2017	3/19/2018						
Est. Completion	11/3/2017	10/09/2018	10/04/2019						

These are approximate starting and completion dates. Dates may change based on class size and availability.

PROGRAM FEE SCHEDULES

Diagnostic Medical Ultrasound - Student Tuition and Fees

ITEM NAME	ISBN	COURSE	PRICE
APPLICATION FEE			\$ 100.00
TUITION			\$ 37,840.00
TEXTBOOK FEES			
Messages: The Communications Skills Book 3E	9781572245921	COM 102	\$ 26.00
Crucial Conversations: Tools for Talking When the Stakes are High, 2E	9780071771320	COM 102	\$ 29.00
Pre-Algebra DeMystified 2E	9781572245921	M/AT 105	\$ 23.00
Algebra Survival Guide: A Conversational Guide for the Thoroughly, 2E	9780984638192	MAT 105	\$ 23.00
Essentials of Human A&P + MasteringA&P + eText + Access Card 12/e	9780134394190	ANA 201/202	\$ 226.00
Conceptual Physics 12E	9780321908605	ANA 101/103	\$ 280.00
Sonography: Principles and Instruments 9E	9780323322713	ANA 101/104	\$ 130.00
Edelman's Understanding Ultrasound Physics 4E	UUP4	ANA 101/105	\$ 129.00
The Vascular System 1E	9781608313501	ANA 101/106	\$ 159.00
Essentials of Sonography and Patient Care 3E	9781437735451	ANA 101/107	\$ 89.00
Sonography Scanning: Principles and Protocols 4e	9781455773213	ANA 101/108	\$ 130.00
Textbook of Diagnostic Sonography Set 8E	9780323353755	ANA 101/109	\$ 427.00
BLS for Healthcare Providers	9781616690397	ANA 101/110	\$ 18.00
Essential College English 7E	9780205533176	ANA 101/111	\$ 143.00
The Psychology Book	9780756689704	ANA 101/112	\$ 30.00
Psych 101: Psychology Facts, Basics, Statistics, Quizzes, Tests, and More!	9781440543906	ANA 101/113	\$ 20.00
TEXTBOOK FEES SUB TOTAL			\$ 1,882.00
<i>The price of textbooks includes all applicable state taxes, handling, and shipping cost</i>			
PROGRAM FEES			
Student ID Badge		SEM 1	\$ 20.00
Student Uniform		SEM 1	\$ 186.00
Commencement Ceremony Kit		SEM 7	\$ 55.00
PROGRAM SUPPLIES FEES SUB TOTAL			\$ 261.00
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 75.00
Moodle Online Course Fee (non-refundable)		SEM 1	\$ 75.00
InfoLink Background Check		SEM 1	\$ 95.00
CPR Class		SEM 3	\$ 75.00
Trajecsys Tracking System (non-refundable)		SEM 6	\$ 100.00
STRF (nonrefundable)			\$ -
MISC. FEES SUBTOTAL			\$ 420.00
TOTAL PROGRAM COST			\$ 40,403.00

Financial aid available for qualified candidates

Continued on next page

Magnetic Resonance Imaging (MRI) Program - Student Tuition and Fees

ITEM NAME	ISBN	COURSE	PRICE
APPLICATION FEE			\$ 100.00
TUITION		COURSE	\$ 33,837.00
TEXTBOOKS			
Essentials of Human A&P + MasteringA&P + eText + Access Card 12/e	9780134394190	ANA 101/102	\$ 226.00
Medical Language: Immerse Yourself 4e	9780134318127	BIO 121	\$ 142.00
THINK Critically 3e	9780133909661	ENG 105	\$ 128.00
Crucial Conversations: Tools for Talking When Stakes Are High 2e	9780071771320	COM 102	\$ 29.00
Messages: The Communications Skills Book 3e	9781572245921	COM 102	\$ 26.00
Essential College English 7e	9780205533176	ENG 101	\$ 143.00
Nutrition Decisions: Eat Smart, Move More 1e	9781449652951	BIO 140	\$ 206.00
Society the Basics 14e	9780134226996	HUM 101	\$ 230.00
CT and MRI Pathology 2e	9780071703192	MRI 120-121/200AB	\$ 69.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 1 Head and Neck	9783131255044	MRI 120-121/200AB	\$ 55.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 2 Thorax, Heart, Abdomen, Pelvis 2e	9783131256041	MRI 120-121/200AB	\$ 55.00
Pocket Atlas of Sectional Anatomy: CT & MRI Vol 3 Spine, Extremities, Joints	9783131431721	MRI 120-121/200AB	\$ 60.00
Sectional Anatomy for Imaging Professionals, 3e w/ Workbook & MRO Access Code	9780323100748	MRI 120-121/200AB	\$ 230.00
Pre-Algebra DeMystified, 2e	9780071742528	MAT 105	\$ 23.00
Algebra Survival Guide: A Conversational Guide for the Thoroughly 2e	9780984638192	MAT 105	\$ 23.00
Achieving Mind-Body-Spirit Connection: A Stress Management Workbook	9780763745738	PSY 225	\$ 39.00
THINK World Religions 2e	9780205934430	HUM 102	\$ 128.00
MRI in Practice 4E	9781444337433	MRI 101/102	\$ 69.00
Social and Personal Ethics 8e	9781133934738	PHI 102	\$ 222.00
Successful Time Management 4e	9780749475819	SOC 105	\$ 20.00
Develop Your Leadership 2e	9780749475635	SOC 105	\$ 20.00
The Psychology Book: Big Ideas Simply Explained, 1e	9780756689704	PSY 101	\$ 30.00
Psych 101: Psychology Facts, Basics, Statistics, Quizzes, Tests, and More!	9781440543906	PSY 101	\$ 20.00
Pharmacology & Drug Administration for Imaging Technologists, 2e	9780323030755	MRI 132	\$ 76.00
Introduction to Radiologic Sciences and Patient Care, 6e	9780323315791	MRI 132	\$ 99.00
BLS for Healthcare Providers	9781616690397	CPR	\$ 18.00
Guerrilla Marketing for Job Hunters 3.0: How to Stand Out	9781118019092	CDV 100	\$ 25.00
TEXTBOOKS SUBTOTAL			\$ 2,411.00
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>			
PROGRAM FEES			
Student Uniform		SEM 1	\$ 107.00
Student ID Badge		SEM 1	\$ 20.00
Commencement Ceremony Kit		SEM 6	\$ 51.00
PROGRAM SUPPLIES FEES SUB TOTAL			\$ 178.00
Mal-Practice Insurance (non-refundable)		SEM 1	\$ 75.00
Info Link Background Check		SEM 1	\$ 95.00
Lab Fees (non-refundable)		SEM 3	\$ 642.00
Moodle Online Student Fee (non-refundable)		SEM 1	\$ 75.00
CPR Class		SEM 4	\$ 75.00
IV Access		SEM 4	\$ 65.00
Trajecsys Tracking System (non-refundable)		SEM 5	\$ 100.00
STRF (nonrefundable)			\$ -
MISC. FEES SUBTOTAL			\$ 1,127.00
TOTAL PROGRAM COST			\$ 37,553.00

Financial aid available for qualified candidates

Physical Therapist Assistant (PTA) Program - Student Tuition and Fees				
ITEM NAME	ISBN	COURSE	PRICE	
APPLICATION FEE			\$	100.00
TUITION			\$	41,999.00
TEXTBOOKS (NON-REFUNDABLE)				
BLS for Healthcare Providers	9781616690397	CPR	\$	18.00
Medical Terminology Systems: A Body Systems Approach (w/Access Code), 8e	9780803658677	BIO 100	\$	86.95
Communication from the Inside Out: Strategies for Engaged Pro, 1e	9780803618770	COM 121	\$	52.95
Human Relations: The Art and Science of Building Effective Relationships -- Access Card; REVEL + A, 2/e	9780134613895	PSY 103	\$	136.80
Anatomy & Physiology and Online Pkg. 10e	9780323528900	ANA 120 121	\$	196.00
Trail Guide to the Body 5e	9780982978658	ANA 120 121	\$	66.95
Trail Guide to the Body Workbook 5e	9780982978665	ANA 120 121	\$	26.95
Physical Therapy Clinical Handbook for PTAs 3e	9781284105568	PTA 180	\$	85.95
Introduction to Physical Therapy, 5e	9780323328357	PTA 180	\$	76.95
Pierson and Fairchild's Principles & Techniques of Patient Care, 6e	9780323445849	PTA 142	\$	104.00
Physical Rehabilitation for the Physical Therapist Assistant 1E	9781437708066	PTA 142	\$	73.95
Physical Agents: Theory and Practice 3e	9780803638167	PTA 142	\$	75.95
Pathology for the Physical Therapist Assistant , 1e	9780803607866	PTA 140	\$	75.95
Clinical Kinesiology and Anatomy 6e	9780803658233	PTA 217/218	\$	76.95
Laboratory Manual for Clinical Kinesiology and Anatomy 4e	9780803658257	PTA 217/218	\$	46.95
Musculoskeletal Assessment: Joint Motion and Muscle Testing 3e	9781609138165	PTA 217/218	\$	91.99
Concepts of Evidence Based Practice for the PTA	9780803643697	PTA 223	\$	45.95
Documentation for Physical Therapists Assistants 5E	9780803661141	PTA 180/221	\$	49.95
Functional Movement Development Across the Lifespan 3e	9781416049784	PTA 210	\$	75.95
Neurological Interventions for Physical Therapy 3e	9781455740208	PTA 255	\$	96.95
Therapeutic Exercise: Foundations and Techniques 7e	9780803658509	PTA 258	\$	93.95
Fundamental Orthopedic Management for the PTA 4e	9780323113472	PTA 249/258	\$	63.95
PTA Exam: The Complete Study 2018 2e	9781890989392	PTA 240	\$	68.00
TEXTBOOKS SUBTOTAL			\$	1,787.94
<i>The price of textbooks includes all applicable state taxes, handling, and shipping costs)</i>				
PROGRAM SUPPLIES & EQUIPMENT				
Physical Exam and Laboratory Blood Draw and 1st PPD Test		SEM 1	\$	130.00
PPD 2-Step (Year 2)		SEM 4	\$	15.00
Hepatitis B (3 @ \$50.00 each)		SEM 1	\$	150.00
Hepatitis B Surface Anti Body Titer		SEM 1	\$	29.00
T dap- Diphtheria, Pertussis, Tetanus		SEM 1	\$	55.00
MMR - Measles, Mumps, Rubella Vaccination		SEM 1	\$	100.00
Varicella Vaccination		SEM 1	\$	135.00
Titer Panel		SEM 1	\$	120.00
Drug Screening (2) (non-refundable)		SEM 1	\$	20.00
Laboratory Supply Fee		SEM 1, 2, 3, 4	\$	778.68
Student ID Badge (2)		SEM 1/SEM 5	\$	28.00
Student Uniform		SEM 1	\$	199.00

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PROGRAM SUPPLIES & EQUIPMENT SUB TOTAL			\$ 1,759.68
PROGRAM FEES AND EXTRAS (NON-REFUNDABLE)			
CPR Class	SEM 1	\$	75.00
Fire Class	SEM 1	\$	35.00
Management of Assaultive Behavior Class	SEM 3	\$	60.00
Moodle Online Student Fee (non-refundable)	SEM 1	\$	75.00
Info Link Background Check	SEM 1	\$	95.00
Commencement Ceremony Supplies	SEM 5	\$	55.00
Malpractice Insurance (non-refundable)	SEM 1	\$	75.00
APTA Membership	SEM 1	\$	206.00
Trajecsys Tracking System (non-refundable)	SEM 4	\$	100.00
3D Movement Analysis & Performance System Certification	SEM 4	\$	520.00
Physical Therapy Board of California (PTBC) Application Fee	SEM 5	\$	300.00
Federation of State Boards of Physical Therapy (FSBPT)	SEM 5	\$	408.00
Scorebuilders NPATAE Exit Exam Fee	SEM 5	\$	50.00
TherapyEd NPATAE Prep Class (Includes manuals)	SEM 5	\$	300.00
California law Exam (CLE)	SEM 5	\$	65.00
STRF (nonrefundable)		\$	-
MISC. FEES SUBTOTAL			\$ 2,419.00
TOTAL PROGRAM COST			\$ 47,965.62
Financial aid available for qualified candidates			

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Current Period of Attendance Charges:

Diagnostic Medical Sonography				
Payment Period	30 units/30 weeks	30 units / 30 weeks	33 units / 30 weeks	11.5 units / 10 weeks
Application Fee	\$ 100.00	-	-	-
Tuition	\$10,863.30	\$10,863.30	\$11,949.13	\$4,164.27
Books & Supplies	\$ 1,317.00	\$ 898.00	\$ 243.00	\$ 105.00
TOTAL CHARGES	\$12,180.30	\$11,761.30	\$12,192.14	\$4,269.27
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$12,122.00			

Magnetic Resonance Imaging				
Payment Period	32.92 Units / 32 weeks	32.92 units / 32 weeks	28.16 units / 32 weeks	-
Application Fee	\$100.00	-	-	-
Tuition	\$11,850.21	\$11,850.21	\$10,136.58	
Books & Supplies	\$ 1,971.00	\$ 1,569.00	\$ 176.00	-
TOTAL CHARGES	\$13,821.21	\$13,419.21	\$10,312.58	
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$13,821.21			

PHYSICAL THERAPIST ASSISTANT				
Payment Period	32.92 credits/32 weeks	32.92 credits/32 weeks	28.16 credits/32 weeks	
Application Fee	\$100.00	-	-	-
Tuition	\$17,987.00	\$15,970.65	\$7,985.35	-
Books & Supplies	\$3,109.00	\$ 751.00	\$ 1,212.00	-
TOTAL CHARGES	\$21,076.00	\$16,721.65	\$ 9,197.35	
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$21,076.00			



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