Summit College

CATALOG

www.summitcollege.edu

Summit College

CAMPUS LOCATIONS

Summit Career College dba Summit College is a private institution, which is approved to operate by the Bureau of Private Postsecondary Education. §94909(a)(2)

MAIN CAMPUS

SAN BERNARDINO/COLTON

804 E. Brier Dr., San Bernardino, CA 92408

909/422-8950

Auxiliary Classroom - 965 South Mt Vernon, Colton, CA 92324

BRANCH CAMPUSES

SANTA ANA   1639 E. Edinger Ave., Santa Ana, CA 92705

714/635-6232

EL CAJON   411 N. Marshall Ave., El Cajon, CA 92020

909/422-8950

Auxiliary Classroom – 876 Jackman St, El Cajon CA 92020

WEBSITE

www.summitcollege.edu

Welcome to Summit College and congratulations on choosing to continue your education at one of our campuses. We hope your time at Summit will be both effective and rewarding. To this end, we would like to inform you of the following rules and procedures of the institution.

If you have any questions regarding these rules and policies, please do not hesitate to inquire with any staff member. Remember, at Summit College "THE STUDENT ALWAYS COMES FIRST!"

Summit College shall provide our school catalog to any person upon request. In addition, the catalog is available as a pdf at www.summitcollege.edu. Any interested person may receive a flyer for any program offered upon request.

Summit College updates this catalog, at a minimum, annually.

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CATALOG INFORMATION

This catalog covers the period starting on January 2023 ending on December 2023. Summit College updates the Student Catalog once a year with changes placed as an addendum.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. Both the Catalog and Program Performance Fact Sheets are available for review on our website www.summitcollege.edu. §71810(b)(1) §94909(a)(3)(b)

ADDENDUMS

From time to time, addendums may be needed and will be available at www.summitcollege.edu under Student Services, Student Disclosures. These addendums also cover specific disclosures such as tuition and fees, faculty, and Campus locations. These addendums will be clearly marked with an effective date, and will govern students enrolling during the effective period.

ACCREDITATION AND APPROVAL INFORMATION

ACCET ACCREDITATION

ACCET - Summit College is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability and overall management of the institution according the accrediting agency's standards and guidelines. The college was granted initial accreditation on April 15, 1994. Copies of the license and accreditation certificates are posted in the lobby for review. §94909(a)(16)

ACCET, Chair Complaint Review Committee,

1722 N. Street NW, Washington, DC   20036

(202) 955-1113   Fax: (202) 955-1118 or (202) 955-5306

www.accet.org   Email: complaints@ACCET.org

APPROVALS

Board of Vocational Nursing and Psychiatric Technicians
Summit College meets the requirements for a 4-year certificate of approval.

Bureau for Private Postsecondary Education
Summit Career College dba Summit College is a private institution, which is approved to operate by the Bureau of Private Postsecondary Education. §94909(a)(2)

California Department of Public Health Licensing & Certification Program
Summit College meets the requirements for approval to instruct the Certified Nursing Assistant program.

Department of Industrial Relations – Division of Labor Standards Enforcement
Summit College meets the requirement for Electrician Trainees. (Whole General Electrician Curriculum)

U.S. Department of Education §94909(a)(10)
All campuses have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (USDOE). Please see the Financial Aid chapter for details

Veterans Administration
Summit College is approved to train veterans by the approving agency. Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval. Please see the Veterans section for details.

APPROVAL DISCLOSURE STATEMENT

Summit College, Inc., is a private institution and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The College was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94700. The BPPE approval means the institution and their operations comply with the minimum state standards and do not imply any endorsement or recommendation by the State or by the Bureau.

The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions, 94909(a)(2). An institution must renew its approval every three to five years and is subject to continuing review. The college is currently approved with the BPPE until April 30, 2025 to offer the following programs:

**NOTE: Not all programs are taught at all campuses

PROGRAMS

PROGRAM	On-site	Hyflex	Campus				
			San Bernardino	San Bernardino Aux	El Cajon	El Cajon Aux	Santa Ana
CERTIFIED NURSING ASSISTANT	XX		XX				
ELECTRICIAN (Hybrid/Hyflex)	VA	XX		XX		XX	XX
HVAC	XX			XX	XX		XX
LICENSED VOCATIONAL NURSE DAYS AND EVENINGS	XX		XX		XX		
MEDICAL ASSISTANT – ADMINISTRATIVE AND CLINICAL	XX		XX			XX	
MEDIAL BILLING AND INSURANCE CODING (Hybrid/Hyflex)		XX					
PLUMBING TECHNICAN	XX		XX		XX		XX
WELDING BASIC	XX			XX	XX		XX

An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma.

Prospective enrollees are encouraged to visit the school facilities and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Summit College participates in the following federal and state sponsored loan and grant programs: Direct Subsidized Loan, Direct Unsubsidized Loan, Pell Grant, Supplemental Educational Opportunities Grant, Federal Work Study program, Unsubsidized Stafford Loan program, and Federal Plus Loan program.

The Licensed Vocational Nurse course meets the requirements established by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The California Department of Public Health has approved the Certified Nursing Assistant and there are no other state boards, bureaus, departments or agencies that set minimum standards for program of studies in accordance with Education Code §94860.

GRIEVANCE/COMPLAINT PROCEDURES

Communication is one of the most important aspects of effective education. If a student or a member of the public has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor within the same week as the incident. If the problem or complaint involves the instructor and the person does not wish to approach him or her directly, please see the Education Manager/Coordinator or Director of Nursing.

If the problem is not resolved within two weeks of the incident to the person's satisfaction by means of open discussion, the person may register a formal complaint in writing addressed to the Campus Manager. The letter will be reviewed in private by the staff and a written response will be forwarded to the person involved.

If the problem is still not resolved to the person's satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the person a chance to voice the complaint or problem to the Campus Manager and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general public. Upon conclusion of the meeting, a formal written response will be given to the person that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

ACCET

Accrediting Council for Continuing Education & Training

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:
1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:
    a) Name and location of the ACCET institution;
    b) A detailed description of the alleged problem(s);
    c) The approximate date(s) that the problem(s) occurred;
    d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
    e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
    f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
    g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036
    Telephone: (202) 955-1113 Email: complaints@accet.org Website: www.accet.org

**Note: Complainants will receive an acknowledgement of receipt within 15 days.

BPPE

(Bureau of Private Postsecondary Education) Complaint – §94909(a) (3)(b)

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 or by completing a complaint form, which may be obtained on the bureau's internet Web site www.bppe.ca.gov.   94909(a)(3)(C)

Complaints should be in writing and mailed, faxed or emailed to the Bureau for Private Postsecondary Education. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

1. A detailed description of the problem(s); with the approximate date(s) that the problem(s) occurred;
2. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
3. Evidence demonstrating that the institution's complaint procedure was not followed prior to contacting the agency.
4. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, the boards will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution). SEND TO:

<div align="center">

P.O. Box 980818, W. Sacramento, CA 95798-0818, Toll Free Number: (888) 370-7589

Telephone Number: (916) 431-6959   Fax Number: (916) 263-1897

Internet Web site address: www.bppe.ca.gov   E-mail: bppe@dca.ca.gov

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BPPE Disclosure on Student Questions --- §94909(a)(3)(a) & (d)

 "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov."

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 the address above.

BVNPT

(Board of Vocational Nursing and Psychiatric Technicians)

Disclosure Statement

Unresolved complaints for the Licensed Vocational Nurse Program may be sent to: Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833. Phone: (916) 263-7800. Email: bvnpt@dca.ca.gov

DISCLOSURE STATEMENTS

CONSUMER INFORMATION

Students who enroll in any medical program should be aware that most medical employers will run a background check on you when you are applying for a job. If you have been convicted of a misdemeanor or felony, you should discuss the effect this will have on your ability to be employed in the medical field with the Career Services Department prior to enrolling in these programs.

COPYRIGHT INFRINGEMENT POLICY

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production or reproduction of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

DISEASE SAFETY

During classroom orientation, all Allied Health/Nursing students are made aware of the risks involved during the bloodborne pathogen training. Although, we make the student aware of the risks and where to get Hepatitis B Vaccinations they are not mandatory for the Medical Assisting program students.

The college maintains a blood borne pathogen exposure plan for students who may have the potential for blood borne pathogen exposure as part of their laboratory and/or clinical experience. Students at risk of exposure to blood or other potentially infectious materials (OPIM) will receive education and training on Blood Borne Pathogens (BBP) and the training of campus exposure control plan.

LIABILITY DISCLAIMER

Summit is not liable, or responsible for the loss of any personal property, or damages to any personal property, or for any personal injury, which may occur while the student is attending Summit College.

NON-DISCRIMINATION STATEMENT

Summit College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

STUDENT EQUALITY & EQUAL OPPORTUNITIES

Summit College's faculty and staff are committed to actively pursue equality for all Summit students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. Summit College incorporates the ethnic and academic pluralism, which is represented within our community into its educational process. All persons
shall have equal access to Summit's programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Summit College is dedicated to respecting, integrating, and celebrating our students' diverse cultures into all aspects of campus life. The college maintains a professional, handicap accessible, safe environment where students are free to express and share their unique backgrounds and experiences.

STRF DISCLOSURE

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925,

STUDENTS WITH DISABILITIES

Summit College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in, or be denied the benefits of services, programs or activities, nor will the student be subject to discrimination. With advanced notice, all reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a psychological or medical evaluation.

In accordance with the Americans with Disabilities Act, accommodation will not be provided (1) for personal devices or services, even though the individual may be a qualified individual with a disability, or (2) that would result in fundamentally altering the nature of a program, or when the academic requirements are essential to a program of study or to meet licensing prerequisites, or (3) may cause undue financial or administrative burdens. Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments or request additional information regarding Summit College's current services, policies and practices.

CAMPUS POLICIES

ANTI-BULLYING

This policy applies to all Summit College's students. This policy applies at all Summit locations; Summit-sponsored, Student-sponsored, and guest-sponsored social or other events; as well as any activity at which you represent the Organization or are participating as a student of Summit College.

This policy reaffirms Summit College's commitment to provide an environment, which reflects the highest level of ethical, respectful and lawful conduct. This policy prohibits conduct, often referred to as bullying, that is intimidating, hostile or verbally or physically abusive.

Summit College defines bullying as repeated, deliberate, abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another person or persons, which negatively affects the bullied party's ability to attend classes or interact with Summit personnel and other students.

Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant, and may not be given consideration when determining discipline. Summit College considers the following types of behavior examples of bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name-calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage or deliberately interfering or tampering with someone's personal effects or work equipment including phone, computer, email, Internet, software.

Gesture Bullying: non-verbal threatening gestures or glances.

Exclusion: socially or physically excluding or disregarding a person in work-related activities

Additionally, the following examples, while not exhaustive, may constitute or contribute to evidence of bullying:

- Persistent singling out of one person.
- Shouting or the raising of voice at an individual in public and/or in private.
- Public humiliation or reprimands in any form.
- Repeated criticism on matters unrelated or minimally related to the person's performance or description.
- Ignoring/interrupting an individual during class or at a meeting.
- Repeatedly accusing someone of errors, which are not documented.
- Spreading rumors or negative gossip about individuals.
- Encouraging others to disregard instructions.

- Manipulating the ability of someone to do their classwork or job (e.g., overloading, under-loading of work, withholding information, and assigning meaningless tasks, knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information).
- Assigning menial or demeaning tasks not in keeping with the normal responsibilities.
- Consistently taking credit for another person's ideas or accomplishment
- Refusing reasonable requests for leave without legitimate justification.

STUDENT BULLYING COMPLAINT PROCEDURE

Summit College encourages any student who believes that he or she has been or is being subjected to bullying to immediately report the incident promptly to his or her instructor, or Department Director or the Campus Manager. All students have an obligation to cooperate with any investigation.

VIOLATION

Any student found to violate this policy may be subject to disciplinary action, up to and including termination of school or employment. Any manager or supervisor who is aware of any possible violation of this policy and fails to take corrective action or notify the Campus Manager may be subject to disciplinary action, up to and including termination.

NO RETALIATION

Summit College will not tolerate any retaliation against any student/employee who reports in good faith known or suspected violations of this policy or who participates in an investigation of a complaint. Summit College recognizes that false accusations can have serious effects on innocent individuals. We trust all of our student/employees will act responsibly to establish and maintain a safe environment.

CELL PHONE USAGE

In general, all cell phones must be turned off during class time; phone calls should be made or received during the breaks.   iPod, electronic devices including earphones use in class are unacceptable. Exceptions may be made with the permission of Department Director or if included in class study.

SMOKING POLICY

Summit College provides its students with a smoke-free environment and smoking is not permitted anywhere in the facility. THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE. Smoking is permitted in designated areas outside the facility. Students who wish to smoke may smoke in the parking lot behind the facility during normal class breaks. All smokers must follow California smoking laws. Please dispose of smoking materials properly.

CODE OF STUDENT CONDUCT

Summit College strives to provide a professional learning environment for all of its students. All members of the Summit College community must follow federal, state and local laws.

Students are asked to dress for class in attire that would be acceptable in your chosen field. Please see Dress Code in this catalog. Summit College is a "closed" campus. Children and/or guests of enrolled students must check in at the reception desk before being allowed on in classrooms.   Students are expected to stay in their seats during class time. Students will not leave the classroom during class time without permission from the Instructor.

Students are expected to observe the Code of Conduct and to behave in a professional manner at all times. Conduct that interferes with the learning process of any other student, the classroom presentation by the instructor, the progress of the class in general, or the operation of the College may subject to review by the Disciplinary Committee, which may result in suspension and/or dismissal.

A student found to have committed any of the following violations of the Code of Conduct will be subject to a range of penalties up to and including suspension, dismissal and legal prosecution at the discretion of the administration:

- Failure to abide by the rules and regulations of the school and/or clinical sites
- Failure to adhere to Satisfactory Progress policies and excessive absences or tardiness.
- Academic dishonesty or falsifying school records: academic dishonesty includes cheating, plagiarism and all forms of giving or getting unauthorized help or using unauthorized materials on examinations, projects and/or homework. Falsifying information, including but not limited to attendance records or information submitted to obtain financial aid is strictly prohibited.
- Putting patients or other students in jeopardy through the exercise of poor judgment or inability to meet clinical objectives.
- Unprofessional conduct including the use of profanity on campus or at clinical sites
- Exhibiting violence, threats, insubordination or other inappropriate behavior toward College staff, faculty, students, visitors or clinical sites
- Theft, vandalism or destruction of student, school or clinical property
- Possession of firearms, explosives, dangerous chemicals or other weapons
- Alcohol and Illegal drugs: Summit strictly prohibit the unlawful possession, use or distribution of illegal drugs and alcohol by students and employees on the College's property or as part of the College's programs and activities.

  Notwithstanding state and local laws, Marijuana is a Schedule I Controlled Substance under federal law and is included and covered by this policy. Students and employees should report any knowledge of such activities to management.

- Bullying by any means of any individual, including coercion and personal abuse
- Harassment and Discrimination: The College is committed to providing a safe learning and working environment for members of the campus community that is free from all forms of unlawful discrimination and harassment. The College prohibits unlawful harassment or discrimination based on race, religion, color, sex, gender, gender identity or expression, sexual orientation, age, national or ethnic origin, disability, veteran status or any other characteristics or condition protected by federal, state or local law. Prohibited conduct includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis. Examples include: inappropriate remakes, jokes, posters or cartoons, any unwelcome touching or physical contact, slurs, derogatory remakes and/or stereotypes. Reports of harassment and/or discrimination should be made to:

  Campus Manager
  804 E. Brier Dr. San Bernardino, CA 92408
  (909) 854-3274

  Campus Manager
  411 N. Marshall, El Cajon, CA 92020
  (619) 873-2361

  Campus Manager
  1639 E. Edinger Ave. Santa Ana, CA 92705
  (657) 859-2229

Title IX: In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its employment practices or its educational programs or activities. Summit prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office for Civil Rights, email OCR@ed.gov, website https://www2.ed.gov/about/offices/list/ocr/index.html. Please see the College's Title IX policy https://summitcollege.edu Student-Services under Student-Disclosures-for additional information including how to make a report and the Grievance Process.   Title IX Coordinator: TitleIXCoordinator@summitcollege.edu

Observance of the Code of Conduct as well as maintaining a professional manner is required at all times. Conduct that interferes with the education of other students and the operation of the College may result in suspension or dismissal.

TITLE IX POLICY

Summit College (the "College") is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. The College also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities.

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in the College's Non-Discrimination and Code of Conduct policies.

The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

Title IX Coordinator
The Title IX Coordinator coordinates the College's efforts to comply with its Title IX responsibilities.

Title IX Coordinator:	**Human Resources**
	804 E. Brier Dr. San Bernardino, CA 92408
	(909) 498-5306
	TitleIXCoordinator@summitcollege.edu

Deputy Title IX Coordinators are available at each campus:

Campus Manager	804 E. Brier Dr. San Bernardino, CA 92408
Campus Manager	411 N. Marshall, El Cajon, CA 92020
Campus Manager	1639 E. Edinger Ave. Santa Ana, CA 92705

The Title IX Coordinator/Deputy is responsible for implementing the College's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator/Deputy. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

<u>**Key Definitions**</u>
Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);

2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education Program or Activity; or

3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as "Sexual Violence")*:

   - **Sexual Assault:** As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

   - **Dating Violence:** As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

- **Domestic Violence:** As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Stalking:** As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

* Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the College's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

- **Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

- **Parties:** include the Complainant(s) and Respondents(s) collectively.

  - **Advisor:** An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, the College will appoint an advisor.

  - **Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the College's education Program or Activity with which the Formal Complaint is filed.

  - **Program or Activity:** On or off campus locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

  - **Clery Act**: Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the College publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1st of each year.

  - **Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of the College's campus; (B) the College's non-campus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

  - **VAWA**: Meaning the Violence Against Women Act (34 CFR Part 668).

Procedure for Reporting

If you believe that you have experienced or witnessed Sexual Harassment, discrimination or retaliation, the College encourages you to notify the Title IX Coordinator and/or Title IX Deputy as soon as possible after the incident.

A report may be made to either or both the police and the Title IX Coordinator/Deputy. The criminal process is separate from the College's Grievance Process. It is the College's policy not to notify local law enforcement when Sexual Violence occurs, unless a Complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, the College will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue the College's grievance process.

The College does not issue orders of protection. Orders of protection, restraining orders, injunctions or similar lawful orders may be obtained through the court system and can be enforced by the College. Individuals who have obtained an order of protection is encouraged to provide a copy to the Title IX Coordinator as soon as possible. Although the College does not issue orders of protection, information on how to obtain a protective order is located in the ASR

Confidentiality and Reporting Considerations

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting College resources. Campus Managers have been designated as Mandatory Reporters, who are required to share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator. Administrative managers and supervisors (such as the Director of Student Services, Director of Financial Aid, etc.) and Education managers and supervisors (such as the Director of Nursing, Education Coordinators/Managers), have been designated by the College as Discretionary Reporters. Discretionary Reporters may only refer instances of Sexual Harassment, discrimination and/or retaliation to the Title IX Coordinator with the Complainant's consent.

The College does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available upon request from the Human Resources Department for employees, Student Services Department for students, and also located on College Website-Safety & Security. Information shared with confidential resources will not be shared with the College (including the Title IX Coordinator/Deputy) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

The College will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

There is no time limitation on providing notice/complaints to the Title IX Coordinator/Deputy. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator/Deputy, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

Supportive Measures

The Title IX Coordinator/Deputy will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non- disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator/Deputy. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator/Deputy will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The College will maintain the privacy of the Supportive Measures, provided that privacy does not impair the College's ability to provide the Supportive Measures.

Dismissal of a Formal Complaint

Dismissal of a Formal Complaint may occur under several circumstances. The College must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the College's education Program or Activity, or did not occur against a person in the United States.

The College may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the College; or if specific circumstances prevent the College from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the College under its Code of Conduct policies.

Grievance Process

The College utilizes a prompt, equitable and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator/Deputy, Investigators, Decision-Makers, individuals who facilitate Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both Parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access during the Grievance Process. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies and appeal (if applicable). The Grievance Process, baring extenuating circumstance, will conclude within 90 days from the date a Formal Complaint is filed.

Advisor

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the College community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, the College will select and provide an Advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. A party may reject a College appointed Advisor and choose their own advisor, but they may not proceed without an advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision- Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advice without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third Parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

Investigation of Formal Complaints

The College will investigate Sexual Harassment (including Sexual Violence) allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator/Deputy. The Title IX Coordinator/Deputy will respect the Complainant's wishes as to whether the College investigates an allegation of Sexual Harassment, unless the Title IX Coordinator/Deputy determines that not investigating would be deliberately indifferent or harmful to the College community. The College may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include: details of the allegations (including identities of the Parties involved, specific section of the policy alleged to have been violated, the conduct that would be considered Sexual Harassment, the date of the incident(s) and the location of the incident(s)); a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the College's Grievance Process; a statement that the Parties may have an Advisor of their choice; and a reminder of the expectation of truthfulness including consequences for submitting false information. The Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator/Deputy or his/her designee ("Investigator") will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

Informal Resolution
If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to purse the College's Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

Live Hearing
If a Formal Complaint is not or cannot be resolved through Informal Resolution, the College will conduct a Live Hearing. Live Hearings are facilitated by a designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator.

Live Hearings will be conducted directly, orally, and in real time by the party's Advisor and not by a party personally. The Decision-Maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those who are challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

If a party or witness does not submit to cross-examination at the Live Hearing, the Decision-Maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision-Maker will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the Live Hearing or refusal to answer cross-examination or other questions.

At the request of either party, the College will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the College's discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years.

During the Grievance Process, the College will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The College will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

Standard of Evidence
For all Formal Complaints of Sexual Harassment (including where employees are Respondents), the College utilizes the "preponderance of the evidence" standard.

Disciplinary Actions and Remedies

Disciplinary Actions against the Respondent will not be imposed before completion of the College's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the College will take steps to prevent recurrence.

Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to: Nature, severity of, and circumstances surrounding the violations(s); Respondent's disciplinary history; Previous allegations or allegations involving similar conduct; Need for disciplinary action to bring an end/prevent future reoccurrence of the violation; Need for disciplinary action to remedy the effects on the Complainant and the College community; Impact on the parties; Any other information deemed relevant by the Decision-Maker.

Any employee determined by the College to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect or any other reason), may result in additional Disciplinary Action, including suspension or termination.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the College's Code of Conduct polices.

Written Determination

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

Appeal

Both Parties have the right to appeal a determination regarding responsibility, the College's dismissal of a Formal Complaint or any allegations therein if: (1) procedural irregularity affected the outcome of the matter; (2) there is newly discovered evidence that could affect the outcome of the matter; and/or (3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator/Deputy within 15 days of the delivery of the Written Determination.

Retaliation Prohibited

Both Title IX and the Clery Act provide protections for individuals who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

If you believe you have been retaliated against, you should notify the Title IX Coordinator/Deputy or Campus Manager.

Training

The College ensures that its Title IX personnel have adequate Title IX training, including annual training on issues related to Sexual Assault, Dating Violence, Domestic Violence and Stalking. The Title IX Coordinator and Investigators are trained on the definition of Sexual Harassment, the scope of the College's education Program or Activity, how to conduct an investigation, the College's Grievance Process (including hearings, appeals, and Informal Resolution processes, as applicable) and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-Makers are trained on the definition of Sexual Harassment, the Live Hearing process, and technology to be used in Live Hearings, and issues of relevance (including how to apply the rape shield protections provided for Complainants). Informal Resolution facilitators are trained on the Informal Resolution process.

Materials used to train Title IX personnel are posted on the College's website at www.summitcollege.edu on the disclosure tab.

Bias/Conflict of Interest

To raise any concern involving bias or conflict of interest by the Title IX Coordinator/Deputy, contact the Chief Operating Officer at AccredComms@summitcollege.edu. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

Clery Act Reporting

College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally, identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

Emergency Removal

The College can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator/Deputy in conjunction with the Chief Operating Officer.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator/Deputy prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator/Deputy has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator/Deputy, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

Additional Information

Students and employees may contact the Title IX Coordinator/Deputy with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with the College's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Sexual Violence – Immediate Care and Preservation of Evidence

If you experience Sexual Violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place. If there is any immediate danger, contact the Campus Manager if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you. The College does not have a confidential counselor but local resources are available that can provide confidential assistance within the Annual Security Report located on https://summitcollege.edu/student- services/student-disclosures-information.

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined (through a forensic examination) as soon as possible, ideally within 120 hours, is important in the case of rape or Sexual Assault. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); www.RAINN.org.

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bedsheet to avoid contamination.

- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a College policy violation.

- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

Prevention and Education

In accordance with the Clery Act and VAWA, the College offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender- based discrimination, harassment, and violence amongst members of the campus community.

The College offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and Stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation.

Programs and other campaigns offered throughout the year to students and employees include information regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss the College's policies. Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the College community when others might choose to be bystanders.

Recordkeeping and Privacy

The College's records of investigations and resolutions are maintained in privacy in accordance with the College's record retention policy for seven years. Information is shared internally between administrators who need to know in order to complete their job duties. When information must be shared to permit the investigation to move forward, the Parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal FERPA statute. Any public release of information needed to comply with the timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification. Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.

DRUG FREE SCHOOL

Summit College is committed to maintaining a Drug and Alcohol-free environment for its students and employees. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.
- Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.

Finally, we ask for your help in keeping our campus free of substance abuse. Please notify management if you become aware of any alcohol or drug-related activity.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed:

Los Angeles County
ˑ	ALCOHOLICS ANONYMOUS	626/914-1861
ˑ	WOMEN'S AND CHILDREN'S CRISIS HOTLINE	562/945-3939
ˑ	SUICIDE HOTLINE (24 HOURS)	800/255-6111
ˑ	TREATMENT CENTERS MEDICAL DETOXIFICATION	800/996-1051

Orange County
ˑ	ADDICTION TREATMENT CENTER	714/530-9350
ˑ	RECOVERY	714/543-8481
ˑ	CHILD ABUSE HOTLINE	714/289-2222
ˑ	VICTIMS PROGRAM ADMINISTRATION	714/843-8900

Riverside County/San Bernardino County
ˑ	RECOVERY CENTER	626/914-1861
ˑ	GIBSON'S HOME	562/945-3939
ˑ	MFI RECOVERY CENTER	877/425-4038

San Diego County
ˑ	AMERICAN ADDICTION CENTER	855/286-6747
ˑ	HOPE BY THE SEA	877/788-8703
ˑ	RECOVERY.ORG	855/400-4180

CAMPUS SECURITY/SAFETY

ANNUAL DISCLOSURE REQUIREMENT

In compliance with federal law, the college publishes an annual Campus Safety and Security report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year.   As of the date of this publication, no criminal arrests have been made on campus since the college began operation. Along with campus crimes, Summit College is responsible for gathering the applicable crime statistics from local agencies to comply with the requirements of the Jeanne Clery Disclosure.

CRIME AWARENESS/STATISTICS

The safety and well-being of our students, faculty, and staff is important. Although the campus is a safe place, crimes do occur. The statistics are published in compliance with the Crime Awareness and Campus Security Act of 1990, which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees. This report is available to any applicant for enrollment or employment, in hardcopy upon request from the Receptionist, or on our website under disclosures http://www.summitcollege.edu . see Student Services – Student disclosures See Safety & Security – Clery Act Addendum Section 5 for complete reporting.

REPORTING OF EMERGENCY/CRIMINAL OFFENSE OR SAFETY ISSUE

Students should immediately report any emergency to their instructor or any other staff member.   In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel. Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at Summit College, the student should immediately report the matter directly to the Campus Manager or Human Resources Office or call 911.

The College's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Administrator or report the hazard to the Campus Manager. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services Administrator. The college conducts regular fire drills on an unannounced basis. Please review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

All students are requested to complete a Medical Emergency Information form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service Administrator and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in medical conditions, medications, allergies or related information.

CRIME HELP CONTACT INFORMATION

Department of Justice Violence Against Women Office – www.ojp.usdoj.gov/vawo/
Department of Education World Wide Web site on Campus safety – www.ed.gov/offices/ope/ppi/security.html
Department of Education Web Site for Financial Aid Professionals – http://ifap.ed/gov/IFAPWebApp/index.jsp Higher Education Center for Alcohol and other Prevention World Wide Web site – www.edc.org/hec/

EMERGENCY NOTIFICATION & EVACUATION

If the Campus Manager deems a situation on or off campus constitutes a serious or continuing threat to students and/or employees, a warning may be issued. An emergency or dangerous situation is defined as a threat to the health or safety of persons on the campus. On determination of needed actions, all staff and students will be notified.

SECURITY & ACCESS TO VISITORS

The Campus is open to students and employees during business and class hours as campus rules and regulations are adhered to. The campus is NOT open to the public. Visitors are subject to campus rules and regulations and must sign- in at the front desk when visiting Summit College campuses. Visitors must be accompanied at all times and need to be aware of the following:

Smoking and Tobacco Products: Summit is a non-smoking, non-tobacco product environment. Smoking, including the use of electronic cigarettes and the use of all tobacco products are strictly prohibited within the building(s).

Alcohol and Drugs: The use of alcohol and illegal drugs is not permitted at Summit. Anyone suspected of using drugs or alcohol will be asked to leave Summit's campus.

Firearms: Firearms are not permitted on the Summit campuses.

Pets: Only service animals are allowed on campus all other pets are strictly prohibited from being on campus. All visitors must obey the following rules of conduct at all times:

- Follow all verbal instructions and signs;
- Food and drinks are not permitted in classroom/lab areas;
- Do not touch or attempt to operate any machinery, devices or equipment unless given permission to do so;
- Report all injuries or problems immediately to the Campus Manager/Human Resources;
- All visitors must be accompanied by their designated Summit escort at all times;

SUMMIT INFORMATION

BUSINESS HOURS

Regular Business hours for ALL campuses are 8:00 AM until 5:00 PM Monday thru Friday. The campuses are open for regular instruction: Monday thru Thursday from 8:00 am until 11:00 pm. Short courses may be offered on Friday's and Saturday's from 8:00 am until 5:00 pm. See the Addendum section for Holiday Schedule and Individual Program Schedules Students enrolled are provided with scheduled time at enrollment. The student will also be given a complete schedule at class orientation. Also see Addendum Section 1 for Holiday schedule. Students enrolled in courses less than 250 hours are provided with a schedule at the time of enrollment. The schedule will be determined by when the next class is being taught.

OBSERVED HOLIDAYS

MONDAY, JANUARY 2	SCHOOL OBSERVED - NEW YEAR'S DAY
MONDAY, JANUARY 16	BIRTHDAY OF MARTIN LUTHER KING, JR.
MONDAY, FEBRUARY 20	PRESIDENTS DAY
MONDAY, MAY 29	MEMORIAL DAY
TUESDAY, JULY 4	INDEPENDENCE DAY
MONDAY, SEPTEMBER 4	LABOR DAY
FRIDAY, NOVEMBER 10	SCHOOL OBSERVED - VETERANS DAY
THURSDAY, NOVEMBER 23 & FRIDAY, NOVEMBER 24	THANKSGIVING BREAK
MONDAY, DECEMBER 25	HOLIDAY

COURSE SCHEDULES (ACADEMIC CALENDAR)

§71810(b)(11) §94909(a)(4)

Summit College has an open enrollment policy, which means that students may start a program at the beginning of the next module of the program with a few exceptions please check with an Admissions representative or at www.summitcollege.edu for the start dates of all programs. Most programs start a new module every three or four weeks, with the exception of Welding which starts every six weeks.

The college offers 3 standard "Tracks" to complete a program. This does not apply to all programs nor all campuses.
1.   Morning Track   Mon - Thurs
                Required courses are taken one at a time and completed between 8:00am and 1:00pm.
2.   Afternoon Track   Mon - Thurs
                Required courses are taken one at a time and completed between 1:00pm and 6:00pm.
3.   Evening Track   Mon - Thurs
                Required courses are taken one at a time and completed between 6:00pm and 11:00pm.

Depending upon current enrollment, not all Tracks may be available for every program or at every campus. Please see an Admissions Representative if you have questions or, to see the start dates you may refer to the web page.

Licensed Vocational Nurse Programs have scheduled starts; please see an Admissions representative for the next start date. Certified Nursing Assistant have scheduled starts every 6 weeks. Students will be provided with a schedule of modules at the time of enrollment. During orientation, a schedule and syllabus will be provided for the current module.

HISTORY OF THE COLLEGE

Summit College was incorporated in the state of California in June of 1990 and began offering classes in Colton in May of 1991. Summit received initial accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in April 1994. The college was designed to accommodate the training needs of individuals who were participating in vocational rehabilitation through the California Worker's Compensation system.   Due to the popularity of its programs,

It is the belief of Summit College that education is an investment in the student's vocational future. Together we can work as a team to help them reach career goals with self-confidence gained through solid, practical training and knowledge.

Summit College does not provide any dormitory facilities or housing nor assumes any responsibility to find or assist a student in finding housing.

Summit College does not have any pending petition in bankruptcy, is operating as a debtor in possession, or has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). §94909(a)(12)

OWNERSHIP

Summit Career College Inc. dba Summit College is a privately-owned company by Jay Murvine, Esther Abrahams and James Hall.

MISSION STATEMENT

The Mission of Summit College is to provide adult learners with entry-level skills and technological knowledge necessary to achieve success in their chosen vocational field. The College is committed to offering quality education that meets the needs of its students and assisting them in pursuing their educational goals.

GOALS

- To instill, through knowledge, the ability to contribute to society in a professional and successful manner.
  To provide a caring, nurturing learning environment that promotes academic excellence.

- To employ qualified and dedicated faculty members who possess both educational and related experience in the fields they teach. To encourage their continued professional development, and support of the college's mission, purpose and objectives.

- To support our students in their studies by means of tutorial services, academic advisement, and employment assistance.

- To provide our students with a facility that offers technologies and equipment relevant to the field of study.
  To remain committed to a culture of academic freedom and collegial engagement.

- To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired result in entry-level employment.

COURSES OFFERED

Allied Health and Technical/Trade programs are on a monthly start rotation, please check with the Admissions department or the website for the next start date.   LICENSED VOCATIONAL NURSE– Day programs are scheduled four times a year and the Evening program twice a year; Certified Nursing Assistant program starts every six weeks; please contact your Admissions Advisor for proposed start dates. Individual program and Description of Instruction by Course are located in the Education Section of this Catalog.

CURRICULUM & POLICY CHANGES

The college reserves the right to change internal academic and administrative policies, curriculum, program content and any other changes deemed necessary. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students. When changes occur students will be notified of any changes via posted notices.

GENERAL FACILITIES & EQUIPMENT

All campuses are equipped with ample classrooms, laboratories, computer labs, and a non-smoking student lounge, which includes vending machines and microwaves. Classrooms are equipped with audiovisual abilities to be used in the instruction of supplemental material. Equipment and instruments are available for students to gain the knowledge and technical skills needed for success in their chosen field. §71810(b)(9).

Parking is provided to all students at no charge in the designated spaces of the college parking lot, and on adjoining streets. Summit College does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the colleges' parking areas. Students park at their own risk. PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

San Bernardino/Colton

<u>Locations</u>   Main Campus - Summit College   804 E. Brier Dr, San Bernardino CA 92408,
Auxiliary Classroom   965 S. Mt Vernon, Colton, CA 92324

<u>Facility Specifications</u>
Summit College's main campus is located at 804 E. Brier Drive, San Bernardino, CA 92408. The facility has a student lounge, handicap accessible rest room facilities, administrative offices and a reception area. The Trades auxiliary classroom is located in Colton at 965 S Mt. Vernon, Colton, CA 92324. The facility has handicap accessible rest room facilities, and workshops. Approximate cost for a one-bedroom apartment in the vicinity of our campuses range from $1850 - $2200/month. **See specific program for more information on instructional materials.

<u>Courses & Continuing Education</u>

CERTIFIED NURSING ASSISTANT
ELECTRICIAN
HVAC
LICENSED VOCATIONAL NURSE
MEDICAL ASSISTANT –
        Administrative and Clinical

MEDICAL BILLING AND INSURANCE CODING
PLUMBING
WELDING BASIC

CPR BLS for HEALTHCARE PROVIDERS
IV THERAPY

EL Cajon

<u>Locations</u>

Branch Campus   411 N. Marshall Ave, El Cajon, CA   909/422-8950
Auxiliary Classroom   876 Jackman St, El Cajon, CA 92020

<u>Facility Specifications</u>
Summit College's branch campus is located at 411 N. Marshall Ave, El Cajon, CA. The facility has handicap accessible restroom facilities, administrative offices and a reception area, and a student lounge. Summit College does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the colleges' parking areas. Students park at their own risk. The auxiliary classroom is located at 876 Jackman Rd, El Cajon. Approximate cost for a one-bedroom apartment in the vicinity of our campuses range from $1850 - $2200/month

**See specific program for more information on instructional materials.

PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

<u>Courses & Continuing Education</u>

ELECTRICIAN	MEDICAL BILLING AND INSURANCE CODING
HVAC	PLUMBING
LICENSED VOCATIONAL NURSE	WELDING BASIC
MEDICAL ASSISTING – ADMINISTRATIVE & CLINICAL	CPR BLS for HEALTHCARE PROVIDERS
	IV THERAPY

Santa Ana

<u>Locations</u>

Branch Campus - Santa Ana   1639 E. Edinger Ave, Unit A Santa Ana, CA 92807   714/635-6232

<u>Facility Specifications</u>

The facility has handicap accessible restroom facilities, administrative offices and a reception area, and a student lounge. Summit College does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the colleges' parking areas. Students park at their own risk. Approximate cost for a one-bedroom apartment in the vicinity of our campuses range from $1850 - $2200/month

PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

<u>Courses</u>
ELECTRICIAN
HVAC
PLUMBING
WELDING BASIC

DORMITORY FACILITIES

Summit College does not have dormitory facilities under its control; the availability of housing located reasonably near the institution's facilities are homes or apartments varying in cost. Summit College assumes no responsibility to find or assist a student in finding housing. §71810(b)(13) Approximate cost for a one-bedroom apartment in the vicinity of our campuses range from $1850 - $2200/month.

LIBRARY, ELIBRARY AND COMPUTER LAB
§71810(b)(10)

The Library, and Computer Lab is available at the college and are central to the support of student learning. Open 5 days a week during campus hours to all students and graduates, this area is comfortable and quiet, offering a place to study with computer access. The area is equipped with learning materials and computers for research, along with test bank practice questions to assist nursing students with their NCLEX testing needs. Maps of the campus are available from the receptionist of your campus.

All students also have access to our online research platform with quality databases and search features to refine search results**;** offers high-quality articles licensed from reputable publishers recognized by library professionals. Users can also view, save, print email or export citations in many formats directly from the database. Students can access via Summit College LMS or URL with username and password provided by the College.

ELIGIBLE CAREER PATHWAYS

Public Law 114-113 amended the definition of an eligible career pathway program for purposes of Title IV aid eligibility under section 484(d)(2) of the HEA to align with the definition of career pathway in section 3 of the Workforce Innovation and Opportunity Act (WIOA) (29 U.S.C. 3102(7)). Under section 484(d)(2) of the HEA, an eligible career pathway program means a program that combines rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the 'National Apprenticeship Act'; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.);
- Includes counseling to support an individual in achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a high school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

An eligible career pathway program MUST meet each of the statutory requirements above. Under those requirements, an eligible career pathway program must include two components: a Title IV eligible postsecondary program component as defined under 34 CFR 668.8, and a component that enables an individual to attain a high school diploma or its recognized equivalent. The component of the eligible career pathway program that enables an individual to attain a high school diploma or its recognized equivalent may not be paid for using Title IV aid and should not be incorporated into a student's Title IV enrollment status or Title IV cost of attendance as defined in section 472 of the HEA. Only the enrollment status and costs associated with the Title IV eligible postsecondary program component can be paid for using Title IV aid. In developing an eligible career pathway program, institutions should work closely with an appropriate adult secondary school education provider and with their financial aid administrator to ensure that the program is eligible for Title IV aid.

- Eligible career pathway programs contain 2 components:
  o An adult education component, and
  o Title IV eligible postsecondary program component

ADMISSION
Eligible Career Pathways admission is available on a limited basis for all currently offered Summit College programs recognized as core or trade. Licensed Vocational Nurse and Certified Nursing Assistant are excluded. All applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, and review the school catalog.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an Eligible Career Pathways program must take and pass a two part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. Summit College utilizes the Accuplacer assessment test by College Board.

Minimum passing scores are:
- READING - 233
- WRITING - 235
- ARITHMETIC - 230

If a prospective student successfully passes the test, the Admissions Representative will route the student through the Eligible Career Pathways ECP prospective student procedure as follows:

1. Complete all financial aid and enrollment processes.

2. Schedule the student for mandatory ECP orientation

3. Schedule the student to enroll in the accredited Adult H.S. Diploma Program (C4L)

4. Sign and commit to the ECP Student Academic Agreement of:

Attend scheduled academic advising meetings with the Career Pathways Coordinator regarding Academic progress, C4L progress and career counseling.

Maintain 80% attendance minimum and 2.0 GPA as required by SAP

Complete tutoring plan requirements as outlined by instructors and/or the Education Manager or Coordinator.

FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, a student must have completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

VETERAN'S BENEFITS

ENROLLMENT & BENEFIT EXPLANATION

The School Certifying Official will inform the prospective student of the certification process and provide information regarding what will be covered by the VA benefit and what the prospective student may be responsible. The SCO will explain that the student will be held to all policies and procedures contained in the Summit College Student Catalog. The SCO and Summit College will act in accordance to the Principles of Excellence as described below.

PRINCIPLES OF EXCELLENCE:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- We will not commit fraudulent and aggressive recruiting techniques and misrepresentations.
- We will make accommodations for Service members and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

Prospective students will be asked to provide the following documents prior to certification.
- Certificate of Eligibility, DD214, Member 4Statement of Benefits or VAF 28-1905 form for chapter 31
- Transcripts from previous education and/or military education and training

Relevant transcripts will be reviewed by the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for applicable transfer credit.

TITLE 38

UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE: Effective August 1, 2019 as part

of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, Summit College adheres to the following:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- We permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
    1. The date on which payment from VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Summit College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Summit College will require Ch. 31 and Ch. 33 students to take the following additional actions:
    1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
    2. Submit a written request to use such entitlement.
    3. Provide additional information necessary to the proper certification of enrollment by the educational institution.

4. Summit College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

'''GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."

TRANSCRIPT REVIEW

Upon notification of the enrollment of a prospective student with VA benefits, the SCO will forward transcripts to the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for review. Transcripts will relevant be reviewed for any relevant education that can be used for credit for previous training (CPT).

Prior credit must be reviewed and credit shall be granted as appropriate as indicated in Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4). We do not have to report prior credit to VA, however, we must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly.

The SCO should make every effort to obtain transcripts to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, we may continue to certify enrollment as long as the student has matriculated. Military education and training should be evaluated for prior credit.

ATTENDANCE & ACADEMICS

Students accessing VA benefits are required to maintain Satisfactory Academic Progress as outlined in the Summit College Student Catalog. Students accessing VA benefits are also required to maintain attendance standards as outlined in the Summit College Student Catalog. Failure to adhere to these standards will result in the termination of their VA benefits and/or termination from their program.

ADMISSION REQUIREMENTS

§94909(a)(8)(a)

MINIMUM REQUIREMENTS

Summit College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

To be eligible for admission to Summit's programs a prospective student must meet the following requirements:

Applicants for the Core and Technical programs must be of compulsory age, provide an acceptable High School diploma, GED or equivalent and complete an Interview with an Admissions Advisor. Students may enroll at any time; however, scheduled module start days are the only days that students may begin classes. Each module is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in theprogram, and proceed until all the required modules have been completed per the individual program requirements. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Applicants for the Nursing programs (LVN, CNA) be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and LVN applicants pass the entrance exam. Students may enroll at any time; for the next scheduled class. Nursing and CNA starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the third day of classes per California regulations.

INTERACTIVE DISTANCE LEARNING

In addition to the Admissions Minimum Requirements, Interactive Distance Learning programs require applicants to complete and pass the "Online learning readiness self-assessment" to be eligible for admission. They must have a fundamental understanding and the basic navigation experience of a computerized system to be comfortable with online education.

Students are required to have a computer, tablet and/or smartphone off campus. Students will need to have an up-to-date browser. Some of the documents in some courses will be available to students in PDF form. If students do not have Adobe Acrobat Reader software on their computer, they can download it by going to http://get.adobe.com/reader/.

Some programs will require eBooks and LMS-integrated Technology from Cengage. Students will have access to eBooks and LMS-integrated Technology through Cengage Unlimited— an online learning subscription. With Cengage Unlimited students can access any Cengage materials that are being used across all scheduled courses and a set number of FREE hardcopy textbook rentals are also available for select titles, student to pay for shipping and handling.

DEVICE AND SYSTEM REQUIREMENTS

Supported Browsers

Supported browsers for different activity types may vary.

- Windows® – Chrome™ current and preceding version, Firefox® current and preceding version, Edge current and preceding version
- macOS™ – Chrome current and preceding version, Safari® current and preceding version
- Chrome OS™ – Chrome™ current and preceding version
- iOS – Safari current and preceding version (iPad only)

Other browsers and versions than those listed might also work but are not supported. If you have problems when using an unsupported browser version, try using a supported browser version before contacting Customer Support.

Recommended Device Capabilities/Features

- Download bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHz / multi-core
- Display: 1366 × 768, color
- Graphics: DirectX, 64+ MB
- Sound (for some content)
- Windows XP or later Operating System
- Mac 10.x Operating System

REQUIRED for Delmar Simulations (HVAC, Electrical, and Welding Sims)

- 64 Bit Operating System
- Windows: 7, 8, 10
- Mac: Mac OSX 10.8+
- Minimum screen resolution of 1024x768
- iPad: iOS 8+ (typically iPad Air or newer)
- Androids: 4. 4+

FOREIGN STUDENTS/ENGLISH AS A SECOND LANGUAGE & SERVICES

§71810(b)(3)(4)(5).

Summit College does not provide language services or ESL classes. No visa services are provided for students nor does Summit vouch for student status, and associated charges. The level of the English language proficiency required of students must meet the must meet the U.S. high school requirement and the chosen course qualifications and set entrance test qualifications.

SPECIAL NEEDS ACCOMMODATION

Summit College does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. All Special Needs students must meet the age, and education requirements for enrollment into any program, if applying for a program in the Nursing Department all California Board policies for enrollment must also be met. Qualified individuals with a disability who need a reasonable accommodation should use the Institute's Disability Accommodation Request Form to submit the request. The form must be submitted to the Institute's Disability Compliance Coordinator. Institute faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Institute's Disability Compliance Coordinator.

Summit College's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations.

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain the process. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the Summit's Grievance Policy.

Need to Notify of Special Needs

When Summit is not adequately made aware of the special needs or requirements of disabled persons prior to admission, the special needs student cannot be guaranteed that suitable staff and/or facilities will be made available to meet those needs or requirements. In some cases, the College may require appropriate evidence of the extent of a particular disability before it is able to commit itself to providing resources and/or appropriate support.

PROCEDURE FOR ALL STUDENTS

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience.   Summit encourages parents or spouses of prospective students to attend this interview. Prospective students and family will then receive a tour of the facility and have an opportunity to ask questions. Students will need to provide a high school diploma, GED or equivalent. An interview with the Department Director may also be required for some programs.

The applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students. All students will be scheduled to meet with the Financial Aid Department for pre-qualification. To be eligible for financial aid, a student must have a high school diploma or equivalent. **

READMISSION REQUIREMENTS

Former students that have withdrawn from a program and/or have been terminated from school will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Office of Student Services explaining the reasons for readmission. Readmission will be determined on an individual basis by the Readmission Committee comprised of the Campus Manager, the Department Representative and the applicable Department Manager/Coordinator. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons, and has been out of the program for 12 months or longer, may need to take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous training will apply. The student will be notified in writing of the Committee's decision within 21 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis.

TRANSFER OF CREDIT

§94909(a)(15)/ §71770(c)(1)(2)(3)(6)

PROGRAM TRANSFER AND/OR READMIT STUDENTS

Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within twelve months from the last date of attendance will receive academic credit for all previously completed courses. Students must meet Satisfactory Academic Progress requirements concerning grades and attendance.

Summit College does not provide language services. No visa services are provided for students. The level of the English language proficiency required of students must meet the set entrance test qualifications. §71810(b)(3)(4)(5).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION (CEC 94909(A)(15))

"The transferability of credits you earn at Summit College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 Summit College to determine if your credits or degree, diploma will transfer."

Students interested in transferring to another institution during or after their enrollment period at Summit College are encouraged to request official transcripts for their completed coursework and maintain or request copies of their program syllabus. Summit College cannot guarantee the transferability of the credits and/or hours earned at our institution, we do recommend our students and former students are prepared in the event they are interested in continuing their education. **Summit College has not entered into an articulation or transfer agreement with any other college or university.

Transfer of Credit from Another School

Summit will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled.

Summit College may grant credit to a student for prior experiential learning only if:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice and;
- The credit awarded for the prior learning experience directly relates to the student's program of study and is applied in satisfaction of some of the degree requirements.
- Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain what college or university level learning the student's prior experience is equivalent, and how many credits toward a diploma may be granted for that experience.

A student must notify the admissions department at time of registration if requesting such credit. The Department Representative and/or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a "C" (2.0) or better, and the former institution must be accredited by an agency recognized by either the US Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. This may affect financial aid eligibility. Credits awarded for previous education will be limited by program.

A maximum of 25% of the required credits can be transferred from another institution.   Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Department Representative or Director of Nursing of the college and dependent upon the type, length and correlation of content to the course being evaluated. §71770(b)

Student's requesting Transfer Credit must:

- COMPLETE A TRANSFER OF CREDIT REQUEST FORM.
- PROVIDE AN OFFICIAL TRANSCRIPT FROM THE GRANTING COLLEGE OR UNIVERSITY.
- PROVIDE A DETAILED COURSE DESCRIPTION, SYLLABUS OR CATALOG DESCRIBING THE COURSE(S).

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition cost and the corresponding course will be listed on the student's transcript with a grade of "TC". Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student's scheduled completion date and can affect eligibility for financial aid funds.

Students may appeal the decision of acceptance of transfer credit by written request to the Campus Manager for review by a committee. A review and determination will be completed within 14 days and the student will be informed in writing.

CHALLENGE CREDIT

All students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Student Services Administrator prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay a non-refundable fee of $100.00 for Allied Health or Technical/Trade courses and $300.00 for Licensed Vocational Nurse at the time of request to schedule a challenge test. (LVN must file with the Director of Nursing prior to anticipate start date.)

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a "CC" and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. Challenging a course will affect a student's scheduled completion date and can affect eligibility for financial aid funds.

CAREER SERVICES

§94909(a)(13)

Summit College provides employment assistance to all qualified graduates at no additional charge. The college does not guarantee employment upon graduation. However, we strive to assist our graduates to become gainfully employed in their program of study. An explanation of the placement services available to all eligible graduates follows:

Placement assistance includes, but is not limited to:

- Assistance in preparing, updating and customizing résumés for graduates.
- Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
- Pre-placement interview by the Career Services Department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work.
- Direct marketing to prospective employers.
- Follow-up with graduates after employment to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers, email and addresses to the Career Services Department to ensure continued assistance.
- All students must provide an updated resume prior to completion of program.

EMPLOYMENT GUARANTEE DISCLAIMER

Recruitment: Informational and promotional materials, advertising, and representations made by or on behalf of the institution for recruiting purposes make only justifiable and provable claims regarding the courses, programs, costs, location, instructional personnel, student services, outcomes, and other benefits. All communication with prospective students is ethical and honest. The institution does not state or imply that employment, occupational advancement, and/or certification and licensing are guaranteed.

FEDERAL LABOR LAWS

The Fair Labor Standards Act (FLSA) requires prominently posting of various notices pertaining to specific requirements of the Act in the workplace.   Students may obtain information on Fair Labor Standards   www.dol.gov.

CAL OSHA AND FEDERAL LABOR LAWS INFORMATION

82-Educational Services (schools, colleges, universities and libraries)

Public and private sector employers are not required to keep Cal/OSHA injury and illness records for any establishment classified in the following Standard Industrial Classification (SIC) codes, unless they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or state agency operating under the authority of OSHA or the BLS. All employers, including those partially exempted by reason of size or industry classification, must report to the Division of Occupational Safety and Health any workplace incident that results in a serious injury, illness, or death, as required - Title 8 Section 342.

1. **General Requirements** -- Summit College will furnish places and conditions free from safety and health hazards.

2. **OSHA Regulations** -- Summit College will comply with applicable regulations of the Occupational Safety and Health Administration.

3. **Reporting Hazards** -- Summit College will respond to reports of hazards on the campus.

4. **Workplace Inspections** -- Summit College will insure that each workplace is inspected annually for hazardous conditions. Summit College will post Notices of Unsafe or Unhealthful Conditions found during the inspections for a minimum of three business days, or until the hazard is corrected, whichever is later.

5. **Correction of Unsafe Conditions** -- Summit College will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. **Safety and Protective Equipment** -- Summit College will acquire, maintain and require use of appropriate protective and safety equipment.

7. **Safety and Health Training** -- Summit College will provide occupational safety and health training.

8. **Reporting Accidents, Injuries and Occupational Illnesses** -- A report of accidental injury/illness for all accidents, injuries or occupational illnesses must be filed with Summit College.

9. **Safety and Health Committees** -- Summit College will support any safety and health committees that are formed from management and employee representatives.

STUDENT RESPONSIBILITIES

1. **Compliance with Standards** -- Students shall comply with all OSHA and approved Summit College occupational safety and health standards, policies and directives.

2. **Safety and Protective Equipment** -- Students shall use appropriate protective and safety equipment when required for training.

3. **Reporting Hazards** -- Student and their representatives shall have the right to report unsafe or unhealthful conditions to appropriate officials and to request an inspection of the work area. The name of the person making the report will be kept confidential if requested.

4. **Freedom from Fear of Reprisal** -- Students and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the Summit College Safety and Health Program.

FINANCIAL SERVICES

FINANCIAL AID

§71810(b)(6)
Eligible applicants may benefit from the following federally sponsored programs, which provide grants, loans, and federal work-study to cover portions of tuition and fees:

FEDERAL PELL GRANT

The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based primarily on the student and his/her parents' income and assets, family size, and number of family members in school. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Financial Aid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is designed to assist undergraduate students with exceptional financial need as determined by the program requirements. Priority for awarding this grant is given to Federal Pell Grant recipients. The FSEOG is a grant from the federal government and does not have to be paid back.

DIRECT SUBSIDIZED AND UNSUBSIDIZED STAFFORD LOAN

The Student Loans offer flexible repayment options, including, but not limited to standard repayment, graduated repayment, extended repayment, income-based repayment, pay as you earn repayment, income contingent repayment, income sensitive repayment plans and loan forgiveness benefits. Stafford loans are available to students who meet all the requirements set by the Department of Education.

DIRECT PLUS (parent) LOANS

The Direct Plus Loans program allows parents of dependent students to borrow funds up to the amount of the student's unmet financial need for the cost of attending a program. This is a loan that must be repaid along with any interest.

TITLE IV COURSE CALCULATIONS

For financial aid purposes, except in certain cases specified by USDE, the method of converting clock to credit hours for lecture, laboratory, and/or externship are as follows:
- One quarter credit hour is based on 20 clock hours of direct faculty.

FINANCIAL AID PACKAGING STATEMENT

Summit College will consider each eligible student's financial aid package on an individual basis and will utilize Pell Grants as a first consideration. The college will then consider the other available loan and grant programs with the FSEOG.

REINSTATEMENT OF ELIGIBILITY FOR FINANCIAL AID

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of any probationary status notification; and/or
- Met the terms of satisfactory progress academic progress by achieving a 2.0 GPA and/or achieved an 80% attendance except in nursing.

NOTE: Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements may be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

TUITION PAYMENTS

Summit College accepts several methods of payment including cash or debit card, check, money order or credit card towards student payments. Summit College also participates in the following federal and state sponsored financial aid loan or grant programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEG), Direct Subsidized and Unsubsidized Stafford Loan, Direct Plus (parent) Loans. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on these programs is provided below, for specific information or to apply for any of these programs, please see the Financial Aid office.

DISCLOSURES TO ALL STUDENTS
§94909(a)(10)

- Any student who obtains a loan to pay for an educational program has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

- "If a student is eligible for a loan guaranteed by the federal government and the student defaults on the loan, both of the following may occur: §94909(a)(11)

- The federal agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

- The student may not be eligible for any other federal financial aid at another institution l or for government housing assistance until the loan is repaid.

- GRANTS are funds given to you that do not have to be repaid (such as Pell Grants, Cal Grant-C) however, LOANS are funds that must be repaid, usually with interest (Federal Direct Loans).

- A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. (§94909(a)(16) §94897(p)

COLLECTION PROCEDURES

Students whose financing package does not cover the entire cost of tuition will be required to pay the balance due by means of cash payment, check or debt card, money order or credit card at the time of enrollment or the execution of a Retail Installment Contract. The Retail Installment Contract will be calculated to pay off the balance due by means of monthly payments. An interest charge will be assessed on a Retail Installment Contract during the term of the contract. Students will receive a payment schedule upon execution of the Student Accounts Office. Monthly statements will be mailed or e-mailed five days prior to the payment due date each month and may be made by cash; check, credit card or money order payable to TFC Credit Corporation. Please see the Student Accounts Coordinator to make payments, or online at Summitcollege.edu, or at TFCloan.com.

A late fee of $10.00 will be charged if payment is not made on the 10th day after the due date, and an additional $5.00 will be charged if the payment is not made by the 15th day after the due date. A service fee of $25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by credit card, cash or cashier's check. Any student account that remains past due over 20 days may be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student credit, and may result in any of the following actions until the account is brought current:

- Withholding of Diploma
- Suspension of Placement services
- Termination from the program

CANCELLATION AND REFUNDS

Summit College must compare BPPE's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

*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)

Students Right to Cancel - BPPE REGULATIONS
Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B)

The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. You have the right to cancel for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this agreement, if notice of cancellation is made prior to or on the first day of instruction.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Cancellation shall occur when you have given notice of cancellation to the Admissions Department at Summit College. The notice of cancellation may be verbal, sent by mail/or email to the appropriate address listed below directed to the attention of Admissions Department. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

Summit shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

If the student cancels their enrollment agreement, Summit will not charge institutional charges; however, the College will retain the non-refundable application fee and may charge for used books and equipment not returned within the cancellation period.

CANCELLATION AND REFUND POLICY - ACCET REGULATIONS
§Accet Doc 31/29.1(12)

Cancellation Due to:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $200 if such charges are clearly itemized in the enrollment agreement as non-refundable.

2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of $500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

4. Cancellation After the Start of Class: An institution may consider a withdrawal as a cancellation or no show provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

WITHDRAWAL FROM THE COURSE

Ed code §94911(e)(3)   - Accet Doc 31   BPPE CEC §94909(a)(8)(B)

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, the College will provide a prorate tuition refund, less the registration fee within 45 days of the date of determination (see below for a refund calculation example), If you obtain equipment, as specified in the agreement as a separate charge, and return it in new/unopened condition within 7 days following the date of your withdrawal, the college shall refund the charge for the equipment paid by you.

You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of your equipment may be less than the amount charged, and the amount the college has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

- IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE OF DETERMINATION.
- IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL NEED TO MAKE ARRANGEMENTS TO PAY FOR IT.

Example 1:

The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is $15,000. Tuition for each period is $7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.
- Number of weeks student attended   8 weeks = 33.3%
- Number of weeks financially obligated   24 weeks
- Pro rata portion completed based on 8 weeks = 33.3%
- 33.3% of $7,500 tuition = $2,500 (earned tuition)
- 10% of unearned tuition ($7,500-$2,500 = $5,000 unearned) = $ 500
- Owed to institution = $3,000
- Student payment = $7,500
- Refunded to student by April 22nd = $4,500

Example 2:   Step 1   2075.00 - 75.00 / 400 = 5.00

                   Step 2   100 * 5.00 = 500.00

                   Step 3   2225.00 - 500.00 – 225.00 = 1500.00

** Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the college of your withdrawal or the actual date of intent of withdrawal.
- When you have given notice of cancellation to the Campus of Summit College you were to attend verbally to your Admissions Advisor. Or, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Admissions." The notice need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.
- The college terminates your enrollment
- For failure to attend classes in violation of the college's attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of recorded attendance

Refund amounts are based on a student's last day of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that services the loan, if any. Any remaining amounts of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

** Students who attend 60% of the total program hours will be charged 100% tuition and fees, with the exception of the Licensed Vocational Nurse Program.

REFUNDS

FEDERAL REFUND VS. STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 60% of their program, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title Iv funds must be returned, the school must calculate the following:

- TO DETERMINE THE PERCENTAGE OF THE PAYMENT PERIOD COMPLETED, THE NUMBER OF DAYS* ATTENDED IN
- THE PAYMENT PERIOD IS DIVIDED BY THE TOTAL DAYS* IN THE PAYMENT PERIOD.
- *DAYS = CALENDAR DAYS FOR PURPOSES OF THIS FORMULA, AND THEREFORE INCLUDE WEEKENDS AND HOLIDAYS. ONLY SCHEDULED BREAKS OF 5 DAYS OR MORE AND APPROVED LEAVE OF ABSENCES ARE EXCLUDED.
- THE NET AMOUNT OF TITLE IV FUNDS DISBURSED, AND WHAT COULD HAVE BEEN DISBURSED FOR THE PAYMENT PERIOD IS MULTIPLIED BY THE PERCENTAGE OF THE PAYMENT PERIOD COMPLETED. THE RESULT IS THE AMOUNT OF EARNED TITLE AID.
- THE EARNED AID IS SUBTRACTED FROM THE AID THAT WAS ACTUALLY DISBURSED TO OR ON BEHALF OF THE STUDENT.
- THE INSTITUTION WILL RETURN UNEARNED AID FOR THE PAYMENT PERIOD.
- UNEARNED AID IS ALLOCATED BACK TO THE TITLE IV PROGRAMS IN THE FOLLOWING ORDER AS SPECIFIED BY LAW:
- UNSUBSIDIZED STAFFORD LOAN PROGRAM
- SUBSIDIZED STAFFORD LOAN PROGRAM
- STAFFORD PLUS PROGRAM.
- A STUDENT WHO WITHDRAWS AFTER THE 60% POINT-IN-TIME, THERE ARE NO UNEARNED FUNDS.

Note: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, veterans should call the DVA nationwide toll-free number at 1-800-827-1000.

CALCULATION OF AMOUNT OF TUITION/EQUIPMENT REFUND

(Per California Private Postsecondary and Vocational Education Reform AcT, Section 94720)

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

- Deduct a non-refundable registration fee not to exceed $150 from the total tuition charge.
- Divide this figure by the number of hours in the program.
- The quotient is the hourly charge for the program.
- The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.
- The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.
- You fail to attend 40% of your scheduled classes in a 10-week term.

ADDITIONAL COST DISCLOSURE

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

Housing Costs --The College does not offer housing to any student. You will be responsible for your own Housing.

- Travel expenses to and from school and/or extern or clinical sites (if applicable)
- The college does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable).
- Incidental school supplies
- The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalogue. You will be responsible for paying for these items separately.

FEDERAL WORK STUDY PROGRAM

This program provides federal funds to assist employers to hire eligible students participating in financial aid programs. Eligibility for this program is dependent upon evidence of financial need. A limited number of federal work-study positions are available on campus and with outside employers. The positions are part-time, temporary jobs that students can apply for while they are attending school.

Specific details, eligibility requirements, repayment obligations and applications for these programs are available from the Financial Aid office. The Financial Aid office will provide students with all pertinent information regarding the importance of financial aid obligations and repayment as well as the penalties involved for failure to repay a student loan.

All students participating in financial aid programs are required to maintain satisfactory progress and must be in classroom attendance throughout their enrollment to remain eligible for financial aid assistance. The Financial Aid department will provide students with entrance counseling explaining the options, obligations and details of financing arrangements of being a responsible student loan borrower. Private tuition financing arrangements may be available to students in addition to the programs listed above. For complete details on tuition financing, please make an appointment to meet with the Financial Aid office.

STUDENT SERVICES

The Student Services department is a resource for current students and alumni.   To meet the needs of our students as they progress through their college experience we provide a wide variety of services from enrollment verifications to information on community services.   Students are encouraged to visit our department with questions in regards to the College's policies and procedures and to receive assistance with the following services.

- Attendance/Enrollment Verifications
- Information on Community Services
- Student ID's
- Changes to Student Contact Information
- Transcripts and diplomas

Our current students and alumni may also visit Student Services to pick up their Diploma, Official Transcripts, and Commencement Applications. Our mission is to offer students the support and guidance necessary to successfully complete their educational programs.   §71810(b)(12)

RECORDS/TRANSCRIPTS

In Accordance with the Family Education Rights and Privacy Act (FERPA)

All student information contained in the student's academic, administrative, financial aid and Career Services files are held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Student Services Administrator. For a fee, official transcripts will be produced for former and current students. A A student may request a replacement diploma for a fee. Please see the business office for a schedule of fees.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Manager if the request for amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Manager.

Student records will be maintained for a period of not less than 5 years as required by law. Summit will maintain a permanent record by means of a Transcript of the following information: program degree or certificate received with date granted, the courses and units on which the degree or certificate were based and the grades earned by the student in each of those modules. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the Student Services Administrator. §71810(b)(15)

PROGRAM TRANSFER

All students wishing to transfer from one program to another must request the transfer in writing and receive approval prior to transfer. A "Request for Program Transfer" form can be obtained from the Student Services Administrator. Program transfer requests will be considered providing they occur within the first 30 days of enrollment. After 30 days of enrollment, program transfers are limited only to programs of greater credit hour value unless the transfer is approved by the Campus Manager, Financial Aid Manager and Department Representative. Program transfers may affect a student's scheduled completion date and Financial Aid eligibility. For more information on transferring from one program to another, please see the Student Services Administrator.

PROGRAM TRACK TRANSFER

Students wishing to transfer from one schedule track to another must request the change in writing and receive approval prior to changing tracks by the Department Representative. A "Request for Track Change" form can be obtained from the Student Service Administrator. Track changes will affect a student's estimated completion date and financial aid eligibility. Track transfers are initiated at the beginning of the next sequential module.

ADDING/DROPPING/WITHDRAWALS

Students may add a module to their planned schedule on a space-permitting basis. Modules that are less than 60 days in length must be started at the first-class session. All requests to add a module must be made in writing with the Student Services Administrator and be approved by the Department Representative. Adding a module will affect the student's scheduled completion date and could impact financial aid eligibility. Students are required to speak to the Admissions and Financial Aid departments to determine what effect adding a module will have on their account.

Dropping or withdrawing from the module/term within the first five days of instruction will not affect the student's CGPA nor will the student incur any financial responsibility. The module/term will not appear on the student's transcript. However, if a student withdraws from a module/term of instruction after the first five days of instruction, the module/term will appear on the transcript with a "W" grade and the credits attempted will count toward the maximum allowable time frame. Withdrawing from a module will affect the student's eligibility for financial aid. Withdrawing from all modules will cause the student's enrollment to be terminated.

OFFICIAL WITHDRAWAL PROCEDURES

Students who intend to withdraw from a program must notify the college either orally or in writing. The designated office for official notification of withdrawal is the Student Service Administration office. Students who do not provide official notification of withdrawal to the student services office will be terminated per the college's satisfactory progress and attendance policies. The withdrawal date will be the last date of attendance at an academically related activity. Students, who notify the college of intent to withdraw and subsequently rescind that decision, must provide the college with written notification of the rescission.

WITHDRAWAL GRADE POLICY

Withdrawal from a program will result in termination from the program and all Financial Aid will cease.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution's signed documentation.

Note: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.

INTERACTIVE DISTANCE LEARNING (LDA)

A. For Asynchronous schedules: the last day of attendance (LDA) will be recognized as the last completed assignment or activity, with the date of determination (DOD), the 14th day after the LDA as recorded on the attendance record.
B. For Synchronous and On-ground schedules: the last day of attendance (LDA) will be recognized as the last LMS posting of attendance recorded with the date of determination (DOD), the 14th day after the LDA as recorded on the attendance record.

REPEATING A COURSE

Allied Health/Technical-Trade Programs

Students may repeat a course as required by the College due to academic or other reasons at the discretion of the Department Representative. The best grade for the last repeated course will be listed and count toward the CGPA. All courses repeated will be at no cost to the student. All attempted credits will be calculated in determining satisfactory academic rate of progress. Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for financial aid.

"Time and a Half" - Students repeating a module must complete the program within the maximum allowable time frame, which is 1.5 times the program length to be considered as maintaining satisfactory progress and remain eligible for financial aid. A student may be allowed to repeat a unit of study within a program that the student failed or did not complete, on a space-available basis.

GRADUATION REQUIREMENTS

DIPLOMA

Diplomas will be awarded to all students who successfully fulfill all graduation requirements and complete the "exit interview" process. A student must meet the following requirements at the time of graduation:

- Achievement of an overall, final grade point average of 2.0 or better. Meets all attendance requirements for the program of study.

STANDARD OF ACHIEVEMENT

In order to receive a Diploma from a program of study, students must:

Allied Health/ Trades §71810(b)(8)

- Complete the required credit hours within the maximum number of credits attempted. This includes clinical and/or externship.
- Complete all requirements within 1.5 times the program length.
- Must meet a minimum of 80% attendance requirement of modules and 100% attendance for externship.
- Have a CGPA of at least 2.0 at the completion of the program.
- Participate in an exit interview and complete the required exit paperwork with Financial Aid.
- Meet with the Career Services Department and provide a current résumé.
- Fulfill all financial obligations to the College.

NURSING – Certified Nursing Assistant and Licensed Vocational Nursing please review Standard of Achievement in the Nursing Section of this Catalog.

COMMENCEMENT & PINNING CEREMONIES

CEREMONIES – ALL PROGRAMS

The college will host a Commencement Ceremony and Pinning Ceremony for its eligible students once a year. The date will be announced approximately 2-3 months prior to the ceremony date.

Students who complete a Short Program or C.N.A. program are not eligible to participate in Commencement or Pinning Ceremonies.

Eligible students to participate in the Ceremony must:

- Complete all graduation requirements for the program and be in good standing with the college.
- Participation in the Commencement Exercises is limited to those candidates who have completed their training program on or before the cut-off date identified on the application and have not attended an earlier commencement ceremony for the same program. The student must be current on financial obligations.
- LVN students in order to participate a student must receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.

PURCHASING REGALIA

Students must pay a commencement fees and submit an application by the deadline given for ceremony. This commencement fee includes cap, gown and tassel, a diploma cover. Please see the Student Services for application, cost and purchasing.

ACADEMIC INFORMATION

ATTENDANCE

ALLIED HEALTH /TECHNICAL-TRADE

Requirements §94909(a)(8)(d)

- Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must adhere to the following attendance requirements:
- Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.
- Tardiness and early departures will affect a student's attendance and grades.
- Students must attend a minimum of 80% of the scheduled class/module hours for each class/module attempted.

Online

1. In the online environment attendance is defined as participation in a class activity in the LMS. This includes, but is not limited to, submission of completed work, participation in discussion forums, taking quizzes/tests, collaborating on peer group projects and video conferencing.
2. Pursuant to students receiving course syllabus, which includes attendance and grading policies, along with course calendars and lesson plans at the beginning of every course, students must attend class regularly in the virtual classroom.
3. Participation in the LMS is required for students to post attendance and receive credit for attendance. Participation is defined as submission of completed coursework for the class.
4. The class week begins Monday at 12:01 am and ends on Sunday at 11:59 pm. Students are required to participate in assignments and discussions daily, as assigned, to earn attendance for the week.
5. In order to have sufficient time to complete weekly assignments and participate in weekly activities, students are expected to login regularly.
6. If the student does not meet the weekly participation required by the instructor, intervention will occur at the instructor/student level with a deficiency issuance and possibly escalation to Education Manager/Coordinator and probation status if student does not make progress on attendance. After probation the student may be withdrawn from course or program or required to repeat module to make up attendance.
7. Policies regarding tardiness are established by lateness of assignment submissions in the LMS and syllabus.

TARDINESS

All students attending Allied Health or Trade programs at Summit College must arrive at school no later than fifteen (15) minutes after the starting time for their particular course.

If a student arrives late for class or return from break and has not signed in on the attendance roster by the prescribed times, the student will be considered as tardy. Attendance hours will be reduced by the number of hours the student missed.

Students who have excessive tardies can be placed on attendance probation. In addition, being tardy can affect student participation score for the day.

Tardies are calculated in the attendance time and students are referred to the Department Representative if they fall below the minimum attendance requirement.

In the distance learning modality, tardies are based on submission of work turned in past the deadline in the LMS.

EARLY DEPARTURES

All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment. Time spent away from class is recorded in quarter hour increments and deducted from student's attendance time. Time spent away from class is discouraged, while there is provision for make-up hours, they rarely compare to the missed lectures/lab time during the day. In the hybrid/hyflex modality, early departures will be determined based on incomplete work submission.

MAKE-UP CREDIT / ATTENDANCE & EXTRA CREDIT

Allied Health /Technical-Trade

While students are expected to attend all classes and complete all assignments as scheduled, the College does allow students to receive academic credit for make-up assignments, late assignments and/or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day of student returning to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each accredited day late after returning to class. If a student is absent for a test or quiz, the missed quiz or test must be completed immediately upon their return to class. Failure to complete the quiz or test upon return to class will result in a "zero" grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra Credit assignments are not designed to take the place of regular, required assignments or homework; therefore, students are only allowed to receive a maximum of 10 percentage points of Extra Credit for each course attempted. All extra credit assignments must be discussed approved, and assigned by the instructor and documented in the student's academic file with maximum possible points established prior to assigning the project. Make up and Extra Credit assignments will not be counted toward a student's attendance percentage.

In order to maintain the 80% minimum attendance standard, students may receive attendance credit hours for time spent in the classroom or comparable to content, time/assignment and delivery of the classes missed after normal scheduled course hours. Make-up attendance credit is allowed on a "space available" basis and student MUST make prior arrangements with their instructor to schedule make-up time. Students are also required to sign in and out on the make-up time sheet in the classroom.

Online

In order to maintain the 80% minimum attendance standard students may receive attendance credit hours for time spent in LMS classroom on academic work after normal scheduled course assignments. Make up attendance credit must be complete no later than 7 calendar days following the end of the grading period. Additionally, all make up attendance credits must be requested by the student and prearranged with their instructor.

WARNING & PROBATION §94909(a)(8)(c)

If the student does not have cumulative attendance of at least 80% at the end of any module, he/she will be placed on Attendance Warning for the next module by the Instructor or Education Manager/Coordinator. The student must meet with the instructor or Education Manager/Coordinator and abide by the terms outlined in the attendance warning notice. The student will sign a form and this form will be stored in the student's Educational file.

At the end of the module on attendance warning the student must be making progress toward meeting the 80% cumulative attendance requirement and have met all of the terms of the attendance warning notice. Additionally, if at the end of the module on attendance warning, if he/she has made progress but is still not meeting the 80% cumulative attendance requirement, the student will be put on attendance probation for the next module.

The student will meet with the Education Manager/Coordinator to sign the attendance probation form generated by the college data base. Once signed this form will remain in the student services file. If the student does not progress during probation, the student will be terminated for non-compliance with our attendance policy. Please see Make-up section in this catalog.

TERMINATION

Per federal policy, in the event that a student fails to attend at least one class in any consecutive 14-day calendar period (excluding leaves of absence and scheduled breaks) the student will be terminated. The Date of Determination will be the 14th day after the Last Date of Attendance as recorded on the attendance record.

Please refer to the following definitions regarding last day of attendance description of Interactive Distance Learning Programs (Hybrid/Hyflex)

A. For Asynchronous schedules: the last day of attendance (LDA) will be recognized as the last completed assignment or participation in learning activity, with the date of determination (DOD), the 14th day after the LDA as recorded on the attendance record.

B. For Synchronous and On-ground schedules: the last day of attendance (LDA) will be recognized as the last synchronous activity in which student participated in the LMS, and for On-ground class the last day the student participated in lab.

LEAVE OF ABSENCE

§94909(a)(8)(e)

A Leave of Absence may be granted to students who require one for medical or extreme hardships/legal reasons or military orders. Leaves of Absence are granted on an individual basis and must be requested in writing by the student and approved by the Department Representative and/or the Director of Nursing. A student may take multiple Leaves of Absence during their entire program. During the term of a Leave of Absence, eligibility for financial aid is suspended. The total cumulative length of time that a student may take for a Leave of Absence must not exceed 180 days or ½ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a Leave of Absence will be required to return to the training program at the point of instruction where they left off. ALL students requesting a Leave of Absence are required to meet with the Department Representative and/or Director of Nursing for approval.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. No additional charges will be assessed to a student's account during a Leave of Absence. Students will be readmitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.

Title IV recipients should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student's "grace period" for beginning repayment of federal loans. For example, if a student takes an approved leave of absence for 90 days and fails to return to classes (withdraws from school) the withdrawal date will be the first day of the Leave of Absence. Therefore, 90 days of the student's grace period would already have been used. For an explanation of grace periods, please see the Financial Aid Department. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Director of Nursing and Campus Manager.

Students are required to follow the following procedures:

- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- The institution must document its approval of the leave of absence request in accordance with its published policy. The institution may not assess the student any additional charges as a result of the leave of absence.

SATISFACTORY ACADEMIC PROGRESS

(ACCET-Doc18)

CREDIT HOUR PROGRAMS

QUALITATIVE STANDARD

Summit College's Qualitative standard measurement for Satisfactory Academic Progress (SAP) is the student's cumulative grade point average. Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.00 at a rate that allows them to complete the program within 1 ½ times the length of the program, measured in credits. If the student fails to meet the GPA requirement as measured by Cumulative GPA and Rate of Progression, the student will follow the remediation pattern described hereafter. – See the Clock Hour section (below) for SAP for all clock hour programs.

In accordance with the standard for financial aid and to address Satisfactory Academic Progress in a timely manner, Education and Nursing departments review students' progress at least quarterly based on program length and ideally at the end of every module or term. This practice aligns with ACCET standards for SAP.

SAP ACADEMIC WARNING & PROBATION

The grading and attendance policy as it relates to satisfactory academic progress (SAP) is covered as part of the new student orientation. Throughout the module if students are not meeting either of the standards for Grade Point Average and the Rate of Progress, the instructor will provide the student with a deficiency notice and the Director of Student Services will place the student in Deficiency status in the Student Information System (SIS) (FOP518c). At the end of the module the instructor will provide the student with a Deficiency Form.

Student progress report reflecting Academic Progress status, the same protocol is followed if the student has not shown incremental progress by the end of the next module. A second deficiency will be issued and the student will be advanced to Warning status in the student information system. If after the second module of not meeting both standards for SAP, a student fails to meet SAP, the student is then placed on Academic Probation by the Director of SS and informed accordingly by Academics and/or Students Services. Students on Academic Warning remain eligible for Financial Aid, and will be directed to the FA Office for Federal Student Loan Awareness counseling.

The Director of Student Services will process the enrollment change and Education Manager/Coordinator will have the student sign academic probation documentation status at every level of the enrollment status change this is tracked by the SIS.

The student will be given another re-evaluation date which is tracked in the SIS. The Director of Student Services will print out an academic probation report weekly to check for any re-evaluation dates that need to be addressed with the Education Managers/Coordinators. The Education Managers/Coordinators or Director of Student Services will meet with the students during re-evaluation period to remove the student from probation pending meeting SAP or the student may be dropped from the program. This documentation will be done on the Student Progress Report and signed by the student. If a student is removed from academic probation the student will receive a progress report and will sign the information system form and both documents will be kept in the student services file. If a student is terminated from the program the student will meet with the Education Managers/Coordinators for processing of the termination.

ACADEMIC APPEAL

Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within five calendar days to the Student Services Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed by the appeals committee comprised of Director of Nursing, Student Services Director and Education Manager/Coordinator and Corporate Education. The appeals committee will respond within three business days from the date the appeal was filed.

TRANSFER STUDENTS FROM OUTSIDE

Students will be evaluated qualitatively only on the work completed while at this school.

STUDENTS TRANSFERRING FROM WITHIN SUMMIT COLLEGE

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 20 credits in the current program based on Mid Academic Schedule, the maximum time frame is 20 x 150%, or 30 attempted credits".

QUANTITATIVE STANDARD

To maintain satisfactory academic progress (SAP) and maintain eligibility for financial aid, a student must have sufficient progress in the program to assure that it can be completed within the maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. Students exceeding the maximum time frame are no longer eligible to receive financial aid.

REQUIRED PACE OF COMPLETION RATE

Students must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program.

CREDIT HOUR PROGRAMS

Credit Hour Programs	Required Credits	Max. Credits Attempted Calculated 1.5 X Credits
Electrician & Electrician - IDL	55	82.5
HVAC	54	81
Medical Assistant Administrative and Clinical	43	64.5
Medical Billing and Insurance Coding	47	70.5
Plumbing	54	81
Welding Basic	42	63

TABLES BY PROGRAM

Credit Hour Program: Electrician /Electrician IDL			
*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: 55 Maximum Credits Allowed: 82.5	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13.75*	20.625*	2.0
Period 2, 50% of Program Financial Aid SAP Review	27.5*	41.25*	2.0
Period 3, 75% of Program	41.25*	61.875*	2.0
Period 4, 100% of Program	55	82.5	2.0

Credit Hour Program: HVAC

*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: 54 Maximum Credits Allowed: 81	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13.5*	20.25*	2.0
Period 2, 50% of Program Financial Aid SAP Review	27	40.5*	2.0
Period 3, 75% of Program	40.5*	60.75*	2.0
Period 4, 100% of Program	54	81	2.0

Credit Hour Program: Medical Assistant – Administrative and Clinical

*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: 43 Maximum Credits Allowed: 64.5	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	10.75*	16.125*	2.0
Period 2, 50% of Program Financial Aid SAP Review	21.5*	32.25*	2.0
Period 3, 75% of Program	32.25*	48.375*	2.0
Period 4, 100% of Program	43	64.5	2.0

Credit Hour Program: Medical Billing and Insurance Coding

*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: Maximum Credits Allowed:	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program			2.0
Period 2, 50% of Program Financial Aid SAP Review			2.0
Period 3, 75% of Program			2.0
Period 4, 100% of Program			2.0

Credit Hour Program: Plumbing

*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: 54 Maximum Credits Allowed: 81	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13.5*	20.25*	2.0
Period 2, 50% of Program Financial Aid SAP Review	27	40.5*	2.0
Period 3, 75% of Program	40.5*	60.75*	2.0
Period 4, 100% of Program	54	81	2.0

Credit Hour Program: Welding Basic

*When reviewing this uneven credit, the College will round up to benefit the student.		Required Credits for Completion: 42 Maximum Credits Allowed: 63	
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	10.5	15.75	2.0
Period 2, 50% of Program Financial Aid SAP Review	21	31.5	2.0
Period 3, 75% of Program	31.5	47.25	2.0
Period 4, 100% of Program	42	63	2.0

CLOCK HOUR PROGRAMS

QUALITATIVE STANDARD

CNA Program:

The CNA program requires a minimum 2.0 GPA is required for completion of the program.

LVN Program:

Due to the academic rigor of the LVN Program, the grading standards within the terms are higher than for our general student population. In order to maintain a pace of completion that aligns with the requirement to complete the program within 1 ½ times the length of the program, the minimum GPA to maintain SAP 2.3 for Terms 1 & 2, and 2.7 Terms 3 & 4.

Term 1

| Fundamentals of Nursing: | 78% passing grade |
| Fundamentals Clinical: | Pass (Pass/Fail) |

Term 2

| Med Surg I: | 78% passing grade |
| Med Surg I Clinical: | Pass (Pass/Fail) |

Term 3

| Med Surg II | 80% passing grade |
| Med Surg II Clinical: | Pass (Pass/Fail) |

Term 4

| Maternal Child: | 80% passing grade |
| Maternal Child Clinical | Pass (Pass/Fail) |

All students must maintain these minimum standards at term transition or they will be required to repeat the term. If the student fails to meet the GPA requirement as measured by Cumulative GPA and Rate of Progression, the student will follow the remediation pattern described hereafter.

ACADEMIC WARNING

Progress is measured at the end of each term and at the conclusion of the program, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated. If a student does not meet (SAP) at the end of any term, they will be placed on Academic Warning for the next term. Students on Academic Warning remain eligible for Financial Aid. The grading and attendance policy as it relates to satisfactory academic progress (SAP) is covered as part of the new student orientation and in admissions when enrolling. Throughout the term if students are not meeting either of the standards the instructor will provide the student with a deficiency notice. At the end of the term the instructor will provide the student with a Student progress report generated from SIS. The student and instructor will sign this progress report and a copy is kept in the education file. If the student is not meeting SAP they will be referred to the Director of Nursing for counseling and warning. The Director of Nursing will then notify the Director of Student Services and this will be tracked in SIS.

SATISFACTORY ACADEMIC PROBATION

At the end of the next term the Director of Nursing will meet with the student and review their progress report in SIS. If the student is still not meeting SAP at the end of the next term, the Director of Nursing will notify the Director of Student Services to process academic probation paperwork. The Director of Student Services will process the enrollment change and the Director of Nursing will have the student sign academic probation paperwork. At that time, the Director of Nursing will provide counseling to the student on ways to improve student progress through an Academic Plan. The student will be given another re-evaluation date which is tracked in SIS. The Director of Nursing will meet with the students during reevaluation to remove the student from probation pending meeting SAP or the student may be dropped from the program. This documentation will be done on the Student Progress Report and signed by the student. If a student is removed from academic probation the student will receive a progress report and will sign the SIS form and both documents will be kept in the student service's file. If a student is terminated from the program the student will meet with the Director of Nursing for processing of the termination.

ACADEMIC APPEAL

Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within five calendar days to the Student Services Director, stating the basis for the appeal and include any relevant documentation to support the request.

QUANTITATIVE STANDARD

Summit College offers two programs that are calculated by clock hour: Certified Nursing Assistant and Licensed Vocational Nurse. Both programs have a regulatory agency that dictates the minimum required hours for completion.

CNA Program:

Within the CNA Program, the California Department of Public Health requires students complete all 232 hours of the program. This means a 100% attendance rate and 100% rate of progress. A minimum 2.0 GPA is required for completion of the program.

LVN Program:

Within the LVN Program the Board of Vocational Nursing and Psychiatric Technicians allows for a rate of progression aligned with the accreditation commission and federal guidelines. Therefore, LVN students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.3 for Terms 1 & 2 and 2.7 for Terms 3 & 4, which allows them to complete the program within 1 ½ times the length of the program, measured in clock hours and published calendar.

Program	Required Hours	Max. Hours	Max Calendar Weeks	Minimum CGPA
Certified Nursing Assistant* *CDPH (CA State Law requires 100% completion of hours in specified timeframe)	232	232		2.0
Licensed Vocational Nurse – Days	1586	2379	78	2.3 T1 & 2 2.7 T3 & 4
Licensed Vocational Nurse – Evening	1586	2379	126	2.3 T1 & 2 2.7 T3 & 4

FINANCIAL AID

Summit College reviews financial aid on the disbursements specified by the Department of Education and ACCET. ACCET Doc 18 states "Financial Aid Purposes: For institutions participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must align with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less."

The Office of Student Services will monitor the student rate of progress and CGPA and update the SAP status prior to Financial Aid requesting disbursement. For academic purposes, the clock hours are reviewed quarterly as specified by ACCET.

Students may be placed on Financial Aid Warning due to not making satisfactory progress after the end of a payment period. Students who fail to make satisfactory progress after the warning period lose their financial aid eligibility unless they successfully appeal and are placed on probation.

Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements may be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

REINSTATEMENT OF ELIGIBILITY

Eligibility for financial aid can be reinstated at any time after the student has:

- MET THE TERMS OF PROBATIONARY STATUS NOTIFICATION; AND/OR
- MET THE TERMS OF SATISFACTORY PROGRESS ACADEMIC PROGRESS

EXCEPTIONS TO SATISFACTORY ACADEMIC PROGRESS

The college may consider a student to be maintaining satisfactory progress if the student has not met policy minimums and extraordinary circumstances apply. Such circumstances include the death of a family member and/or prolonged illness or severe injury of the student. Students who have a mitigating circumstance affecting their satisfactory progress must meet with the Education Manager/Coordinator or Director of Nursing to explain the situation. Mitigating circumstances will be reviewed on a case-by-case basis and the decision regarding exceptions to the satisfactory progress policy minimums are final. Documentation of the decision is kept in the students' file. Generally, all periods of the student's enrollment count when assessing progress: Course incompletes, withdrawals and repeated courses. Transfer students accepted and applicable to the credit for previous training (CPT) policy will be subject to the same standards as institutional credits

GRADING SYSTEM

GRADING BREAKDOWN

Grades are calculated by totaling your weekly scores and dividing by the number of weeks in the course. You will be given a weekly exam, lab assignments, homework assignments, and typing exercises. In addition, you will be graded for attendance and professionalism. Please see specific program for grade scale breakdown. Please see individual program for more breakdown of grading. The following chart is used for a letter grade:

PROGRAMS WITH LETTER GRADES

P, F,	Pass, Fail. These grades are given for Internships or Externships and are not counted in the CGPA.
AU	Audit. Students choosing to audit a course do not receive academic credit and this grade does not affect the CGPA.
CC	Challenge Credit. Students who successfully pass a challenge examination(s) will receive this grade. This grade does not affect the CGPA.
TC	Transfer Credit. Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.
W	Withdrawal. Students who drop/withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.
I	Incomplete. Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be converted to an "F" grade if the requirements are not met within 10 calendar days of the last scheduled day of instruction for the course.

ALLIED HEALTH /TRADES GRADING SCALE

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

CLASSROOM PROTOCOLS

Take responsibility for your education - Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.

Attend every class - You will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, contact your instructor ahead of time to let her/him know that you will be absent. If you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.

Get to class on time - Students who walk into the classroom late or leave early distract other students and disrupt the learning environment.

Do not have private conversations - The noise is distracting to other students.
Turn cellular phones off - It is very distracting to hear someone's phone go off in class. Texting in class is prohibited.

Do not dominate other students' opportunities to learn by asking too many questions - It's good to ask questions and make comments, but if you dominate the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions. When asking questions or making comments, keep them related to the discussion at hand.

Respect your instructor - Openly challenging the instructor's knowledge or authority in the classroom is not proper. If you take issue with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

Instructors' classroom policies, procedures and teaching styles vary - Instructors enforce attendance policies. Assignments and classroom activities are at the prerogative of the instructor. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the college).

Your classmates deserve your respect and support - Others may have different ideas and opinions from yours, they may ask questions you perceive to be "obvious," but they deserve the same level of respect from you as you wish from them.

Come to class prepared - Students who forget common classroom supplies such as a pencil, paper, books, test materials, etc. usually waste class time. Students who have not completed their assigned homework many times ask questions that could have been answered through their assignments.

Turn in your work on time - It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. Study and do your assignments every day. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.

Do not bring children to class - Children in classrooms are distracting to the instructor, other students, and you. You need to plan ahead for childcare.

STUDENT PREPARATION AND BEHAVIOR

Students are expected to be prepared for class. This means that reading and homework assignments are completed, the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner in the clinical area. If an Instructor feels that a student is not prepared in either the lecture or clinical portions of the program, the Instructor has the right to excuse the student from the area or classroom and the student will be required to make up objectives missed. Students are expected to be respectful and attentive during class. If a student's behavior is disruptive to either the Instructor or to fellow students, the Instructor has the right to excuse the student from class and refer them to the Education Manager/Coordinator (Allied Health and Technical/Trades Programs), Director of Nursing (Nursing Programs), and the student will be required to make up objectives missed with penalties. Continued negative behavior will result in progressive disciplinary action, which may include termination from the program.

Examples of disruptive behavior includes but are not limited to:
- o   Leaving the classroom between breaks, or arriving late or leaving early from class.
- o   Talking and passing notes during lecture.

- Be considerate for the classroom environment, no food or soda except water in the classroom. Gum chewing is not allowed.
- Be conscious of the school policies on absences and tardiness, defined in the student catalog. These policies will be strictly enforced.
- Conscious of the school's academic policies.

Cheating of any kind will not be tolerated and is grounds for immediate termination from the program. Examples of cheating include but are not limited to:

 a. Plagiarism, Crib notes or looking at someone else's work.
 b. Removing test and Scantron from classroom.
 c. Sharing test related information with other classes and/or terms.

TESTING DEFINITIONS

QUIZ

A short spoken or written test that accesses small increments of theory knowledge discussed recently.

TEST

A procedure that a student studies for to check the quality, performance, or reliability of (subject, process or practice), especially before putting it into widespread use or practice.

TESTING PROTOCOLS

IN THE ONLINE ENVIRONMENT

Testing is a synchronous activity and therefore proctored, live and in real time.

IN THE CLASSROOM ENVIRONMENT

Classroom doors will be locked at the beginning of the test and students will not be allowed to enter the room after the test has begun. Students who arrive late and are locked out will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.

Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom.

Students should make every effort to arrive on time and complete the regular test. Students who are absent on the test day must take an alternate test on the same day that they return to classes. Alternate testing may not be postponed.

Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

Talking of ANY KIND AND FOR ANY REASON is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, she/he should raise his/her hand for assistance by the instructor/TA.

Due to current messaging technology, all cellular phones and multimedia devices must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a device turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee for termination proceedings

All tests will be monitored by the instructor and/or teaching assistant. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student's answer sheet or any other form of cheating witnessed by the instructor or teaching assistant will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission.

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class.

STUDENT DISCIPLINARY PROCEDURE

DISCIPLINARY COMMITTEE

The college maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions/behavior on campus or at clinical/externship sites, or any other serious matter concerning a student's period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination/expulsion from the college. All Disciplinary Committee meetings are closed and students referred to the Committee for action will be informed in writing of the Committee's decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

STUDENT TERMINATION

Students may be terminated for any of the following reasons:
- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to achieve minimum passing scores per Grading Policies
- Failure to adhere to the terms of probationary notices.
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel/clients.
- Cheating or plagiarism on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term (Licensed Vocational Nurse) without notifying the college (excluding LOAs, holidays & scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (Core Classes) (excluding LOAs, scheduled breaks & holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Failure to adhere to the terms of warning notice(s).
- Any violation of BVNPT policy. (LICENSED VOCATIONAL NURSE Students)
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to make up missed clinical days in current term. (LICENSED VOCATIONAL NURSE)
- Falsification of school records
- Failure to adhere to student conduct guidelines

All terminations are subject to review. The Department Director/Supervisor makes the final decisions.

A LICENSED VOCATIONAL NURSE student may also be terminated for failure to abide by the EXPECTATIONS FOR STUDENT BEHAVIOR while at clinical.

A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:
- Placing a patient in physical or emotional jeopardy
- Medication Error
- Failure to demonstrate competence
- Gross negligence
- Violation of the Summit College and/or BVNPT Attendance Policies
- Failure to meet theory or clinical objectives
- Failure to maintain personal composure
- Violation of Summit College Drug and Alcohol or Weapon Policies
- Patient abandonment
- Leaving the clinical site without authorization

When a faculty member perceives that a student may be experiencing difficulty or violating the code of conduct, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behavior.   It is the primary objective of all instructors to de-escalate all problems before they reach critical levels.

Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results (e.g. Warning) will be made in the student file. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the instructor, the student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances.

Students may be sent from the clinical facility to the campus if Student Behavior standards are not met. The student will receive an absence for the day.

TUTORING PROGRAM

Summit College's Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Student tutors are recommended by faculty members for their positions. Students are invited to request tutoring.

DRESS CODE POLICY

In keeping with the philosophy of dressing for success, we require that all students of Summit College dress in attire that would be appropriate for your field of study workplace.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an unexcused absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that appears inappropriate or in direct violation of the dress code. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence.

Nursing - At the start of clinical rotations, the student must wear the school uniform at clinical sites and while attending classes on campus. This uniform and supplies are included in the cost of the program. Additional uniforms and supplies may be purchased through the college's business office or from outside sources. Uniforms not purchased from the college's business office must be in EXACT CONFORMITY with the official school uniform.

Nursing Students please see the Nursing Section for additional requirements.

GENERAL GUIDELINES – ALL PROGRAMS

The following guidelines will be required in **all** programs:

Dress – Clothes must be clean and ironed with no stains, tears, rips or wrinkles. No jeans, miniskirts or shorts can be worn. Men's shirts must have a collar. No exposed underwear, midriffs, backs or posterior, no plunging necklines or halter-tops. You may wear a jacket or sweater with no sport or affiliation logos. The jackets must not have hoods attached to them (no "hoodies") or bandannas, sunglasses or headphones may be worn in class.
*Exceptions for Technical/Trade programs – jeans, t-shirts and appropriate Baseball Caps may be worn.

Shoes – Shoes must be clean and in good condition. No flip-flops, garden shoes, slippers or extremely high heels. Medical: Nurse's duty shoes or non-canvas all tennis shoes. Clean shoes and laces. No open back shoes. For Technical/Trade programs –the appropriate designed boots/shoes must be worn while in the shop, you may choose to wear other shoes in the classroom, which must follow program requirements.

Hair - Hair must be neat, clean, and well-groomed for Medical/Nursing off the collar and secured to avoid the possibility of falling into food or onto a sterile field. **Hair must not be allowed to fall onto a patient** i.e. nothing that dangles from the hair. Hairstyles must be subdued and acceptable in a regular business or medical office environment.

Nails/Make-Up--The length of your nails should not impede progress in typing skills and the colors and design should be professional shades or hues. Medical/Nursing: Fingernails should be short and clean. The length of your nails should not exceed the length of the finger. Make-up – Recommend simple light, make-up for a professional environment. Any make-up worn should be subdued.

Jewelry & Body Art – (Extremely important for Allied Health and Nursing students) Nursing/Medical No large hoops, that might interfere with patient care. Jewelry not to exceed excessive amounts such as too many necklaces one is acceptable but must not be visible, bracelets and rings. Preferably One watch and one ring on each hand. Technical/Trade programs no jewelry that could get caught in machinery or equipment.

General Appearance – wearing appropriate professional dress for your field must be observed at all times. No unauthorized headgear, sunglasses or headphones are allowed in the class. No gum chewing and the "No Smoking" policy must be observed. Good personal hygiene and grooming must be observed at all times. Remember scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients or other students.

Student ID badge with you at all times, this will allow you to be identified as a student.

TRADES

*Exceptions for Technical/Trade programs – jeans, t-shirts and Baseball Caps may be worn.

- Student ID badge with you at all times, this will allow you to be identified as a student.
- Non-flammable (heavy cotton) long pants, jeans with no holes are okay (No Shorts)
- School shirt

In cold weather: Sweatshirts underneath school shirt are allowed (no dangling cords or hoods), and/Baseball cap with non-offensive material is okay to wear, NO HOODIES.

Safety glasses must be worn while in the shop area (prescription eyeglasses do not replace the use of safety glasses)

Shoes –
The appropriate designed boots/shoes must be worn while in the shop, you may choose to wear other shoes in the classroom, which must follow program requirements.

- NOT ACCEPTABLE
- Flip-flops,
- Tennis Shoes

UNIFORM DISTRIBUTION

Students will be measured for uniforms and orders will be placed during the first three weeks of classes. All other items included in the Uniform Package will be issued to students prior to starting clinical rotations. After the Uniform Package has been issued, students must wear the required uniform while on campus and at clinical sites. Failure to dress in the required uniform once issued will result in the student being sent home and an absence will be credited to the student's attendance.

CLOCK/QUARTER CREDIT HOURS CONVERSION

Summit College uses the following Carnegie Clock to Quarter Credit hour conversions for lecture, laboratory and externship/internship. For Financial Aid purposes, the clock hour conversion applies.
Homework hours represented in Description of Instruction by Course will be shown in actual minimum in clock hours.

Lecture Hours: Instructional hours consisting of theory or new principles.

Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

Externship/Internship/Clinical Hours: Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

Homework: Homework is a vital part of program expectations; Homework expectations for most students range from 2.5 to 4 hours weekly for expected course homework hours please see individual courses for estimated homework time. *Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours.

As defined, the minimum clock hour/quarter credit hour conversion rates are as follows: **Lecture:**
10 clock hours equal 1 quarter credit hour **Lab:**
20 clock hours equal 1 quarter credit hour

Externship/Clinical   30 Clock Hours equal 1-quarter credit hour

In the application of this section , for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 and .00

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship are as follows:

One quarter credit hour is based on 20 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

(Conversion prior to 7/1/21)

For financial aid purposes, the method of converting clock to credit hours for Work-Outside-of Class are as follows: 25:1 for quarter credits based on documented evidence of work outside of class. In accordance with
34 CFR Section 668.8(1)(2), Summit College recognizes Title IV Federal financial aid for purposes of Work-Outside of Class for the following programs. The program chart reflects the following calculation: Total Instructional clock hours + clock hours of work outside-of-class = Total clock hours for financial aid.

Definition of Full-Time Equivalent (FTE) is a unit of measurement used to determine the amount of instruction that equates to one full-time student during one year. Defined as one FTE as 900 student contact clock hours, 45 quarter credit hours, or 30 semester credit hours of instruction.

PROGRAMS

San Bernardino   Auxiliary Classrooms in Colton

> 804 E. Brier Drive
> Bernardino, CA 92408
> (909) 422-8950
> Toll Free (888) 416-3456

> 965 S. Mt. Vernon San
> Colton, CA 92324
> 909/422-8950

Santa Ana

> 1639 E. Edinger Ave Unit A
> Santa Ana, CA 92705
> 714) 635-6232 Toll Free (877) 786-6485,

El Cajon   Auxiliary Classrooms

> 411 N. Marshall Ave
> El Cajon, CA 92020
> 909/422-8950

> 876 Jackman St
> El Cajon, CA 92020
> 909/422-8950

PROGRAMS	San Bernardino	Auxiliary Colton	Santa Ana	El Cajon	Auxiliary El Cajon
Certified Nursing Assistant	XX				XX
Electrician Hybrid/Hyflex		X	X		XX
HVAC		X	X	XX	
Licensed Vocational Nurse	XX				XX
Medical Assistant Administrative and Clinical	XX				XX
Medical Billing and Insurance Coding Hybrid/Hyflex	XX				
Plumbing Technician	XX				
Welding Basic		X	X	XX	

NOTE: NOT ALL PROGRAMS TAUGHT AT ALL CAMPUSES

CREDIT HOUR PROGRAMS – WITH EXTERNSHIP

Program	Theory/LAB	Externship	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Medical Assistant *Administrative and Clinical*	260/380	160	800	43	144	36
Medical Billing and Insurance Coding	280/280	160	720	47	98	32

CREDIT HOUR PROGRAMS – WITHOUT EXTERNSHIP

Program	Theory/LAB	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Electrician (Hybrid/Hyflex)	380/340	720	55	98	36
HVAC	360/360	720	54	108	36
Plumbing	440/200	640	54	108	32
Welding Basic	120/600	720	42	84	36

CLOCK HOUR PROGRAMS WITH CLINICALS

Program	Theory/LAB	Clinical	Total Instructional Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Certified Nursing Assistant	100/20	112	232	0	27	6
Licensed Vocational Nurse	632/307	647	1586	0	208	52/84

DESCRIPTION OF INSTRUCTION:

§94909(a)(5) Summit Allied Health & Technical/Trades courses are taught by lecture, lab, the Medical Assistant and Medical Billing and Insurance Coding programs have an externship component. Electrician and Medical Billing and Insurance Coding are Hybrid/Hyflex programs. On campus lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. The hybrid flexible, or Hyflex, course format is an instructional approach that combines face-to-face (F2F) and online learning. Each class session and learning activity is offered in-person, synchronously online, and asynchronously online.

Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining "hands-on" experience.

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense. Medical Assisting may need: 1 pair white shoes, Wristwatch w/sweep second hand, ballpoint pen, black ink. ESTIMATED COST $100.00. Electrician will need insulate, non-marking oil resistant soles on boots. Trades will need Work boots with rubber soles and/or steel toes approximate cost $60.00 to $120.00.

CAMPUS FACILITIES/EQUIPMENT

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are furnished and equipped appropriately for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus. Our shops and labs have workstations simulating the environment relating to the training of the program. All Campuses are non-smoking within the college.

FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

DEPARTMENT ADVISORY BOARD

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets annually.

TYPE OF AWARD GIVEN:

Student will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

Summit College prepares students for an industry related entry-level position.

MEDICAL ASSISTANT - ADMINISTRATIVE AND CLINICAL

PROGRAM INFORMATION

Program	Theory/LAB	Externship	Total Instructional Clock Hours	Total Quarter Credit Hours	*Minimum Work Outside of Classroom	Weeks of Classes
Medical Assistant *Administrative and Clinical*	260/380	160	800	43	144	36

Number of Externship hours per week: 40 hours   Teacher/Student Ratio: 1:30 Lecture/1:15 Lab

On Ground Lecture (Didactic) and Lab Skills

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The Medical Assistant - Administrative and Clinical program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office, administrative skills, as well as back office, clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

CIP# CODE: 51.0899   Allied Health and Medical Assistant Services
O*NET Codes –   31-9092.00   Medical Assistant, Chiropractor Assistant, Clinical Medical Assistant, Doctor's Assistant, Health Assistant, Ophthalmic Assistant, Ophthalmological Assistant, Optometric Assistant, Outpatient Surgery Assistant
                              43-6013.00   Medical Secretaries and Administrative Assistants, Clinic Office Assistant, Medical Office Specialist Medical Receptionist, Physician Office Specialist, Unit or Ward Clerk,

INSTRUCTIONAL MATERIALS/EQUIPMENT

The Medical Assistant- Administrative and Clinical offers students with an opportunity to learn skills within the health care clinical setting including administrative functions and clinical procedures. As such the program is equipped with software associated with training for clerical and administrative duties as well as a lab that is equipped with items common in medical clinical offices.

Anatomical Charts & Skeletons, Autoclave , Centrifuge, Computers & Electronic Charting System, Examination Tables, Microscopes, Scales, Stethoscopes, Thermometers, Training Mannequins, Wheelchair, Crutches, Walkers

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	25%
Quiz	15%
Homework/*SDA Homework	10%
Attendance	10%
Participation	10%
Lab/Competencies	20%
Projects	10%

*IDL Programs

PROGRAM MODULES

COURSE NUMBER & TITLE			LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		HOME WORK	TOTAL INSTRUCTIONAL HOURS
	IDL		Clock	Credit	Clock	Credit	Clock	Credit		Clock
MA3510.1	MA3510.1_0	OB/GYN, Reproductive System &	24	2	36	1.5		0	20.5	60
MA3510.2	MA3510.2_0	The Medical Assistant/Ethic & Law	24	2	36	1.5		0	17	60
MA3520.1	MA3520.1_0	Cardiovascular/ECG	24	2	36	1.5		0	16	60
MA3520.2	MA3520.2_0	Infection Control/Minor Surgery	24	2	36	1.5		0	14	60
MA3530.1	MA3530.1_0	Musculoskeletal System/Skin	24	2	36	1.5		0	8	60
MA3530.2	MA3530.2_0	Basic Pharmacology/ Nutrition	24	2	36	1.5		0	11.5	60
MA3540.1	MA3540.1_0	Gerontology/ Vital Signs & CPE	24	2	36	1.5		0	18.5	60
MA3540.2	MA3540.2_0	Emergency Procedures/CPR	24	2	36	1.5		0	11.5	60
MA3550.1	MA3550.1_0	Medical Insurance Billing &	24	2	36	1.5		0	12	60
MA3550.2	MA3550.2_0	Medical Assistant as a	24	2	36	1.5		0	12	60
CD0110	CD0110_0	Career Development	20	2	20	1		0	3	40
MA3500	MA3500_0	Externship					160	5		160
		Totals	**260**	**22**	**380**	**16**	**160**	**5**	**144**	**800**

MODULE DESCRIPTION

Course Title: OB/GYN, Reproductive System & Pediatrics
Course Number: MA3510.1
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab /20.5 Homework
Course Length: 3 Weeks /60 Total Hours
Prerequisite: None

This course includes an overview of medical terminology of the genitourinary system. Students will learn the essential knowledge and skills necessary to assist providers with obstetrics, gynecological and pediatric screening & examinations. Skills developed through the course include height and weight measurement, plotting growth & development charts, pediatric specimen collection, restraining techniques used for infants and children, vaccination schedules and documentation. In addition, students will practice vital checks, assist with diagnostic examination and laboratory tests, and instruct patients about health promotion practices for all ages and become familiar with human growth across the life span. Students will learn to assist in pelvic examinations and breast exams. They will become familiar with the instruments needed for these exams and the privacy procedures associated.

Course Title: The Medical Assistant/Ethics & The Law
Course Number: MA3510.2
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab /17 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None
Students will learn legal and ethical behaviors needed for maintaining confidentiality in addition to HIPAA regulations. Student will understand the medical standard of care and how it directly affects them. Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting. This course also includes an overview of medical terminology, the types of documentation within the medical chart. Students will develop the ability to distinguish the difference between subjective symptoms and objective.

Course Title: Cardiovascular/ECG
Course Number: MA3520.1
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab/16 Homework
Course Length: 3 Weeks / 60 Total Hours
Prerequisite: None

This course examines the circulatory system including functions of the heart, along with diseases and disorders, diagnostic tests, and medical terminology as it pertains to the blood and blood forming organs. Hematology will be discussed along with the tests used to detect pathologic conditions of the circulatory system. Students will demonstrate knowledge of the electrical pathways of the heart muscle in performing a 12- lead (ECG) and applying a Holter monitor. Emphasis is placed on front and back-office hands on clinical skills such as: measuring vital signs, patient history screening, and documenting in the EMR. Students will learn specimen identification, venipuncture & capillary puncture collection, handling, documenting, and transportation procedures. Students will practice how to instruct patients about health promotion practices for patient with heart disease.

Course Title: Infection Control/Minor Surgery
Course Number: MA3520.2 / IDL MA3520.2_0
Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab/14 Homework
Course Length: 3 Weeks / 60 Total Hour
Prerequisite: None
The course covers the Lymphatic and Immune System with emphasis on basic microbiology and infection control. Students will develop infection controls skills and techniques including handwashing, use of applicable personal protective equipment (PPE), use of an autoclave and sterilization of equipment. Students will gain knowledge of minor surgical procedures with practice setting up, maintaining surgical asepsis, and assisting with these procedures. Knowledge or the bodies Senses System, including vision, hearing, smell, and sensory perception will be covered with emphasis of screening and testing techniques of the Senses System. Students will apply both front and back-office skills to prepare to work in the healthcare industry.

Course Title: Musculoskeletal System/Skin
Course Number: MA3530.1
Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab/8 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

The course covers knowledge or the bodies Muscular, Skeletal, and Integumentary (skin) Systems. Students will develop an understanding of the primary terms related with musculoskeletal and integumentary systems associated with structure, function, pathology, diagnostic procedures, and treatment modalities. Students will learn clinical skills related to these systems including use of casts and arm slings, use of crutches and patient education, body mechanics, various techniques for patient transfer and wound care. Additionally, students will gain hands on practice of the core clinical skills including hand washing, measuring vital signs, performing venipuncture and SOAP note documentation. Students will apply both front and back-office skills to prepare to work in the healthcare industry.

Course Title: Basic Pharmacology/Nutrition
Course Number: MA3530.2
Credit/Clock Hours: 3.5 -- 24 Lecture/36 Lab/11.5 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

This course includes an overview of the functions and structures of the endocrine system, digestive system, and metabolic disorders. Students will learn about common disorders, procedures and medical terminology related to these systems. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and the effects of therapeutic drugs are discussed. Emphasis is placed on safe medication administration along with patient education on diet modification for maintenance of disease. Students will learn how to research prescribed medications using a Physician's Desk Reference to ensure the patient is given a safe dosage and how to complete a prescription form.

Course Title: Gerontology/ Vital Signs & CPE
Course Number: MA3540.1
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab /18.5 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

This course introduces students to the skills needed to prepare a patient for a complete physical examination (CPE), including the importance of obtaining patient history, vital signs and other pertinent data that directly affects patient's treatment. Students will understand the anatomy and physiology of the nervous system with knowledge of the key medical terms related to structure, function, diagnostic procedures, and treatment modalities of this system. Students will learn patient education on health maintenance for the common diseases within the nervous system. Emphasis is placed on front and back-office hands on clinical skills to prepare students to work in a healthcare setting.

Course Title: Emergency Procedures/CPR
Course Number: MA3540.2
Credit/Clock Hours: 3.5 --24 Lecture/36 Lab /11.5 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

This course examines the respiratory system including functions of the lungs, along with diseases and disorders, diagnostic tests, and medical terminology as it pertains to the respiratory system and oxygen exchange. Students will demonstrate knowledge of emergency procedures in an ambulatory medical office setting including Basic First Aid, CPR, and the use of the automated external defibrillator, which allows them to respond to cardiac emergencies. Students will obtain CPR certification through the American Heart Association. Emphasis is placed on front and back-office hands on clinical skills to prepare student to work in a healthcare setting including the medical assistant's role in emergency preparedness and assisting during and after a disaster.

Course Title: Medical Insurance Billing & Coding/EHR
Course Number: MA3550.1
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab /12 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

This course includes an overview of health insurance plan, verifying patient coverage and eligibility; and creating and processing Health Insurance Claims for services rendered. Students will gain knowledge of basic Health insurance, billing, coding concepts and the use of the ICD-9, ICD-10, CPT and HCPCS coding reference books. All types of Health insurance billing codes will be discussed in relation to processing of insurance claim, submission both manually and electronically. Students will gain knowledge about the major medical insurances, health insurance basics, traditional insurance plans, Managed care, Medicare, Medicaid, military carriers, Worker's Compensation and Disability insurance. This module covers patient expectation for medical billing and collections. Students will gain the ability to manage patient accounts along with informing patients of their financial obligations related to rendered services. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physician's practice.

Course Title: Medical Assisting as a Professional/EMR
Course Number: MA3550.2
Credit/Clock Hours: 3.5 -- 24 Lecture /36 Lab /12 Homework
Course Length 3 Weeks / 60 Total Hours
Prerequisite: None

This course provides an overview of the medical assistant's role as the office manager. Topics covered include fundamentals of management & leadership, ensuring a safe working environment, employee management and basic accounting functions. Students will develop skills to manage an electronic medical record (EMR), perform patient registration, appointment scheduling, referrals, and check I, utilizing an EMR. Emphasis is place on professional written and telephonic communications. Additionally, students will learn how to create, update, maintain and secure EMR data. The concepts of HEIT and meaningful use will be explored in relation to report generation. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physician's practice.

Course Title: Career Development
Course Number: CD0110
Credit/Clock Hours: 3 -- 20 Lecture / 20 Lab / 3 Homework
Course Length   2 Weeks / 40 Total Hours
Prerequisite: None

This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Course Title: Externship
Course Number: MA3500
Credit/Clock Hours: 5 -- 160 Total Hours
Course Length   4 Weeks
Prerequisite: All Modules

The student will work in an office setting under the direction of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

EXTERNSHIP

DEFINITION (Noun): Externship

Externships are experiential learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study.

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer.

Externship is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field. Not all programs require an externship if your program requires an extern site the Career Services Coordinator will meet with the student prior to starting an extern. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program.

The Career Services Coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the Career Services Department by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which could lead to termination from the program.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student may be asked to help find their next site to comply with the specified time frame to avoid termination from the program.

If a student is released from an externship site for inappropriate conduct the student may be required to find his or her own site within the specified time frame to avoid termination from the program.

The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

Requirements:
- Extern Hours MUST be completed in order to graduate.
- Scheduling preferences, accommodations and requirements are coordinated and confirmed between Site Supervisor and Extern Coordinator.
- An extern student cannot work more than 8 hours a day and MUST attend the extern site at least 1 day a week.
- Weekly communications and timesheet submittal is a MUST.
- 14 Day no site interaction can lead to termination.
- Upon completion of your extern hours, you MUST complete an Exit Interview. This interview must be in person, within 48 HOURS of your last day on site. The interview is with a Coordinator in Summit's Career Services Department.
- You MUST bring all your original timesheets completed and signed by you and your supervisor.
- Before going to extern, student needs to be in good academic (GPA 2.0) and Attendance (80%) standing.

MEDICAL BILLING AND INSURANCE CODING

PROGRAM INFORMATION

Program	Theory/LAB	Externship	Total Instructional Clock Hours	Total Quarter Credit Hours	*Minimum Work Outside of Classroom	Weeks of Classes
Medical Billing and Insurance Coding	280/280	160	720	47	98	32

Number of Externship hours per week: 40 hours   *Teacher/Student Ratio: 1:30 Lecture/1:15 Lab*

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The Medical Billing and Insurance Coding program is designed to provide students with the basic knowledge, skills and training needed to begin an entry-level career in the medical billing and insurance coding industry. Emphasis is placed on the fundamentals of medical insurance claims, patient billing and payments, proper coding of medical procedures and services, as well as how to accurately expedite reimbursement for patient services. The externship portion of the course is designed for students to demonstrate the skills and knowledge gained throughout the program of study and to ultimately work in medical practices, clinics and hospitals.

CIP# CODE:	51.0713	Medical Insurance Coding Specialist/Coder
O*NET Codes –	29-2071	Medical Records Specialists
	29-2072	Medical Records and Health Information
	43-3021.00	Billing and Posting clerks
	43-9041	Insurance Claims and Policy Processing Clerks

INSTRUCTIONAL MATERIALS/EQUIPMENT

The Medical Assistant- Administrative and Clinical offers students with an opportunity to learn skills within the health care clinical setting including administrative functions and clinical procedures. As such the program is equipped with software associated with training for clerical and administrative duties as well as a lab that is equipped with items common in medical clinical offices.

Anatomical Charts & Skeletons, Autoclave , Centrifuge, Computers & Electronic Charting System, Examination Tables, Microscopes, Scales, Stethoscopes, Thermometers, Training Mannequins, Wheelchair, Crutches, Walkers

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Grading Breakdown	
Quizzes and Exams	20%
Theory & Assignments	40%
Skills Evaluation	40%

*IDL Programs

PROGRAM MODULES

COURSE NUMBER & TITLE		LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		HOME WORK	Credits	TOTAL INSTRUCTIONAL HOURS
	IDL	Clock	Credit	Clock	Credit	Clock	Credit			Clock
MB110	Body Systems/Levels of Organization	40	4	40	2			14	6	80
MB120	Medical Applications	40	4	40	2			14	6	80
MB130	Law and Ethics in Health Care	40	4	40	2			14	6	80
MB140	Understanding Health Insurance	40	4	40	2			14	6	80
MB150	Electronic Health Records	40	4	40	2			14	6	80
MB160	Classification of Disease	40	4	40	2			14	6	80
MB170	Procedural Coding	40	4	40	2			14	6	80
MB180	Medical Billing and Insurance Coding Externship					160	5			160
	Totals	280	28	280	14	160	5	98	47	720

MODULE DESCRIPTION

Course Title: Body Systems/Levels of Organization
Course Number: MB110
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length: 4 Weeks /80 Total Hours
Prerequisite: None
This course comprehensive study of medical root words, combining forms, suffixes, and prefixes. Students are introduced to terminology used in various medical specialties as well as common medical abbreviations, which will continue throughout the program. Students will be introduced to the basic structure and functions of the human body, to include levels of organization. Emphasis is placed on the study of major organs, their function and common diseases associated with them.

Course Title: Medical Applications
Course Number: MB120
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length   4 Weeks / 80 Total Hours
Prerequisite: None
This course is designed to provide the "Medical Office Environment" so that students can apply their learned skills in all aspects of the medical office setting, with an emphasis on practical skills in keyboarding/computer techniques and introduction to medical computer software and applications. Students will be introduced to different types of policies and coverage, acronyms commonly used in health/medical facilities, coding systems, deductibles, coinsurance and procedures for completing forms.

Course Title: Law and Ethics in Health Care
Course Number: MB130
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab/14 Homework
Course Length: 4 Weeks / 80 Total Hours
Prerequisite: None
This course introduces the students to the profession of Medical Biller/Medical Insurance Coder; It provides an overview of the legalities and ethical behavior associated with a medical practice/facility and prepares students to navigate the legal and ethical dilemmas they may face in their future health care profession.

Course Title: Understanding Health Insurance
Course Number MB140
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length: 4 Weeks / 80 Total Hours
Prerequisite: **MB110, MB120, MB130**
This course includes instruction in the basics of health insurance and the history of Health Insurance in the United States. Students will be introduced to medical insurance reimbursement, different types of policies and coverage, patient payment responsibilities, itemized statements, submission, collection process, electronic claims, professional fees, credit arrangements, and data entry.

Students will become familiar with business procedures performed in a medical facility. Emphasis is placed on the practical application of collection procedures, patient billing and data entry.

Course Title: Electronic Health Records
Course Number: MB150
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length: 4 Weeks / 80 Total Hours
Prerequisite: **MB110, MB120, MB130**
This course will introduce students to electronic medical management systems. Instruction includes how to process transactions, enter procedure charge transactions, record payments received from patients and insurance carriers, enter an adjustment and print a walkout receipt. Students will work with the claim management process screen to create, edit, print and delete claims. Students will learn the terminology related to electronic management systems and will learn the legal and ethical considerations in utilizing medical record management systems.

Course Title: Classification of Diseases
Course Number: MB160
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length: 4 Weeks / 80 Total Hours
Prerequisite: **MB110, MB120, MB130**
This course develops skills in the use of the ICD- International Classification of Diseases-Coding Principles. Students will reference course work, and associated manuals, while matching procedures, evaluations, and assessments to numeric codes. Students will learn coding guidelines, proper documentation for medical services, and the importance of coding in all aspects of the reimbursement process.

Course Title: Procedural Coding Course Number: Course Number: MB170
Credit/Clock Hours: 6 -- 40 Lecture /40 Lab /14 Homework
Course Length: 4 Weeks / 80 Total Hours
Prerequisite: **MB110, MB120, MB130**
This course is designed to introduce the students to the procedural coding system and the rules and regulations governing this system. Students will have the opportunity to learn to code by medical specialty for proper documentation in the medical record as well as the insurance claim form.

Course Title: Externship
Course Number: MB180
Credit/Clock Hours: 5 -- 160 Total Hours
Course Length   4 Weeks
Prerequisite: **All Modules**
This course provides an opportunity for practical application of information and skills taught in the on–campus portion of the Medical Billing and Insurance Coding Program. Students will work in an office setting under the direction of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating facilities and under general supervision of school staff.

DEFINITION (Noun): Externship
Externships are experiential learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study.

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer.

Externship is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field. Not all programs require an externship if your program requires an extern site the Career Services Coordinator will meet with the student prior to starting an extern. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program.

The Career Services Coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the Career Services Department by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which could lead to termination from the program.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student may be asked to help find their next site to comply with the specified time frame to avoid termination from the program.

If a student is released from an externship site for inappropriate conduct the student may be required to find his or her own site within the specified time frame to avoid termination from the program.

The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

Requirements:
- Extern Hours MUST be completed in order to graduate.
- Scheduling preferences, accommodations and requirements are coordinated and confirmed between Site Supervisor and Extern Coordinator.
- An extern student cannot work more than 8 hours a day and MUST attend the extern site at least 1 day a week.
- Weekly communications and timesheet submittal is a MUST.
- 14 Day no site interaction can lead to termination.
- Upon completion of your extern hours, you MUST complete an Exit Interview. This interview must be in person, within 48 HOURS of your last day on site. The interview is with a Coordinator in Summit's Career Services Department.
- You MUST bring all your original timesheets completed and signed by you and your supervisor.
- Before going to extern, student needs to be in good academic (GPA 2.0) and Attendance (80%) standing.

ELECTRICIAN

PROGRAM INFORMATION

Program	Theory/Lab	Total Instructional Clock Hours	Total Quarter Credit Hours	*Minimum Homework Hours	Weeks of Classes
Electrician	380/340	720	55	98	36

Teacher/Student Ratio: 1:30 Lecture/1:20 Lab

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The Electrician / Electrician-IDL Program prepares our graduates for a career in the field of electricity both residential and commercial, solar, motor control and low voltage. Graduates will know the necessary core and specialty skills to successfully meet electrician standards and function in a new market. Instructional topics include: electrical safety, theories and tools associated with electricity, the National Electrical Code (NEC), wiring, power distribution, circuits, AC/DC motors and low voltage, cabling and green electricity. Special topics for this program will prepare students for an array of job opportunities including, but not limited, to electrical installation in residential and commercial settings.

CIP# CODE:	46.0302	Electrical and Power Transmission Installers, Electrician
O*NET Codes	47-2111	Control Electrician, Electrical Journey Person, Electrical Troubleshooter, Electrician, Housing Maintenance Electrician, Industrial Electrician, Inside Wireman, Maintenance Electrician, Paper Mill Electrician, Wireman.
	49-9051.00	Electrical Power-Line Installers and Repairers
	49-2094.00	Electrical and Electronics Repairers, Commercial and Industrial Equipment
	49-9098.00	Helpers--Installation, Maintenance, and Repair Workers
	47-3013.00	Helpers--Electrician

INTERACTIVE DISTANCE LEARNING:

This program is offered in a hyflex format. Course sessions may be taught in a classroom setting or a laboratory located on campus. Interactive Distance Learning sessions are delivered online and off campus. Instructors facilitate each lecture in addition to group discussions to keep the course exciting and fun. Students will also experience various resources such as Summit's online library. At the beginning of each course students are provided a syllabus and class calendar explaining in-person required attendance (or) sessions scheduled for online learning. Participation is essential to student success in hyflex classes. Students are required to participate just as if they were in a face-to-face course. This means that in order to get full credit for participation: Students will have to complete discussion board assignments, responses to peers, lesson projects, collaboration, and tests in a timely matter.

INSTRUCTIONAL MATERIALS/EQUIPMENT

The student will be involved in the simulated wiring of all key areas of a residential installation. The student will also experience hands on commercial wiring techniques, including feeder and branch circuits, including main panels and sub-panels. The student will learn fire alarm control panel applications and wiring configurations. The student will also receive hands-on experience with data connections and local area networks. Analog, Digital, and ip-based
Communications will be wired and tested for proper operation.

Residential Application:
- 100A/1P/3W Load Center w/Meter Socket   Commercial Application:
- 125A/1P/3W Load Center   200A/208V/3P/4W Panel Board

FACP Application:
- 1 GE Fire Alarm Control Panel   2-wire smoke detector
- 4-wire smoke detector   SPST toggle switch 15A @ 125VAC
- Pull Station   Strobe
- Audible horn   Horn/strobe
- Fractional Horsepower AC Induction Motor mounted and pre-wired
- Fractional Horsepower DC Shunt Wound Motor mounted and pre-wired
- Wall mounted and pre-wired AC Inverter Drive (VFD)
- Wall mounted and pre-wired Magnetic Motor Starter
- Wall mounted and pre-wired Manual Motor Starter
- Wall mounted and pre-wired External Switches and Speed Control Potentiometer enclosure used in conjunction with AC Inverter Drive
- Wall mounted and pre-wired Remote "Start/Stop" pushbutton station used in conjunction with Magnetic Motor Starter
- Wall mounted and pre-wired Control Circuit Transformer used in conjunction with Magnetic Motor Starter
- Wall mounted and pre-wired 3 pole 208 Volt
- Fused Safety Disconnect Switch
- Wall mounted and pre-wired 120 Volt Power

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	25%
Quiz	15%
Homework/*SDA Homework	10%
Attendance	10%
Participation	10%
Laboratory	30%

*IDL Program

PROGRAM MODULES

COURSE NUMBER & TITLE			LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL INSTRUCTIONAL HOURS	
	IDL	Pre-Requisite	Clock	credit	Clock	credit		clock	credit
EL1400	EL1400_0	*Electrical Theory*	50	5	30	1.5	14	80	6.5
EL1410	EL1410_0	Measuring for Electricians	60	6	20	1	14	80	7
EL1420	EL1420_0	National Electrical Code Application	60	6	20	1	10	80	7
EL1430	EL1430_0	Electrical Circuits	60	6	20	1	10	80	7
EL1440	EL1440_0	AC Machines & Motors	30	3	50	2.5	10	80	5.5
EL1450	EL1450_0	Low Voltage	30	3	50	2.5	10	80	5.5
EL1460	EL1460_0	Green Electricity	30	3	50	2.5	10	80	5.5
EL1470	EL1470_0	Residential Installation	30	3	50	2.5	10	80	5.5
EL1480	EL1480_0	Commercial Installation	30	3	50	2.5	10	80	5.5
	Totals		380	38	340	17	98	720	55

MODULE DESCRIPTION

Course Title: Electrical Theory
Course Number: EL1400 /IDL EL1400_0
Credit/Clock Hours: 6.5 -- 50 Lecture / 30 Lab / 14 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: None

This course introduces students to the fundamentals of safety, electrical theory, Ohm's Law, static charges, resistors, magnetism, voltage, wattage, and other measures of power. Upon completion of the course, students will learn concepts of energy, Kirchhoff's Law, Thevenin's and Norton's theorems, the Electron Flow Theory, Conventional Current Flow Theory, Electron Theory of Magnetism, and the effects of electric current on the body. Topics include general safety rules when working with electric equipment or circuits, early history of electricity and atomic structure, static electricity and the basic principles and terms associated with magnetic concepts. Students will participate in CPR and First Aid training and OSHA 10 training.

Course Title: Measuring for Electricians
Course Number: EL1410 /IDL EL1410_0
Credit/Clock Hours: 7 -- 60 Lecture/ 20 Lab /14 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: None

This course introduces students to the fundamentals of mathematics and measuring. Students will review relevant mathematical concepts such as averages, estimates, powers, roots, measurement, ratio and proportions. Concepts such as formulas, Ohms theory and basic trigonometry will be discussed. In an applied setting, measuring instruments will be introduced such as: analog meters, voltmeters, multirange voltmeters, reading a meter, ammeter, ammeter shunt, DC- AC clamp on ammeters, ohmmeters, bridge circuits and one family dwelling load calculations.

Course Title: National Electrical Code Application
Course Number: EL1420 /IDL EL1420_0
Credit/Clock Hours: 7 -- 60 Lecture/ 20 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: None

This course introduces students to definitions, terms, and organization of the National Electrical Code (NEC). Upon completion of the course, students will be able to navigate through the NEC book in order to adhere to regulations and follow all requirements. The majority of the NEC book will be reviewed with attention to utilizing best practices in the field and applying safe electrical practices.

Course Title: Electrical Circuits
Course Number: EL1430 /IDL EL1430_0
Credit/Clock Hours: 7 -- 60 Lecture/20 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: None

This course provides students with the skills and knowledge required to learn the rules governing the values of resistance, voltage, current, and power in a series circuit, and the divisions of transformer principles, voltage and current values. Upon completion of the course, students will learn a basic understanding of how voltage drop impacts devices that are connected in a series, how current flows through a series circuit, and identify rules for solving electrical values of circuits. Topics include but are not limited to, resistive-inductive series and parallel circuits, resistive-capacitive series and parallel circuits, series, parallel, and combination circuits.

Course Title: AC Machines & Motors
Course Number: EL1440 /IDL EL1440_0
Credit/Clock Hours: 5.5 -- 30 Lecture / 50 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: 1400/1410/1420/1430

This course is designed to introduce students to the difference between AC and DC machines and concepts. Upon completion of the course, students will be able to describe the theory of operation of a DC generator, list and discuss the differences between different types of generators, draw schematic diagrams, explain the differences of AC alternators and how to interpret the NEC when determining how to connect and determine protective devices. Topics include major types of generators, counter torque techniques, armature winding and reaction, controlling, cumulative, and differential compounding, and AC components such as three-phase motors and alternators, and the rotating magnetic field.

Course Title: Low Voltage
Course Number: EL1450 /IDL EL1450_0
Credit/Clock Hours: 5.5 -- 30 Lecture / 50 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: 1400/1410/1420/1430

This course is designed to introduce students to low voltage electrical systems including audio, networking and technology equipment, power supplies, batteries, emergency systems, fire alarms, security systems and closed-circuit television. The students will also discuss the National Electrical Codes associated with circuits, fiber-optic cabling, telecommunications, and wireless communications. Topics include: speakers, amplifiers, computer-networking systems, generators, wiring of fire alarms, optical fiber cables, telephone and residential cabling, security systems wiring, antennas, wireless and satellite communication, and closed-circuit television systems.

Course Title: Green Electricity
Course Number: EL1460 /IDL EL1460_0
Credit/Clock Hours: 5.5 -- 30 Lecture/50 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: 1400/1410/1420/1430

This course is designed to introduce students to alternative energy systems through installation and maintenance procedures. Upon completion of the course, students will learn the components, systems and typologies for monitoring system function and performance, specific alternative energy systems such as solar, wind, hydrogen and battery backup systems, and key components of circuit configuration related to alternative energy installation. Topics include electrical theory for renewable energy, photovoltaic cells (PV) and applications, wind turbine power generation, measurements and mechanical construction, and fuel cell principles of operation.

Course Title: Residential Installation
Course Number: EL1470 /IDL EL1470_0
Credit/Clock Hours: 5.5 -- 30 Lecture/ 50 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: 1400/1410/1420/1430
This course introduces students to definitions, terms and organization of wiring installations for residential dwellings. Upon completion of the course, students will learn NEC requirements for residential dwellings. Applied topics include foundational provisions related to general installation of boxes and enclosures, cables, single-family and multifamily dwellings. Students will be expected to demonstrate wiring ability in a simulated one-family dwelling and multi-family dwelling. Special attention will be given to proper installation practices and accurate load calculations.

Course Title: Commercial Installation
Course Number: EL1480 /IDL EL1480_0
Credit/Clock Hours: 5.5 -- 30 Lecture / 50 Lab / 10 Homework
Course Length: 80 hours / 4 Weeks
Prerequisite: 1400/1410/1420/1430
This course introduces students to definitions, terms and organization of wiring installations for commercial dwellings. Upon completion of the course, students will learn NEC requirements for commercial industry. Applied topics include foundational provisions related to load calculation differences in non-dwellings and commercial facilities. A review of equipment and space requirements for panel board, switch boards, and motor control centers. Students will understand Class I, II and III location as well as the parameters for Divisions 1 and 2 within operating conditions. Special occupations and special conditions and their provisions, regulations and NEC codes will be discussed.

HVAC

PROGRAM INFORMATION

Program	Code	Theory/Lab	Total Instructional Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
HVAC	HVAC	360/360	720	54	108	36

Teacher/Student Ratio: 1:35 Lecture/1:20 Lab   *On Ground Lecture (Didactic) and Lab Skills*

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The HVAC, HVAC-IDL Program is a basic HVAC education program encompassing heating, ventilation, air conditioning and refrigeration. The content in each course focuses on learning objective that have been identified by HVAC industry groups (such as AHRI, NATE) as key knowledge for an HVAC technician. It is specially structured to prepare technicians to be eligible for the EPA 608 Universal Certification prior to graduation and the initial NATE Core Certification after graduation. Upon successful completion of this program, students will understand the operations, maintenance and repair of residential and commercial heating and air conditioning systems and prepare for entry level positions in the HVAC industry. As a requirement of the US Environmental Protection Agency, HVAC/R technicians practicing in refrigerants must pass the EPA 608 Certifications within the type of equipment being worked on. Our program prepares the students to be eligible to test for the EPA 608 Universal Certification which encompasses (EPA 608 Certification Type I, II, and III).

CIP CODE: 15.0501 & 47.0201   Heating, Air Conditioning and Refrigeration Technology/Technician

O*NET Codes –49-9021.0   Heating, Air Conditioning, and Refrigeration Mechanics and Installers , A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, and Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, and Air Conditioning Mechanic); HVAC Service Tech (Heating, Ventilation, and Air Conditioning Service Technician); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); HVAC Tech (Heating, Ventilation, and Air Conditioning Technician); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech)

LICENSURE

The U.S Environmental Protection Agency, or EPA, requires HVAC certification, (EPA Section 608), to anyone who performs maintenance, service, repair and disposal of refrigerants that releases the chemicals inside the appliance to the atmosphere.

INSTRUCTIONAL MATERIAL/EQUIPMENT

The HVAC program provides students will exposure to various AC and Refrigeration units. This equipment gives the students an opportunity to think critically and trouble shoot machines.

3 Ton Residential & Commercial AC Units	3 Ton Heat Pump	3 Ton Condenser Complete (various)
5 Ton Condenser Complete (various)	Ice Maker	Refrigerator / Freezer (various kinds)

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	25%
Quiz	15%
Homework/*SDA Homework	10%
Attendance	10%
Participation	10%
Laboratory	30%
*IDL Program	

PROGRAM MODULES

COURSE NUMBER & TITLE			LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL INSTRUCTIONAL HOURS	
		Pre-requisites	Clock	credit	Clock	credit		clock	credit
HV510	Principles of Heat, Energy & Pressure		40	4	40	2	12	80	6
HV520	Electrical Systems & Components		40	4	40	2	12	80	6
HV525	HVAC Brazing Techniques		40	4	40	2	12	80	6
HV575	Green Job Training		40	4	40	2	12	80	6
HV530	Commercial Environmental Systems		40	4	40	2	12	80	6
HV540	Commercial Refrigeration		40	4	40	2	12	80	6
HV550	HVAC System Design		40	4	40	2	12	80	6
HV560	Residential & Commercial		40	4	40	2	12	80	6
HV570	Refrigerants & Refrigeration Systems		40	4	40	2	12	80	6
	Totals		360	36	360	18	108	720	54

MODULE DESCRIPTION

Course Title: **Principles of Heat, Energy, and Pressure**
Course Number: HV510 / IDL HV510_0
Credit/Clock Hours: 6 -- 40 Lecture/40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: None
This course provides the student with knowledge on the theory of refrigeration by learning the underlying principles of heat, energy, temperatures and pressures and the common tools, materials and supplies used in working with HVAC/R systems. The student will gain hands-on experience in calculating and measuring pressures, trouble shooting and simulated service calls on refrigeration systems with emphasis placed on industry safety standards.

Course Title: **Electrical Systems and Components**
Course Number: HV520 / IDL HV520_0
Credit/Clock Hours: 6 -- 20 Lecture / 60 Lab/ 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: None
This course provides the student with knowledge of basic electrical theory such as Ohms Law, circuit schematics symbols, circuit characteristics used in the HVAC/R industry. The student will earn the most common types of motor, starting components, protection devices, as well as troubleshooting strategies. The student will demonstrate a working knowledge of basic electrical safety including "Lock Out" and "Tag Out" procedures and practices.

Course Title: **HVAC Brazing Techniques**
Course Number: HV525 / IDL HV525_0
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: None
This course provides the student a thorough understanding of HVAC/R pipe and tubing materials including service valves, gauges and joints. The student will learn Oxyacetylene welding, flame cutting, brazing and soldering techniques with emphasis placed on industry safety standards. The student will gain hands-on experience fitting HVAC/R pipe and tubing utilizing welding, soldering and brazing techniques while monitoring and maintaining line pressure and joints seals.

Course Title: **Commercial Environmental Systems**
Course Number: HV530 / IDL HV530_0
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: HV-510/520/525/575
This course provides the student with understanding of systems that control heating, ventilation and air conditioning equipment in commercial and industrial buildings. Types of equipment include cooling towers, water chiller systems, hydronic heating systems and boilers. The student will learn the various processes used to preserve and store perishable food. The student will have hands-on experience adjusting belt drives, performing routine maintenance on cooling towers, water circulating pumps and system blowers.

Course Title: **Commercial Refrigeration**
Course Number: HV540 / IDL HV540_0
Credit/Clock Hours: 6 -- 40 Lecture/ 40 Lab/ 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: HV-510/520/525/575
This course will provide the student with the understanding of refrigeration systems such as refrigerators, ice machines, coolers and freezers in residential and commercial environments. Students will learn to locate, troubleshoot, service, and install all components of the HVAC/R system.

Course Title: **HVAC System Design**
Course Number: HV550 / IDL HV550_0
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: HV-510/520/525/575
This course provides the student with the knowledge necessary to identify techniques and procedures used in the residential construction industry to determine proper sizing of HVAC equipment and ducts to meet the requirements for a high-quality, comfortable climate in terms of heating, cooling, humidifying, dehumidifying, ventilation and air cleaning or filtering.

Course Title: Residential and Commercial Systems
Course Number: HV560 / IDL HV560_0
Credit/Clock Hours: 6 -- 40 Lecture/ 40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: HV-510/520/525/575
This course provides specific knowledge and hands-on training experience in the installation, service, and maintenance of furnaces, heat pumps, and air conditioning systems. Students will study the electrical and mechanical components of cooling and heating systems, proper use of tools and service equipment, as well as various methods and techniques of troubleshooting.

Course Title: Refrigerants and Refrigeration Systems
Course Number: HV570 / HV570_0
Credit/Clock Hours: 6 -- 40 Lecture/ 40 Lab / 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: HV-510/520/525/575
This course covers refrigeration system components, performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to identify system components and understand their functions, properly recover/recycle refrigerants, and demonstrate service procedures which comply with the no-venting laws.

Course Title: Green Job Training
Course Number: HV575 / IDL HV575_0
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab/ 12 Homework
Course Length: 4 Weeks/80 hours
Prerequisite: None
This course will provide the student with the basic understanding of the latest information on green mechanical technology. Emphasis is placed on the use of green concepts, comfort cooling combination systems, HVAC/R electrical and plumbing. Upon completion, students should be able to identify system components and understand their functions, properly demonstrate knowledge in energy efficiency and energy management.

CERTIFICATIONS

The EPA Section 608 consists of four types of HVAC Technician certifications. These certifications are required before you can start to professionally perform repair, service, maintenance or chemical disposal. The types of required certifications are listed below for your reference. This program teaches multiple attributes for your final exam and requirements for completion of the Universal Certifications:

TYPE I CERTIFICATION

HVAC technicians, whose primary job is to service small appliances such as vending machines, window air conditioners, and domestic refrigerators, may take the Type I certification.

TYPE II CERTIFICATION

HVAC technicians whose primary job is servicing and disposal of equipment with high pressure refrigerant such as residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration, are required to have a Type II certification.

TYPE III CERTIFICATION

HVAC technicians whose primary job is to service and dispose of equipment with low-pressure refrigerant, like chillers, may get the type III certification.

UNIVERSAL CERTIFICATION

HVAC technicians who want to service all types of equipment must possess the Universal Certification. The EPA Universal Certification Exam contains: ITEMS OF MULTIPLE-CHOICE QUESTIONS
                25 ITEMS OF CORE QUESTIONS, and 25 ITEMS EACH OF TYPE I, TYPE II, TYPE III QUESTIONS

In order to pass the exam, you need to get a score of 72% on each section. Meaning you need to have 18 correct answers out of the 25 questions to acquire a certification for each section.

However, if the prospective HVAC technician fails to pass all the given sets of questions but passes one type of exam, he or she will still be given a certification on the type of exams passed. However, the requirement for Summit College program completion is for the student to pass the EPA Universal Exam.

PLUMBING TECHNICIAN

PROGRAM INFORMATION

Program	Code	Theory/Lab	Total Instructional Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
Plumbing Technician	PL	440/200	640	54	108	32

Teacher/Student Ratio: 1:30 Class / 1:20 Lab   *On Ground Lecture (Didactic) and Lab Skills*

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The Plumbing Technician Program offers variety of courses to serve various career pathways within the plumbing service field. Students will learn the fundamentals of plumbing, mathematics in plumbing, devices, valves, fittings, fixtures, water supplies, safety, design and installation. Student will be prepared for entry level work in the plumbing field any of the following residential, commercial and industrial. This program is aligned with the National Center for Career Education and Research (NCCER) and students may qualify for optional third-party testing.

CIP CODE: 46.0503   Plumbing Technology/Plumber   O*NET Codes   47-2152.02   Plumbers

INSTRUCTIONAL MATERIAL/EQUIPMENT

The plumbing program offers equipment that assists the students to learn various and important processes such as

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	20%
Safety	10%
Homework/*SDA Homework	10%
Attendance	10%
Participation	10%
Skills	40%
*IDL Program	

PROGRAM MODULES

COURSE NUMBER & TITLE		LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL INSTRUCTIONAL HOURS	
		Clock	credit	Clock	credit		clock	credit
PL110	Plumbing Fundamentals	60	6	20	1	14	80	7
PL120	Plumbing Theory	80	8	0	0	16	80	8
PL130	Fittings & Fixtures	40	4	40	2	12	80	6
PL140	Drainage, Waste & Vents	40	4	40	2	12	80	6
PL150	Water Service & Distribution Installation	40	4	40	2	12	80	6
PL160	Valves, Pumps & Plumbing Code	60	6	20	1	14	80	7
PL170	Layout & Installation	60	6	20	1	14	80	7
PL180	Servicing Plumbing Systems	60	6	20	1	14	80	7
	Totals	**440**	**44**	**200**	**10**	**108**	**640**	**54**

MODULE DESCRIPTION

Course Title: Plumbing Fundamentals
Course Number: PL110
Credit/Clock Hours: 7 -- 60 Lecture / 20 Lab / 14 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course introduces students to the fundamentals of personal protection and various safety equipment types, plumbing basics such as tools and materials including hand and power tools, and basic OSHA regulations. Upon successful completion of the course, students will identify and describe the power and hand tools a plumber uses, identify the difference between drill bits and saw blades relevant to a system installation or work location, and recognize safe material handling techniques. Topics include terms and definitions associated with plumbing, plumbing products and substances, ladders and scaffolding, trenches and confined spaces, and electrical safety.

Course Title: Plumbing Theory
Course Number: PL120
Credit/Clock Hours: 8 --80 Lecture / 0 Lab / 16 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course introduces students to the fundamentals of mathematical formulas and blueprint reading. Upon successful completion of the course, the student will have the skills and knowledge required to identify basic blueprint symbols, recognize the various views of piping systems, read isometric sketches, convert decimals and fractions, perform basic metric conversions, and understand cylindrical capacity formulas. Topics include reading orthographic and isometric drawings, horizontal lines and riser diagrams, templates and drafting tools, systems of measurement, and measuring and calculating for volume capacity.

Course Title: Fittings & Fixtures
Course Number: PL130
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab /12 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course provides students with the skills and knowledge necessary to successfully identify common types of fitting designs and fixture types, appliance connections, and fixture and equipment installation. Upon successful completion of the course, students will correctly order fittings based on their installation's requirements, size, and materials, understand that different fixtures are installed during different phases of construction, and explain the differences in water heater designs and the basic principles of heating water. Topics include residential installation of common household fixtures, faucets, drain assemblies, gas, electric, and tankless water heaters, and the procedures associated with copper, marble and stainless-steel installation.

Course Title: Drainage, Waste & Vents
Course Number: PL140
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab /12 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course prepares students with the skills and knowledge necessary to identify and describe all segments related to major and minor Drainage, Waste, and Vent (DWV) systems, layout and installation of DWV systems, and the proper codes associated with DWV systems. Upon successful course completion, students will understand how a basic conventional septic system operates, recall the basic abbreviations concerning a DWV system, size the various segments of a DWV system, known basic layout considerations based on common fixture types and codes, and recognize pipe route installations based on structural obstacles. Topics include building sewer and drain systems, vent stack and waste stack connection, special venting arrangements, trap distance and septic systems, pipe protection, and identifying the layout for major fixture group installation.

Course Title: Water Service & Distribution Installation
Course Number: PL150
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab /12 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: PL110, PL120, PL130, PL140

This course is designed to introduce students to the importance of safe drinking water and the specific systems and fittings used within these systems, learn the correct techniques for installing a water distribution system, and provide students with the skills and knowledge necessary to successfully identify common types of fitting designs and fixture types. Upon successful completion of the course, students will correctly order fittings based on their installations requirements, size, and materials, learn the correct techniques for installing a water distribution system, respect that a plumber installs water piping per code and protects water quality, and understand drilling and notching codes to ensure the structural safety of a building. Topics include public and private water installation, various types of fittings and materials such as copper, brass, galvanized, and polyethylene, and compounds and sealants that include but are not limited to soldering, brazing and solvent-welding.

Course Title: Valves, Pumps & Plumbing Code
Course Number: PL160
Credit/Clock Hours: 7 -- 60 Lecture /20 Lab / 14 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: PL110, PL120, PL130, PL140

This course introduces students to the importance of various types of valves and devices associated with piping systems and their unique characteristics. Upon successful completion of the course, students will relate installation of valves and devices to plumbing codes, identify and describe valves and devices associated with plumbing installation, and understand that certain valve designs can only be used for specific systems. Topics include isolation valves, pumps, hose outlets, reactionary valves and devices, and the importance of manufacturer's requirements.

Course Title: Layout & Installation
Course Number: PL170
Credit/Clock Hours: 7 -- 60 Lecture / 20 Lab /14 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: PL110, PL120, PL130, PL140

This course is designed to introduce students to blueprint reading, drafting, material organization and layout procedures associated with plumbing. Upon successful course completion, students will have the skills and knowledge to interpret basic residential architectural prints, create simple sketches and understand the different illustrated views of a piping system, identify basic plumbing symbols and abbreviations, demonstrate proper system layout and safe material handling techniques, and be familiar with the differences between projects for layout and installation of a

plumbing system. Topics include plumbing and architectural symbols, drafting tools such as scale rulers, drafting triangles and papers, symbol templates, riser diagrams, palletizing, bagging and tagging, and underground and above-ground layout.

Course Title: Servicing Plumbing Systems
Course Number: PL180
Credit/Clock Hours: 7 -- 60 Lecture / 20 Lab /14 Homework
Course Length: 80 Hours / 4 Weeks
Prerequisite: PL110, PL120, PL130, PL140
This course prepares students for servicing plumbing repairs and troubleshooting, the theory of hydronic heating systems, roof

drain systems and drain cleaning. Upon successful completion of the course, students will understand basic water heater, well pump, and toilet repair approaches, recognize that a troubleshooting approach is based on a specific product or system, identify manufacturer's specific product and repair and replacement information, define a heat source and correctly identify the segments of a roof drain system and the basic steps of clearing sewer and stoppage drains. Topics include safety, electric and gas water heaters, upper and lower thermostats, well pumps and toilets, boiler and hydronic heat efficiency, hydronic system piping, installing and starting the hydronic system, storm drain systems, roof designs and cleanouts.

WELDING BASIC

PROGRAM INFORMATION

Program	Code	Theory/Lab	Total Instructional Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
Welding Basic	WB	120/600	720	42	84	36

Teacher/Student Ratio: 1:30 Class / 1:20 Lab   *On Ground Lecture (Didactic) and Lab Skills*

Definition of clock hour to credit hour conversion

One Quarter Credit Hour =   10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

PROGRAM DESCRIPTION

The Welding program is designed to provide the student with the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various welding processes. Basic Welding includes training in metal cutting and brazing utilizing the Oxyacetylene torch and welding employing four welding processes, (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Cored Arc Welding).   The program includes knowledge in welding safety; symbols and blue print reading for Welders. The Welding program is also designed to introduce students to the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various shops. The program is offered in both lectures and "hands-on" practical lab formats.

CIP CODE: 48.0508   Welding Technology/Welder
O*NET Codes   51.4121.00/.06/.07/51.9198
                              Production Workers Welders, Cutters, and Brazers Welders, Cutters, and Welder Fitters
              51-4122.00   Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
              51-4121.06   Welders, Cutters, and Welder

INSTRUCTIONAL MATERIAL/EQUIPMENT

The welding program offers equipment that assists the students to learn various and important welding process such as shielded metal arc welding, gas tungsten, gas metal arc welding, flux cored arc welding and Oxyacetylene. The equipment providing in the shops allows for each student to have time to practice the process specified in that module.

SMAW, TIG and Flux Core machines   Oxyacetylene Table

Plasma and Carbon Arc Cutter   Chopsaw & Grinders (various)

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Test	20%
Safety	10%
Homework/*SDA Homework	10%
Attendance	10%
Participation	10%
Skills	40%
*IDL Program	

PROGRAM MODULES

COURSE NUMBER & TITLE			LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL INSTRUCTIONAL HOURS	
		Pre-Requisite	Clock	credit	Clock	credit		clock	credit
WB110	Gas Metal Arc Welding Basic		20	2	100	5	14	120	7
WB120	Oxyacetylene, Welding and Cutting		20	2	100	5	14	120	7
WB130	Shielded Metal Arc Welding		20	2	100	5	14	120	7
WB140	Flux Cored Arc Welding/Symbols for Welding		20	2	100	5	14	120	7
WB150	Gas Tungsten Arc Welding/Blueprint Reading		20	2	100	5	14	120	7
WB160	SMAW Structural		20	2	100	5	14	120	7
	Totals		120	12	600	30	84	720	42

MODULE DESCRIPTION

Course Title: Gas Metal Arc Welding Basic
Course Number: WB110 / IDL WB110_0
Credit/Clock Hours: 7 -- 20 Lecture / 100 Lab / 14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: None
This course provides the student with hands on and a technical understanding of the Gas Metal Arc Welding Process through the usage of the 5 basic weld joints. Students will end the module with the practice on ½" beveled plates.

Course Title: Oxyacetylene, Welding and Cutting
Course Number: WB120 / IDL WB120_0
Credit/Clock Hours: 7 --20 Lecture / 100 Lab / 14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: None
This course provides the student with hands-on and a technical understanding of Oxyacetylene Welding and Cutting Process. The student will learn to weld on 11g mild steel in all positions Flat, Horizontal, Vertical and Overhead with the inclusion of tube welding in the 5g, and 6g positions. Plasma and Oxyfuel cutting will also be used in the cutting and beveling of steel plate.

Course Title: Shielded Metal Arc Welding
Course Number: WB130 / IDL WB130_0
Credit/Clock Hours: 7 -- 20 Lecture / 100 Lab /14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: None
This course provides the student with hands-on and a technical understanding of Shielded Metal Arc Welding Process and will be using a variety of different electrodes such as E7024, E6010, E6011, and E7018. Welding will be done in the Flat, Horizontal, Vertical and Overhead positions. This will also include all 5 Basic Weld Joints.

Course Title: Flux Cored Arc Welding /Symbols for Welding
Course Number: WB140 / IDL WB140_0
Credit/Clock Hours: 7 -- 20 Lecture /100 Lab / 14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: WB110, 120, 130
The student gets hands on and a technical understanding of Flux Cored Arc Welding. The student will be introduced to the two types of fluxcore. Fluxcore with gas and flux core without, while performing the welds on 3/8" T-joints and 1" single v-groove beveled plates in all positions. The student will acquire an understanding of the principles, systems of views, lines and symbols and dimensional data for fit-up and welding, as provided on engineering drawings or blueprints.

Course Title: Gas Tungsten Arc Welding /Blueprint Reading
Course Number: WB150 / IDL WB150_0
Credit/Clock Hours: 7 -- 20 Lecture /100 Lab /14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: WB110, 120, 130
This course provides the student with hands on and a technical understanding of Gas Tungsten Arc Welding. The student will be able to produce quality weldments on mild steel and aluminum in the flat, horizontal, vertical positions using ER70S-2 and 4043 Filler metals. The second topic covered in this course is Blue Print Reading for welders and fitters.

Course Title: SMAW Structural
Course Number: WB160 / IDL WB160_0
Credit/Clock Hours: 7 -- 20 Lecture / 100 Lab /14 Homework
Course Length: 120 Hours / 6 Weeks
Prerequisite: WB110, 120, 130
This course provides the student with hands-on and a technical understanding of Shielded Metal Arc Welding Process for Structural welding. The student will be able to produce quality single v-grooves on 1" mild steel plate in the horizontal, vertical and overhead positions.

NURSING DEPARTMENT
CERTIFIED NURSING ASSISTANT

ADMISSIONS

APPLICANTS

Students must meet all entrance requirements

Admission to the college is on a first come first serve basis. Should the college receive more than 15 applications, the first 15 to apply and meet entrance requirements are enrolled to the program. The remaining applicants will be placed on a wait list for the next start. Certified Nursing Assistant have scheduled starts every 6 weeks.

Students may enroll at any time; for the next scheduled class. CNA starts are scheduled throughout the year with dates posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

- Must be of compulsory age,
- Provide an acceptable High School diploma, GED or equivalent, If students graduated from High School and /or college in another country, transcripts must be evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Admissions Department. Evaluation must be equivalent to the United States High School Diploma.
- Complete an Interview with an Admissions Advisor and provided all required information pertinent to the program.
- Student will be given a tour of the campus facilities.
- Pass the entrance exam.

ENTRANCE EXAM REQUIREMENTS

Program	Minimum Score
CERTIFIED NURSING ASSISTANT	13

RETESTING NOTE

Nursing student applicants may attempt taking the exam no more than twice per day with a maximum of four (4) attempts every 6 months.   If a student has been enrolled in previously at Summit and meet the minimum score, they will not be required to take the exam a second time.

CRIMINAL RECORD REQUEST OF CLEARANCE

The Department of Public Health outlines in the health and safety code 1337.9(c) the specific criteria for the California Department of Public Health criminal convictions or any office to either grant or deny based on criminal convictions. Summit's policy for individuals (prospective students) who might have convictions or have questions about their ability to obtain the certification may request a "clearance only".

The prospective students who have questions about their past can submit to inquire by completing the following:

- Fill out the top two sections of the CDPH283b from, and sign the applicant signature line. On the top of the form, write "Clearance only with letter". Summit College does not need to fill out any information on the document.

- Write at the top of the Live scan form (BCIA8016,) "Clearance only with letter" when at the Live scan vendor site. The student is responsible for all costs associated for fingerprinting for this purpose.

Student MUST submit clearance from the Aide and Technician Certification Section (ATCS) prior to enrollment and acceptance in the Nursing Assistant program.

PATIENT SAFETY AND BACKGROUND CLEARANCE

All prospective students will be informed of the CDPH rules and regulations in relation to criminal background clearance. Each student will have cleared the background check prior to the first day of clinical.

Student Background Clearance to Test

- Summit College will submit the following to Aide and Technician Certification Section (ATCS) of the California Department of Public Health on the day of orientation.
- Completed application form (cdph283b)
- Completion of CDPH 283i Transmittal for Criminal Background
- Copy of the completed Request for Live Scan Services form -BCIA 8016
- The student must have CDPH clearance to remain in the program prior to day 9 the first day of clinical.

The Nurse Assistant Registry verification line will be called to ensure background clearance who will give a confirmation number for verification.

PHYSICAL HEALTH REQUIREMENTS

The prospective CNA student must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Certified Nursing Assistant.

Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical fitness. The health physical must be completed before the first day of clinical. Per the approved training schedule, the first day of clinical is day nine (9).

Procedure:

- Student will sign Health Career Release of Information- Acknowledgement
- This gives the school the right to share the physical health information to the clinical sites as required.
- **Medical Health History** (Health Careers Release of Information Health History
- Must be filled out and signed by the student as part of the health history for the physical health requirements
- Student will be given Resources for physical exams and immunizations
- Health physical must be completed within 60 days prior to the start of the program and must be submitted before the first day of clinical (day 9) including the following.
- Completion of the Health Careers Release of information –Immunizations and Physicians' Record
- Tuberculin Skin test or chest x-ray within 60 days of the start of clinical with a negative result. Student may not attend clinical without demonstration of a negative PPD or chest x-ray
- Physician or Nurse Practitioner must indicate and clear student with no health condition that creates a hazard to self or others.
- Student must sign Attestation Form Regarding: Hepatitis B Immunization before the first day of clinical.
- Must have Physician or Nurse Practitioner's signature and stamp

APPEAL PROCEDURE

An applicant who is denied admission may:

1. Appeal in writing to the Director of Nursing/ Campus Manager within ten days.
2. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the Grievance policy stated in this catalog.

REQUIREMENTS FOR COMPLETION

Students must complete all courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. Students are required to have 100% attendance in all courses in order for them to complete the course. **All courses within this program must be complete in order for the student to be eligible for a Diploma.**

Students will receive a Diploma once all requirements of completion have been satisfied.

Certification Facts

- Provide perinatal care, assist with bath, make beds
- Provide care to patients with urinary, gastric, oxygen and intravenous tubing (excluding inserting, suctioning, changing or repositioning the tubes)
- Insert cleans in enemas, laxative, suppositories
- Heimlich maneuver
- CPR (with current certification)
- Apply non-sterile dry dressings to intact skin surfaces,
- Apply non-legend topical ointments, creams, lotions, and solutions to intact skin surfaces
- Chart medical record

LICENSURE & CALIFORNIA CNA CERTIFICATION

Upon completion of the Nursing Assistant program students will be eligible to sit for the Nursing Assistant Exam. There are two parts to this exam;

- Written consists of 70 multiple choice questions.
- Skills evaluation or manual exam consists of 5 random selected Nurse Assistant skills.

* NOTE - First time test fees are paid by Summit College once student fulfills all program obligations.

In California, CNA prerequisites include a current background check, two fingerprint cards, Photo ID, two photos (passport size). A negative TB test within the past 6 months and proof of immunizations will be required. You will also be required to show a high school diploma or GED.

CAREER OUTCOMES

This program prepares students for an industry related entry-level certified nursing assistant position. Upon successful completion of all state tests and protocols, students will qualify to become certified nursing assistant. Please see https://www.cdph.ca.gov for Licensure Eligibility Requirements.

PROGRAM CODE: CNA   CIP#51.3902   *O*NET Codes –31-1014*   Positions: Certified Nursing Assistant

CAMPUS FACILITIES/FACULTY

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are equipped with furniture, equipment and supplies appropriate for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus. Our shops and labs have workstations simulating the environment relating to the training of the program. All Campuses are non-smoking within the college.

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets annually.

PROGRAM DESCRIPTION

The Certified Nursing Assistant Program is designed as a pre-nursing course and gives the students the knowledge and skills for entry-level positions in a nursing career. A major goal is to help nursing assistants develop an understanding of the principles on safe and effective care of residents in long-term care. Core values stressed include empathy, caring, communications skills, and respect for residents and families. Special emphasis is placed on ensuring resident's rights, adequate nutrition & hydration, maintenance of mobility, psychosocial interactions, & safe environment. The clinical portion prepares students to work as a Certified Nursing Assistant in a long-term care setting. Graduates of this course will qualify for the California Department of Health Services, Nursing Assistant Certification test.

DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Clinical hours are simulated exercises that prepare the students to assist patients upon completion of their program. The Certified Nurse Assistant Program is 6 weeks long with 15 students per session, per 1 instructor.

*The Definition of clock hour to credit hour conversion and are calculated by:
One Quarter Credit Hour =   10 classroom /lecture hours; or
                                       20 lab/shop hours; or
                                       30 Clinical hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

Program	Theory/LAB	Clinical	*Total Clock Hours	Weeks of Classes
Certified Nursing Assistant	100/20	112	232	6

INSTRUCTIONAL MATERIALS/EQUIPMENT

The CNA program offers students an opportunity to practice clinical skills in the lab setting prior to rotations in the long-term care setting. The equipment and room set up is representative of long-term care facilities.

Beds & Side Tables	Mannequins
Bathing and Dressing Units	CPR Equipment
Sample Adult Hygiene Products	
Ambulation Equipment	

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ballpoint pen. ESTIMATED COST $100.00. Students may not have either natural or acrylic fingernails, which extend beyond the fingertips.

EXPENSES

Health and safety screenings are additional expenses the student will incur. Students are responsible for providing their own transportation to clinical facilities and any other miscellaneous expenses such as but not limited to the following:

- WHITE NURSE DUTY SHOES
- WATCH WITH SWEEPING SECOND HAND
- PAPER AND PENCIL AND REQUIRED HANDOUTS
- DRUG TESTING REQUIREMENT

All nursing students are advised that clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Summit College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and "Drug Free" policies.

MODULE DESCRIPTION

Course Title: **Essentials of the CNA & Clinical Training**
Course Number: CO0100 & CO0130
Clock Hours: 100 Lecture / 20 Lab / 112 Clinical
Course Length: 232 Hours / 6 Weeks
Prerequisite: CPR Course

This entry-level course prepares students for the State Nurse Assistant certification examination. This course includes classroom instruction and clinical practicum in long-term care facilities. Interpersonal skills, communication, safety, asepsis, weights and measurements, resident care skills, nutrition, rehabilitative nursing, vital signs, assessment data collection and emergency procedures are integrated throughout the program. Content preparation promotes a successful transition from classroom to community while providing comprehensive professional development that is of such scope, size and quality to bring about improvement in the quality of care for our increasing geriatric population.

A CNA **may not** perform any nursing functions that must be performed by a Licensed Healthcare Professional. Perform invasive procedures, Suctioning, Pass/administer medications or give injections. This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth, or genitourinary tract. Perform ostomy care or apply wafer to skin, Insert, irrigate, or replace catheters.

Perform sterile procedures (dressing changes, debridement, tracheostomy care, administer gastrostomy or nasogastric feedings, Administer oxygen.

CLINICAL ROTATION UNIFORM
Surgical scrub pants and scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn at clinical site at all times. Optional cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn.

Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.

The student is to be dressed in full uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0

EXAM 1 (100 PTS)	28%
EXAM 2 (100 PTS)	28%
EXAM 3 (100 PTS)	28%
FINAL EXAM (60 PTS)	16%
SKILLS	PASS/FAIL

ATTENDANCE

Students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenrolled into the next class if space is available. Previously completed hours and associated tuition costs are not transferable.

It is the responsibility of the student to call the NURSING department or CNA clerk the day they are absent and is responsible for making all arrangements with student services and admissions for admittance to the next class.

MAKE-UP

As the CNA program is a six-week course, which leaves no time to make up necessary objectives CNA students will not be allowed to make-up hours that are missed. All modules build on each other and to complete the course CNA students must meet all the required course times and objectives.

Students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenrolled into the next class if space is available. It is the responsibility of the student to call the NURSING department the

day they are absent.

REPEATING A COURSE

Previously completed hours and associated tuition costs are not transferable. Students must reenroll to repeat the CNA program on a space availability basis.

ADDING / DROPPING / WITHDRAWING

Withdrawal from the CNA courses at any time will result in termination from the program.

INJURY AFTER ENROLLMENT

If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Director of Nursing may require the student to be re-examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for termination from the program. The student would be terminated from the program and allowed to reapply to the program.

TRANSFER CREDIT FOR UNCOMPLETED COURSE

All transfer students who have taken coursework at another CNA program will be evaluated on an individual basis. Previous CNA coursework must be no older than 2 years. The student must present a letter from the director of the former CNA program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer.

SPECIAL CONSIDERATIONS FOR CNA/HHA TRANSFER CREDIT

CPT for CNA/HHA Training - Completed Program

The CNA/HHA training program must have been completed within 5 years of the date of request for CPT. If the actual training program was completed 5 or more years ago, the training is not eligible for training-based CPT.

The student must provide an OFFICIAL transcript and course description or syllabi from the college where training was received. A maximum of 98 hours may be granted for training-based CPT for CNA/HHA coursework based upon the curricular correlation to the college's LICENSED VOCATIONAL NURSE program. The student must pay non-refundable fee of $100.00 for complete transcript review by the Director of Nursing.

NOTE: If you have been working as a CNA/HHA but you completed your actual training program more than five years ago, you are not eligible for training-based CPT.

CPT FOR CNA/HHA WORK EXPERIENCE

The student must have been working full-time in the field within the last five years and must provide proof of employment on official company letterhead. The student must take and pass a competency based written and skills demonstration examination prior to start of the LICENSED VOCATIONAL NURSE program. The pass rate for the written examination is 80%. Skill testing is pass/fail based upon instructor observation for each skill tested.

The student must pay a non-refundable $300.00 examination fee covering both examinations.

Any Student who requires and is granted CPT cannot participate in that portion of the program for which CPT was granted.

NOTE: The number of program hours the student must complete in order to qualify for graduation from Summit College Vocational Nurse Program will be determined by assessing pre-existing, completed related subjects and discussed with the applicant. An appeal may be made in writing to the Campus Manager if Transfer Credit is denied.

LICENSED VOCATIONAL NURSE

ADMISSIONS

APPLICANTS

Students must meet all entrance requirements

Applicants for the Licensed Vocational Nurse program must be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and pass the entrance exam. Students may enroll at any time; for the next scheduled class. LVN starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

ELIGIBILITY FOR ADMISSION

To be eligible for admission to the LICENSED VOCATIONAL NURSE Program, an applicant must meet the following requirements:

- Pass a required entrance exam. (see testing requirements and test scores)
- Provide documented evidence of a high school diploma, GED or equivalent
- Receive final approval from the Director of Nursing to enter the program.

New students must begin instruction in Term I and complete the objectives of each sequential Term unless granted Challenge Credit or Transfer Credit.

All applicants are considered as LVN candidates to enter the program. Factors used to judge prospective students include, but are not limited to attitude/professionalism, previous experience/training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission staff accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview application for purposes of enrolling. If the Director of Nursing approves the Candidate for enrollment, the Candidate will be allowed to enroll in the program as an enrolled/alternate candidate.

Enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the candidacy list until clinical rotations start and will be required to attend the mandatory Pre-requisite course.

ENTRANCE EXAM REQUIREMENTS

Nursing applicants must take an entrance exam to register for courses and pass the exam with the following minimum score as stated for each program:

Program	Minimum Score
LICENSED VOCATIONAL NURSE – DAYS AND EVENINGS	18

RETESTING NOTE

Nursing student applicants may attempt taking the exam no more than twice per day with a maximum of four (4) attempts every 6 months.   If a student has been enrolled in previously at Summit and meet the minimum score, they will not be required to take the exam a second time.

PHYSICAL EXAMINATION REQUIREMENT

All LICENSED VOCATIONAL NURSE students will be provided with a Physical Examination worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning the Nursing program.

All students accepted as LICENSED VOCATIONAL NURSE enrolled candidates must provide a mandatory physician's release and lab test series as evidence of good health within 30 days prior to enrollment. The physical examination and lab tests are not included in the total program cost. The physical examination must include the following elements:

History and Physical Clearance   Height & Weight   Blood Pressure, Pulse and Respiration

Hepatitis B vaccination series is recommended, but not mandatory. RPR, two-step TB test or chest x-ray is mandatory to assure students are not in active stage(s) of tuberculosis. MMR Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity.

No immunity status requires vaccination series. Proof of a tetanus vaccination within the last 2 years is also required.

The physician's release evidence of good health must be verified by Physician's office stamp. Falsification of such information will result in denial of admission to the program. If the applicant is pregnant or becomes pregnant, a full medical release signed by the physician with no clinical restrictions will be required.

The physical examination, lab tests and vaccination records MUST be turned in to the Nursing Office for review PRIOR to the Orientation for the class start (1 week before the start date).

REQUIRED LAB TESTS

Tetanus vaccination booster, RPR, PPD or chest x-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory. Covid testing and shots are required.

The Nursing Office will provide each prospective student or Enrolled/Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.

DRUG TESTING REQUIREMENT

All nursing students are advised that clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Summit College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and "Drug Free" policies.

TRANSFER CREDIT FOR LICENSED VOCATIONAL NURSE

(BPPE §71810(b)(7) – (BVNPT Article 5 Section 2535).

(a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

(1) Approved vocational or practical nursing courses. (2) Approved registered nursing courses.

(3) Approved psychiatric technician courses.

(4) Armed services nursing courses. (5) Certified nurse assistant courses.

(6) Other courses the school determines are equivalent to courses in the program.

(b) Competency based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Summit College Vocational Nurse Program.

CHALLENGE CREDIT

For LICENSED VOCATIONAL NURSE applicants, a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorate basis for credits granted to students receiving Challenge Credit.

PRE-REQUISITE COURSE

Enrolled Candidacy is conducted on an ongoing basis. During this pre-requisite to start, the student will participate in an academic course inclusive of medical math, medical terminology, and overview of anatomy, physiology and ethics. This course is 36 hours in length.

All enrolled LICENSED VOCATIONAL NURSE candidates will be allowed to attend the theory classes until clinical rotations begin. This period will be used to determine which Enrolled Candidates will be awarded regular student status for the class. To qualify for progression, All Enrolled Candidates will be evaluated at the end of the candidacy interval or prior to the end of instruction to determine which Enrolled Candidates will be granted regular student status for the class. Enrolled Candidates are ranked according to academic standing as well as attendance record during this period.

In the event that two or more enrolled LICENSED VOCATIONAL NURSE candidates are tied in academic standing (GPA) for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the Director of Nursing will make final determination.

All Enrolled Candidates should note that this is a CRITICAL period of instruction that will determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the class by the Nursing Department weekly. Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide assistance in increasing their academic standing during the Fundamentals unit.

Note to prospective students: It is important to know that the Admissions Committee will typically review approximately 200 applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and/or achieve Enrolled Candidate status.

The college will attempt to make reasonable accommodations where possible in compliance with ADA standards.

REQUIREMENTS FOR COMPLETION

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. All courses within this program must be complete in order for the student to be eligible for a Diploma.

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program. Each of the four required Terms is made up of multiple Modules/or courses of instruction. All Modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed in the LVN Program section. §71810(b)(8)

- Meet attendance requirement of 100%.
- Fulfill all financial obligations to the College; and,
- Must meet with the Career Services Department and provide a current resume. Additionally, in order to graduate from the LICENSED VOCATIONAL NURSE program.

Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements

Passing Grade Percentage:	Term 1: 78%	Term 2: 78%
	Term 3: 80%	Term 4: 80%
Specialty Scores:	Term 1: Level 3	Term 2: Level 3
	Term 3: Level 3	Term 4: 70 (Final Exam)

The program requires concurrent clinical make-up times for absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame may be dropped from the program.

As LICENSED VOCATIONAL NURSE students' progress in the program, each student will participate in the specialty- testing competency at the end of each Term. Students must complete specialty testing prior to entering the next term, or participate in a make-up test date within 7 days of entering the next sequential term.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

CAREER OUTCOMES

This program prepares students for an industry related entry-level vocational Nurse position which requires a license. Upon successful completion of all state tests and protocols, students will qualify to become licensed vocational nurses. Please see https://www.bvnpt.ca.gov for Licensure Eligibility Requirements.

CIP CODE: 51.3901   Positions: Licensed Vocational Nurse   SocCode   29-2061.00

O*NET Codes – 29-2061   Net Occupation Titles: Licensed Practical and Licensed Vocational Nurses: Licensed Practical Nurse(LPN),Charge Nurse, Licensed Vocational Nurse(LVN), Clinic Licensed Practical Nurse (CLINICLPN),Pediatric, Licensed Practical Nurse (PEDIATRIC LPN),Clinic Nurse, Office Nurse Private Duty Nurse

CAMPUS FACILITIES/FACULTY

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Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets annually.

PROGRAM DESCRIPTION

The LICENSED VOCATIONAL NURSE program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Licensed Vocational Nurse (DOT code: 079.347-014) in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes four consecutive quarters of 13 weeks (days) or 21 weeks (evening). The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy & physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.

DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Clinical hours are simulated exercises that prepare the students to assist patients upon completion of their program. During orientation, a schedule and syllabus will be provided for the current term.

Nursing Programs are calculated by Clock Hours – ALL HOURS MUST BE COMPLETED TO GRADUATE

Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

Minimum Work Outside of Classroom: Teacher/Student Ratio: Clinical 1:15   Theory: As approved by the BVNPT

Program	Theory/LAB	Clinical	*Total Clock Hours	Weeks of Classes
Licensed Vocational Nurse	632/307	647	1586	52 for Days 84 for Evening

Class Times: *Day Program* - 8:30am – 3:30 pm / *Evenings Program* 4:00 -10:00 pm (*(May include Sat & Sun)*

*Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census. A basic schedule information page is available from the Nursing Department.

PHILOSOPHY OF THE NURSING PROGRAM

The philosophy of the Vocational Nursing program at Summit College is based on the theoretical framework of Dorothea Orem. The philosophy/framework believes man is an integrated whole, functioning biologically, symbolically and socially.

Central to Orem's philosophy is that individuals are affected from time to time by limitations that do not allow them to meet their self-care needs. Loss of self-care results from health derived or health related limitations. Health is a state of wholeness or integrity of the individual, his/her parts and modes of functioning.

The health care system is rapidly changing as society's health care needs arid expectations change. Societal and legislative factors are significant in the changing patterns of health care. The health care system is ultimately a response to the health care needs of the community. We believe that all persons have an equal right to health care systems that give them an

opportunity to maintain their own optimum level of health. As the needs of society change, nurses have increasing responsibility for meeting these needs and should be held accountable.

We believe nursing is a human service designed to overcome human limitations in self-care action for health- related reasons. Nursing practice is directed toward helping the individual to meet his/her own and dependent others therapeutic self-care demands.

Education is a goal directed process through which behavior is changed. Learning occurs when a change of behavior, attitude, of thought patterns occurs and when change is not a product of natural maturation or development, or when the change can be manifested as the need arises, Learning is viewed as a lifelong process. Nursing education is a learning process which encourages active participation, self-awareness, and self-direction on the part of the student.

The Vocational Nurse is included as an interacting, interdependent part of the health care structure. In accordance with the Vocational Nurse Practice Act, the Vocational Nurse will incorporate assessment, assist with planning, implement and evaluate his/her own care to promote, maintain, and restore health with the professional nurse and physician.

Therefore, it is the responsibility of the faculty to develop, plan, implement, evaluate and revise the program to prepare the student to enter the health care system within a changing society.

INSTRUCTIONAL MATERIALS/EQUIPMENT

The LVN program is delivered in a format that provides students with didactic and clinical skills experience. This includes a space available for theory classroom that is equipment with audio and visual equipment to support a dynamic lecture as well as a white board for further explanation, diagrams and details for the students. In the skills labs, where clinical skills are practiced, they are set up to simulate multiple health care settings including long-term care, hospital, neonatal and pediatric rooms. The equipment below is a sample of the items that will be utilized in the program.

Catheters	Catheter trays
Beds/Scales	Glucometers
Medical Carts	Skeletons
Stethoscopes	Blood Pressure Cuffs
CPR Equipment	Gastronomy Tubes
Wheelchairs/ Walkers	Naso Jejunal Feeding Tube
Sphygmomanometers	Venipuncture & IV Equipment

Thermometers Hospital Room Set Up (Beds & Side Tables)
Mannequins (Obstetric and Pediatric)

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information.
All nursing students are REQUIRED to provide the following additional items that are not included in the uniform package: White uniform shoes, wristwatch with sweep second hand and Black ink ballpoint pen (required prior to clinical rotations) Estimated Cost $150.00

REQUIRED ITEM NOT INCLUDED IN PROGRAM COST

Physical Examination   approx. cost $85 - $150

REQUIRED CLINICAL BACKGROUND CHECK

(*INCLUDED IN TOTAL PROGRAM COST*)
Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. The college will conduct a limited background check on all students in accordance with its clinical facility contracts. The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program.

IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY.

Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes.

STUDENT UNIFORM DRESS GUIDELINES

Upon issue of approved school uniform, the Dress Code rules must be followed: The ONLY exception to this policy would be certain designated events that may require an alternative dress code. Any exceptions must be approved by the Director of Nursing or Department.

While on campus, students are required to wear the Official Scrub Uniform, surgical scrub pants and scrub supplied by the school. Picture ID badge must be worn on Summit Lanyard. Optional blue cardigan sweater. Other jackets or coats may NOT be worn in class or in clinical facilities. White shoes and white socks. Bare feet, slippers, and sandals are not allowed.

PROGRAM MODULES

Course #	Modules	LECTURE	LABORATORY/CLINICAL	TOTAL HOURS
VN-1701	Term 1 -- Fundamentals of Nursing/Fundamentals of Nursing Skills/Clinical	186	198	384
VN-1702	Term 2 – Medical/-Surgical I /Medical/Surgical I Skills/Clinical--	173	216	389
VN-1703	Term 3 – Medical/-Surgical II /Medical/Surgical II Skills/Clinical--	144	276	420
VN-1704	Term 4 – Medical/Surgical Nursing III, Maternal/Child Health, Leadership, Capstone	129	264	393
	Totals	632	307/647	1586

TERM PASSING GRADE SCALE

Term Grade   The student must achieve a minimum passing grade based on the scale listed below:

Term 1:	78% passing grade	Term 2:	78% passing grade
Term 3:	80% passing grade	Term 4:	80% passing grade

MODULE DESCRIPTION

Each of the four required terms is made up of multiple modules/or courses of instruction. All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed.

TERM 1

Course Title: Term 1
Fundamentals of Nursing/Fundamentals of Nursing Skills/Clinical
**Student must achieve a minimum passing grade of 78%
Course Number: VN1701A/1701B
Clock Hours: 186 Lecture /198 Lab/Clinical
                        52 Homework
Course Length: 384 Hours
Weeks: 13 Weeks Days / 21 Weeks Evenings
Prerequisite: NONE

This term introduces the nursing student to the evolution of nursing science, the development of licensed vocational nursing, the licensed vocational nurse's role, legal and ethical aspects of licensed vocational nurses, basic nursing skills, nursing concepts based on human needs, Orem's Self Care Deficit Nursing theory, basic nutrition, human growth and development across the life span, medical terminology, patient safety, critical thinking, and the nursing process applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. The course also introduces the nursing student to basic arithmetic, anatomy/ physiology and introductory pharmacology to ensure patient safety when administering medications.

Grading Scale – Term 1

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Anything below 78 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D	60-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Grading Breakdown – Term 1

The following is the official grading breakdown and system used For Nursing Program:

Quiz/Adaptive	105 pts	20%
Presentations	30 pts	10%
NCLEX AQ PN	10 pts	10%
Mid Term	125 pts	25%
Final Exam	150 pts	25%
Specialty Remediation	30 pts	10%
Total	450 pts	100 %

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within 7 calendar days. Failure to pass remediation will result in Academic Warning for the term to follow. Academic Warning requires student to give Bi-Weekly

progress reports to Director of Nursing.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 1	78%	Term 1	Level 3

*If the student does not score a Level 3 on Terms 1-3 on the specialty examination, the students will be required to complete a High Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Standards of Rating Scale

Theory
- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

  Clinical: Pass or Fail
- Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of "fail".

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

SKILLS LAB

The Licensed Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

TERM 2

Course Title: Term 2
Medical/Surgical I / Medical /Surgical I Skills/Clinical

**Student must achieve a minimum passing grade of 78%

Course Number: VN1702A/1702B
Clock Hours: 173 Lecture /216 Lab/Clinical
                              52 Homework
Course Length: 389 Hours
Weeks: 13 Weeks Days /21 Weeks Evenings
Prerequisite: Term 1

In Term 2 this course introduces the licensed vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the integumentary, musculoskeletal, gastrointestinal, blood and lymphatic, cardiovascular, respiratory, surgical and gerontological disorders. At the start of each system the instructor will begin with Anatomy and Physiology of the system. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these health beliefs.

Grading Scale – Term 2

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Anything below 78 is a failing grade. See yellow highlight

Grading Scale

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D	60-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Grading Breakdown – Term 2

The following is the official grading breakdown and system used for Nursing Program:

Quiz/Adaptive	105 pts	20%
Presentations	30 pts	10%
NCLEX AQ PN	10 pts	10%
Mid Term	125 pts	25%
Final Exam	150 pts	25%
Specialty Remediation	30 pts	10%
Total	450 pts	100 %

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within7 calendar days. Failure to pass remediation will result in Academic Warning for the term to follow. Academic Warning requires student to give Bi-Weekly progress reports to Director of Nursing.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 2	78%	Term 2	Level 3

*If the student does not score a Level 3 on Terms 1-3 on the specialty examination, the students will be required to complete a High-Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Standards of Rating Scale

Theory
- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

Clinical: Pass or Fail
- Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of "fail".

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

SKILLS LAB

The Licensed Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

TERM 3

Course Title: Term 3
Medical/Surgical II / Medical /Surgical II Skills/Clinical

**Student must achieve a minimum passing grade of 80%

Course Number: VN1703A/1703B
Clock Hours: 144 Lecture /276 Lab/Clinical
                                   52 Homework
Course Length: 420 Hours
Weeks: 13 Weeks Days /21 Weeks Evenings
Prerequisite: Term 1 & 2

Term 3 introduces the licensed vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the urinary, endocrine, sensory, neurological, immunology and mental health disorders. At the start of each system the instructor will begin with Anatomy and Physiology of the system. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the medical and surgical clinical setting and with respect to their cultural backgrounds and health beliefs.

Grading Scale – Term 3

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Anything below 80 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Grading Breakdown – Term 3

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

The following is the official grading breakdown and system used
For Nursing Program:

Quiz/Adaptive	105 pts	20%
Presentations	30 pts	10%
NCLEX AQ PN	10 pts	10%
Mid Term	125 pts	25%
Final Exam	150 pts	25%
Specialty Remediation	30 pts	10%
Total	450 pts	100 %

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within 7 calendar days. Failure to pass remediation will result in Academic Warning for the term to follow. Academic Warning requires student to give Bi-Weekly progress reports to Director of Nursing.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 3	80%	Term 3	Level 3

*If the student does not score a Level 3 on Terms 1-3 on the specialty examination, the students will be required to complete a High-Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Theory
- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

Clinical: Pass or Fail
- Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of "fail".

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

SKILLS LAB

The Licensed Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

TERM 4

Course Title: Term 4
Medical/Surgical Nursing III, Maternal/Child Health, Leadership,
Capstone Maternal/Child Health, Leadership, Capstone
Skills/Clinical

**Student must achieve a minimum passing grade of 80%
Course Number: VN1704A/1704B
Clock Hours: 129 Lecture /264 Lab/Clinical
                                  52 Homework
Course Length: 393 Hours
Weeks: 13 Weeks Days /21 Weeks Evenings
Prerequisite: Term 1, 2 & 3

This term 4 introduces the licensed vocational nursing student to the reproductive systems, nursing care and assessment of obstetric women, the stages of normal pregnancy, labor and delivery, childbearing practices of families from various cultures and settings, new born assessment, high risk pregnancy and complications, and patient education. The student will utilize the nursing process and the Orem's conceptual framework in the care plan for the obstetric patients and families. The vocational nursing student will learn the basic management and leadership theoretical knowledge and skills for decision-making, problem-solving, concepts of transcultural nursing and critical thinking in planning the patient care, organizing time and work, delegating, and supervising the patient care. In addition, it introduces the vocational nursing student to the VN Nursing Practice Act, laws, and advocacy in the health care arena to guide the VN student into her/his professional role. Lastly, this course provides a comprehensive capstone course that serves as preparation for licensure as well as the final examination.

Grading Scale – Term 4

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Anything below 80 is a failing grade. See yellow highlight

Grading Scale

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Grading Breakdown – Term 4

The following is the official grading breakdown and system used For Nursing Program:

Breakdown

Quiz /AQ HW (Maternal Child, Leadership Capstone Med/Surg 3	105 pts	2.5%
Midterm	125 pts	15%
Presentations	30 pts	2.5%
Specialty Exam FINAL	100 pts	
	1062	80%

TOTAL POINTS	1322

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within 7 calendar days. Failure to pass remediation will result in Academic Warning for the term to follow. Academic Warning requires student to give Bi-Weekly progress reports to Director of Nursing.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 4	80%	Term 4	70

*If the student does not score a Level 3 on Terms 1-3 on the specialty examination, the students will be required to complete a High-Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Theory
- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

Clinical: Pass or Fail
- Clinical Performance/Attendance/participation

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of "fail".

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "pass" or "fail". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

SKILLS LAB

The Licensed Vocational Nurse Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

Clinical

CLINICAL PERFORMANCE RATING SCALE

Licensed Vocational Nurse students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on a Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical pass is based on satisfactory achievement of all clinical objectives.

Performance Rating Scale- Clinical

The clinical evaluation has six categories:

    Knowledge Base

    Implementation of Nursing Care

    Communication and Documentation

    Professional Growth and Development

    Interpersonal Relations

    Professionalism

Clinical Rating Scale

    Clinical: Pass or Fail

    Clinical Performance /Attendance/participation

CLINICAL GUIDELINES

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his/her duties will be considered absent.

CLINICAL ROTATION UNIFORM

Surgical scrub pants and scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn at clinical site at all times. Optional cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn. Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed. The student is to be dressed in full uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

SPECIALTY EXAM & REMEDIATION

Specialty Exam

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within 7 calendar days. Failure to pass remediation will result in Academic Warning for the term to follow. Academic Warning requires student to give Bi-Weekly progress reports to Director of Nursing.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 1	78%	Term 1	Level 3
Term 2	78%	Term 2	Level 3
Term 3	80%	Term 3	Level 3
Term 4	80%	Term 4	70

*If the student does not score a Level 3 on Terms 1-3 on the specialty examination, the students will be required to complete a High-Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

REMEDIATION

Students who do not pass a specialty exam at the minimum score, will have also undergo a remediation plan but will only have one week to complete remediation and then retest the specialty exam. If a student does not pass the specialty exam retest at the minimum score the student is placed on Academic Warning and may be required to give bi- weekly progress reports to the Director of Nursing for review and counseling if needed. If a student does not complete the terms of the Academic Warning, they will be subject to repeat the term.

REMEDIATION MIDTERM

Remediation has been established to assist the student in improving theoretical knowledge while compensating for a failed examination. The student in any term will be provided with one (1) remedial opportunity after the midterm and will be required to complete the remediation within fourteen (14) Days. Remediation consists of self-study, tutorial, and testing and will be offered to students when the cumulative GPA is below the term minimum. Midterm examinations for daytime classes this will occur. Students who do not remediate and/or retest below the minimum score, may be placed on Academic Warning and will be required to continue tutoring and remediation support. Students who pass the retest midterm examination will have completed their academic contract.

REMEDIAL LAB

A Licensed Vocational Nurse Remedial Lab has been established for your benefit to assist in improving your test-taking abilities and increase your theoretical and clinical knowledge.   Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. All tests will focus on a specific area of study.

Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test-taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail.

Regardless, attending Remediation may ultimately enable you to study more effectively and achieve higher test scores, which will result in better grades.   Please schedule some time to work with your instructors.

REMEDIATION SCORING EFFECTS ON FINAL GRADE:

If the student has completed the remediation process in the midterm or specialty exam process but does not achieve a passing score equal to the term score (i.e. 78%, 78%, 80%, or level 3 in all end of Term specialty exams, 70 Final Exam) the higher of the two scores will be used when calculating final grade totals.

ATTENDANCE

Summit College provides accelerated learning programs and strongly encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary on program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the LICENSED VOCATIONAL NURSE program:
- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the LICENSED VOCATIONAL NURSE department the day they are absent. ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Absences must be called in to the instructor in the LICENSED VOCATIONAL NURSE office on the same day of the absence. Students need to connect with the instructor for clinical or theory absences. Students are expected to be accountable for their actions.

*The student is responsible for making all arrangements with LVN staff or instructor for all theory or clinical make-ups.

The school may review and will require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

To return to school after a medical LOA, the student must provide the school with a full medical clearance. The student will be readmitted on a space-available basis.

ALL CLINICAL ABSENCES will require documentation by the instructor on the attendance form, the clinical evaluation, and on the Clinical contract of the clinical objectives missed.

If a student is absent for three (3) or more theory classes and/or three (3) or more clinical rotations throughout the Term the student may be subject to termination from the entire program.

All attendance issues are subject for review by the Director of Nursing or by the Department Representative

TARDINESS

LVN students: When a student is late for clinical or class it disturbs the flow of assignments.

The student is allowed to be late to clinical one (1) time up to fifteen (15) minutes with Deficiency notice given any further tardiness the student will be sent home and marked absent. Sign in/sign out sheets must be completed on time and accurately or students will be marked absent for the day.

EARLY DEPARTURES

LVN students: Early departures will be marked absent for the day and the student must make up all missed time and objectives.

All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment. Time spent away from class is recorded in quarter hour increments and deducted from student's attendance time. Time spent away from class is discouraged, while there is provision for make-up hours, they rarely compare to the missed lectures/lab time during the day.

MAKE-UP LICENSED VOCATIONAL NURSE

Make-up Time and Assignments

Licensed Vocational Nurse students will be expected to make up all work necessary to meet program/course objectives. Students are responsible for missed didactic material. Make-up for missed classroom objectives will be at the discretion of the instructor and approved by the Director of Nursing. Clinical make-up must be done within 14 calendar days of the absence within the same term. Theory make-up must be done within 7 calendar days of the absence within the same term.

Criteria for Make-Up Exams

Before any make-up exam may be taken by the Licensed Vocational Nurse student they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero ("0") on the exam. The following criteria must be followed:

a)   Student must bring written verification of illness or emergency to the instructor.
b)   Student must contact the instructor on the student's first day returning to school in order to schedule a make-up exam on the first Theory day after the absence.
c)   All make-up exams must be taken after scheduled Theory hours. d) Pop-quizzes cannot be made up.
e)   All students must make-up the missed exam within 7 days.
f)   All make-up exams scores are equal to the maximum score is term passing.

TUTORING PROGRAM

Summit College's Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Students are invited to request tutoring.

Licensed Vocational Nurse students who receive a failing grade on any examination can be required to attend mandatory tutorial sessions. Students must request tutorial assistance through the Learning Academy or Nursing Department.

PROGRAM OR TRACK TRANSFER

A student may make a schedule change from LICENSED VOCATIONAL NURSE Full Time to LICENSED VOCATIONAL NURSE Part Time only once. A schedule change from Part Time to Full Time will not be allowed. All changes must be approved by the Director of Nursing.

ADDING / DROPPING / WITHDRAWING

Withdrawal from a Term will result in termination from the program and all Financial Aid will cease. A Term of instruction must be completed with a passing grade in theory and a "pass" grade in clinical according to the grading policies.

Withdrawal from a program will result in termination from the program and all Financial Aid will cease. A course of instruction must be completed with a passing grade for LICENSED VOCATIONAL NURSE both in theory and clinical according to the grading policies.

INSTRUCTOR REFERRAL

An instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase understanding and competency of clinical skills.

A form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor.

The learning activities available in the Skills Lab are listed on the Form. The instructor may specifically list other objectives in order to meet the student's needs.

Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

REPEATING A COURSE

Student may be allowed to repeat terms of instruction with approval from the Director of Nursing at no cost to the student. The student must score above a 70% in order to be eligible to be considered for a repeat of Terms 1 or 2 and 75% for Terms 3 or 4. When a Nursing term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing. Students repeating will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed and repeating students will be assigned a seat only on a "space available" basis. Nursing students may be required to repeat the term on warning status depending upon the circumstances surrounding the cause of the initial term failure or withdrawal. The grade for the repeat will become the official grade. Students repeating a term must complete the program within the maximum allowable time frame, which is 1.5 times the program length to be considered as maintaining satisfactory academic progress and remain eligible for financial aid.

POST-GRADUATION TESTING

Post-Graduation and RONP (Record of Nursing Program) submission requirements, application and testing procedures as determined by SPECIALTY scores.

- Graduates obtaining SPECIALTY scores of 72 and above will have their RONP signed and the application submitted within 2 weeks of graduation.
- Graduates with SPECIALTY scores of 71 or below must submit required (NCLEX Contract) predictor tests and achieve scores of 80%.
  (Summit College policy is subject to change based on NCSBN/BVNPT/Pearson Vue data).
- Upon submission of passing of required predictor tests, the RONP is signed by the Director of Nursing and submitted based on all BVNPT requirements being fulfilled.
- Following submittal of the Nursing application, a LIVE scan will be submitted to the BVNPT.
- During this period, all graduates must submit (2) predictor tests weekly maintaining a minimum score of 80% prior to the scheduled test date. At least one of the two weekly predictors must be completed and proctored on campus.
- Once the BVNPT has processed the application, the Graduate will receive their "Eligibility Letter." The Eligibility letter must be provided to the NCLEX Coordinator to obtain a test reservation. After verifying the graduate has maintained the predictor scores of 80%, the Coordinator will complete the application process online on the Graduate's behalf.
- All registrations must be processed via the Pearson Vue website or through the Pearson Vue call center.
- The Authorization to Test (ATT) will be created using the information provided when the student is registered.
- After the profile is complete the student will receive the Approval to Test (ATT) code. The code will be valid for 180 days (6 months) from the date issued by the testing service.

- The Test registration will be completed by the graduate and NCLEX Coordinator in selecting an appropriate test date. When the date is selected the Coordinator will confirm the reservation.
*If requirements are not met after the application is submitted the Exam date will be rescheduled.

PRE-GRADUATION APPLICATION

The following process will take place for the student as preparation steps to sit for the NCLEX-PN Exam.

Term II and III
- Introduction to the NCLEX Department to briefly outline the process and requirements for application submission and participation for the NCLEX-PN exam.

Term IV
- Exit Paperwork is conducted 4-6 weeks prior to graduation.

- Students will review and sign NCLEX Contracts for NCLEX preparation.

- Students will complete application and live scan forms with the NCLEX coordinators.

- Live Scan is completed by a DOJ representative with a copy given to the NCLEX coordinator.

- Students will return the application paperwork known as "Breeze" with Username and Password to the NCLEX Coordinator for final processing.

LICENSURE

NURSING NCLEX PREPARATION

NCLEX preparation begins at the start of the program with emphasis on passing the NCLEX-PN exam as the core goal for each student. Summit College recommends of all students to spend quality time each week reviewing and practicing NCLEX questions. This foundational approach will strengthen your understanding of the Nursing Profession.

NCLEX BOARD TESTING – LICENSURE PROCESS

This process is to provide the Licensed Vocational Nurse (LVN) Students at Summit College with information related to testing and licensure before and after graduation. Please note in certain instances the State of California may delay the processing time for licensure testing and the awarding of a license following successful passing of the NCLEX test. As example the current average time between passing the NCLEX-PN and receiving a license may take upwards of 2 to 3 months. Furthermore, in order to be employed as an LVN individuals must have their license recognized on the BVNPT web-site. The entire licensing process can take as long as eight months from submission of paperwork to confirmation of license.

LICENSURE FEE

Upon receiving a passing score on the NCLEX Exam, the results will be communicated to the Graduate by the BVNPT. Once the Graduate receives the "PASS" letter the graduate is to provide this to the NCLEX department to arrange payment of the licensure fee on behalf of the graduate providing all post-graduation procedures were followed.

CONTINUING EDUCATION PROGRAMS

Continuing Education Classes are courses offered throughout the year, please ask an Admissions Representative for the next class.

DESCRIPTION OF INSTRUCTION:

The courses within this department are taught by lecture, and lab. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the course.

DEPARTMENT PROGRAM CHART

Definition of clock hour to credit hour conversion

One Quarter Credit Hour = 10 classroom /lecture hours; or 20 lab hours; or 30 externship/internship hours

IV THERAPY

PROGRAM CIP CODE: 51.1001

PROGRAM OBJECTIVE:

The IV Therapy Certification course is designed to prepare LVN's the necessary skills to provide IV Therapy and Blood Withdrawal on Patients. This is a 36-hour course which includes 27 hours of theory, consisting of 20 hours lecture, 4 hours Lab Application, 3 hours Evaluation and 9 hours of Clinical practice. In addition to the clinical practice, under individually supervised instruction, the student must successfully complete 3 venipunctures on live subjects for IV fluid administration, plus 3 blood withdrawals. This program prepares LVNs with the ability to expand their industry offerings by providing IV therapy and blood withdrawals.

PROGRAM INFORMATION

Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied. CEU

Credit   2   Teacher/Student ratio: 1:15

Length of Program: 36 clock hours / 2 Weeks   (23 Lecture Hours / 4 Lab Hours / 9 Clinical Hours)

Class Time: Offer throughout the year – see an Admissions Representative

Program	Code	Depart	Theory /LAB	Clinical	Total Clock Hours	Total Quarter Credit Hours	Weeks of Classes
IV Therapy/Blood Withdrawal	IV	Nursing	23/4	9	36	2	2

REQUIREMENTS FOR COMPLETION:

Attend instructional lectures for a total of 23 hours, as scheduled, student must attend full sessions, tardiness nor will absences not be allowed, this includes audio-visual and practical instruction. Pass written examination with at least 80%.

Pass practicum examination. Perform at least 3 successfully supervised venipuncture's (IV) and 3 successfully supervised skin punctures (blood draws) on live subjects. Submit requirements to IV Therapy instructor including LVN license to qualify for certification issued by the Board of Vocational Nursing. Participant will receive a certificate after completion of all requirements of 100% or above, a copy of certification will be sent to the Board of Vocational Nursing.

CARDIOPULMONARY RESUSCITATION (CPR)

PROGRAM CODE: CPR   CPR BLS for HealthCare providers CERTIFICATE

Part of programs: Dental Assisting, Medical Assisting, Certified Nursing Assistant, Licensed Vocational Nurse

Prerequisite

‹   Have a copy of the BLS for Healthcare Providers Course manual before class.

‹   Read the manual before class & bring their manual with them and follow along during class.

‹   Use the manual as a reference after class.

‹   If recertifying must possess current BLS card for Healthcare partners.

PROGRAM OBJECTIVE & CAREER OUTCOMES:

The Cardiopulmonary Resuscitation (CPR) Certification is a stand-alone course which is designed to provide healthcare personal the course needed to receive or to recertify in Cardiopulmonary resuscitation (CPR card).

This course provides initial CPR certification or re-certification for healthcare professionals. The courses within this program are taught by lecture. Lecture hours include faculty instruction, classroom activities, assessments, etc.

The American Heart Association designed the BLS for Healthcare Providers Course to prepare a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED and relieve choking in a safe, timely, and effective manner. The course includes adult, child and infant recue skills in both the out- of hospital and in-hospital settings.

PROGRAM INFORMATION

Class Time: Offer throughout the year see an Admissions Representative

Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.

Total Quarter Credit Hours: **.5**   Teacher/Student ratio: 1:9

Length of Class: 8 hours for full course / 4 hours for renewal

Course Title/Number		LECTURE Hours		LABORATORY Hours		EXTERNSHIP/Hours		TOTAL Hours	
		Clock /10	credit	Clock/20	credit	Clock/30	credit	clock	credit
CPR-BLS-1000	Certificate	8	0.5	0	0.0			8	.5
	Total	**8**	**.5**	**0**	**0**	**0**	**0**	**8**	**.5**

*REQUIREMENTS FOR COMPLETION:

Students must complete this course through demonstrating a satisfactory knowledge of the learning objectives for each course. Students are required to have 100% attendance. Student will receive a CPR card at the end of course.

Summit College

CATALOG ADDENDUMS

January 2023

December 2023

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CAMPUS INFORMATION

DEPARTMENT HOURS

Regular Business hours for ALL campuses are 8:00 AM until 5:00 PM Monday thru Friday. The campuses are open for regular instruction: Monday thru Thursday from 8:00 am until 11:00 pm. Short courses may be offered on Friday's and Saturday's from 8:00 am until 5:00 pm. Student will also be given a complete schedule at class orientation. Students enrolled in courses less than 250 hours are provided with a schedule at the time of enrollment. The schedule will be determined by when the next class is being taught.

Department	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Admission	9:00 - 7:00	9:00 - 7:00	9:00 - 7:00	9:00 - 7:00	9:00 - 5:00	Closed
Career Services	8:30 - 7:00	8:30 - 7:00	8:30 - 7:00	8:30 - 7:00	8:30 - 5:00	Closed
Dean of Nursing	10:00 - 7:00	9:00 - 6:00	10:00 - 7:00	9:00 - 6:00	8:00 - 5:00	Closed
Education	9:00 - 6:00	10:00 - 7:00	9:00 - 6:00	10:00 -7:00	8:00 - 5:00	Closed
Financial Aid	9:00 - 7:00	9:00 - 7:00	9:00 - 7:00	9:00 - 7:00	9:00 - 5:00	Closed
NCLEX	8:30 - 5:00	9:30 -6:00	8:30 - 5:00	9:30 -6:00	8:30 - 5:00	Closed
Student Account	9:30 - 1:00, 1:30 - 6:00	9:30 - 1:00, 1:30 - 6:00	Closed see FA Room 215	9:30 - 1:00, 1:30 - 6:00	8:30 - 5:00	Closed
Student Services	10:00 - 7:00	9:00 - 6:00	9:00 - 6:00	8:00 - 4:30	8:00 - 5:00	Closed
AVP of Education	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	9:00 - 6:00	8:00 - 5:00	Closed

CLASS SCHEDULE/START DATES
CLASS SCHEDULE

Program	Days	Times
Medical Assistant – Administrative and Clinical		
	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 5:00pm – 10:00pm
Electrician - IDL	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 6:00pm – 11:00pm
HVAC	Monday – Thursday	Morning Session - 8:00am – 1:00pm Evening Session - 6:00pm – 11:00pm
Welding Basic	Monday – Thursday	Morning Session - 8:00am – 1:00pm Afternoon Session - 1:00pm – 6:00pm Evening Session - 6:00pm – 11:00pm
Certified Nursing Assistant	Monday – Friday 7:00am to 5:00 pm Theory 8:00 am to 5:00pm Clinical 7:00am to 4:00pm	
Licensed Vocational Nurse Days	Theory 8:30am – 3:30pm Term 1 & 2 – Monday, Tuesday & Wednesday Term 3 & 4 Thursday & Friday Clinical 6:30am – 3:30pm or 1:00pm to 10:00pm Term 1 & 2 Thursday & Friday Term 3 & 4 Monday, Tuesday & Wednesday	

Licensed Vocational Nurse Evenings	Theory 4:00pm – 10:00pm

Licensed Vocational Nurse
Evenings

Theory 4:00pm – 10:00pm

Term 1 – Monday & Tuesday

Term 2 - Monday and 1st 7 Tuesday's

Term 3 - Thursday

Term 4 – Wednesday

Clinical 4:00pm – 10:00pm, Weekends 6:30am – 3:30pm or 1:00pm – 10:00pm

Term 1 - Saturday

Term 2 – starting in 8th week Tuesday & Saturday or Sunday

Term 3 – Wednesday & Saturday or Sunday

Term 4 - Thursday & Saturday or Sunday

SAN BERNARDINO/COLTON PROGRAMS
Start Dates

LVN-Day

Start Date	Projected Grad Date	Start Date	Projected Grad Date
2/13/2023	2/9/2024	8/14/2023	8/9/2024
5/15/2023	5/10/2024	11/13/2023	11/8/2024

LVN - Evening

Start Date	Projected Grad Date	Start Date	Projected Grad Date
3/9/2023	10/14/2024	12/28/2023	8/4/2025
8/3/2023	3/10/2025		

Electrician – IDL

Start Date	Projected Grad Date	Start Date	Projected Grad Date
12/5/22	8/13/23	6/19/2023	02/23/24
1/2/2023	9/8/2023	7/17/2023	03/22/24
1/30/2023	10/6/2023	8/14/2023	04/19/24
2/27/2023	11/3/2023	9/11/2023	05/17/24
3/27/2023	12/1/2023	10/9/2023	06/14/24
4/24/2023	12/29/2023	11/6/2023	07/12/24
5/22/2023	1/26/2024	12/4/2023	08/09/24

HVAC

Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/15/2023	6/26/2023	3/1/2024
2/6/2023	10/13/2023	7/24/2023	3/29/2024
3/6/2023	11/10/2023	8/21/2023	4/26/2024
4/3/2023	12/8/2023	9/18/2023	5/24/2024
5/1/2023	1/5/2024	10/16/2023	6/21/2024
5/29/2023	2/2/2024	11/13/2023	7/19/2024
		12/11/2023	8/16/2024

Welding - Basic

Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/15/2023		
2/20/2023	10/27/2023		
4/3/2023	12/8/2023		
5/15/2023	1/19/2024		
6/26/2023	3/1/2024		
8/7/2023	4/12/2024		
9/18/2023	5/24/2024		
10/30/2023	7/5/2024		
12/11/2023	8/16/2024		

Medical Assisting

Start Date	Projected Grad Date	Start Date	Projected Grad Date
01/09/23	09/15/23	7/17/2023	3/22/2024
01/30/23	10/06/23	8/7/2023	4/12/2024
02/20/23	10/27/23	8/28/2023	5/3/2024
03/13/23	11/17/23	9/18/2023	5/24/2024
04/03/23	12/08/23	10/9/2023	6/14/2024
04/24/23	12/29/23	10/30/2023	7/5/2024
05/15/23	01/19/24	11/20/2023	7/26/2024
6/5/2023	2/9/2024	12/11/2023	8/16/2024
6/26/2023	3/1/2024		

Plumbing Technician					Certified Nursing Assistant			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/15/2023	6/26/2023	3/1/2024	1/9/2023	2/24/2023	9/24/2023	11/5/2023
2/6/2023	10/13/2023	7/24/2023	3/29/2024	2/27/2023	3/10/2023	11/2/2023	12/14/2023
3/6/2023	11/10/2023	8/21/2023	4/26/2024	3/13/2023	4/21/2023	12/11/2023	1/22/2024
4/3/2023	12/8/2023	9/18/2023	5/24/2024	4/24/2023	6/2/2023		
5/1/2023	1/5/2024	10/16/2023	6/21/2024	7/8/2023	8/19/2023		
5/29/2023	2/2/2024	11/13/2023	7/19/2024	8/16/2023	9/27/2023		
		12/11/2023	8/16/2024				

SANTA ANA PROGRAMS
Start Dates

Plumbing Technician					Electrician – IDL			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/15/2023	6/26/2023	3/1/2024	1/2/2023	1/2/2023	06/19/23	02/23/24
2/6/2023	10/13/2023	7/24/2023	3/29/2024	1/30/2023	1/30/2023	07/17/23	03/22/24
3/6/2023	11/10/2023	8/21/2023	4/26/2024	2/27/2023	2/27/2023	08/14/23	04/19/24
4/3/2023	12/8/2023	9/18/2023	5/24/2024	3/27/2023	3/27/2023	09/11/23	05/17/24
5/1/2023	1/5/2024	10/16/2023	6/21/2024	4/24/2023	4/24/2023	10/09/23	06/14/24
5/29/2023	2/2/2024	11/13/2023	7/19/2024	5/22/2023	5/22/2023	11/06/23	07/12/24
		12/11/2023	8/16/2024			12/04/23	08/09/24

HVAC					Welding - Basic			
Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/3/2023	9/7/2023	7/10/2023	3/15/2024	1/9/2023	9/15/2023	6/26/2023	3/1/2024
1/30/2023	10/5/2023	8/7/2023	4/12/2024	2/20/2023	10/27/2023	8/7/2023	4/12/2024
2/27/2023	10/27/2023	9/4/2023	5/10/2024	4/3/2023	12/8/2023	9/18/2023	5/24/2024
3/27/2023	11/24/2023	10/2/2023	6/7/2024	5/15/2023	1/19/2024	10/30/2023	7/5/2024
4/24/2023	12/22/2023	10/30/2023	7/5/2024			12/11/2023	8/16/2024
5/22/2023	1/19/2024	11/27/2023	8/2/2024				
6/12/2023	2/16/2024	12/25/2023	8/30/2024				

EL CAJON PROGRAMS
Start Dates

LVN-Day			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
2/13/2023	2/9/2024	8/14/2023	8/9/2024
5/15/2023	5/10/2024	11/13/2023	11/8/2024

LVN - Evening			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
3/9/2023	10/14/2024		

Electrician – IDL			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/2/2023	1/2/2023	7/3/2023	3/8/2024
1/30/2023	1/30/2023	7/31/2023	4/5/2024
2/27/2023	2/27/2023	8/28/2023	5/3/2024
3/27/2023	3/27/2023	9/25/2023	5/31/2024
4/24/2023	4/24/2023	10/23/2023	6/28/2024
5/22/2023	5/22/2023	11/20/2023	7/26/2024
6/5/2023	2/9/2024	12/18/2023	8/23/2024

Plumbing Technician			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/15/2023	6/26/2023	3/1/2024
2/6/2023	10/13/2023	7/24/2023	3/29/2024
3/6/2023	11/10/2023	8/21/2023	4/26/2024
4/3/2023	12/8/2023	9/18/2023	5/24/2024
5/1/2023	1/5/2024	10/16/2023	6/21/2024
5/29/2023	2/2/2024	11/13/2023	7/19/2024
		12/11/2023	8/16/2024

HVAC			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/3/2023	9/7/2023	7/10/2023	3/15/2024
1/30/2023	10/5/2023	8/7/2023	4/12/2024
2/27/2023	10/27/2023	9/4/2023	5/10/2024
3/27/2023	11/24/2023	10/2/2023	6/7/2024
4/24/2023	12/22/2023	10/30/2023	7/5/2024
5/22/2023	1/19/2024	11/27/2023	8/2/2024
6/12/2023	2/16/2024	12/25/2023	8/30/2024

Welding - Basic			
Start Date	Projected Grad Date	Start Date	Projected Grad Date
1/9/2023	9/14/2023	6/26/2023	3/1/2024
2/20/2023	10/26/2023	8/7/2023	4/12/2024
4/3/2023	12/7/2023	9/18/2023	5/24/2024
5/15/2023	1/18/2024	10/30/2023	7/5/2024
		12/11/2023	8/16/2024

Books and Equipment Costs

Certified Nursing Assistant

Book Titles	ISBN Number	Total	69.17
Nursing Assistant: A Nursing Process Approach Edition 12	9780357372012		
BLS for Health Care Providers-Student Manual	9781616697686		
Supplies & Materials (Equipment)		**Total**	**68.29**
Stethoscope, Blood Pressure Cuff Combo, Gait Belt, Penlight			
Uniforms		**Total**	**87.81**
2 - Hunter Green Uniform Tops & Pants			

Electrician - IDL

Book Titles / Digital Courseware	ISBN Number	Total	1078.47
Ugly's Electrical Reference, 2020 Edition	9781284194531		
NFPA 70: National Electrical Code, 2020 Edition	9781455922970		
Delmar's Standard Text Book of Electricity	9781337900348		
Lab Manual: Introduction to Low Voltage Systems Edition 2	9781111639549		
The Complete Lab Manual for Electricity	9781305538375		
Electrical Wiring Residential Edition 20	9780357366479		
Illustrated Guide to the NEC Edition 8	9780357371527		
Practical Problems in Mathematics for Electricians, Edition 9	9781111313470		
Understanding Motor Control	9781337798686		
Electric Motor Control	978133702818		
Electrical Wiring Commercial	9780357137697		
Introduction to Low Voltage	9781111639532		
Energy, Environment and Sustainability	9780357676073		
The Electrician's Guide to Photovoltaic System Installation	9781111639969		
Renewable Energy & Sustainable Design	9781111542702		
American Safety Council, OSHA 2020 Edition - Digital Courseware	Web Based		
American Health Care Academy, CPR/AED/First Aid-Digital Courseware	Web Based		
Uniform		**Total**	**31.01**
2 - Electrician T-Shirts (NO EXCHANGE, RETURN or REFUND)			
Tools		**Total**	**66.90**
Pair of Safety Glasses (clear), Electrician's Tote,			

Books and Equipment Costs

HVAC

Book Titles	ISBN Number	Total	325.30
Refrigeration & Air Conditioning Technology	9780357122273		
The Complete HVAC Lab Manual	9781337399388		
Electricity for Refrigeration, Heating, and Air Conditioning	9781337399128		
Plumbing 401	9781337391832		
Commercial Refrigeration for Air Conditioning Technicians	9780357453704		
Renewable Energy & Sustainable Design	9781111542702		
Practical Problems in Mathematics for Heating and Cooling Technicians	9781111541354		
Heat Pumps	9781305081635		
The Guide to Photovoltaic System Installation	9781111639969		
Uniform		**Total**	**35.07**
2 - HVAC T-Shirts (NO EXCHANGE, RETURN or REFUND)			
Tools		**Total**	**63.20**
18" Tool Bag, Pair of Safety Glasses (Shade 3), Pair of Safety Glasses (clear), Pair of Leather Gloves			

Medical Assistant Administrative and Clinical

Book Titles	ISBN Number	Total	393.90
Medical Assisting: Administrative and Clinical Competencies	9780357502815		
Medical Terminology for Health Professions	9780357513699		
Law, Liability and Ethics for Medical Office Professionals	9781305972728		
Legal and Ethical Aspects of Health Information Management	9780357361542		
The Complete Textbook of Phlebotomy	9781337284240		
ECG: Essentials of Electrocardiography	9781285180984		
BLS For Health Care Providers-Student Manual 2020	9781616697686		
HIPAA for Health Care Professionals	9781305946064		
Understanding Health Insurance: A Guide to Billing Reimbursement: 2022	9780357621356		
Your Career: How to Make it Happen	9780357711460		
Career Success in Health Care: Professionalism in Action	9781305097513		
Uniform		**Total**	**87.81**
2 - Burgundy/Wine Uniform Tops & Pants			
Tools		**Total**	**39.91**
Stethoscope, Blood Pressure Cuff			

Plumbing Technician

Book Titles		ISBN Number	Total	
Plumbing 101		9781133281535		
Plumbing 201		9781305401648		
Residential Construction Academy: Plumbing		9781111307776		
Introductory Technical Mathematics		9781337397674		
Plumbing 301		9781337391764		
Uniform	2 - Plumbing T-Shirts (NO EXCHANGE, RETURN or REFUND)		Total	41.63
Tools	Plumbing Kit (put together by Vendor)		Total	337.29

Welding Basic

Book Titles		ISBN Number	Total	44.33
Welding: Principles and Applications		9780357377659		
Practical Problems in Mathematics for Welders		9781111313593		
Blueprint Reading for Welders		9781133605782		
Practical Problems in Mathematics for Welders		9781111313593		
Uniform			Total	41.63
2 – Welding Long Sleeve T-Shirts (NO EXCHANGE, RETURN or REFUND)				
Tools			Total	337.29
Welding Kit includes (put together by Vendor)				

Licensed Vocational Nurse

Book Titles		ISBN#	Total	2115.58
ATI Nursing Complete Package				
PN Nursing Care of Children Edition Ed. 11.0		9781565331938		
PN Maternal Newborn Nursing Ed. 11.0		9781565331914		
PN Adult Medical Surgical Nursing Ed. 11.0		9781565331907		
PN Mental Health Nursing Ed. 11.0		9781565331921		
PN Pharmacology for Nursing 8 Ed.		9781565331945		
Nutrition for Nursing Ed. 7.0		9781565336025		
Nursing Leadership and Management Ed. 8.0		9781565335981		
Fundamentals for Nursing 10 ED.		9781565335974		
Drug Handbook		9781284195361		
Learning Strategies: Your Guide to Classroom & Test-Taking Success		9781933107998		
BLS Provider Manual 2020		9781616697686		
Foundations and Adult Health Nursing Elsevier eBook on VitalSource, 8th Edition		9780323550314		
Anatomy and Physiology for Health Professions		9780357649176		
Uniform	DAYS 3 - Uniform Tops & Pants **90.59**	EVENING 2 - Uniform Tops & Pants **64.65**		
	Equipment Stethoscope, Blood Pressure Cuff, Nurse Kit, Penlight		Total	90.59

Program Costs

PROGRAM	Reg Fee* Admin Fee	Tuition for Current Period of Attendance	Tuition for 2nd Period of Attendance	Total Tuition	Insurance*	Textbooks*	Uniforms*	Equipment*	Total Extra Program Fees* Non-Refundable		Total Non-Refundable*	STRF ***	Entire Program Cost
Certified Nursing Assistant	$ 50.00	$1658.800		$1658.800	$20.93	$69.17	$87.81	$68.29	CPR	35.00	$ 336.20	$ 5.00	**$ 1,995.00**
Electrician - IDL	$ 50.00	$16,084.80		$16,084.80	$81.32	$1,078.47	$31.01	$66.90	Electrician Training Card/CPR	25.00/35.00	$ 1,410.20	$ 42.50	**$ 17,495.00**
HVAC	$ 50.00	$16,920.00		$16,920.00	$58.93	$325.30	$35.07	$63.20			$ 575.00	$ 42.50	**$ 17,495.00**
Licensed Vocational Nurse – Days	$ 75.00	$17,928.00	$13,665.12	$31593.12	$92.90	$2,115.58	$87.81	$90.59	Background Check/CPR	150.00/35.00	$2,806.88	$ 85.00	**$ 34,400.00**
Licensed Vocational Nurse – Evening	$ 75.00	$19,251.00	$14,673.54	$33924.54	$93.48	$2,115.58	$87.81	$90.59	Background Check/CPR	150.00/35.00	$ 2,812.46	$ 90.00	**$ 36,737.00**
Medical Assistant – Administrative &	$ 50.00	$16,776.00		$16,776.00	$69.88	$393.90	$87.81	$39.91	CPR	35.00	$ 719.00	$ 42.50	**$ 17,495.00**
Plumbing Technician	$50.00	$14,763.00		$15,000.00	$123.67	$24.58	$52.00	$60.00			$347.75	$ 37.50	**$15,000.00**
Welding-Basic	$ 50.00	$16,905.60		$16,905.60	$73.65	$44.33	$41.63	$337.29			$ 589.40	$ 42.50	$ 17,495.00

NON-REFUNDABLE COSTS DISCLOSURE ED Code.§94911(b) are non-refundable charges that will be deducted from any refund due to me

Administrative Fees: The Administrative fee may include interview with Department Director, additional processing fees, Orientation, and student support services of a non-instructional nature and is non-refundable.
Insurance: A Non-institutional charge covers a student accident insurance policy (secondary coverage) while they are on campus or at a school clinical/extern site or field trip and is non-refundable. Non-institutional charges "means charges for an educational program paid to an entity other than an institution that are specifically required for participation in an educational program. **Registration Fee:** The Registration Fee includes registration processing and records set-up, permanent record maintenance, Insurance set-up and the cost of one student identification card and is non-refundable. **Text Books/Materials:** "Text Books/materials" means textbooks, learning supplies, flash cards etc. that has been determined to aid in the learning of course objectives. **Uniform/Equipment**: Program uniform and personal equipment, tools, electronic devices or other goods related to gain the training, or experience required for participation in the program.

STUDENT'S RIGHT TO CANCEL− BPPE REGULATIONS Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B) -- *NOTE: Summit College must compare BPPE's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after the start date of the program, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Cancellation shall occur when the student has given notice of cancellation to the Admissions Department at Summit College. The notice of cancellation may be verbal, sent by mail/or email to the appropriate address listed below directed to the attention of Admissions Department. 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 this agreement. Summit College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after the start date of the program, whichever is later Main Phone Number - 909/422-8950

San Bernardino/Colton Campuses	804 E. Brier Dr, San Bernardino, CA 92408	Admissions-Colton@summitcollege.edu
Santa Ana Campus	1639 E. Edinger Ave, Santa Ana, CA 92705	Admission-SantaAna@summitcollege.edu
El Cajon Campus	411 N. Marshall Ave, El Cajon, CA 92020	Admissions-ElCajon@summitcollege.edu

CANCELLATION AND REFUND POLICY - ACCET REGULATIONS--§Accet Doc 31/29.1(12)
Cancellation Due to:
1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of $200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution.
4. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of $500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

Program Costs

5. Cancellation After the Start of Class: An institution may consider a withdrawal as a cancellation or no show provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the
    maximum allowable application/registration fee of $200, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

*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)

TEXTBOOK/SUPPLY OPT-OUT

The College purchases its textbooks and supplies in bulk at a reduced rate for students. However, all students have the option of purchasing the required books and supplies from a third party. If you would like to purchase your books and supplies elsewhere, as long as they are able to obtain these resources prior to course start. A list of books and supplies associated with your program of study is available in the catalog addendum. .* For LVN programs "opt out" is not applicable to books, electronic software or digital courseware fees due to accessibility. .* For LVN programs "opt out" is not applicable to books, electronic software or digital courseware fees due to accessibility. You have access to Cengage Publisher eBooks through Cengage Unlimited— an online learning subscription included in your tuition and available to you for 1 year from your enrollment date. With Cengage Unlimited you can access ANY Cengage materials you are using across ALL your courses AND a set number of FREE hardcopy textbook rentals are also available for select titles, just pay $9.99 S&H each.

STUDENT TUITION RECOVERY FUND STRF-5 CCR-76215(A) STRF ASSESSMENT OF IS NON-REFUNDABLE

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

PROFESSIONAL LICENSURE DISCLOSURE

Summit College offers a number of on-ground programs designed to lead to licensure or certification. Summit College has determined its curriculum in the Licensed Vocational Nurse, Certified Nursing Assistant, Medical Assistant Administrative & Clinical, Electrician, HVAC, Welding educational programs meet the state educational requirements for licensure or certification in California. (see chart below).

Program	Campus	State Licensure/Certification
Certified Nursing Assistant 232 clock hours	San Bernardino, CA; El Cajon, CA	California
Licensed Vocational Nurse 1586 clock hours	San Bernardino, CA; El Cajon, CA	California
Medical Assistant Administrative and Clinical 800 clock hours	San Bernardino, CA; El Cajon, CA	California
Electrician - IDL 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California
HVAC 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California
Plumbing Technician 640 clock hours	San Bernardino, CA	California
Welding – Basic 720 clock hours	San Bernardino, CA; El Cajon, CA, Santa Ana, CA	California

Summit College has not yet made a determination as to whether our program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

VETERAN'S BENEFITS

Enrollment & Benefit Explanation

The **School** Certifying Official (SCO) will meet with all prospective students that are eligible to use VA benefits in order to obtain information on the VA benefit the individual is eligible. T h e SCO will inform the prospective student of the certification process and provide information regarding what will be covered by the VA benefit and what the prospective student may be responsible. The SCO will explain that the student will be held to all policies and procedures contained in the Summit College Student Catalog. The SCO and Summit College will act in accordance to the Principles of Excellence as described below.

PRINCIPLES OF EXCELLENCE:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- We will not commit fraudulent and aggressive recruiting techniques and misrepresentations.
- We will make accommodations for Service members and Reservists absent due to service requirements.
- ❖ Designate a point of contact to provide academic and financial advice.
- ❖ Ensure accreditation of all new programs prior to enrolling students.
- ❖ Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.
- Prospective students will be asked to provide the following documents prior to certification.
- ❖ Certificate of Eligibility, Statement of Benefits or VAF 28-1905 form for chapter 31
- ❖ Transcripts from previous education and/or military education and training

Transcripts will be reviewed by the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for applicable transfer credit.

TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE:

Effective August 1, 2019 as part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38,

United States Code**,** Summit College adheres to the following:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- We permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Summit College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Summit College will require Ch. 31 and Ch. 33 students to take the following additional actions:
1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Summit College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."

SECTION 1018:

Section 1018 codifies in statute the following requirements:

Effective August 1, 2021 Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs (VA). These new provisions became effective June 15, 2021 and will apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021. Many of the requirements are consistent with the requirements of the Principles of Excellence, currently in Executive Order 13607; however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for "GI Bill® participation.

Section 1018 codifies in statute the following requirements:

Section 1:

Summit College will provide a covered individual (a student using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C.) with a personalized shopping sheet that contains:

- Estimated total cost of the course that includes tuition, fees, books, supplies and any other additional costs.
- Estimated cost of living expenses.
- Amount of costs above that are covered by VA Education Benefits.
- Other types of Federal financial aid, not administered by VA that is offered by Summit College, that the individual may be qualified to receive.
- Estimated amount of student loan debt the individual would have upon graduation.
- Information regarding graduation rates.
- Information regarding job-placement rates for graduates, if available.
- Information regarding the acceptance of transfer credits including military credits.
- Any additional requirements including training, experience, or examinations that are required to obtain a license, certification or approval for which the course of education prepares the individual.
- Other information to facilitate comparison by the individual about aid packages offered by different educational institutions.
- Personalized shopping sheets will be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
- Summit College maintains policies that:
- Inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.
- Alert the individual of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
- Prohibit automatic renewal of a covered individual in a course and/or programs.
- Ensure each covered individual approves of the enrollment in a course. Allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
- Accommodate short absences for such services in the Armed Forces.
- Provide covered individuals the requirements for graduation and a graduation timeline.
- Summit College agrees to obtain approval of the respective accrediting agency for each new course or program.
- Summit College will designate an employee(s) to serve as a point of contact for covered individuals and family members seeking assistance with:

      > Academic Counseling.   > Financial Counseling.   > Disability Counseling.
      Other information regarding completing a course of education at Summit College

Section 2:

Summit College is liable by the appointed State Approving Agency in the event of the following infractions:

- Carries out deceptive or persistent recruiting techniques including on military institutions.
- Misrepresents payment of incentive compensation.
- During a 1-month period makes three or more unsolicited contacts to a covered individual via phone, email and/or in person.
- Engages in same day recruitment and registration.
- Provides a commission, bonus, or other incentive payment based directly or indirectly on success in securing 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.

Summit College formally adheres to Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, by virtue of School Policy SOP105 and SOP5508.

ADMINISTRATION & FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching. Our Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

Summit also has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training programs are taught. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year with faculty to share their knowledge.

CAMPUS ADMINISTRATION

Rosa Corrales
   SAN BERNARDINO/COLTON - CAMPUS MANAGER
      University of Phoenix, Bachelor of Business Administration

Katherine Quinones
   EL CAJON - CAMPUS MANAGER/EDUCATION MANAGER
      Kaplan University – Master of Science-Management/Leadership
      Western Governors University, Bachelor of Science Business Administration

Natalie Torres
   SANTA ANA - CAMPUS MANAGER/EDUCATION MANAGER
      Bachelors in Education, 1995 USC

EDUCATION

ARMAS, MICHELLE
   ASSOCIATE VP OF ACADEMIC AFFAIRS

LAMBERT, MICHELLE
   ASSOCIATE VP OF ACADEMIC LEARNING AND CURRICULUM

Dr. ALICIA LAMOUR
   DEAN OF NURSING - SAN BERNARDINO
      University of Phoenix Master of Science in Nursing

MICHELLE GERBER
   DIRECTOR OF NURSING - EL CAJON

KATHERINE QUINONES
   EDUCATION MANAGER – EL CAJON

NATALIE TORRES
   EDUCATION MANAGER – SANTA ANA
      Bachelors in Education, USC

ALLEN OCHOA
   EDUCATION MANAGER – SAN BERNARDINO/COLTON

NAGAB VERGARA
   ASSISTANT DIRECTOR OF EDUCATION/NURSING- SAN BERNARDINO

DANIEL CURRAN
   NCLEX SERVICES COORDINATOR – SAN BERNARDINO

DAYSI CONSUEGRA
   ASSISTANT NCLEX COORDINATOR-EL CAJON

JASMIN SALAZAR
   ADMINISTRATIVE ASSISTANT NURSING – SAN BERNARDINO

RUDY GONZALEZ
   REGISTRAR – ALL CAMPUSES

FACULTY BY CAMPUS

SAN BERNARDINO/COLTON CAMPUS

AMBROSE, NELKY (2018)
INSTRUCTOR-NURSING – LVN
Associate of Science – Puerto Rico
Bachelors in Science – University of Phoenix

BAEZ, JOSE LUIS (2022)
INSTRUCTOR-NURSING – LVN

CHITRATHRON, PUTTACHART (2013)
INSTRUCTOR-NURSING – LVN
Bachelor of Science in Nursing
Registered Nurse Cal State

DUFFY, VICKI (2010)
INSTRUCTOR-NURSING – LVN
Licensed Vocational Nurse
Master of Science Degree
Bachelor's in Public Health

ENRIQUEZ, ABIGAIL MAY (2018)
INSTRUCTOR- NURSING – LVN (SUB)
Associates in Nursing Science - Westcoast University
Licensed Vocational Nurse- Summit College

ESSIFUL, GEORGINA (2017)
INSTRUCTOR NURSING C.N.A
Licensed Vocational Nurse- Summit College
CNA American Red Cross

GENAVIA, MARIA (2007)
INSTRUCTOR- NURSING – LVN
Bachelor if Arts – Assumption College
Licensed Registered Nurse

GOTTENBOS, NICOLE KRISTIN (2022)
INSTRUCTOR- NURSING – LVN

GUTIERREZ, GIOVANNA (2021)
INSTRUCTOR—MEDICAL ASSISTING

HALL, LINDA (2005)
INSTRUCTOR-NURSING – LVN-CPR
Associate of Applied Science,
Registered Nurse, Glendale Community College

HALL, STACY (2018)
INSTRUCTOR- NURSING – LVN
Bachelors of Science in Business Admin. Colorado Technical
Licensed Vocational Nurse – Summit College

HARDIN, STEVEN (2019)
INSTRUCTOR- NURSING – LVN

IDEHEN, JUDITH (2016)
INSTRUCTOR- NURSING - LVN
Master's in Public Administration Diploma in Mass Communication
License Vocational Nurse (2006)

JENSEN, EMILY (2012)
INSTRUCTOR- NURSING - LVN

SBVC Refrigeration/Air Condition Certificate
NATE HVACR Certification, EPA Universal Certification,
HVAC Certificate, San Bernardino Valley

MAGANA OCHOA, JOSE
INSTRUCTOR - ELECTRICIAN

MALINOWSKI, TROY (2019)
INSTRUCTOR-TRADES-WELDING
Associates in Social Science, Crafton Hills College
Associates in Drafting and Design, ITT Technical Institute,
Alumni Summit Career College, Valedictorian

MATA, EDWARD (2017)
INSTRUCTOR-TRADES ELECTRICAL
Electrician Diploma - Summit College

MCCRACKEN, DEBRA (2011)
INSTRUCTOR- NURSING – LVN-CPR
Licensed Vocational Nurse, Concorde Career Institute
IV & Blood Withdrawal Certification
Diabetes Education Certificate

MERCADO, REGINA (2020)
INSTRUCTOR- NURSING – LVN-CPR

MONTANG, ADALINE (2003)
INSTRUCTOR-NURSING – LVN
Diploma – Ward Administration College of Nursing
Diploma in Nursing and Midwifery at Seventh-Day Adventist Hospital School of Nursing

MONROE, LaWANDA (2012)
INSTRUCTOR-NURSING – LVN
Licensed Vocational Nursing License

MOORE, PERCY (2019)
INSTRUCTOR-TRADES-WELDING
Welding Certificate, Riverside Community College
Center for Employment Training Welding
Blueprint reading and interpretation

MOORE, SCOTT (2021)
INSTRUCTOR-NURSING-LVN

OBILLO, VICTOR (2012)
INSTRUCTOR NURSING – C.N.A (SUB)

LVN, Indian River Community College
Bachelors of Science in Nursing , University of Manila

OUELLETTE, ANAMAY (2020) INSTRUCTOR-- NURSING - LVN
Licensed Vocational Nurse (1999) Summit College

PADILLA, JOSE (2012) INSTRUCTOR-TRADES-WELDING,
AWSD1.1, GMAW, SMNAW, FCAW, Hacienda La Puente Adult School

POPPER, STEPHANIE INSTRUCTOR-NURSING – LVN
Licensed Vocational Nursing – Concorde College
Ventilator Certification
ACLS and Pals Certified
IV Certified
Staff Degree in Developer Certification

RADA, ROSS (2015) INSTRUCTOR-- NURSING – LVN (SUB)
LVN – Summit College
Certified Nursing Assistant at Allan Hancock College

REYES GUTIERREZ, MAURICIO (2013) SKILLS LAB INSTRUCTOR -TRADES-WELDING
American Welding Certified Inspector,
American Welding Certified, in GRAW, SMAW, GMAW & FCAW,
Welding Certificate, Tri Community Adult

ROBERTS, ROSE (2002) INSTRUCTOR-NURSING – LVN
Bachelors in Science of Nursing – University of New Delhi

SANTOS, JUSTIN INSTRUCTOR, HVAC

SHEEHAN, RENEE (2009) INSTRUCTOR-NURSING – LVN
Associates of Arts – San Bernardino valley College
Associates Degree in Nursing, Victor Valley College
Bachelor of Science in Nursing University of Phoenix
Master of Science in Nursing/Ed University of Phoenix

STEWART, DIANE (2012) INSTRUCTOR-NURSING – LVN
Licensed Vocational Nursing 4D College

VALDEZ, LEO (2020) INSTRUCTOR-TRADES-HVAC

ZAMORA, RAY (2021) INSTRUCTOR-NURSING-LVN
Bachelor of Science in Nursing Loma Linda University School of Nursing

EL CAJON CAMPUS

CELEDON, CRISTIN(2020) INSTRUCTOR – TRADES - WELDING

DAVIS, DESHON (2021) INSTRUCTOR – NURSING – LVN

FERRARO, ANTHONY (2016) INSTRUCTOR-TRADES-ELECTRICAL
NOCTI Electrical Technology Certificate –
Eastern Center for Arts and Technology

FLORES ALATORRE, (2016) INSTRUCTOR-TRADES-WELDING
Associates of Science Theological -LAT Seminary
Associate of Applied Science Welding Technology Associate of Applied Science CWI
Welding Inspections
Associate of Applied Science Welding Education

GARCIA, ROMAN (2018) INSTRUCTOR – TRADES - SKILLS LAB - WELDING
Certified in: MIG,TIG, OXY, Exotic Metals, Stick, BOM Lists,
CNC Burn Table, Radiation Safety, CPA

JANWAY, DOUGLAS (2018) INSTRUCTOR-TRADES-HVAC
HVAC at Universal Technical Institute

JOHNSON, CARL (2021) INSTRUCTOR-TRADES-HVAC

LIMIN, NOLI (2019) INSTRUCTOR –TRADES - HVAC
Bachelor of Science in Mechanical Engineering,
Licensed Mechanical Engineer,
Certified Chiller and AHU Field Service Engineer, LG Electronics, EPA 608
Universal Certified, EPA, 609 - Certified, R410A
Certified Technician, Mainstream Engineering, Indoor Air Quality
Certified Technician, Mainstream Engineering, Preventive Maintenance
Certified Technician, Mainstream Engineering, Member, Refrigeration Service
Engineers Society & American Society of Heating, Refrigeration, and Air
Conditioning Engineers

MORENSEN, FRANK (2021) INSTRUCTOR (SUB)

PENILLA, MICHAEL (2020)   INSTRUCTOR, LVN

REDDICK, VALERIE LYNETTE (2021)   INSTRUCTOR, LVN

SPELCE ELIZABETH (2021)   INSTRUCTOR, LVN

SUNDQUIST, STEPHEN (2016)   INSTRUCTOR-SUBSTITUTE- TRADES - HVAC
                                           Refrigerant Usage Certification

TRAXLER, JAMES (2021)   INSTRUCTOR, (SUB)

WILLIAMS, DOUGLAS (2020)   INSTRUCTOR, TRADES - ELECTRICAL

ZARATE, ISMAEL (2017)   INSTRUCTOR-TRADES- SKILLS LAB – WELDING
                                           Advanced Welding Certificate – Summit College (2017)

SANTA ANA CAMPUS

ALMOKDAD, MANSOUR (2020)   INSTRUCTOR-TRADES-HVAC

GARCIA, JARRED (2021)   INSTRUCTOR – TRADES – WELDING

LEON, CARLOS (2017)   INSTRUCTOR-TRADES-ELECTRICAL

                                           Associates Arts Degree - US History Los Angeles Harbor College
                                           Electrical Technology - National Institute of Technology
                                           State Certified Journeyman

NGOV, DEREK (2015)   INSTRUCTOR-Trades-HVAC

                                           Auto Mechanic, LA Trade Tech
                                           HVAC certificate, ELA Occupational Center
                                           EPA Universal Certified
                                           R-410A Certified
                                           NATE Certified
                                           Heat Pump, Air Conditioning, Gas
                                           Heating, C20 Licensed

RAMIREZ, ISRAEL (2020)   INSTRUCTOR – TRADES - WELDING

SANCHEZ PEREZ, STEVEN (2021)   INSTRUCTOR – TRADES

VALDEZ JR., JOSE (2021)   INSTRUCTOR – TRADES - WELDING

ZABALA, MICHAEL (2018)   INSTRUCTOR-TRADES-ELECTRICAL

                                           General Contractor B Classification
                                           Construction Technology Certification - Orange Coast College

ADVISORY BOARD MEMBERS

CORE PROGRAMS

American Medical Response *Steven Myers – CES* *Specialist*	*Medical America Billing Services* *Courtney Proffitt --Office Manager*	*La Salle Medical Associates* *Anna Canton -- Human Resources*
Medicor *Jessica Temple --Dept* *Manager*	*La Salle Medical Associates* *Barbara Graber – Administrator*	*Arther Medical Group* *Anthony Selena, Office Manager*
Radnet *Imelda Bedolla --HR* *Manager*	*Goldenwest Medical* *Sharon Christensen -- COO*	*Dr. Thomas Phillips* *Martha Arreola --Office Manager*
Wellness Center *Frances Shiek --* *Nurse/Manager*	*Innovative Billing* *Christina Kelly -- Office manager*	*Santa Ana Market Clinic* *Sandrine Le -- Manager*
UCI *Cynthia Vega --HR* *Manager*	*Dr. Sean Young* *Theresa Ingarfill -- Office Manager*	*Dr. Chambi* *Israel Chambi -- Director*
OC Urgent Care *Liliana Garcoa -- Office* *Manager*	*Healthpointe* *Gustavo Ibarra -- Director*	*Clinica Medica* *Rose Morales -- Manager*
COSMI *Ellen/ Dr. Chen –* *Director*	*Mirage Surgery Center* *Samantha Cleary – Registered Nurse*	*VCA Valley Animal Medical* *Joseph Marshall – Office Manager* *Janet Johnson -- Reg Vet Tech* *Jeremy Tromsdale – Dr. of Vet Med*

Industrial Pipe Steel
Rudy Rosa -- Sales Representative

NURSING DEPARTMENT

Heritage Gardens Reynalda Lunt -- Director of Nursing	Linda Valley Care Center Darrell Price-- Director of Staff Development,	People's Care In-Home Care LeeAnn Alanis --Executive Director,
Park Avenue Dulce Posa -- Director of Nursing	Waternab Nursing Center Harry Hernandez, Director of Nursing	Redlands Healthcare Center Anna Liptas, Director of Staff Developer

AGENCY DISCLOSURES

FEDERAL STUDENT LOAN PROGRAM

THE U.S. DEPARTMENT OF EDUCATION HAS TWO FEDERAL STUDENT LOAN PROGRAMS:

The *William D. Ford Federal Direct Loan (Direct Loan) Program* is the largest federal student loan program.

Under this program, the U.S. Department of Education is your *lender*. There are four types of Direct Loans available:

o <u>Direct Subsidized Loans</u> are loans made to eligible undergraduate students who demonstrate *financial need* to help cover the costs of higher education at a college or career school.

o <u>Direct Unsubsidized Loans</u> are loans made to eligible undergraduate students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.

o <u>Direct PLUS Loans</u> are loans made to parents of dependent undergraduate students   to help pay for education expenses not covered by other financial aid.

o <u>Federal Pell Grant</u> A federal grant for undergraduate students with financial need. A Federal Pell Grant, unlike a loan, does not have to be repaid

Entrance Counseling
A mandatory information session, which takes place before you receive your first federal student loan that explains your responsibilities and rights as a student borrower.

Exit Counseling
A mandatory information session which takes place when you graduate or attend school less than half-time that explains your loan repayment responsibilities and when repayment begins.

Make Satisfactory Academic Progress
You need to make satisfactory academic progress in order to continue receiving federal student aid. In other words, you have to make good enough grades, and complete enough classes (credits, hours, etc.), to keep moving toward successfully completing your certificate in a time period that's acceptable to your school.

Failure to repay a loan according to the terms agreed to in the promissory note. For most federal student loans, you will default if you have not made a payment in more than 270 days. You may experience serious legal consequences if you default.

A tool that allows the federal government or your guaranty agency to have your employer withhold a portion of your earnings to collect unpaid non-tax debts that you owe to the federal government. If you have a federal student loan in default, up to 15% of your <u>disposable pay</u> could be taken by the federal government or your guaranty agency to repay your debt.

MEDIAN LOAN DEBT

SUMMIT COLLEGE

Department	Program	Loan Debt
Allied Health Program	MEDICAL ASSISTANT – ADMINISTRATIVE AND CLINICAL	9,500.00

Department	Program	Loan Debt
NURSING PROGRAMS	CERTIFIED NURSING ASSISTANT	*NOT APPLICABLE TO LOAN DEBT*
	LICENSED VOCATIONAL NURSING – DAYS LICENSED VOCATIONAL NURSING - NIGHTS	17,503.00

Department	Program	Loan Debt
TECHNICAL/TRADE PROGRAMS	ELECTRICAL - IDL	7,60000
	HVAC (HEATING, AIR CONDITIONING AND REFRIGERA...)	5,067.00
	WELDING - BASIC	4,914.00
	PLUMBING TECHNICIAN	Not Applicable at this time

Admissions Minimum Requirements

Summit College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

To be eligible for admission to Summit's programs a prospective student must meet the following requirements:

Applicants for the Core and Technical programs must be of compulsory age, provide an acceptable High School diploma, GED or equivalent and complete an Interview with an Admissions Advisor. Students may enroll at any time; however, scheduled module start days are the only days that students may begin classes. Each module is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in the program, and proceed until all the required modules have been completed per the individual program requirements. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Applicants for Nursing programs (LVN, CNA) be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and LVN applicants pass the Wonderlic SLE entrance exam. Students may enroll at any time; for the next scheduled class. Nursing and CNA starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

Eligible Career Pathways admission is available on a limited basis for all currently offered Summit College programs recognized as core or trade. All applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus and review the school catalog. An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB/Eligible Career Pathways program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. Summit College utilizes the Wonderlic Basic Skills (WBST) Test. Licensed Vocational Nursing and Certified Nursing Assistant are excluded.

Interactive Distance Learning:

In addition to the Admissions Minimum Requirements, Interactive Distance Learning programs require applicants to complete and pass the *"On-line learning readiness self-assessment"* to be eligible for admission. Interested applicants should have a computer, tablet or smart phone to access Summit's interactive learning platform – Canvas. For a hybrid program students must have a fundamental understanding and the basic navigation experience of a computerized system to be comfortable with on line education. The platform allows students to follow the prescribed lesson plans, assignments, homework and course related requirements.

Additional Requirements:
- an up-to-date browser,
- additional software on your computer such as: Word and Power Point.
- Some of the documents in this course will be available to students in PDF form.
  - Adobe Acrobat Reader you can download it by going to http://get.adobe.com/reader/

All courses within this program consist of lecture and lab. Lecture hours include faculty instruction, classroom activities, discussions and assessments. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field.

Programs are offered in a hybrid format. Course sessions may be taught in a classroom setting or a laboratory located on campus. Interactive Distance Learning sessions are delivered on-line and off campus. Instructors facilitate each lecture in addition to group discussions to keep the course exciting and fun. Students will also experience various resources such as Summit's on-line library. At the beginning of each course students are provided a syllabus and class calendar explaining in-person required attendance (or) sessions scheduled for on-line learning. Participation is essential to student success in hybrid classes. Students are required to participate just as if they were in a face-to-face course. This means that in order to get full credit for participation: Students will have to complete discussion board assignments, responses to peers, lesson projects, collaboration, and tests in a timely matter.

Procedure for ALL students

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience.   Summit encourages parents or spouses of prospective students to attend this interview. Prospective students and family will then receive a tour of the facility and have an opportunity to ask questions. Students will need
to provide a high school diploma, GED or equivalent. An interview with the Department Director may also be required for some programs. The applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students. All students will be scheduled to meet with the Financial Aid Department for pre-qualification. To be eligible for financial aid, a student must have a high school diploma or equivalent.

Requirements for Graduation

Diplomas will be awarded to all students who successfully fulfill all graduation requirements and complete the "exit interview" process. Diplomas will reflect the achievement of those students who graduate with honors. A student must meet the following requirements at the time of graduation:
- Complete the required credit hours within the maximum number of credits attempted. This includes clinical and/or externship.
- Complete all requirements within 1.5 times the program length.
- Must meet a minimum of 80% attendance requirement of modules and 100% attendance for externship.
- Have a CGPA of at least 2.0 at the completion of the program.
- Participate in an exit interview and complete the required exit paperwork with Financial Aid.
- Meet with the Career Services Department and provide a current résumé.
- Fulfill all financial obligations to the College.

LICENSED VOCATIONAL NURSE LICENSURE

NURSING NCLEX PREPARATION

(Effective August 1, 2021).

Preparation for and passing of the NCLEX examination begins with the enrollment process as Admissions Advisors discuss the rigors of the LVN program and the importance of passing the Exam on the first attempt. Prior to August 1, 2021, the college had been partnered with HESI to engage students in test preparation throughout the program in all terms. After August 16th, Summit was in a new partnership with Assessment Technologies Institute (ATI) and the college began transitioning the students over at various levels in each term. ATI is a comprehensive, innovative, highly interactive resource that requires student engagement, focus and critical thinking which aligns with the branching logic of the NEXT Generation NCLEX Exam.

NCLEX BOARD TESTING – LICENSURE PROCESS

This process is to provide the Licensed Vocational Nurse (LVN) Students at Summit College with information related to testing and licensure before and after graduation. Please note in certain instances the State of California may delay the processing time for licensure testing and the awarding of a license following successful passing of the NCLEX test. As example the current average time between passing the NCLEX-PN and receiving a license may take upwards of 2 to 3 months. Furthermore, in order to be employed as an LVN individuals must have their license recognized on the BVNPT web-site. The entire licensing process can take as long as six to eight months from submission of paperwork to confirmation of license.

PRE-GRADUATION APPLICATION

The following process will take place for the student as preparation steps to sit for the NCLEX-PN Exam.

Term II and III
- Introduction to the NCLEX Department to briefly outline the process and requirements for application submission and participation for the NCLEX-PN exam.

Term IV
- Exit Paperwork is conducted 4-6 weeks prior to graduation.
- Students will complete application and live scan forms with the NCLEX coordinators.
- Live Scan is completed by a DOJ representative with a copy given to the NCLEX coordinator.
- Students will return the application paperwork known as "Breeze" with Username and Password to the NCLEX Coordinator for final processing.

POST-GRADUATION TESTING

Post-Graduation and RONP (Record of Nursing Program) submission requirements, application and testing procedures as determined by specialty scores. Please note "First time" NCLEX fees which include application and testing will be paid on behalf of the graduate by Summit College providing the Graduate has fulfilled all Pre-Graduation and Post-Graduation requirements.

- Graduates obtaining a score of 70% on the specialty exam and above will have their RONP signed and the application submitted within 10 days of graduation.
- Graduates with specialty scores of 69% or below must submit required number of predicator tests and achieve

scores of 80%.
(Summit College policy is subject to change based on BVNPT/NCSBN/Pearson Vue data).

- Upon submission of passing predictor tests, the RONP is signed by the Director of Nursing and submitted based on fulfillment of all BVNPT requirements within ten days of completion.
- Along with the submittal of the Nursing application, a LIVE scan will be submitted to the BVNPT.
- During this period, all graduates must submit 2 predictor tests weekly maintaining a minimum score of 80% prior to the scheduled test date. At least one of the two weekly predictors must be completed and proctored on campus.
- Once the BVNPT has processed the application, the Graduate will receive their "Eligibility Letter." The Eligibility letter must be provided to the NCLEX Coordinator to obtain a test reservation. After verifying the graduate has maintained the predictor scores of 80%, the Coordinator will complete the application process online on the Graduate's behalf.
- All registrations must be processed via the Pearson Vue website or through the Pearson Vue call center.
- The Authorization to Test (ATT) will be created using the information provided when the student is registered.
- After the profile is complete the student will receive the Approval to Test (ATT) code. The code will be valid for 180 days (6 months) from the date issued by the testing service.
- The Test registration will be completed by the graduate and NCLEX Coordinator in selecting an appropriate test date. When the date is selected the Coordinator will confirm the reservation.
  *If requirements are not met after the application is submitted the Exam date will be rescheduled.

LICENSURE FEE

Upon receiving a passing score on the NCLEX Exam, the results will be communicated to the Graduate by the BVNPT. Once the Graduate receives the "PASS" letter the graduate is to provide this to the NCLEX department to arrange payment of the licensure fee on behalf of the graduate providing all post-graduation procedures were followed.