

Everest University – Largo Campus
2013 - 2015 Catalog, revision date 10/23/13
Addendum

■ **ADDENDUM, Effective October 23, 2013:** The following course descriptions have been updated as follows.

CIS 4329C Senior Project: Systems Analysis & Design 4 Quarter Credit Hours This course is one of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lecture hours: 30. Lab hours: 20.

CIS4328C - Senior Project: Systems Implementation and Integration 4.0 Quarter Credit Hours This course is one of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher- Level programming languages such as C++, Visual Basic, or Java will be used. Prerequisites: CIS3303C and Senior Standing Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0
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CIS3303C - Object-Oriented Analysis and Design 4.0 Quarter Credit Hours This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisites: CIS2321 and COP2170C or COP2224C or COP2250C or COP2280C Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0
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COP4724C - Database Application Development 4.0 Quarter Credit Hours This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP2228C or COP2805C or COP2281C or COP2171C Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

CIS3615 - Designing Secure Software 4.0 Quarter Credit Hours This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation- Level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS3303C and COP2171C or COP2228C or COP2281C or COP2805C Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, Effective October 23, 2013:** The following statement has been added under the "Accreditation, Licensure and Approvals section on page 2 of the catalog:

- Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB).

■ **ADDENDUM, Effective October 2, 2013:** The following program disclosures (last published July 1, 2013) have been updated in the catalog. Changes include updated on-time completion rates and a corrected placement cohort time-frame for ACICS-institutional accreditor placement data.

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, 2012, and June 30, 2013, 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.

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"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.

Accounting (Associate)		
Occupation (Title, SOC Code)	Bookkeeping, Accounting, & Auditing Clerks	43-3031
	Tax Preparers	13-2082
Cost to Students		
Institutions	Tuition and Fees	\$41,472 to \$43,392
	Books and Supplies	\$3,480 to \$4,906
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	87.5% to 100%
Largo Campus	Institutional Accreditor	100%
	State	87.5%
Median Loan Debt	Title IV Program Loans	\$28,102
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Accounting (Bachelor)		
Occupation (Title, SOC Code)	Accountants and Auditors	13-2011
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$2,690 to \$6,960
	Room and Board	N/A

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Accounting (Bachelor)		
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A
On-Time Completion Rate		66.67%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	0%100%
	State	0%100%
Largo Campus	Institutional Accreditor	66.7%
	State	57.1%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Applied Management (Bachelor)		
Occupation (Title, SOC Code)	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$3,841 to \$6,960
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A
On-Time Completion Rate		87.5%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	50% to 100%
Largo Campus	Institutional Accreditor	N/A
	State	N/A
Median Loan Debt	Title IV Program Loans	\$44,920
	Private Education Loans	\$2,986
	Institutional Financing Plans	\$0
Business (Associate)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012

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Business (Associate)		
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$41,472 to \$43,392
	Books and Supplies	\$3,480 to \$7,551
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		14.81%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	92.9% to 100%
	State	89.5% to 100%
Largo Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt		
	Title IV Program Loans	\$28,054
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$4,796 to \$6,960
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A

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Business (Bachelor)		
On-Time Completion Rate		87.5%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	75% to 100%
	State	75% to 100%
Largo Campus	Institutional Accreditor	85.7%
	State	85.7%
Median Loan Debt	Title IV Program Loans	\$44,920
	Private Education Loans	\$2,986
	Institutional Financing Plans	\$0
Business Administration (Master)		
Occupation (Title, SOC Code)	General and Operations Managers	11-1021
	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
	Institutions	
Institutions	Tuition and Fees	\$29,960 to \$44,940
	Books and Supplies	\$3,500 to \$6,764
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$29,960.00
	Books and Supplies	\$3,500.00
	Room and Board	N/A
On-Time Completion Rate		16.67%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	60% to 100%
Largo Campus	Institutional Accreditor	100%
	State	60%
Median Loan Debt	Title IV Program Loans	\$42,752
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business Office Administration (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
	Institutions	
Institutions	Tuition and Fees	\$13,740
	Books and Supplies	\$1,424

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Business Office Administration (Diploma)		
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$13,740.00
	Books and Supplies	\$1,424.00
	Room and Board	N/A
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institutions		
Largo 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		
Institutions	Tuition and Fees	\$13,612
	Books and Supplies	\$1,568
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$13,612.00
	Books and Supplies	\$1,568.00
	Room and Board	N/A
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institutions		
Largo Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Computer Information Science (Associate)		
Occupation (Title, SOC Code)		
	Computer Specialists	15-1099
Cost to Students		
Institutions	Tuition and Fees	\$43,392
	Books and Supplies	\$3,480
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00

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Computer Information Science (Associate)		
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		N/A
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	100%
Largo Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	\$27,498
	Private Education Loans	\$1,547
	Institutional Financing Plans	\$0
Computer Information Science (Bachelor)		
Occupation (Title, SOC Code)	Computer Software Engineers, Applications	15-1031
	Computer Software Engineers, Systems Software	15-1032
	Computer Specialists	15-1099
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$6,960
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A
On-Time Completion Rate		100%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	100%
Largo Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Criminal Justice (Associate)		
Occupation (Title, SOC Code)	Community and Social Service Occupations	21-0000
	Probation Officers and Correctional Treatment Specialists	21-1092

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Criminal Justice (Associate)		
	Security Officer/ Guards	33-9032
	Social and Human Service Assistants	21-1093
	Substance Abuse and Behavioral Disorder Counselors	21-1011
Cost to Students		
Institutions	Tuition and Fees	\$41,472 to \$43,392
	Books and Supplies	\$3,480 to \$4,218
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		15.69%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	60% to 100%
	State	57.1% to 84.6%
Largo Campus	Institutional Accreditor	84.6%
	State	84.6%
Median Loan Debt	Title IV Program Loans	\$28,620
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Criminal Justice (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers, Protective Service Workers, All Other	33-1099
	Protective Service Workers, All Other	33-9099
	Security Officer/ Guards	33-9032
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$5,172 to \$6,960
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A
On-Time Completion Rate		84.38%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	83.3% to 100%

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Criminal Justice (Bachelor)			
	State	60% to 87.5%	
Largo Campus	Institutional Accreditor	100%	
	State	87.5%	
Median Loan Debt	Title IV Program Loans	\$43,649	
	Private Education Loans	\$0	
	Institutional Financing Plans	\$0	
Dental Assistant (Diploma)			
Occupation (Title, SOC Code)	Dental Assistants	31-9091	
Cost to Students			
	Institutions	Tuition and Fees	\$17,582 to \$18,861
		Books and Supplies	\$919
		Room and Board	N/A
Largo Campus	Tuition and Fees	\$18,861.00	
	Books and Supplies	\$918.99	
	Room and Board	N/A	
On-Time Completion Rate		31.34%	
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	60.3% to 69%	
	State	57.6% to 62.5%	
Largo Campus	Institutional Accreditor	69%	
	State	62.5%	
Median Loan Debt	Title IV Program Loans	\$9,454	
	Private Education Loans	\$1,994	
	Institutional Financing Plans	\$0	
Massage Therapy (Diploma)			
Occupation (Title, SOC Code)	Massage Therapists	31-9011	
Cost to Students			
	Institutions	Tuition and Fees	\$16,790 to \$18,012
		Books and Supplies	\$1,421 to \$1,442
		Room and Board	N/A
Largo Campus	Tuition and Fees	\$18,012.00	
	Books and Supplies	\$1,421.30	
	Room and Board	N/A	
On-Time Completion Rate		74.51%	

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Massage Therapy (Diploma)			
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	58.2% to 76%	
	State	60% to 73.1%	
Largo Campus	Institutional Accreditor	69.4%	
	State	69.4%	
Median Loan Debt	Title IV Program Loans	\$9,454	
	Private Education Loans	\$2,347	
	Institutional Financing Plans	\$0	
Medical Administrative Assistant (Diploma)			
Occupation (Title, SOC Code)	Medical Assistants	31-9092	
	Medical Secretaries	43-6013	
Cost to Students			
	Institutions	Tuition and Fees	\$18,180
		Books and Supplies	\$1,503 to \$1,518
Room and Board		N/A	
Largo Campus	Tuition and Fees	\$18,180.00	
	Books and Supplies	\$1,503.02	
	Room and Board	N/A	
On-Time Completion Rate		30.3%	
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	65% to 66.7%	
	State	60.5% to 65%	
Largo Campus	Institutional Accreditor	65%	
	State	60.5%	
Median Loan Debt	Title IV Program Loans	\$9,454	
	Private Education Loans	\$1,668	
	Institutional Financing Plans	\$0	
Medical Assistant (Diploma)			
Occupation (Title, SOC Code)	Medical Assistants	31-9092	
Cost to Students			
	Institutions	Tuition and Fees	\$19,668 to \$21,641
		Books and Supplies	\$1,610 to \$1,611
Room and Board		N/A	
Largo Campus	Tuition and Fees	\$21,641.00	

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Medical Assistant (Diploma)		
	Books and Supplies	\$1,610.05
	Room and Board	N/A
On-Time Completion Rate		47.02%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	57.9% to 68.5%
	Programmatic Accreditor	50.75% to 69.23%
	State	51.6% to 64.9%
Largo Campus	Institutional Accreditor	68.5%
	Programmatic Accreditor	69.23%
	State	64.9%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$3,457
	Institutional Financing Plans	\$0
Medical Insurance Billing and Coding (Associate)		
Occupation (Title, SOC Code)	Medical Records & Health Information Technicians	29-2071
Cost to Students		
Institutions	Tuition and Fees	\$43,392
	Books and Supplies	\$3,480 to \$4,002
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		8.57%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	60% to 90.9%
	State	50% to 90.9%
Largo Campus	Institutional Accreditor	90.9%
	State	90.9%
Median Loan Debt	Title IV Program Loans	\$30,222
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Paralegal (Associate)		
Occupation (Title, SOC Code)	Legal Support Workers	23-2099
	Paralegals & Legal Assistants	23-2011

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Paralegal (Associate)		
Cost to Students		
Institutions	Tuition and Fees	\$41,472 to \$43,392
	Books and Supplies	\$3,480 to \$4,189
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,480.00
	Room and Board	N/A
On-Time Completion Rate		31.25%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	57.1% to 75%
	State	57.1% to 75%
Largo Campus	Institutional Accreditor	75%
	State	60%
Median Loan Debt	Title IV Program Loans	\$29,619
	Private Education Loans	\$98
	Institutional Financing Plans	\$0
Paralegal (Bachelor)		
Occupation (Title, SOC Code)	Legal Support Workers	23-2099
	Paralegals & Legal Assistants	23-2011
Cost to Students		
Institutions	Tuition and Fees	\$74,880
	Books and Supplies	\$6,960
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$6,960.00
	Room and Board	N/A
On-Time Completion Rate		100%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	100%
Largo Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A

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Paralegal (Bachelor)		
	Institutional Financing Plans	N/A
Pharmacy Technician (Diploma)		
Occupation (Title, SOC Code)	Pharmacy Technicians	29-2052
Cost to Students		
Institutions	Tuition and Fees	\$17,018 to \$18,255
	Books and Supplies	\$922 to \$923
	Room and Board	N/A
Largo Campus	Tuition and Fees	\$18,255.00
	Books and Supplies	\$922.25
	Room and Board	N/A
On-Time Completion Rate		36.59%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	51.8% to 74.4%
	State	50.9% to 72.3%
Largo Campus	Institutional Accreditor	61.4%
	State	57.8%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$3,032
	Institutional Financing Plans	\$0

Footnotes:

Institutional Accreditor - ACICS uses the following formula to calculate placement for accredited institutions: placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Placed in a field of study involves the direct use of the skills taught in the program. Placed in a field related to study involves an indirect use of the skills taught in the program. Time Frame: July 1, 2010 through June 30, 2011.

Programmatic Accreditor - ABHES uses the following formula to calculate placement for accredited institutions: graduates placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Time Frame: July 1, 2011 through June 30, 2012.

Programmatic Accreditor - CAAHEP/MAERB uses the following formula to calculate placement for accredited institutions: number of graduates employed full or part-time in a related field, as well as those continuing their education or serving in the military, divided by number of graduates. Time Frame: July 1, 2011 through June 30, 2012.

State - Commission on Independent Education calculation for placement rate: number of graduates placed divided by number of graduates less employed in military or continuing education. Time Frame: July 1, 2010 through June 30, 2011.

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

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

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 University, Jacksonville
- Everest University, Lakeland

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- Everest University, Largo

■ **ADDENDUM, Effective October 1, 2013:** The following course has been added to the catalog:

CIS 2252 Ethics in Computing

4 Quarter Credit Hours

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2060C Lecture hours: 40 hours. Lab hours: 0.

■ **ADDENDUM, Effective September 2, 2013:** The following scholarship has been added to the catalog.

President's Scholarship

Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled to receive the amount of \$875 per term for a maximum of \$1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

■ **ADDENDUM, Effective October 2, 2013:** The following modifications have been made to the Requirements and Procedures section:

ADDED:

- All applicants will be required to submit **one** of the following:
 - 1) Completed Attestation regarding high school graduation or equivalency or
 - 2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
 - 3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

■ **ADDENDUM, Effective October 1, 2013:** The following highlighted verbiage has been added to the catalog.

MANP4501 - Applied Management Senior Capstone Experience

4.0 Quarter Credit Hours

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. *Prerequisites: MAN2021* **To be taken within the student's last 24.0 credits of the program.** Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, effective October 1, 2013:** The following highlighted book prices have been updated:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Business Office Administration	36 weeks	75	\$13,740	\$1,768
Business Sales and Customer Service	36 weeks	78	\$13,612	\$1,916
Dental Assistant	33 weeks	48	\$14,041	\$996
Massage Therapy	36 weeks	55	\$11,035	\$1,525
Medical Administrative Assistant	33 weeks	48	\$13,423	\$1,798
Medical Assistant	41 weeks	60	\$16,431	\$1,990
Medical Insurance Billing and Coding	33 weeks	48	\$12,936	\$2,059
Pharmacy Technician	33 weeks	48	\$14,019	\$1,005
Effective October 1, 2013				

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■ **ADDENDUM, effective September 26, 2013:** The following Prerequisite table has been updated for the Graduate Degree Program Outline on page 82 of the catalog.

Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the *Course Descriptions - Undergraduate Degree Programs* section that begins on page 87. Undergraduate courses are those that have a Course Level Code of “4” or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

Course Code	Course	Quarter Credit Hours
PREREQUISITES		
ACG	5027 Financial Accounting –OR-	4.0
APA	2111 Principles of Accounting I* -AND-	4.0
APA	2121 Principles of Accounting II*	4.0
ECO	5010 Economic Analysis of the Firm -OR-	4.0
ECO	3028 Microeconomics* -OR-	4.0
ECO	3007 Macroeconomics *	4.0
QMB	5305 Statistics for Managers –OR-	4.0
STA	2014 Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.

■ **ADDENDUM, effective September 20, 2013:** The Administrative Listing table has been updated to the catalog.

Administration	
Campus President	Fanek, Sami
Academic Dean	Awolola, Oluyemi
Director of Finance	Scott, Will
Director of Admissions	Tina Shontz
Librarian	Pascual, Candice

■ **ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition tables for ground linear programs have been added to the catalog.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or More	20	\$340.00	\$6,800.00
	19	\$357.89	\$6,800.00
	18	\$377.78	\$6,800.00
	17	\$400.00	\$6,800.00
	16	\$425.00	\$6,800.00
	15	\$343.33	\$5,150.00

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12 - 15	14	\$367.86	\$5,150.00
	13	\$396.15	\$5,150.00
	12	\$429.17	\$5,150.00
8 - 11	11	\$450.00	\$4,950.00
	10	\$495.00	\$4,950.00
	9	\$550.00	\$4,950.00
	8	\$618.75	\$4,950.00
Less than 8	7	\$619.00	\$4,333.00
	6	\$619.00	\$3,714.00
	5	\$619.00	\$3,095.00
	4	\$619.00	\$2,476.00
	3	\$619.00	\$1,857.00
	2	\$619.00	\$1,238.00
	1	\$619.00	\$619.00

Effective September 2, 2013

Note: For new and re-entering students who are enrolling in schools at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or More	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$320.00	\$4,800.00
	14	\$342.86	\$4,800.00
	13	\$369.23	\$4,800.00
	12	\$400.00	\$4,800.00
8 - 11	11	\$418.18	\$4,600.00
	10	\$460.00	\$4,600.00
	9	\$511.00	\$4,600.00
	8	\$575.00	\$4,600.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00

Effective September 2, 2013

Note: For new and re-entering students who are enrolling in schools at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM, Effective September 1, 2013:** The following modifications have been made:

TUITION CHARGES FOR RE-ENTRY

Students re-entering within 180 days:

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Same Program (Same/New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

Same Program (Same/New Program Version)

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program)

Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Return from LOA

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Failure to Return from LOA

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Satisfactory Academic Process

FA Probation (SAP NOT MET – 2nd consecutive term)

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

Academic Progress Plan (APP)

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the

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student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

SAP Advising or SAP MET Status

If the student has met the requirements of a one-term plan, the student **must be** in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

SAP NOT MET Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, **will be manually assigned SAP Meeting APP status and continue on the APP.** New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

Retaking 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. **Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts.** 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. **Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.**

■ **ADDENDUM, effective September 1, 2013:** The following updates have been made to the Notification of Rights Under FERPA section on pages 31-32 of the catalog:

ADDED:

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

REMOVED:

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ **ADDENDUM, Effective August 14, 2013:** The following course description has been updated to page 86 of the catalog.

QMB5355 - Quantitative Methods

4.0 Quarter Credit Hours

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. *Prerequisites:* None. Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

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■ **ADDENDUM, Effective July 31, 2013:** The following highlighted information has been updated to the catalog.

HIM2260C - Introduction to Hospital Billing

4.0 Quarter Credit Hours

This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. **ICD-10** procedural coding and prospective payment systems are introduced. *Prerequisites:* HIM1222C, HIM2272 Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

■ **ADDENDUM, effective July 17, 2013:** The following class schedule has been updated to the catalog.

MODULAR PROGRAMS

All Modular Programs 2013 - 2015		
Start Dates	End Dates	Break/ Holiday
12/12/12	1/17/13	12/22/12 – 1/1/13; 1/21/13
1/22/13	2/19/13	2/18/13
2/20/13	3/19/13	
3/20/13	4/23/13	4/6/13 – 4/14/13
4/24/13	5/21/13	
5/22/13	6/19/13	5/27/13
6/20/13	7/19/13	7/4/13 – 7/7/13
7/22/13	8/16/13	
8/19/13	9/16/13	9/2/13 – 9/2/13
9/17/13	10/14/13	
10/15/13	11/11/13	
11/12/13	12/11/13	11/28/13 – 11/29/13
12/12/13	1/21/14	12/21/13 – 1/1/14; 1/20/14
1/22/14	2/19/14	2/17/14
2/20/14	3/19/14	
3/20/14	4/23/14	4/5/14-4/13/14
4/24/14	5/21/14	
5/22/14	6/19/14	5/24/14-5/26/14
6/23/14	7/21/14	7/4/14-7/6/14
7/22/14	8/18/14	
8/19/14	9/16/14	8/30/14-9/1/14
9/17/14	10/14/14	
10/15/14	11/11/14	
11/12/14	12/11/14	11/27/14-11/30/14
12/15/14	1/23/15	12/20/14-1/1/15; 1/19/15
1/26/15	2/23/15	2/16/15
2/24/15	3/23/15	
3/24/15	4/27/15	4/4/15-4/12/15
4/28/15	5/26/15	5/23/15-5/25/15
5/27/15	6/23/15	
6/24/15	7/22/15	7/3/15-7/5/15
7/23/15	8/19/15	
8/20/15	9/17/15	9/5/15-9/7/15
9/21/15	10/16/15	
10/19/15	11/13/15	
11/16/15	12/15/15	11/26/15-11/29/15

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■ **ADDENDUM, Effective July 14, 2013:** The following highlighted statement has been added to the “**Definition of Credit**” section on page 5 of the catalog.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

■ **ADDENDUM, Effective July 14, 2013:** The following language has been updated to the “**Percentage Absence Rule (Clock Hour Modular Programs)**” section on page 14 of the catalog which took effective April 15, 2013.

PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)

Percentage	Action Taken
10% of the total hours in each module – first occurrence in a payment period	Attendance warning letter sent Student is advised about the importance of making up attendance.
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance
More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.

■ **ADDENDUM, Effective July 14, 2013:** The following language has been removed from the “**Externship Training**” section on page 16 of the catalog.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

■ **ADDENDUM, effective July 1, 2013:** The following course code has been updated to the catalog.

Current Course Number	New Course Number	Course Title	Credits
CJE2640	CJE2678	Crime Scene Dynamics I	4

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■ **ADDENDUM, effective July 1, 2013:** Modular book prices and linear tuition has been updated to the Tuition and Fees table below.

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Business Office Administration	36 weeks	75	\$13,740	\$1,473
Business Sales and Customer Service	36 weeks	78	\$13,612	\$1,627
Dental Assistant	33 weeks	48	\$14,041	\$996
Massage Therapy	36 weeks	55	\$11,035	\$1,525
Medical Administrative Assistant	33 weeks	48	\$13,423	\$1,798
Medical Assistant	41 weeks	60	\$16,431	\$1,990
Medical Insurance Billing and Coding	33 weeks	48	\$12,936	\$2,059
Pharmacy Technician	33 weeks	48	\$14,019	\$1,005
Effective July 1, 2013				

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Insurance Billing and Coding, Paralegal	\$470	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	\$406	\$425
Program	Tuition Per Credit Hour	Estimated Books
Master's Degree in: Business Administration	\$556	\$1,750
Effective July 1, 2013		

■ **ADDENDUM, effective June 1, 2013:** The following statement has been added to the Medical Assistant program on p. 46 of the catalog.

- 100% of course competencies must be successfully completed in order to pass each course/module.