

**Everest Institute
Gahanna Campus
2011-2013 catalog, revision date 03/15/13
Addendum**

■ **ADDENDUM, effective April 1, 2013:** The following highlighted amounts have been updated in the Tuition and Fees table below.

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Business Accounting	36 weeks	54	\$1,953	\$16,173	\$5,391	\$5,391	\$5,391	N/A
Business Office Administration	36 weeks	56	\$1,440	\$16,173	\$5,391	\$5,391	\$5,391	N/A
Business Sales & Customer Service	36 weeks	57	\$1,592	\$16,173	\$5,391	\$5,391	\$5,391	N/A
Dental Assistant	33 weeks	48	\$972	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
IT Support Specialist	42 weeks	58	\$1,528	\$18,500	\$5,294.03	\$5,294.03	\$5,294.02	\$2,617.92
Medical Assistant	41 weeks	60	\$1,962	\$18,750	\$5,625	\$5,625	\$5,625	\$1,875
Medical Insurance Billing and Coding	33 weeks	48	\$2,017	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Pharmacy Technician	33 weeks	48	\$971	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Effective April 1, 2013								

■ **ADDENDUM, effective February 13, 2013:** The following program disclosures have been added to the catalog.

Everest Institute, Gahanna

The following program disclosures are provided pursuant to federal law.

"Occupation" data reflects the type of occupations the program generally prepares students to enter. (For government data regarding occupations, please navigate to www.onetonline.org.) To the extent permitted under the standards of the applicable accrediting agency or state agency, the placement rates reported below may reflect students who completed the program and obtained employment in one of the occupations listed in the standard occupational titles below or other occupations that utilize the core skills taught in the program.

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2010, and June 30, 2011, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

"Costs to Students" reflects the costs of the academic program for students completing the program on time, including tuition and fees, estimated books and supplies, and if applicable, room and board. Costs do not reflect potential increases and are current as of the publication date of this disclosure.

"Placement Rates" reflects the percent of graduates securing employment as calculated pursuant to the required calculation methodologies and time frames of the applicable state agencies, institutional accrediting agencies or programmatic accrediting agencies. Each agency has different criteria in determining what constitutes a placement, and these placements may or may not be listed in the standard occupations listed below. (For more information about calculations and time frames, refer to the descriptions at the end of this disclosure.)

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2011, and June 30, 2012, including Title IV program loans, private educational loans and institutional financing plans.

Unless otherwise noted below, the data included in this disclosure are for the entire educational institution as defined by the Department of Education, which may include a number of individual campus locations (even in different states) and both online and physical delivery modalities. See footnotes for a list of the campuses included in the institution. In many cases, the on-time completion rate, the cost to students, the placement rate and the median loan debt may differ (often significantly) between these physical locations and delivery modalities. The data below reflect averages for all students in all locations and delivery modalities (or, in the case of program cost, the ranges of program costs) across all locations and delivery modalities.

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Business Accounting (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
Institution	Tuition and Fees	\$16,173
	Books and Supplies	\$1,885
Gahanna Campus	Tuition and Fees	16173
	Books and Supplies	1885
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institution		
Gahanna Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Business Office Administration (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
Institution	Tuition and Fees	\$16,173
	Books and Supplies	\$1,421
Gahanna Campus	Tuition and Fees	16173
	Books and Supplies	1421
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institution		
Gahanna Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Business Sales and Customer Service (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
Institution	Tuition and Fees	\$16,173

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Business Sales and Customer Service (Diploma)		
	Books and Supplies	\$1,565
Gahanna Campus	Tuition and Fees	16173
	Books and Supplies	1565
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institution		
Gahanna Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Dental Assistant (Diploma)		
Occupation (Title, SOC Code)	Dental Assistants	31-9091
Cost to Students		
Institution	Tuition and Fees	\$16,173 to \$19,812
	Books and Supplies	\$909 to \$960
	Room and Board	N/A
Gahanna Campus	Tuition and Fees	\$16,173.00
	Books and Supplies	\$908.85
	Room and Board	N/A
On-Time Completion Rate		16.31%
Placement Rates (See footnotes)		
Institution	Institutional Accreditor	63% to 79%
	State	83%
Gahanna Campus	Institutional Accreditor	63%
	State	N/A
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$1,927
	Institutional Financing Plans	\$0
IT Support Specialist (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		

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IT Support Specialist (Diploma)		
Institution	Tuition and Fees	\$18,500
	Books and Supplies	\$1,509
Gahanna Campus	Tuition and Fees	18500
	Books and Supplies	1509
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institution		
Gahanna Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Medical Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institution	Tuition and Fees	\$16,173 to \$16,935
	Books and Supplies	\$1,438 to \$1,598
	Room and Board	N/A
Gahanna Campus	Tuition and Fees	\$16,173.00
	Books and Supplies	\$1,598.27
	Room and Board	N/A
On-Time Completion Rate		63.64%
Placement Rates (See footnotes)		
Institution	Institutional Accreditor	48% to 71%
	State	48% to 74.8%
Gahanna Campus	Institutional Accreditor	71%
	State	74%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,072
	Institutional Financing Plans	\$0
Medical Insurance Billing and Coding (Diploma)		
Occupation (Title, SOC Code)	Medical Records and Health Information Technicians	29-2071

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Medical Insurance Billing and Coding (Diploma)		
Cost to Students		
Institution	Tuition and Fees	\$16,173 to \$16,937
	Books and Supplies	\$1,976 to \$2,002
	Room and Board	N/A
Gahanna Campus	Tuition and Fees	\$16,173.00
	Books and Supplies	\$1,975.71
	Room and Board	N/A
On-Time Completion Rate		46.56%
Placement Rates (See footnotes)		
Institution	Institutional Accreditor	45% to 70%
	State	40.9% to 69%
Gahanna Campus	Institutional Accreditor	70%
	State	69%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,595
	Institutional Financing Plans	\$0
Pharmacy Technician (Diploma)		
Occupation (Title, SOC Code)	Pharmacy Technicians	29-2052
Cost to Students		
Institution	Tuition and Fees	\$16,173 to \$17,633
	Books and Supplies	\$912 to \$935
	Room and Board	N/A
Gahanna Campus	Tuition and Fees	\$16,173.00
	Books and Supplies	\$912.10
	Room and Board	N/A
On-Time Completion Rate		29.51%
Placement Rates (See footnotes)		
Institution	Institutional Accreditor	45% to 73%
	State	29% to 78%
Gahanna Campus	Institutional Accreditor	73%
	State	78%

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Pharmacy Technician (Diploma)		
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$690
	Institutional Financing Plans	\$0

Footnotes:

Institutional Accreditor - ACCSC outcomes are calculated by program length, tracking start cohorts from their start date through graduation. Employment is calculated by taking the total graduates placed in field divided by the total number of graduates minus graduates waived for employment because of continuing education, military, health, incarceration, foreign students or death. Time Frame - To determine the cohort date range, the ACCSC calculation counts backwards from the report date as follows: program length times 1.5 plus 3 months for placement activity.

State - California Bureau for Private Postsecondary Education (BPPE) calculation for placement rate: number of graduates employed in the field divided by the number of graduates available for employment for each program that is either (1) designed, or advertised, to lead to a particular career, or (2) advertised or promoted with any claim regarding job placement. Time Frame: January 1, 2010 through December 31, 2010.

State - Ohio State Board of Proprietary School Registration calculation for placement rate: number of placed, divided by number of available placement. Time Frame: July 1, 2009, through June 30, 2010.

Placement Rate N/A - There is no data to disclose because this program is too new or is not required to be calculated.

Median Load Debt N/A - Per Education Department guidance, data not provided due to fewer than ten completers or program is too new.

This Institution Includes:

- Everest College, Ontario
- Everest Institute, Gahanna
- Everest Institute, Jonesboro

■ **ADDENDUM, effective February 13, 2013:** The following language has been updated on page 2 of the catalog:

Criminal Background Check

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

■ **ADDENDUM, effective February 28, 2013:** The campus will begin to offer the Business Accounting, Business Office Administration, Business Sales and Customer Service and I.T. Support Specialist diploma programs.



Business Accounting
Diploma Program
36 Weeks - 900 hours, 54 credits

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V 1-0

This program consists of two pre-requisite modules, five self-contained modules, a capstone module, and a certification preparation module for Microsoft Excel and QuickBooks. Each student must successfully complete the pre-requisite modules before moving on to the next five modules and complete those five before moving on to the capstone and certification preparation modules. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting program. In this program, students will receive training in the basic skills required of entry-level bookkeepers and accounting support workers using modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of related areas, including Payroll & Corporate Accounting, Computer Applications, Ethics & Etiquette in the workplace, and Job Search / Interviewing skills.

This program prepares the student for an entry-level position in an accounting department of a large company or as a bookkeeper in a small business. Each module is four (4) weeks in length.

Module ID and Title		Lecture Hours	Lab Hours	Total Hours	Total Weeks	Total Credits
ACCT 1001Z	Basic Computing	60	40	100	4	6.0
ACCT 1002Z	Accounting Foundations	60	40	100	4	6.0
ACCT 2001Z	Accounting II	60	40	100	4	6.0
ACCT 2002Z	Spreadsheet Applications	60	40	100	4	6.0
ACCT 2005Z	QuickBooks	60	40	100	4	6.0
ACCT 2006Z	Introduction to Business and Taxation	60	40	100	4	6.0
ACCT 2007Z	Bookkeeping and Payroll	60	40	100	4	6.0
ACCT 3001Z	Capstone	60	40	100	4	6.0
ACCT 3002Z	Certification Preparation	60	40	100	4	6.0
Total		540	360	900	36	54

ACCT 1001Z Basic Computing

6.0 Quarter Credit Hours

Entry-level topics related to the functionality, use, and troubleshooting of personal computer hardware and software will be examined. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 1002Z Accounting Foundations

6.0 Quarter Credit Hours

In this module, students will explore the uses, scope and functions of accounting processes commonly used to convert economic data into relevant financial information. Students will be introduced to the basic accounting standards, business math and top line data analysis with an emphasis on making sound financial decisions in actual business situations. Topics will include the recording of basic transactions, double entry accounting, and completing the accounting cycle. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 2001Z Accounting II

6.0 Quarter Credit Hours

Students in this Module will learn how managers use accounting to make critical business decisions by using various industry standard reporting and analysis methodologies. Students will focus on the use of accounting information for planning and control, measuring performance, statement of cash flows, financial statement analysis, and making financially sound decisions. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 2002Z Spreadsheet Applications

6.0 Quarter Credit Hours

In this Module students will discover how Microsoft Excel can be used to accomplish the objectives of accounting and auditing. Students will learn how to utilize Excel in common accounting tasks such as calculating depreciation, payroll, accounts payable, calculating financial statement ratios and inventory management. Students will also be exposed to additional industry standard accounting and spreadsheet programs commonly used in businesses. Out-of-class activities will be assigned and assessed as part of this module.

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Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 2005Z QuickBooks

6.0 Quarter Credit Hours

In this Module, students will be introduced to using the QuickBooks software package to accomplish basic accounting functions. Students will cover the entire accounting cycle for a company using QuickBooks including sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures. Training exercises will let students practice the entries for recording of sales, purchases, receivables, payables, and other common events. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 2006Z Introduction to Business and Taxation

6.0 Quarter Credit Hours

This Module will introduce the student to the environment in which business is conducted, including examples of business industries, legal forms of business, stakeholders of a business, and the impact of the legal environment upon a business. Students will also learn how taxes affect decisions by studying sales and property taxes, calculating payroll taxes and preparing a basic individual tax return. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 2007Z Bookkeeping and Payroll

6.0 Quarter Credit Hours

In this Module, students will be introduced to the bookkeeping process. Topics covered include journalizing and posting, special journals, financial statements, and completing the bookkeeping cycle. Students will also be exposed to basic payroll functions including processing payroll and maintaining personnel and payroll information in accordance to established laws. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 3001Z Capstone

6.0 Quarter Credit Hours

In this Module, students will work on a Microsoft Excel project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ACCT 3002Z Certification Preparation

6.0 Quarter Credit Hours

In this Module, students will work on a QuickBooks project by demonstrating a mastery of accounting principles that will help prepare you to pursue a career and certification in the accounting field. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.



Business Office Administration

Diploma Program

36 Weeks - 900 hours, 56 credits

V 1-0

The Business Office Administration program is a uniquely designed “Work-Force Ready” training program aimed to deliver what employers are looking for today: (1) business office administration fundamentals, (2) soft skills / professionals skills, (3) Microsoft certification, and (4) an education.

The Business Office Administration Program provides students the basic foundation and technical skill sets required for an entry level Business Office Administration job. The program explores the soft and professional skills for the Business Office Administration professional, and prepares students for key certification exams widely recognized in the business world.

The Business Office Administration program helps prepare students for careers such as Secretary, Administrative Assistant / Associate, Office Assistant / Coordinator / Clerk, Office Manager / Supervisor, Executive Assistant / Secretary, Receptionist, Purchasing Assistant / Associate / Specialist, and Data Entry Operator to name a few.

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This program consists of nine (9) units of learning called modules. Student must successfully complete the two 1000-level modules before moving on to the 2000-level modules. Upon completion of the 2000-level modules, students will move on to the 3000-level modules.

Upon successful completion of all areas of the Business Office Administration program, students will be awarded a diploma. Microsoft certification is not a requirement for program completion.

Module ID and Title	Lecture Hours	Lab Hours	Total Hours	Total Weeks	Total Credits
BUCO 1001Z Computer Applications	60	40	100	4	6.0
BUCO 1002Z Introduction to Business Writing	60	40	100	4	6.0
BUCO 2001Z Introduction to Business	100	0	100	4	7.0
BUCO 2002Z Applied Word Processing	60	40	100	4	6.0
BUCO 2003Z Applied Spreadsheets	60	40	100	4	6.0
BUCO 2004Z Customer Relations and Servicing	100	0	100	4	7.0
BUCO 3001Z Certification Preparation	40	60	100	4	6.0
BUOA 3001Z Office and Administrative Management	100	0	100	4	7.0
BUOA 3002Z Keyboarding	20	80	100	4	5.0
Total	600	300	900	36	56

BUCO 1001Z Computer Applications

6.0 Quarter Credit Hours

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 1002Z Introduction to Business Writing

6.0 Quarter Credit Hours

In this Module, students will explore business writing from the ground up. A comprehensive overview of basic sentence structure, grammar, punctuation, and capitalization punctuation is provided. In addition, students will explore the writing process and writing style as they both apply to the development, editing, and formatting of business documents. Students will create a variety of business documents including email messages, memos, letters, business reports, proposals, and employment-related documents. Multimedia presentations and web-based communications are also discussed. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2001Z Introduction to Business

7.0 Quarter Credit Hours

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUCO 2002Z Applied Word Processing

6.0 Quarter Credit Hours

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2003Z Applied Spreadsheets

6.0 Quarter Credit Hours

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This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2004Z Customer Relations and Servicing

7.0 Quarter Credit Hours

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUCO 3001Z Certification Preparation

6.0 Quarter Credit Hours

In this Module students will explore Microsoft Word and Microsoft Excel in a comprehensive manner. Each software application will be covered from basic document creation through advanced formatting and automation. This course is intended to prepare students for Microsoft Word and Microsoft Excel certification exams. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 40.0 Lab Hours: 60.0 Outside Hours: 25.0.

BUOA 3001Z Office and Administrative Management

7.0 Quarter Credit Hours

In this Module students will explore a wide variety of strategies for office management, organization, and communication. Strategies related to office planning, personnel matters, and work processes are also addressed in detail. Students will also examine office technologies, records management, and various business-related controls as they relate to administrative office management. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUOA 3002Z Keyboarding

5.0 Quarter Credit Hours

This Module is designed to familiarize students with keyboarding fundamentals. Students will develop keyboarding skills necessary for a business office environment. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 20.0 Lab Hours: 80.0 Outside Hours: 25.0.

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Business Sales and Customer Service
Diploma Program
36 Weeks - 900 hours, 57 credits

V 1-0

The Sales and Customer Service program is a uniquely designed “Work-Force Ready” training program aimed to deliver what employers are looking for today: (1) sales and customer service fundamentals, (2) soft skills / professional skills, (3) Microsoft certification, and (4) an education.

The Sales and Customer Service program provides students the basic foundation and technical skill sets required for an entry level Sales and Customer Service job. The program explores the soft and professional skills for the Sales and Customer Service professional, and prepares students for key certification exams widely recognized in the business world.

The Sales and Customer Service program helps prepare students for careers such as Sales Representative, Sales Associate, Assistant Sales Manager, Sales Manager, Marketing Representative, Account Manager, Account Executive, Customer Service Representative / Associate / Agent, and Member Service Representative, to name a few.

This program consists of nine (9) units of learning called modules. Student must successfully complete the two 1000-level modules before moving on to the 2000-level modules. Upon completion of the 2000-level modules, students will move on to the 3000-level modules.

Upon successful completion of all areas of the Sales and Customer Service program, students will be awarded a diploma. Microsoft certification is not a requirement for program completion.

Module ID and Title	Lecture Hours	Lab Hours	Total Hours	Total Weeks	Total Credits
BUCO 1001Z Computer Applications	60	40	100	4	6.0
BUCO 1002Z Introduction to Business Writing	60	40	100	4	6.0
BUCO 2001Z Introduction to Business	100	0	100	4	7.0
BUCO 2002Z Applied Word Processing	60	40	100	4	6.0
BUCO 2003Z Applied Spreadsheets	60	40	100	4	6.0
BUCO 2004Z Customer Relations and Servicing	100	0	100	4	7.0
BUCO 3001Z Certification Preparation	40	60	100	4	6.0
BUSC 3001Z Introduction to Sales and Sales Techniques	100	0	100	4	7.0
BUSC 3002Z Business Communications	80	20	100	4	6.0
Total	660	240	900	36	57

BUCO 1001Z Computer Applications
6.0 Quarter Credit Hours

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 1002Z Introduction to Business Writing
6.0 Quarter Credit Hours

In this Module, students will explore business writing from the ground up. A comprehensive overview of basic sentence structure, grammar, punctuation, and capitalization punctuation is provided. In addition, students will explore the writing process and writing style as they both apply to the development, editing, and formatting of business documents. Students will create a variety of business documents including email messages, memos, letters, business reports, proposals, and employment-related documents. Multimedia presentations and web-based communications are also discussed. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2001Z Introduction to Business
7.0 Quarter Credit Hours

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This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUCO 2002Z Applied Word Processing

6.0 Quarter Credit Hours

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2003Z Applied Spreadsheets

6.0 Quarter Credit Hours

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

BUCO 2004Z Customer Relations and Servicing

7.0 Quarter Credit Hours

Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUCO 3001Z Certification Preparation

6.0 Quarter Credit Hours

In this Module students will explore Microsoft Word and Microsoft Excel in a comprehensive manner. Each software application will be covered from basic document creation through advanced formatting and automation. This course is intended to prepare students for Microsoft Word and Microsoft Excel certification exams. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 40.0 Lab Hours: 60.0 Outside Hours: 25.0.

BUSC 3001Z Introduction to Sales and Sales Techniques

7.0 Quarter Credit Hours

In this Module students will explore sales and sales techniques from different perspectives. Selling models and a variety of sales-related strategies are discussed in detail. Communication styles, interpersonal skills, and ethics are reviewed as they relate to the sales process and customer interactions. Students will also examine procedures related to prospect information, the buying process, closing sales, and providing excellent customer service. Finally, management strategies used to run effective sales organizations are addressed. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 100.0 Lab Hours: 0.0 Outside Hours: 25.0.

BUSC 3002Z Business Communications

6.0 Quarter Credit Hours

Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 80.0 Lab Hours: 20.0 Outside Hours: 25.0.

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IT Support Specialist
 Diploma Program
 42 weeks – 1020 hours, 58 credits

V 1-0

The IT Support Specialist program is a uniquely designed “Work-Force Ready” IT training program aimed to deliver what employers are looking for today: 1) Work Experience 2) IT Certifications 3) Soft Skills / Professionals Skills 4) an Education.

The IT Support Specialist program provides students the basic foundation and technical skill sets required for an entry level IT job. Not only does the curriculum explore the soft and professional skills for the IT professional, it also teaches and prepares students for key certification exams widely recognized in the I.T. field. The program also includes an internship which provides students with valuable real world work experience.

The IT Support Specialist program helps prepare students for careers such as PC Technician, IT Technician, IT Support Specialist, Desktop Support Technician, Technical Support Representative, and Help Desk Support Technician.

This program consists of eight units of learning called modules plus a certification preparation module and an internship.

Module ID and Title		Lecture Hours	Lab Hours	Intern Hours	Total Hours	Total Weeks	Total Credits
ITSS 1001Z	Basic Computing	60	40	0	100	4	6.0
ITSS 1002Z	Operating System Fundamentals - Windows	60	40	0	100	4	6.0
ITSS 1003Z	Operating System Fundamentals – Linux & Mac	60	40	0	100	4	6.0
ITSS 1004Z	CompTIA A+ I	60	40	0	100	4	6.0
ITSS 2001Z	CompTIA A+ II	60	40	0	100	4	6.0
ITSS 2002Z	CompTIA Network+	60	40	0	100	4	6.0
ITSS 2003Z	MTA Windows Server and Security Fundamentals	60	40	0	100	4	6.0
ITSS 2004Z	Help Desk Support and Customer Service	60	40	0	100	4	6.0
ITSS 3001Z	Certification Preparation	60	40	0	100	4	6.0
ITSS 4001Z	Support Desk or PC Technician Internship*	5	0	115	120	6	4.0
Total		545	360	115	1,020	42	58

*The Internship is arranged by the Program Chair or Internship Coordinator. Everest has internship agreements with various locations; each student will be placed at one of these locations. The Internship site agreement is in possession of Campus Administration. The Internship is supervised by the Program Chair & Site Manager (with occasional visits from the assigned faculty member). The Internship is unpaid (occasional extenuating circumstances; see Academic Dean/Director of Education for details).

ITSS 1001Z Basic Computing
6.0 Quarter Credit Hours

Entry-level topics related to the functionality, use, and troubleshooting of personal computer hardware and software will be examined. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 1002Z Operating System Fundamentals - Windows
6.0 Quarter Credit Hours

This Module introduces students to the Microsoft Windows operating system. Students will gain working knowledge in a Windows-based operating system, including practicing essential configuration and administration skills. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 1003Z Operating System Fundamentals – Linux & Mac
6.0 Quarter Credit Hours

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This Module introduces students to the Linux and Mac operating systems. Students will gain working knowledge in each operating system, becoming familiar with the essentials and basic administration skills. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 1004Z CompTIA A+ I

6.0 Quarter Credit Hours

This Module explores both personal computer hardware and operating systems software to help prepare students for the CompTIA A+ Essentials exam. Students will learn to troubleshoot, repair, maintain, network, and operate various types of computer hardware and at least one mainstream operating system. Various aspects of computer hardware and software security will also be explored. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 2001Z CompTIA A+ II

6.0 Quarter Credit Hours

This Module builds upon the foundation of the CompTIA A+ I Module to explore the hands-on skills needed to help prepare students for the CompTIA A+ Practical Application exam. Students will practice installing, configuring, maintaining and troubleshooting personal computer hardware components through the use of various real-world scenarios. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 2002Z CompTIA Network+

6.0 Quarter Credit Hours

This Module helps prepare students for the CompTIA Network+ exam. Students will be introduced to various network technologies, topologies, protocols, media, and devices. Students will learn the skills needed to effectively manage, configure, secure, and troubleshoot networks while using various tools. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 2003Z MTA Windows Server and Security Fundamentals

6.0 Quarter Credit Hours

This Module helps prepare students for the Microsoft Windows Server Administration Fundamentals (98-365) and Microsoft Technology Associate (MTA) Security Fundamentals (98-367) exams. Students will be introduced to the fundamentals of managing the Windows Server operating system and associated hardware, users, and essential services including file and print services. Server monitoring and troubleshooting issues will also be detailed. Additionally, client/server network security issues and best-practices will be explored including authenticating users, implementing security policy, and protecting the client and server from various types of attacks. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 2004Z Help Desk Support and Customer Service

6.0 Quarter Credit Hours

This Module provides students with essential help desk support and customer service skills needed for various information technology (IT) careers. Students will learn the soft skills needed to provide exceptional end-user support for both internal and external customers by practicing essential listening and communication skills to provide efficient responses and ultimately create customer satisfaction. Additionally, students will learn and practice essential customer service skills through real-world IT case studies and scenarios. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

ITSS 3001Z Certification Preparation

6.0 Quarter Credit Hours

This Module provides students with a hands-on review of the information technology (IT) certification objectives necessary to help students pass the IT certifications detailed within related certification-centric Modules. The structure and domain matrices of the various certification exams will be reviewed and students will practice taking sample certification exams to help prepare them to get certified. Out-of-class activities will be assigned and assessed as part of this module.

Lecture Hours: 60.0 Lab Hours: 40.0 Outside Hours: 25.0.

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**ITSS 4001Z Support Desk or PC Technician Internship
4.0 Quarter Credit Hours**

As part of the preparation for an I.T. career, students are directed to complete an internship in a for-profit, not-for profit, government or private business organization. Preparation and guidance during the internship includes assignment of duties, hours, and monitoring satisfactory working conditions.
Lecture Hours: 5.0 Lab Hours: 0.0 Intern Hours: 115.0.

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Business Accounting	36 weeks	54	\$1,885	\$16,173	\$5,391	\$5,391	\$5,391	N/A
Business Office Administration	36 weeks	56	\$1,421	\$16,173	\$5,391	\$5,391	\$5,391	N/A
Business Sales and Customer Service	36 weeks	57	\$1,565	\$16,173	\$5,391	\$5,391	\$5,391	N/A
IT Support Specialist	42 weeks	58	\$1,509	\$18,500	\$5,294.03	\$5,294.03	\$5,294.02	\$2,617.92
Effective February 28, 2013 and after								

Business Accounting, Business Office Administration, Business Sales and Customer Service, IT Support Specialist Day Schedule – Five Day Week (Monday through Friday) 2013 - 2014	
Start Dates	End Dates
2/28/13	3/27/13
3/28/13	4/24/13
4/25/13	5/22/13
5/28/13	6/24/13
6/26/13	7/26/13
7/30/13	8/26/13
8/27/13	9/24/13
9/26/13	10/23/13
10/24/13	11/20/13
11/21/13	12/20/13
12/26/13	1/27/14
1/29/14	2/26/14
2/27/14	3/26/14
3/27/14	4/23/14
4/28/14	5/23/14
5/27/14	6/23/14
6/25/14	7/25/14
7/29/14	8/25/14
8/27/14	9/25/14
9/29/14	10/24/14
10/28/14	11/24/14

Business Accounting, Business Office Administration, Business Sales and Customer Service, IT Support Specialist Holidays/Student Breaks Schedule Weekday Schedule 2013 - 2014		
Holidays/Student Breaks	Start Dates	End Dates
Holiday - Memorial Day	5/27/13	5/27/13
Instructor In-service	6/25/13	6/25/13
Summer Break	7/3/13	7/5/13
Instructor In-service	7/29/13	7/29/13
Holiday - Labor Day	9/2/13	9/2/13
Instructor In-service	9/25/13	9/25/13
Holiday - Thanksgiving	11/28/13	11/29/13
Winter Break	12/23/13	12/25/13
New Year's Break	12/31/13	1/1/14
Martin Luther King, Jr. Day	1/20/14	1/20/14
Instructor In-Service	1/28/14	1/28/14
President's Day	2/17/14	2/17/14
Instructor In-Service	4/24/14	4/24/14
Memorial Holiday Break	5/26/14	5/26/14
Instructor In-Service	6/24/14	6/24/14
Summer Break	7/2/14	7/4/14
Instructor In-Service	7/28/14	7/28/14
Instructor In-Service	8/26/14	8/26/14
Labor Day	9/1/14	9/1/14
Instructor In-Service	9/26/14	9/26/14
Instructor In-Service	10/27/14	10/27/14
Thanksgiving Holiday	11/27/14	11/28/14

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54 Quarter Credit Hour Program Total credits that may be attempted: 81 (150% of 54)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-12	2.0	NA	66.66%	NA
13-24	2.0	1.0	66.66%	NA
25-36	2.0	1.25	66.66%	50%
37-48	2.0	1.5	66.66%	65%
49-60	2.0	1.75	66.66%	65%
61-81	NA	2.0	NA	66.66%

56 Quarter Credit Hour Program Total credits that may be attempted: 84 (150% of 56)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-13	2.0	NA	66.66%	NA
14-24	2.0	1.0	66.66%	NA
25-36	2.0	1.25	66.66%	50%
37-48	2.0	1.5	66.66%	65%
49-60	2.0	1.75	66.66%	65%
61-84	NA	2.0	NA	66.66%

57 Quarter Credit Hour Program Total credits that may be attempted: 85 (150% of 57)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-13	2.0	NA	66.66%	NA
14-24	2.0	1.0	66.66%	NA
25-36	2.0	1.25	66.66%	50%
37-48	2.0	1.5	66.66%	65%
49-60	2.0	1.75	66.66%	65%
61-85	NA	2.0	NA	66.66%

58 Quarter Credit Hour Program Total credits that may be attempted: 87 (150% of 58)				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is below	SAP Not Met if Rate of Progress is below
1-12	2.0	NA	66.66%	NA
13-24	2.0	1.0	66.66%	NA
25-36	2.0	1.25	66.66%	50%
37-48	2.0	1.5	66.66%	65%
49-60	2.0	1.75	66.66%	65%
61-87	NA	2.0	NA	66.66%

■ **ADDENDUM, effective January 1, 2013:** The book prices have been updated in the Tuition and Fees table below:

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Dental Assistant	33 weeks	48	\$972	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Medical Assistant	41 weeks	60	\$1,804	\$18,750	\$5,625	\$5,625	\$5,625	\$1,875
Medical Insurance Billing and Coding	33 weeks	48	\$2,017	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Pharmacy Technician	33 weeks	48	\$971	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Effective January 1, 2013 and after								

■ **ADDENDUM, effective December 13, 2012:** The following language has been updated in the catalog:

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the fifth business day following the signing of the Enrollment Agreement, whichever is longer, and the applicant will receive a full refund of all monies

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paid. Applicants who have signed the Enrollment Agreement but have not yet visited the school may also cancel within five business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or Campus President at the address shown on the Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS (pg. 12)

The school may not require that notice of withdrawal be in writing, on or in any particular form, or delivered in any specific manner. Students who must withdraw from the school are requested to notify the office of the Academic Dean/ Director of Education to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s). An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw.

Institutional Pro Rata Refund Calculation and Policy (pg. 14)

When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to the school.

The school will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, the school is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year, or in increments based on state policy. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

Textbook and Equipment Return/Refund Policy

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked and unopened textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges paid by the student pursuant to institutional policy. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Continuing Students (pg. 14)

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict institutional pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

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Continuing Modular Diploma Students (pg. 15)

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict institutional pro rata refund.

GRIEVANCE PROCEDURE

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director.

■ **ADDENDUM, effective October 19, 2012:** The address to the Board of Career Colleges and Schools has been updated to the following:

State of Ohio Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215-3414

■ **ADDENDUM, effective October 1, 2012:** The following language has been updated on page 3 of the catalog:

Maximum Transfer Credits Accepted

Students enrolled in a diploma program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or Prior Learning Assessment.

■ **ADDENDUM, effective October 1, 2012:** The highlighted book prices have been updated in the Tuition and Fees table below:

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Dental Assistant	33 weeks	48	\$954	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Medical Assistant	41 weeks	60	\$1,754	\$18,750	\$5,625	\$5,625	\$5,625	\$1,875
Medical Insurance Billing and Coding	33 weeks	48	\$2,157	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Pharmacy Technician	33 weeks	48	\$976	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Effective October 1, 2012 and after								

■ **ADDENDUM, effective September 14, 2012:** The following statement has been removed from p. 2 of the catalog under “Admissions Information.”

- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

■ **ADDENDUM, Effective August 1, 2012:** Effective July 1, 2012, the school will stop enrolling new Ability to Benefit (ATB) students and all new students must have attained a high school diploma or equivalent for admission. The limited circumstances under which a continuing ATB student may establish eligibility on or after July 1, 2012 are outlined in the grandfathering policy below. Students wishing to establish eligibility may be required to submit documentation evidencing continuing ATB eligibility under the grandfathering provisions.

ATB Grandfathering Policy

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Students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student attained a passing score on an independently administered Department of Education (DOE) approved ATB test subject to the limitations set forth below.

Note: The number of students enrolled under the Ability To Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

ATB Test	CPAt	COMPASS	ASSET	CPT/Accuplacer	Wonderlic
Required Passing Scores:	Language: 42 Reading: 43 Numerical: 41	Reading: 62 Writing: 32 Numerical: 25	Reading: 35 Writing: 35 Numerical: 33	Reading: 55 Sentence Skills: 60 Arithmetic: 34	Verbal: 200 Quantitative: 210

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

- **ADDENDUM, effective July 11, 2012:** The following dates have been removed from the catalog.

Holiday/Student Breaks 5 Day Schedule 2011 - 2013		
Holiday/Student Breaks	Start Dates	End Dates
Winter Break	12/22/12	1/1/13
Memorial Day	5/27/13	5/27/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13

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■ **ADDENDUM, effective July 11, 2012:** The following highlighted dates have been updated:

All Programs Day Schedule – Five Day Week (Monday through Friday) 2011 - 2013	
Start Dates	End Dates
12/19/11	1/24/12
1/26/12	2/23/12
2/27/12	3/23/12
3/26/12	4/20/12
4/23/12	5/18/12
5/21/12	6/18/12
6/20/12	7/27/12
7/30/12	8/24/12
8/27/12	9/24/12
9/26/12	10/23/12
10/25/12	11/21/12
11/26/12	12/21/12
12/27/12	1/28/13
1/30/13	2/27/13
2/28/13	3/27/13
3/28/13	4/24/13
4/25/13	5/22/13
5/28/13	6/24/13
6/26/13	7/26/13
7/30/13	8/26/13
8/27/13	9/24/13
9/26/13	10/23/13
10/24/13	11/20/13
11/21/13	12/20/13
12/26/13	1/27/14
1/29/14	2/26/14
2/27/14	3/26/14
3/27/14	4/23/14
4/28/14	5/23/14
5/27/14	6/23/14
6/25/14	7/25/14
7/29/14	8/25/14
8/27/14	9/25/14
9/29/14	10/24/14
10/28/14	11/24/14

Dental Assistant, Medical Assistant, Medical Insurance Billing and Coding, Pharmacy Technician Holidays/Student Breaks Schedule Weekday Schedule 2012 - 2013		
Holidays/Student Breaks	Start Dates	End Dates
Instructor In-service	1/25/12	1/25/12
Holiday - Presidents Day	2/20/12	2/20/12
Instructor In-service	2/24/12	2/24/12
Holiday - Memorial Day	5/28/12	5/28/12
Instructor In-service	6/19/12	6/19/12
Holiday - Independence Day	7/4/12	7/4/12
Summer Break	7/5/12	7/15/12
Holiday - Labor Day	9/3/12	9/3/12
Instructor In-service	9/25/12	9/25/12
Instructor In-Service	10/24/12	10/24/12
Holiday - Thanksgiving	11/22/12	11/23/12
Holiday - Winter Break	12/24/12	12/26/12
New Year's Break	12/31/12	1/1/13
Holiday - MLK Day	1/21/13	1/21/13
Holiday - Presidents Day	2/18/13	2/18/13
Holiday - Memorial Day	5/23/13	5/27/13
Instructor In-service	6/25/13	6/25/13
Summer Break	7/3/13	7/5/13
Instructor In-service	7/29/13	7/29/13
Holiday - Labor Day	9/2/13	9/2/13
Instructor In-service	9/25/13	9/25/13
Holiday - Thanksgiving	11/28/13	11/29/13
Winter Break	12/23/13	12/25/13
New Year's Break	12/31/13	1/1/14
Martin Luther King, Jr. Day	1/20/14	1/20/14
Instructor In-Service	1/28/14	1/28/14
President's Day	2/17/14	2/17/14
Instructor In-Service	4/24/14	4/24/14
Memorial Holiday Break	5/26/14	5/26/14
Instructor In-Service	6/24/14	6/24/14
Summer Break	7/2/14	7/4/14
Instructor In-Service	7/28/14	7/28/14
Instructor In-Service	8/26/14	8/26/14
Labor Day	9/1/14	9/1/14
Instructor In-Service	9/26/14	9/26/14
Instructor In-Service	10/27/14	10/27/14
Thanksgiving Holiday	11/27/14	11/28/14

■ **ADDENDUM effective July 1, 2012:** The externship training language on p. 9 of the catalog has been updated.

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

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Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

■ **ADDENDUM, effective July 1, 2012:** The following tuition and fees table has been updated:

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Dental Assistant	33 weeks	48	\$954	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Medical Assistant	41 weeks	60	\$1,654	\$18,750	\$5,625	\$5,625	\$5,625	\$1,875
Medical Insurance Billing and Coding	33 weeks	48	\$2,057	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Pharmacy Technician	33 weeks	48	\$976	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25	N/A
Effective July 1, 2012 and after								

■ **ADDENDUM, Effective July 1, 2012:** The school will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012 are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

Ability to Benefit Students Enrolling and Attending by June 30, 2012

Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student's financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAat, COMPASS, ASSET and the Wonderlic Basic Skills Test as defined in the table below.

ATB Test	CPAat	COMPASS	ASSET	Wonderlic
Required Passing scores:	Language: 45 Reading: 45 Numerical: 43	Reading: 65 Writing: 35 Numerical: 27	Reading: 36 Writing: 35 Numerical: 36	Verbal: 205 Quantitative: 215

Re-Entry of ATB Students On or After July 1, 2012

An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:

- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student's Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

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ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Note: ATB students are not eligible to re-enter under any circumstances past December 28, 2012 when 180 calendar days from July 1, 2012 would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012 but subsequently dropped.

Ability to Benefit Advising

The school has a regulatory obligation to provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM, effective May 25, 2012:** The following calendar has been updated:

Medical Assistant Weekend Schedule 2012 - 2013	
Start Date	End Date
6/22/12	7/15/12
8/17/12	9/9/12
9/14/12	10/7/12
10/12/12	11/4/12
11/9/12	12/9/12
12/14/12	1/20/13
5/31/13	6/23/13
6/28/13	7/21/13
7/26/13	8/18/13
8/23/13	9/15/13
9/20/13	10/13/13
10/18/13	11/10/13
11/15/13	12/15/13

Medical Assistant Student Breaks Weekend Schedule 2012 & 2013	
Holiday/Break	Dates
Summer Break	6/15/12 – 6/17/12
Holiday - Memorial Day	5/24/13 – 5/26/13

■ **ADDENDUM, effective May 25, 2012:** The following language has been added to pg. 17 of the catalog under the Administrative Policies section:

Disability

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

Disability Accommodation Procedure

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

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To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

Disability Grievance Procedures

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ **ADDENDUM, effective May 25, 2012:** The Maximum Class Size section on page 3 of the catalog has been updated:

MAXIMUM CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 20 students. The maximum class size is 26 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, the student-teacher ratio for laboratory classes is a maximum of 26:1 in all programs except Medical Assistant, which is 20:1.

■ **ADDENDUM, effective April 11, 2012:** The Medical Assistant Weekend dates have been added to the calendar below and the Spring Break weekend dates have been updated:

Medical Assistant Weekend Schedule 2012	
Start Date	End Date
3/30/2012	5/6/2012

Student Breaks Weekend Schedule 2012	
Holiday/Break	Dates
Spring Break	4/2/12 - 4/19/12

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- **ADDENDUM, effective April 1, 2012:** The Tuition and Fees table has been updated.

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3
Dental Assistant	33 weeks	48	\$908.85	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Medical Assistant	33 weeks	48	\$1,598.27	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Medical Insurance Billing and Coding	33 weeks	48	\$1,975.71	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Pharmacy Technician	33 weeks	48	\$912.10	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25

Effective for programs starting April 1, 2012 and after

- **ADDENDUM, effective January 11, 2012:** The following SAP table has been updated in the catalog.

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-70	N/A	2.0	N/A	66.66%

- **ADDENDUM, effective January 11, 2012:** The highlighted date in the following calendar has been updated.

Student Breaks Weekend Schedule 2011 - 2012	
Winter Recess	12/19/11 - 1/5/12

- **ADDENDUM, effective November 3, 2011:** The following Consortium Agreement has been added to the catalog.

EVEREST CONSORTIUM AGREEMENT

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

- **ADDENDUM, effective September 27, 2011:** The Externship Module has been increased by 40 clock hours for students who started on or after July 1, 2011 for the following programs.* The table below reflects the revised program information.

Program	Program Length	Total Clock Hours	Total Credit Units
Dental Assistant	33 weeks	760	48
Medical Assistant v 1	33 weeks	760	48
Medical Insurance Billing and Coding	33 weeks	760	48
Pharmacy Technician	33 weeks	760	48

*The Externship module will now have a total of 200 clock hours/6 credits.

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- **ADDENDUM, effective September 27, 2011:** The following 48 credit SAP table has been updated in the catalog.

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

- **ADDENDUM, effective September 27, 2011:** The Externship course code of the Medical Insurance Billing and Coding program has been changed from MIBE to MIBXT, and the Practicum course code has been changed from MIBP to MIBPC.

- **ADDENDUM, effective December 19, 2011:** The campus will begin to offer the Medical Assistant version 2.0 diploma program.



MEDICAL ASSISTANT
Diploma Program
 41 weeks – 920 hours – 60 credit units

V2.0

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, urgent care centers and insurance providers are seeking their services.

The goal of the Medical Assistant Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Note: Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

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<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours Lec/Lab/Extern</u>	<u>Quarter Credit Units</u>
Module MAINTRO	Introduction to Medical Assisting	080 040/040/000	6.0
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	080 040/040/000	6.0
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	080 040/040/000	6.0
Module C	Digestive System, Nutrition, Financial Management, and First Aid	080 040/040/000	6.0
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	080 040/040/000	6.0
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	080 040/040/000	6.0
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	080 040/040/000	6.0
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	080 040/040/000	6.0
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	080 040/040/000	6.0
Module X	Medical Assistant Diploma Program Externship	200 000/000/200	6.0
		920	60.0

Module Descriptions

Module descriptions include the module number, title, and synopsis, a listing of the lecture hours, laboratory hours, externship hours, and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture, 40 hours of laboratory work, and provides 6 Quarter Credit units.

MODULE MAINTRO - Introduction to Medical Assisting

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety.

Lecture: 40 Hrs

Lab: 40 Hrs

6.0-Quarter Credit Units [Prerequisite: None]

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MODULE A - Integumentary, Sensory, and Nervous Systems, Patient Care and Communication

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)
Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)
6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE B - Muscular System, Infection Control, Minor Office Surgery, and Pharmacology

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. 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 effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)
Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)
6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE C - Digestive System, Nutrition, Financial Management, and First Aid

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)
Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)
6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated

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with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE E - Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE F - Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and

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inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker’s Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections.

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)

Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)

6.0-Quarter Credit Units [Prerequisite: MAINTRO]

MODULE X - Medical Assistant Diploma Program Externship

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students’ permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Lecture: 00 Hrs

Lab: 00 Hrs

Extern 200

6.0 Quarter Credit Hours [Prerequisite: MAINTRO, Modules A-H]

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3	Period 4
Medical Assistant	41 Weeks	60	\$1,575.56	\$18,750	\$5,625	\$5,625	\$5,625	\$1,875
Effective for programs starting December 19, 2011 and after								

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Medical Assistant V2 Day Schedule – Five Day Week (Monday through Friday) 2011 - 2013	
Start Dates	End Dates
12/19/11	1/23/12
1/26/12	2/23/12
2/27/12	3/23/12
3/26/12	4/20/12
4/23/12	5/18/12
5/21/12	6/18/12
6/20/12	7/18/12
7/19/12	8/15/12
8/16/12	9/13/12
9/17/12	10/12/12
10/15/12	11/9/12
11/12/12	12/11/12
12/13/12	1/18/13
1/23/13	2/20/13
2/22/13	3/21/13
3/25/13	4/19/13
4/22/13	5/17/13
5/20/13	6/17/13
6/19/13	7/17/13
7/19/13	8/15/13
8/19/13	9/16/13
9/18/13	10/15/13
10/17/13	11/13/13
11/14/13	12/13/13

Holiday/Student Breaks 5 Day Schedule 2011 - 2013		
Holiday/Student Breaks	Start Dates	End Dates
Winter Break	12/24/11	1/2/2012
Presidents Day	2/20/12	2/20/12
Memorial Day	5/28/12	5/28/12
Independence Day	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving	11/22/12	11/25/12
Winter Break	12/22/12	1/1/13
MLK Day	1/21/13	1/21/13
Presidents Day	2/18/13	2/18/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/4/13
Labor Day	9/2/13	9/2/13
Thanksgiving	11/28/13	12/1/13

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).					
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below	
1-18	2.0	N/A	66.66%	N/A	
19-24	2.0	0.5	66.66%	25%	
25-30	2.0	0.75	66.66%	40%	
31-36	2.0	1.0	66.66%	50%	
37-42	2.0	1.1	66.66%	55%	
43-48	2.0	1.25	66.66%	60%	
49-72	2.0	1.5	66.66%	65%	
73-90	N/A	2.0	N/A	66.66%	

■ **ADDENDUM, effective October 1, 2011:** The Tuition and Fees table has been updated.

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition	Period 1	Period 2	Period 3
Dental Assistant	8 Months	47	\$909.09	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Medical Assistant	8 Months	47	\$1,461.28	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Medical Insurance Billing and Coding	8 Months	47	\$1,949.33	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25
Pharmacy Technician	8 Months	47	\$913.39	\$16,173	\$6,064.87	\$6,064.88	\$4,043.25

Effective for programs starting October 1, 2011 and after

■ **ADDENDUM, effective September 14, 2011:** The following address has been updated for the State Board of Career College and Schools.

30 East Broad Street, 24th Floor, Suite 2481
Columbus, OH 43215

■ **ADDENDUM effective September 1, 2011:** The Satisfactory Academic Progress Policy issued via addendum on July 1, 2011 has been updated. Please see the highlighted sections below for the updated language.

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met

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status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

NOTIFICATION OF FINANCIAL AID WARNING

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- For programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module; and
 - Must be advised within ten (10) calendar days after the module start.

ACADEMIC AND FINANCIAL AID PROBATION

When students fall below the required academic progress standards (CGPA and/or ROP) for their program for two consecutive evaluation periods, students shall receive written notification that they will be withdrawn unless they successfully appeal by written request within the timeframe stated in the Student Academic Appeals Policy. If a student's appeal is approved, the student will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

- For modular programs:
 - Students must receive the notification by the third (3rd) calendar day of the next module;
 - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

DISMISSAL

If the student does not meet the Academic Progress Plan's requirements at the end of the evaluation period, the student will be dismissed from the program. Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKEING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

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RETAKE FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

■ **ADDENDUM, effective August 23, 2011:** The following Refund language has been updated in the catalog.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School.

After the applicant has signed the Enrollment Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the third business day following the signing of the Enrollment Agreement, whichever is longer, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Enrollment Agreement but have not yet visited The School may also cancel within three business days following either The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or Campus President at the address shown on the Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a

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Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds and the student would be required to return a portion of the funds.

REFUND POLICIES

If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, the student will be given the benefit of the refund policy that results in the larger refund to the student.

INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY

When a student withdraws, The School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform a Pro Rata Refund calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

OHIO REFUND POLICY

State refund policy for programs organized on a credit hour basis:

1. A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee;
2. A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that period plus the registration fee;
3. A student who withdraws during third full calendar week of the period academic term shall be obligated to seventy percent of the tuition and refundable fees for that period plus the registration fee; or
4. A student who officially withdraws beginning with the fourth full calendar week of the academic terms will not be entitled to a refund of any portion of the tuition or refundable fees.

If it is determined that a student is not due a refund, the student must be notified of the determination in writing, within sixty (60) days of the student's last date of attendance, and a full explanation must be made to the student.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration and the school may settle the account for an amount which is less than that called for by the school's established policy.

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TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

- **ADDENDUM, effective August 12, 2011:** The following ATB Policy has been updated for the school:

CAMPUS ATB PASSING TEST SCORES

- Passing scores on the **CPAt** are Language Usage **45**, Reading **45**, and Numerical **43**.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra **27**, Reading **65**, and Writing Skills **35**.
- Passing scores on the **ASSET** are Reading **36**, Writing **35**, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (**205**) and Quantitative (**215**). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

- **ADDENDUM, effective August 5, 2011:** Please see the Catalog Supplement for current information related to the faculty listing.

- **ADDENDUM, effective July 25, 2011:** The following Attendance Policy language has been added to the catalog:

ATTENDANCE POLICY

This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

- **ADDENDUM, effective July 1, 2011:** The following Policies have been updated:

OUT OF CLASS ASSIGNMENTS

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

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Grade	Point Value	Meaning	Percentage Scale
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
F or Fail	0.0	Failing	69-0
P or Pass	Not Calculated	Pass (for externship/internship or thesis classes only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
PE	Not Calculated	Pass by Proficiency Exam	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer Credit	

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.
- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

SATISFACTORY ACADEMIC PROGRESS TABLES

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47 Quarter Credit Hour Program Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Not Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

ACADEMIC AND FINANCIAL AID PROBATION

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

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NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period;
 - Students must be notified in writing by the end of the add/drop period of the probationary term; and
 - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
 - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
 - Must receive academic advising by the end of the second week of the probationary term.

ACADEMIC APPEALS

Students who successfully appeal probation are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Progress Plan
- The student must demonstrate improvement in their CGPA and/or ROP as stated in their Academic Progress Plan at the end of each subsequent evaluation period

Appeals will only be granted for the following reasons:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

Appeals must include a detailed statement of the reason why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, doctor's note, law enforcement report, loss of employment confirmation, etc.

DISMISSAL

Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

RETAKEING PASSED COURSEWORK

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

RETAKEING FAILED COURSEWORK

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

APPEALS POLICY

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

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All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular - the date the grade(s) are mailed from the school
 - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation or FA dismissal)
 - Modular - the date of the probation/dismissal letter
 - Linear - first day of the subsequent term

Satisfactory Academic Progress (SAP) Appeals

In modular program, SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term.

Provided that the student can complete the program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the advisor and place the student on FA probation.

■ **ADDENDUM, effective July 1, 2011:** The following state's Attorney General's information has been added to the Student Complaint Procedure section of the catalog.

Office of Ohio Attorney General
Consumer Protection Section
30 E. Broad St., 14th Floor
Columbus, OH 43215
Ph: 614-466-1305
Toll Free in Ohio: 800-282-0515
Fax: 866-268-2279
www.ohioattorneygeneral.gov

■ **ADDENDUM, effective June 1, 2011:** The following ATB Policy has been updated for the school.

ABILITY TO BENEFIT POLICY

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

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CAMPUS ATB PASSING TEST SCORES

- Passing scores on the **CPAt** are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the **ASSET** are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (220) and Quantitative (225). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

ATB ADVISING

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period.

DENIAL OF ADMISSION

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

DELAYED ADMISSION

Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the students' academic file.

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.