

# SCHOOL CATALOG

## 2021-2022



Kansas City, Missouri | Effective March 19, 2022

CONCORDE<sup>SM</sup> 

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## History of the School

Effective: 07/14/2021

The school was founded in September 1983 as a branch of the Kansas City College of Medical and Dental Careers, Kansas City, MO. In 1986, the school became a free-standing, accredited Institution. In May 1989, the school changed its name to Concorde Career Institute. On February 25, 1991, the school moved to a larger facility in order to offer a more centralized location for the geographic area served. The school was approved to offer some of its programs at the associate degree level in November 1995. In May 2005, the name was changed to Concorde Career College. In May 2010, a branch location opened in San Antonio, Texas. In May 2013, the school was approved to offer Baccalaureate degree level program. In June 2021, the main campus moved to its present location and maintained the Broadway location as a satellite campus.

## Location & Contact Information

Effective: 07/14/2021

Concorde Career College is located at 930 Carondelet Drive Kansas City, MO 64114; Phone: 816-531-5223; Fax: 816-756-3231; [www.concorde.edu](http://www.concorde.edu) (St. Joe location).

The satellite campus is located at 3239 Broadway, Kansas City, MO 64111 (Broadway location).

Class sessions are held at these locations, with the exception of clinical/ externship activities.

All clinical programs including Cardiovascular Sonography, Dental Hygiene, Diagnostic Medical Sonography, Physical Therapist Assistant, Practical Nursing, and Respiratory Therapy, along with Medical Assistant – mid-morning shift, are held at the St. Joe location.

The core diploma programs in Dental Assistant and Medical Assistant (except for the Medical Assistant mid-morning shift) are offered at both the St. Joe and the Broadway locations.

Medical Office Administration is only offered at the Broadway location.

## Our Mission Statement

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

This is Our Mission, our North Star, a guiding light that defines and illuminates the course to our future and for potential students, the path to a successful healthcare career. It defines our handshake with students and establishes the primacy of that covenant. We acknowledge their commitment, the financial and personal sacrifices they make to attend Concorde. We dedicate ourselves to making their sacrifices manageable, and we commit to truly preparing them for success in a gainful healthcare profession.

Our students have set very immediate goals for starting careers. The practical hands-on learning needed to attain their goals is foremost in their minds. We satisfy their expectations by modeling our faculty, facilities, equipment, and curriculum after the healthcare field they will enter.

We know that the ultimate judge of their preparation will be their future employers. Employers expect our students to have more than just knowledge and technical skills. They are looking for integrity, discipline, team play, and the drive that defines professionals, and we accept responsibility for modeling and instilling those values. We partner with employers to ensure our programs reflect real work expectations and settings through program advisory boards, externships, and clinical rotations. Once students have completed their training, we again call on our network of employer relationships to support students in securing a job in their chosen profession.

Throughout our students' preparation, we endeavor to meet the highest practicable standards, and our faculty, equipment, and facilities reflect that commitment. We strive for superior outcomes in student satisfaction, program completion and, most importantly, career placement.

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

We are Concorde Career College and this is Our Mission.

## Values

The five core values at Concorde are:

- Integrity
- Respect for the Individual

- Customer Service
- Teamwork
- Achievement

## Governing Body

Concorde Career Colleges, Inc., and its subsidiaries, 5800 Foxridge Drive, Suite 500, Mission, KS 66202-2336, is a national network of proprietary schools offering training in allied health occupations. Concorde is owned by a private equity firm, Liberty Partners.

The corporate officers are:

Name	Education/ Credentials	Title
Frazier, Jami		Chief Executive Officer
Fisher, Juli		Chief Financial and Administrative Officer
Hatcher, Jeremiah		Corporate Secretary

The Board of Directors members are:

Name	Education/ Credentials	Title
Foster, Timothy E.		Chairman
Evans, W. Chester		
Stakias, George M.		

## Accreditations, Approvals & Memberships

### Institutional Accreditations

Effective: 03/23/2021

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency.
- Approved to operate by the Missouri Coordinating Board for Higher Education.
- Approved for the use of VA Educational Benefits for those who are eligible.

- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Approved by the Kansas Board of Regents (1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240).
- Distance education programs are approved by the Missouri Coordinating Board for Higher Education to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). With this approval, Concorde Career College, Kansas City is authorized to offer distance education programs to students residing in all participating states. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. More information regarding NC-SARA may be found at [www.nc-sara.org](http://www.nc-sara.org).

## Programmatic Accreditations

### Bachelor of Science in Nursing

The Missouri State Board of Nursing has granted initial approval to the Bachelor of Science in Nursing program. Missouri State Board of Nursing; P.O. Box 656, Jefferson City, MO 65102-0656; 573-751-0681; [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp).

### Dental Assistant Program

The Dental Assistant program is not accredited by the Commission on Dental Accreditation (CODA).

### Dental Hygiene Program

The Dental Hygiene program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of approval without reporting requirements. CODA is a specialized accrediting body recognized by the United States Department of Education. Commission on Dental Accreditation: 211 East Chicago Avenue, Chicago, IL 60611; 312-440-4653; [www.ada.org/coda](http://www.ada.org/coda).

### Physical Therapist Assistant Program

The Physical Therapist Assistant program at Concorde Career College – Kansas City is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Ste 100, Alexandria, Virginia 22305; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 816-531-5223 or email [VAlexander@concorde.edu](mailto:VAlexander@concorde.edu).

### Practical Nursing Program

The Missouri State Board of Nursing has granted full approval to the Practical Nursing program. Missouri

State Board of Nursing: P.O. Box 656, Jefferson City, MO 65102-0656; 573-751-0681; [www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp).

## Respiratory Therapy Program

The Respiratory Therapy program (#200437) is accredited by the Commission on Accreditation for Respiratory Care; [www.coarc.com](http://www.coarc.com).

## Campus Facilities

Effective: 07/14/2021

The main campus that is located at 930 Carondelet Drive occupies approximately 50,000 square feet and three stories of a medical office building located on the St. Joseph Medical Center Campus. There are classrooms, including various laboratories, administrative offices, restrooms, and a student lounge. Additional classrooms, offices, and laboratories located at 3239 Broadway, Kansas City, MO.

Among the various laboratories and other facilities provided for students are:

### St. Joe location

- Computer laboratories equipped with word processing software, office management software, and equipment for self-paced keyboarding and typing instruction.
- A dental x-ray darkroom equipped for the processing of dental x-rays.
- A dental laboratory onsite and fully functional, equipped with four dental operatories, dental x-ray units, and teaching and x-ray mannequins.
- A nursing skill laboratory, including hospital beds and simulated patient units.
- A physical therapist assistant laboratory treatment area, including treatment tables, assessment tools, and medical supplies.
- A respiratory laboratory equipped with therapeutic equipment.
- A Learning Resource Center (LRC) which provides a quiet area where students may refer to various publications, journals and technical manuals and access the Internet. The LRC is open and available for student use from 7:30 a.m. until 8:00 p.m. The LRC Coordinator's hours are posted outside of the LRC entrance.

All LRC materials must be checked out before being removed from the LRC. Students may check out books for a period of 14 calendar days. Materials may be rechecked for an additional seven days if no reserve request is on

file. Students may place a reserve on a book that is currently checked out by contacting the LRC Coordinator. LRC materials should be returned to the center on or before the due date. Students may not check out magazines or materials marked for reference purposes. Copies from noncirculating materials may be requested from the LRC Coordinator.

Students will be held responsible and accountable for books and other items belonging to Concorde Career Colleges, Inc., and the LRC. Once a book, or other item, is borrowed from the LRC by a student, it becomes the responsibility of the receiver (student) to maintain the integrity and condition of the book and return the item within three business days (excluding Saturdays, Sundays, and holidays). Students who have checked out a book from the LRC will have three business days to use the item in its educational capacity. If the book is needed for longer than the three-day checkout, it may be rechecked at the discretion of the LRC Coordinator. If the book is then not returned within the three-day period, a charge of \$.50 per day will be assessed. If the student loses the book, the student will be responsible for paying the original list price for the lost book. If the student damages the book, the student can be charged a minimum of \$10, up to full, original list price, depending on the damage and ability to reuse the book.

Students are placed on Records Hold until all LRC materials are either returned or the replacement cost of any damaged or lost materials is paid.

- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.

### Broadway location

- Computer laboratories equipped with word processing software, office management software, and equipment for self-paced keyboarding and typing instruction.
- A dental x-ray darkroom equipped for the processing of dental x-rays.
- A dental laboratory onsite and fully functional, equipped with three dental operatories, dental x-ray units, and teaching and x-ray mannequins.
- Two medical laboratories equipped with examining tables, privacy screens, autoclaves, phlebotomy equipment, microscopes, EKG machines, and biohazard equipment.
- An LRC is also available at this location.

- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.

## Equipment

Equipment and instruments are available to instruct students in the skills they will need in their chosen careers. Concorde students acquire knowledge and technical skills through demonstrations, actual operation of equipment, and the practice of techniques. Among the major items of equipment available to Concorde students are the following (by program):

### Bachelor of Science in Nursing

The Nursing program is equipped with catheters, nasogastric tubes, needles, syringes, suction machine, a wheelchair, stethoscopes, sphygmomanometers, an electronic thermometer, an ophthalmoscope, an otoscope, simulated patient units, hospital beds, teaching mannequins and models, drug cart, hoist lift, gurney, EKG machine, walkers, canes, glucometers, feeding pump, bedside commode, Noelle Maternal Birthing simulated mannequin, and other miscellaneous equipment.

### Cardiovascular Sonography Program

Equipment includes hospital beds, various ultrasound scanning systems, ultrasound transducers (abdominal, vascular, cardiac), ABI scanning equipment, simulation training computers, medical record software, medical ultrasound printer and scanning simulation mannequins.

### Dental Assistant Program

Equipment includes completely equipped, fully functional dental operatories with dental x-ray units, x-ray mannequins, complete darkroom facilities, amalgamators, dental lab complete with lathes, model-trimmers, bench grinders, sterilization equipment, and other miscellaneous teaching aids.

### Diagnostic Medical Sonography Program

Equipment includes hospital beds, various ultrasound scanning systems, ultrasound transducers (abdominal, vascular, endovaginal), ABI scanning equipment, simulation training computers, medical ultrasound printers, and scanning simulation mannequins.

## Dental Hygiene Program

Students enrolled in the Dental Hygiene program have access to a completely equipped and functioning dental clinic. Included in the clinical facility are four radiography units, a panoramic x-ray unit, and fully equipped operatories. Students learn various technical skills in the lab before treating a patient. Some special equipment included are lathes, model trimmers, intraoral cameras, both digital and traditional x-rays, autoclaves, and automatic processors. Mannequins are used for instrument skill and instruction. Personal computers with appropriate software are also used for the benefit of the student.

### EKG Technician

Equipment includes electrocardiograph machines, exam tables, electrocardiograph electrodes and other EKG related supplies.

### Medical Assistant Program

This program has a laboratory stocked with medical test supplies and equipment, such as stethoscopes, glucometers, sphygmomanometers, examination and treatment tables, autoclaves, electrocardiograph machines, centrifuges, microscopes, teaching mannequins, and other teaching aids.

### Medical Office Administration Program

Computer labs are equipped with computers that run current operating systems to run word processing, keyboarding, and medical office and billing software applications.

### Phlebotomy Technician

Equipment includes blood drawing chairs, microhematocrit machines, Centrifuge, Vacutainer Tubes, Needles and Holders, capillary tubes and other blood drawing supplies.

### Physical Therapist Assistant Program

Equipment includes treatment tables, electromagnetic and electrical stimulation devices, biofeedback units, ultrasound, traction, thermal modalities and adaptive equipment. Therapeutic exercise equipment includes a treadmill, parallel bars, exercise balls, free weights, balance boards, and other devices that promote fine and gross motor skills. Assistive devices include wheelchairs, walkers, crutches, canes, and orthotics/braces. Assessment equipment includes stethoscopes, goniometers, pulse oximeters, spirometers, and other teaching aids.



## Practical Nursing Program

This program is equipped with catheters, nasogastric tubes, needles, syringes, suction machine, K-pad, wheelchair, stethoscopes, sphygmomanometers, electronic thermometer, ophthalmoscope, otoscope, simulated patient units, hospital beds, teaching mannequins and models, drug cart, and other miscellaneous equipment.

## Respiratory Therapy Program

This program has a comprehensive laboratory equipped with oxygen devices, aerosol/humidity devices, lung expansion devices (intermittent positive pressure breathing machines, incentive spirometers, continuous positive airway pressure machines), mechanical ventilators, airway maintenance devices (suction machines, intubation tools, artificial airways), and ancillary equipment (arterial blood gas equipment, oximetry, capnography, pulmonary

function equipment, mannequins), plus a library complete with respiratory and respiratory-related medical journals, texts, and audiovisual equipment.

## Surgical Technology Program

The program has a mock operating room setup with operating room tables, mayo stands, back tables, pulse oximeter, surgical mannequin, instrumentation autoclave, draping and prepping materials, sutures, drains, and catheters.

## Audiovisual Aids

Concorde's programs are supported with reference books, charts, field trips, demonstrations, and other teaching aids. Speakers from business and industry are used when possible to supplement classroom instruction.

# Admissions

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## Entrance Requirements

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admissions requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

## General Admissions Requirements

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

- Personal interview and campus tour
- Completion of all admissions documentation, including but not limited to the Enrollment Agreement and disclosures
- Completion and passage of applicable entrance assessments
- Completion of Online Readiness Assessment
- Acceptable proof of graduation from an institution providing secondary education or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.<sup>(1)</sup>

<sup>(1)</sup> Acceptable documentation of high school graduation must be received by the Institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and his or her program of study.

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation no later than the first scheduled day of class.

Admission to Concorde is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable). A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement for applicants under 18.

All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.

A health certificate, immunization records, and the results of certain tests may be required for some programs.

Applicants must be able to read, speak, and write English.

Please refer to the "Financial Information" section of this catalog for information on additional requirements applicable to tuition financing.

## Social Security Number

Applicants for admission must possess a valid social security number. Documentation must be provided upon request. A valid social security number is required to be registered and/or certified by appropriate boards. Other documents may be required by some licensing agencies.

## Foreign Students

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma.

## Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Concorde only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International

Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:

- [www.naces.org](http://www.naces.org)
- [www.aice-eval.org](http://www.aice-eval.org)

## Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the Institution and will not be returned to the prospective student. The student will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

## Personal Interview

The school requires a personal interview with each applicant prior to acceptance into any program. The school encourages parents or spouses to attend the interview. This gives applicants and their families the opportunity to see the campus's equipment and facilities and to ask specific questions relating to the school, the curriculum, and career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude. Certain programs may also require an interview with the program director prior to enrollment.

## Acceptance by the School

For the Dental Assistant, Medical Assistant, and Medical Office Administration programs, available seats are filled on a first-come-first-served basis once all entrance requirements have been fulfilled.

For all other programs, once all entrance requirements have been completed, the applicant will be placed on a waitlist.

## Waitlists

Concorde limits the number of students who are accepted for admission to its programs to maintain

optimum faculty to student ratios and ensure appropriate clinical opportunity for all students. Once all applicants are processed, those placed on the waitlist will be ranked using a rubric. The rubric is a points-based assessment, with points awarded based on applicant success in the following components: Online Readiness Assessment, clinical entrance assessment, interview with department personnel, and financial readiness.

## Alternates

Depending on circumstances, students may be conditionally accepted into certain programs as an Alternate Student. Alternates are chosen based on the rank order of the waitlist. Waitlist applicants selected as an alternate must attend orientation and all classes scheduled in the first seven calendar days. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments.

Should space become available within the seven days, alternates have the opportunity to be accepted as regular students. If not formally accepted as regular students during the seven days, alternates will not be able to attend further classes. If not accepted as regular students, alternates will not incur any tuition charges. Alternates may be charged for books and equipment not returned in accordance with the requirements of the school catalog and the Enrollment Agreement. Alternates not accepted as regular students have the option of transferring their enrollment to a future start date or canceling it.

## Retesting for Waitlist Students

Prospective students who are placed on a waitlist for any program may retest for a higher score at their own expense. Contact the Director of Admissions for further information.

## Distance Education

Currently, the school offers General Education classes and certain core classes through online delivery. The online courses are offered through a consortium agreement with Concorde Career College, Kansas City, MO. Certain courses may only be offered in a distance education format; therefore, all students must meet the requirements outlined in the "Distance Education/Online" section of this catalog.

In addition to the Entrance Assessment Requirements below, all students must take an Online Readiness Assessment (ORA) immediately following the first attempt of the Wonderlic. A passing score on the Wonderlic does not preclude the requirement for the applicant to complete the

ORA. The ORA is used for assessing the applicant's readiness for online coursework and to identify any obstacles where he or she may need extra support or guidance.

## Entrance Assessment Requirements

Prospective students applying for admission who are high school graduates or hold a high school equivalency diploma must meet the minimum assessment scores as follows:

	Wonderlic SLE	HESI A <sup>2</sup>
Bachelor of Science in Nursing	22	80
Cardiovascular Sonography	21	75
Dental Assistant	8	N/A
Dental Hygiene	20	70
Diagnostic Medical Sonography	21	75
EKG Technician	8	N/A
Medical Assistant	8	N/A
Medical Office Administration	8	N/A
Practical Nursing	17	70
Phlebotomy Technician	8	N/A
Physical Therapist Assistant	18	70
Respiratory Therapy	17	70
Sterile Processing Technician	8	N/A
Surgical Technology	17	65

Applicants for all programs may attempt the Wonderlic a total of three times and, when required,

the Health Education Systems, Inc. (HESI) A<sup>2</sup> entrance assessment a total of two times. If the minimum score is not met, the applicant must wait six (6) months before retesting.

All previously completed HESI assessments from Concorde or another institution will be accepted at Concorde's approved acceptable minimum scores if completed within two years of enrollment. In addition, assessments from other institutions must not have been taken within 30 days of enrollment.

The Wonderlic SLE requirement may be waived upon receipt of documentation of any of the following:

- SAT score of 1000 or above achieved within five years of the date of application to Concorde.
- ACT score of 19 or above achieved within five years of the date of application to Concorde.
- All applicants, including reentry students and former graduates, are exempt from Wonderlic SLE testing if they can provide official proof of earning an Associate's or higher degree that was taught in the English language. Applicants will still be required to take the ORA and HESI if applicable.
- Official proof of successfully passing the Wonderlic SLE within the last two years at the current required score.

## Clinical Programs

Prospective clinical students will sit for the Wonderlic SLE. Prospective students applying for clinical programs that lead to board exams and/or licensure who meet the initial Wonderlic SLE acceptable minimum score will be required to take the HESI. Candidates for these programs must achieve the minimum composite score to move forward in the admissions process.

Those meeting the Wonderlic SLE minimum score requirement and HESI minimum score requirement will be placed on a waitlist, if applicable. The list will be sorted high to low based on the current waitlist criteria. Students will be selected from the waitlist and notified at least two weeks to the start of the program.

Diagnostic Medical Sonography and Practical Nursing Programs -- Candidates must meet the minimum overall HESI A2 assessment score listed above. In addition, candidates must meet the minimum assessment score on each of the three individual sections of the assessment. The minimum assessment score for each section is 10 points lower than the required HESI A2 overall score listed above.



## Core Programs

Prospective students will be allowed to attempt the Wonderlic SLE three times in a six-month period for a total of three attempts. All students who meet the initial Wonderlic SLE acceptable minimum score will be eligible for enrollment. After two unsuccessful attempts on the Wonderlic SLE, the student may attempt a third time, but this may not be on the same day, in a six-month period. All students who subsequently meet the acceptable minimum score will be eligible for enrollment.

## Bachelor of Science in Healthcare Administration Completion Program

The Healthcare Administration bachelor's completion program is open to any student who has successfully completed an associate degree in a healthcare-related field. Applicants wishing to enroll in the Respiratory Therapy emphasis must possess an associate degree in Respiratory Therapy from a Commission on Accreditation for Respiratory Care (CoARC)-accredited program and a valid Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) certification.

To be considered for program admissions, applicants must:

- Complete an interview with an admissions representative;
- Submit a completed application for admission; and
- Provide, prior to the first day of class, a copy of unofficial transcripts for a completed associate's degree reflecting a minimum grade point average (GPA) of 2.0. Transcripts for other college-level classes may also be submitted for evaluation. Official transcripts must be on file no later than 30 days after the first day of class and are required to include graduation date, final GPA and degree earned.
- Complete an Online Readiness Assessment. (Students will be required to complete an online assessment of their ability and readiness to successfully complete their education in an online environment. This assessment covers skills, competencies, and access to appropriate technology to succeed in a distance education environment.)

## Bachelor of Science in Nursing

Candidates must meet the minimum overall HESI A2 assessment score listed above. In addition, candidates must meet the minimum assessment score on each of the three individual sections of the

assessment. The minimum assessment score for each section is 10 points lower than the required HESI A2 overall score listed above.

## Cardiovascular Sonography

Candidates must meet the minimum overall HESI A2 assessment score listed above. In addition, candidates must meet the minimum assessment score on each of the three individual sections of the assessment. The minimum assessment score for each section is 10 points lower than the required HESI A2 overall score listed above.

## Program-Specific Selective Admissions Criteria

In addition to meeting the General Admissions Requirements, applicants to the following programs must also meet the following selective criteria.

### Bachelor of Science in Nursing

The Bachelor of Science in Nursing program requires a program director interview and a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview along with an essay and reference letters are considered in ranking applicants for the waitlist.

### Cardiovascular Sonography

The Cardiovascular Sonography program requires a program director interview and a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

### Dental Hygiene (Associate of Science)

The Dental Hygiene program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

### Dental Hygiene (Bachelor of Science)

The Dental Hygiene (Bachelor of Science) program is open to any student who possesses an associate degree in Dental Hygiene from a Commission on

Dental Accreditation (CODA) accredited program and a valid Registered Dental Hygienist (RDH) certification.

To be considered for program admissions, applicants must:

- Complete an interview with an admissions representative; and
- Submit a completed application for admission; and
- Complete an Online Readiness Assessment. Students will be required to complete an online assessment of their ability and readiness to successfully complete their education in an online environment. This assessment covers skills, competencies, and access to appropriate technology to succeed in a distance education environment; and
- Provide documentation of an associate degree in Dental Hygiene, conferred by a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education and the Commission on Dental Accreditation; and
- Provide verification of a valid Registered Dental Hygienist (RDH) certification.

### Diagnostic Medical Sonography (Associate of Science)

The Diagnostic Medical Sonography program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details.

### EKG Technician

To be admitted into this course, prospective students must certify that they understand the exam eligibility requirements of the national certification agencies they wish for which they may wish to test. No other entrance requirements or examinations are required.

### Phlebotomy Technician

To be admitted into this course, prospective students must certify that they understand the exam eligibility requirements of the national certification agencies they wish for which they may wish to test. No other entrance requirements or examinations are required.

### Physical Therapist Assistant

The Physical Therapist Assistant program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into

consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

### Practical Nursing

The Practical Nursing program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

### Respiratory Therapy

The Respiratory Therapy program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

### RN-BSN

The RN-BSN program is open to any student who possesses an Associate Degree in Nursing from a state Board of Nursing-approved Nursing program and an active, unencumbered Registered Nurse (RN) license.

To be considered for program admissions, applicants must:

- Complete an interview with an admissions representative; and
- Submit a completed application for admission; and
- Complete an online readiness assessment to demonstrate the ability and readiness to successfully complete this program in an online environment. This assessment covers skills, competencies, and access to appropriate technology to succeed in a distance education environment; and
- Provide documentation of an Associate Degree in Nursing, conferred by a post-secondary institution accredited by an agency as recognized by the U.S. Department of Education; and
- Provide official academic transcripts from the nursing program from which the applicant graduated; and

- Provide verification of an active, unencumbered Registered Nurse (RN) license.

## Sterile Processing Technician

To be admitted into this course, prospective students must certify that they understand the IAHCMM exam eligibility requirements. No other entrance requirements or examinations are required.

## Surgical Technology

The Surgical Technology program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

## Student Orientation

Prior to beginning classes, all new students attend an orientation program. Orientation facilitates a successful transition into Concorde; therefore, attendance for new students is imperative regardless of prior college experience. At orientation, students are acquainted with the campus, administrative staff, faculty and their peers. Administrative departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with him/her.

## Readmission

Effective: 06/19/2020

It is Concorde's policy to encourage previously withdrawn students to return to school to complete their education.

Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Campus President. Returning students will be enrolled into the program curriculum in place at time of reentry. Returning students will be enrolled into the program curriculum in place at time of reentry; exceptions may apply for students who are withdrawn in good standing. Students who are dismissed from the program are not eligible for readmission. Under certain conditions, students may

be required to complete and pass a drug screening, at their expense, prior to readmission as outlined in the Drug Screening section of this catalog.

## Practical Nursing Readmissions Conditions

Effective: 02/25/2021

In addition to the readmission policy above, students who are withdrawn due to academic failure are eligible to apply for readmission and return upon Campus President approval one time only in the Practical Nursing program and will be unable to re-enter into the program in the event of a second withdrawal for academic failure. The readmission process will include a written examination to evaluate point of readmission into the program. Readmission is contingent upon space availability and requires final approval of the Campus President.

## Criminal Background Check

It is Concorde's policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors. Externship/clinical sites, employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in his/her chosen field. Consent to perform a criminal background check must be completed and received as part of the admissions process. Results will be evaluated immediately upon receipt, but no later than the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug-related, fraud-based, or other serious crimes will disqualify a prospective student from remaining actively enrolled: s/he will be unregistered from all courses and the Institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the Institution.

If a potential applicant believes that the results of the background check are incorrect, the Institution will provide the student with the contact information to appeal the Institution's decision. However, the application process will not move forward until the appeal is complete, and the student may need to reapply for a future class if the appeal is accepted.

Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept Concorde students for clinical rotation and/or externships, as well as potential employers, may require an additional criminal and/or personal

background check and may reject a student based on criteria different from those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the Institution.

Concorde cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

## Drug Screening

Effective: 06/19/2020

Externship and clinical facilities may require the school to follow drug-screening requirements including unannounced screening prior to working with patients. Concorde reserves the right to conduct random drug screening at any time throughout the program. Drug Screening results are confidential, and are evaluated on a pass/fail basis. Students failing the screening will immediately be withdrawn from the school. A student may request a retest at his or her own expense if s/he believes the screening resulted in a false positive. The rescreening must consist of an observed urine test within 24 hours at a facility directed by Concorde. If the retest is negative the student may remain in school. If the results of the retest are diluted, adulterated, and/or a substituted reading, it will be considered "flagged" and will be considered a failed test.

A student withdrawn for a failed drug screening has one opportunity to be eligible to apply for readmission into the school and program of study under the following conditions: Prior to readmission, a drug screening must be taken at the direction of the school and paid for by the student. If the drug screening is negative and the student meets all conditions of the Readmission section of this catalog then the student will be approved to re-enter into the school and program. If the drug screening is positive, the student will be prohibited from reentering the

school and program at any time in the future. Any subsequent violation of the drug policy after readmission will result in immediate dismissal.

Students should be advised that Concorde is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

Additionally, clinical sites may require drug testing as a condition of participation. Concorde does not accommodate student requests to be exempt from placement at clinical/extern sites that require drug testing.

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. Concorde will refer violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Missouri law, possession of any controlled substance except five grams or less of marijuana shall be punished by not less than 10 years nor more than 20 years' imprisonment. Possession of five grams or less of marijuana is a misdemeanor punishable by not less than 30 days nor more than six months imprisonment. Delivery of more than five grams of a controlled substance is punishable by 10 years' imprisonment. Trafficking in drugs is punishable by not less than 20 years' imprisonment and may be punished by up to life imprisonment or death. The State of Missouri may revoke the driver's license of anyone convicted of a violation of any state, county or municipal law involving the possession or use of a controlled substance. In the city of Kansas City, Mo., possession of drugs may result in up to a \$500 fine, 180 days in jail, or both, plus civil forfeiture of personal property.

The State of Missouri may impose a wide range of sanctions for alcohol-related offenses. Any person from ages 17 to 20 who represents that he or she is over the age of 21 for purposes of purchasing alcohol is guilty of a misdemeanor. Any person who drives



while under the influence of alcohol may have his or her driver's license suspended or revoked. The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

## Disclosure Concerning Arbitration and Class Action Waiver

Effective: 07/06/2020

As part of your enrollment at the school, you are being required to sign an arbitration agreement and class action waiver, which are defined as follows:

Arbitration, a form of alternative dispute resolution, is a way to resolve disputes outside the courts. The dispute will be decided by one or more persons (the 'arbitrators', 'arbiters' or 'arbitral tribunal'), which renders the 'arbitration award'. An arbitration award is legally binding on both sides and enforceable in the courts. A pre-dispute arbitration agreement requires a person to obtain relief through arbitration instead of seeking relief through litigation in the courts.

A class action waiver prevents an individual from bringing or participating in a class action. A class action, also known as a class action lawsuit, class suit, or representative action, is a type of lawsuit where one of the parties is a group of people who are represented collectively by a member of that group.

In addition, the school cannot require that the borrower participate in arbitration, nor in any internal dispute resolution process, prior to the borrower's filing of a defense to repayment claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); the school cannot in any way require that a student limit, waive, or relinquish their ability to pursue filing a borrower defense claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); and, if any arbitration is ultimately undertaken pursuant to a pre-dispute arbitration agreement, the period of that arbitration tolls the limitations period for filing a

borrower defense to repayment application or claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e)(6)(ii).

## Articulation Partnerships for Concorde – Kansas City

Concorde is proud to partner with a growing list of other institutions of higher education. Articulation partners allow students to continue pursuing their education by transferring credits earned at Concorde. Transfer of credit and program availability varies by each articulation partner.

Credits that transfer to an institution are done so on an individual course basis. Please contact the Academics or Student Affairs team for details.

### Articulation (Partnership) Agreements

- Chamberlain College of Nursing
- Colorado Technical University
- Denver School of Nursing
- Grand Canyon University
- Grantham University
- Independence University
- Minnesota State University-Mankato
- National American University
- Park University
- United States University
- University of Phoenix

## Veterans Administration Students

Students applying for veteran's benefits must report all previous education and training. The school will evaluate any previous postsecondary transcripts to determine appropriate credit. The veteran and Veterans Administration will be notified of any reduction in training time or tuition.

## Statement of Nondiscrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

# Programs of Study

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## Bachelor of Science in Nursing

Bachelor of Science Degree Program

2,400 Contact Hours

120 Semester Credits

120 Instructional Weeks – Full Time

Average Time to Complete – 29 Months

The Bachelor of Science in Nursing program is a prelicensure program that prepares students to successfully complete the NCLEX-RN® exam.

### Program Mission

The mission of the Concorde Bachelor of Science nursing program is to prepare healthcare professionals capable of providing care to individuals across the lifespan. Our graduates will be prepared to deliver superior healthcare to diverse communities using the art of discovery, teaching, and leadership.

### Vision Statement

The vision of the BSN program is to create an environment which fosters professional identity formation and a spirit of inquiry through:

- **Program-** Deliver a creative and stimulating nursing program which equips the nurse to solve healthcare issues facing local and global populations.
- **Scholarship-** Provide an educational experience that supports evidence-based practice and innovative inquiry.
- **Transition into Healthcare-** Shape nursing graduates capable of performing in variable settings while utilizing critical thinking and incorporating healthcare technology in patient care.
- **Professional Advancement** -Prepare highly competent graduate for leadership positions within the interdisciplinary healthcare team.

### Program Outcomes:

1. Utilize critical thinking to synthesize knowledge derived from natural and behavioral sciences, humanities, and the art and science of professional nursing.
2. Apply the nursing process to develop safe, compassionate, and competent nursing care to patients and families from diverse backgrounds across the lifespan in a variety of healthcare settings.
3. Utilizing acquired knowledge, skills, and attitudes into nursing practice incorporating ethical and legal principles to promote collaborative practice within an interdisciplinary healthcare team.
4. Integrate theories of nursing care and evidence-based practice when planning care and making clinical judgements appropriate for diverse populations and communities.
5. Demonstrate accountability as an independent leader using concepts of leadership, inspiring life-long learning, and teamwork in healthcare.

## Health Requirements

Due to the nature of clinical work and possible contact with infectious diseases, before going to clinical, students must have documentation of:

- Current negative TB skin test within one month of program start or chest x-ray if history of testing is positive.
- Verification of immunity or vaccination for measles, mumps, rubella (MMR) and varicella (chicken pox). If born prior to 1957, you do not need verification.
- Tetanus-diphtheria (Td) immunization within the last 10 years.
- Series of Hepatitis B immunizations or positive Hepatitis B titer or signed declination (waiver form).

The immunization requirements are based on the clinical facility requirements and may change without notice.

*Note:*

*The Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of the 16 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. (Copies of this law are available from the Director of Admissions or the Missouri State Board of Nursing.)*

*The Kansas State Board of Nursing may deny licensure to persons who have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust (KSA 65-1120), except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a Licensed Professional Nurse, as a Licensed Practical Nurse, as an Advanced Registered Nurse Practitioner, or Registered Nurse Anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 or chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.*

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1111 *	Anatomy & Physiology I VLab	0	30	0	1
BIOL1121 *	Anatomy & Physiology II VLab	0	30	0	1
BIOL1130 *	Microbiology VLab	0	30	0	1
BIOL1310 *	Anatomy & Physiology I	45	0	0	3
BIOL1320 *	Anatomy & Physiology II	45	0	0	3
BIOL1330 *	Microbiology	45	0	0	3
BIOL2110 *	General Biology VLab	0	30	0	1
BIOL2310 *	General Biology	45	0	0	3
COMM1310 *	Elements of Human Communication	45	0	0	3
ENGL1310 *	English Composition I	45	0	0	3
HPRS1320 *	Foundations for Health Professions	45	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45	0	0	3
MATH3350 *	Statistics for Decision Making	45	0	0	3
NRSG1211	Professional Nursing Concepts	30	0	0	2

NRSG1352	Healthcare Law & Ethics	45	0	0	3
NRSG1351	Introduction to Professional Nursing	45	0	0	3
NRSG1331	Health Assessment	30	30	0	3
NRSG1960	Foundations of Professional Nursing and Applications	60	60	135	9
NRSG2271	Pharmacology	30	0	0	2
NRSG2380	Nursing Research Methodologies and Evidenced Based Practice	45	0	0	3
NRSG2872	Adult Health I and Applications	60	30	135	8
NRSG2882	Adult Health II and Applications	60	30	135	8
NRSG3320	Pathophysiology	45	0	0	3
NRSG3419	Mental Health and Applications	45	0	45	4
NRSG3421	Community Nursing and Public Health and Applications	45	0	45	4
NRSG3493	Maternal Child Nursing and Applications	45	15	45	4.5
NRSG3494	Pediatric Nursing and Applications	45	15	45	4.5
NRSG4415	Professional Identity, Leadership and Management and Applications	45	0	45	4
NRSG4416	Care of the Complex Patient and Applications	45	0	45	4
NRSG4812	Nursing Capstone & Licensure Readiness	120	0	0	8
NUTR1310	Nutrition	45	0	0	3
PSYC1310 *	General Psychology	45	0	0	3
PSYC1320 *	Human Growth & Development	45	0	0	3
SOCI1310 *	Introduction to Sociology	45	0	0	3
<b>Subtotals</b>		<b>1425</b>	<b>300</b>	<b>675</b>	<b>120</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.



# Cardiovascular Sonography (AAS)

Associate of Applied Science Degree Program

2,175 Contact Hours

89.5 Semester Credits

80 Instructional Weeks – Full Time

Average Time to Complete – 20 Months

## Program Overview

Cardiovascular sonographers use special imaging equipment that directs sound waves into a patient's body (in a procedure commonly known as an ultrasound, sonogram, or echocardiogram) to assess and diagnose various medical conditions.

The Cardiovascular Sonography curriculum integrates didactic and clinical instruction with increasing expectations at each level. Clinical sites utilized by the program are geographically dispersed. Students may have to travel outside of the local area for clinical placements.

## Program Objectives

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) it offers:

- Adult cardiac sonography

Graduates of this program will develop skills to:

1. Be clinically competent to perform appropriate procedures and record anatomic, pathologic, and/or physiologic data;
2. Apply critical thinking and problem solving skills to exercise discretion and judgment in performance of diagnostic sonography;
3. Demonstrate appropriate communication skills; and
4. Demonstrate professionalism and growth in the profession.

## Program Delivery

The Cardiovascular Sonography program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 2,175 program hours, a maximum of 785 course hours (36.1%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability specific time, regardless of their eligibility status upon enrollment.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
BIOL1131 *	Anatomy & Physiology VLab	0	30 ( 0 / 30 )	0	1
BIOL1405 *	Anatomy & Physiology	60 ( 0 / 60 )	0	0	4
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
CVSG1240	Echocardiography Scanning Lab I	0	80 ( 65 / 15 )	0	2.5

CVSG1340	Cardiovascular Pathology	45 ( 10 / 35 )	0	0	3
CVSG1640	Echocardiography I	90 ( 20 / 70 )	0	0	6
CVSG2250	Echocardiography Scanning Lab II	0	80 ( 65 / 15 )	0	2.5
CVSG2251	Cardiovascular Pharmacology	30 ( 0 / 30 )	0	0	2
CVSG2280	Cardiovascular Registry Review	30 ( 20 / 10 )	0	0	2
CVSG2360	Vascular Sonography I	30 ( 5 / 25 )	30 ( 30 / 0 )	0	3
CVSG2370	Vascular Sonography II	30 ( 5 / 25 )	30 ( 30 / 0 )	0	3
CVSG2760	Cardiovascular Clinical Education I	0	0	320 ( 320 / 0 )	7
CVSG2770	Cardiovascular Clinical Education II	0	0	320 ( 320 / 0 )	7
CVSG2780	Cardiovascular Clinical Education III	0	0	320 ( 320 / 0 )	7
CVSG2850	Echocardiography II	120 ( 20 / 100 )	0	0	8
DMSG1210	Scanning Lab I	0	80 ( 65 / 15 )	0	2.5
DMSG1810	Physics & Instrumentation	120 ( 20 / 100 )	0	0	8
ECGY1330	Electrophysiology	30 ( 5 / 25 )	30 ( 30 / 0 )	0	3
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
HPRS1320 *	Foundations for Health Professions	45 ( 0 / 45 )	0	0	3
MATH1320 *	College Algebra	45 ( 0 / 45 )	0	0	3
PHYS1310 *	General Physics	45 ( 0 / 45 )	0	0	3
PSYC1310 *	General Psychology	45 ( 0 / 45 )	0	0	3
<b>Subtotals</b>		<b>855 (105/750)</b>	<b>360 (285/75)</b>	<b>960 (960/0)</b>	<b>89.5</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

# Dental Assistant (Diploma)

Diploma Program

800 Contact Hours

26.0 Semester Credits

32 Instructional Weeks – Full Time

Average Time to Complete – 8 Months

## Program Overview

Whether in a dentist's office or a dental clinic, the Dental Assistant performs many services on the dentist's behalf, including admissions work, preparing the patient for examination or treatment, performing laboratory work, and maintaining patient records.

## Program Purpose

The purpose is to provide students with sufficient theoretical knowledge and practical skills to perform efficiently in a professional capacity in an entry-level position. This program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement, and removal of rubber dam.

## Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a national registry exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment. Also, the Dental Assistant program is not accredited by the Commission on Dental Accreditation (CODA).

## Skills Proficiency

Students must be able to perform certain skills to work as a Dental Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment or practical work. Hands-on instruction with the actual tools of the trade facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

## CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student

must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credit Hours</b>
CPSO1011 *	Career Path Success A	15			0.5
CPSO1012 *	Career Path Success B	15			0.5
CPSO1013 *	Career Path Success C	15			0.5
CPSO1014 *	Career Path Success D	15			0.5
CPSO1015 *	Career Path Success E	15			0.5
CPSO1016 *	Career Path Success F	15			0.5
DNTA1331 **	Introduction to Dental Assisting and Dental Terminology	40	40		3
DNTA1333 **	Dental Specialties	40	40		3
DNTA1335 **	Materials and Procedures	40	40		3
DNTA1337 **	Patient Care Management	40	40		3
DNTA1339 **	Diagnostics and Orthodontics	40	40		3
DNTA1341 **	Dental Radiology	40	40		3
DNTA1201 **	Externship I			115	2.5
DNTA1202 **	Externship II			115	2.5
	<b>Subtotals</b>	<b>330</b>	<b>240</b>	<b>230</b>	<b>26</b>

\* These courses are offered online.

\*\*A portion of these courses are offered online.



# Dental Hygiene (AAS)

Associate of Applied Science Degree Program

1,810 Contact Hours

88.50 Semester Credits

70 Instructional Weeks – Full Time

Average Time to Complete – 17 Months

## Program Overview

Dental Hygienists are licensed, professional oral clinicians and dental health educators who prevent and treat oral disease, promote and encourage preventive aspects of dental care, and assume responsibility for patient care in the dental office. They provide a variety of services to patients, including comprehensive examination of the oral cavity, radiographs, prophylaxis, fluoride treatments, patient education, and preventive services. They are required to pass written and clinical examinations before they apply for licensure to practice. Dental Hygienists are integral members of the dental team who use their dental, clinical, and social sciences to aid individuals in achieving optimum oral health. Besides working in a private dental practice, Dental Hygienists also work as educators, administrators, and researchers.

## Program Mission

The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to qualify for licensure as a Registered Dental Hygienist and entry-level employment as a Dental Hygienist. The program strives to instill the importance of personal growth, professional commitment, community involvement, and continued research. Graduates will be eligible to sit for the National Board Dental Hygiene Examination. Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Applicants to the Dental Hygiene program at Concorde must follow the admissions process and successfully meet all admissions criteria. CPR is required prior to Term 3.

## Program Delivery

The Dental Hygiene program is delivered in a blended format. Some courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1810 program hours, a maximum of 779 course hours (43.0%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
SOCI1310 *	Introduction to Sociology	45 ( 0 / 45 )	0	0	3
BIOL1330 *	Microbiology	45 ( 0 / 45 )	0	0	3
BIOL1405 *	Anatomy & Physiology	60 ( 0 / 60 )	0	0	4
CHEM1310 *	Chemistry	45 ( 0 / 45 )	0	0	3
MATH Elective *	MATH1310 Contemporary	45 ( 0 / 45 )	0	0	3

Mathematics  
or MATH1320 College  
Algebra

PSYC1310 *	General Psychology	45 ( 0 / 45 )	0	0	3
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
DH101	Dental Hygiene I	30 ( 25 / 5 )	90 ( 80 / 10 )	0	5
DH102	Dental Hygiene II	30 ( 15 / 15 )	60 ( 45 / 15 )	80 ( 80 / 0 )	5.5
DH103	Dental Radiography	30 ( 30 / 0 )	30 ( 20 / 10 )	0	3
DH104	Dental Materials	15 ( 10 / 5 )	30 ( 30 / 0 )	0	2
DH105	Dental Anatomy/Tooth Morphology	60 ( 30 / 30 )	0	0	4
DH110	Oral Embryology & Histology	45 ( 20 / 25 )	0	0	3
DH111	Dental Office Emergencies	15 ( 10 / 5 )	0	0	1
DH201	Dental Hygiene III	30 ( 15 / 15 )	0	135 ( 120 / 15 )	5
DH202	Dental Hygiene IV	30 ( 15 / 15 )	0	185 ( 165 / 20 )	6
DH203	Periodontology	45 ( 30 / 15 )	0	0	3
DH206	Dental Pharmacology	45 ( 30 / 15 )	0	0	3
DH207	Dental Hygiene Seminar	30 ( 15 / 15 )	0	0	2
DH209	Nutrition	45 ( 20 / 25 )	0	0	3
DH224	Dental Public Health	45 ( 30 / 15 )	0	0	3
DH226	Dental Law/Ethics	30 ( 6 / 24 )	0	0	2
DH227	Board Review	45 ( 15 / 30 )	0	0	3
DH228	Oral Pathology	45 ( 25 / 20 )	0	0	3
DH300	Dental Office Management	30 ( 10 / 20 )	0	0	2
DH301	Dental Hygiene V	30 ( 10 / 20 )	0	150 ( 130 / 20 )	5
<b>Subtotals</b>		<b>1050 (361/689)</b>	<b>210 (175/35)</b>	<b>550 (495/55)</b>	<b>88.5</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

# Dental Hygiene (BS)

Bachelor of Science Degree

900 Contact Hours

120 Semester Credits

Average Time to Complete – 24 Months

## Program Overview

The Bachelor of Science degree in Dental Hygiene is a degree completion program delivered completely through distance education. Applicants wishing to enroll in the must possess an associate degree in Dental Hygiene from a Commission on Dental Accreditation (CODA)-accredited program and a valid dental hygiene license. Enrolled students will receive block transfer credit of 60 semester credit hours and complete an additional 60 semester credit hours in the program.

Dental Hygienists are integral members of the dental team who use their enhanced dental, clinical, and social skills to aid individuals in achieving optimum oral health. Through achieving a Bachelor of Science degree students will have a better understanding of specialized populations, understand different theories for educating patients and students and the role of public health and disease etiology. Earning a bachelor's degree will allow the current Registered Dental Hygienist to stay abreast of their field and may provide for other opportunities such as management, research, teaching and others.

## Program Mission

The mission is to provide a supportive learning environment in which the student acquires advanced theoretical knowledge and professional attributes necessary to pursue different career avenues within the Dental Hygiene field or the educational side of Dental Hygiene. This degree strives to instill the importance of continued personal growth, leadership skills, continued professional commitment, on-going community involvement, and continued research that can benefit the student in his or her professional career.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
DHYG3320	Current Trends and Issues in Dental Hygiene	45	0	0	3
DHYG4310	Dental Health and Public Advocacy	45	0	0	3
DHYG4320	Epidemiology and Oral Health	45	0	0	3
DHYG4410	Evidence Based Dentistry	60	0	0	4
DHYG4460	Dental Health Capstone	60	0	0	4
ENGL3310 *	Professional Communication	45	0	0	3
ENGL3320 *	Technical Writing	45	0	0	3
ETHC3310 *	Ethics and Social Responsibility	45	0	0	3
HCAL3340	Specialized Populations	45	0	0	3
HCAL4320	Legal Aspects of Healthcare	45	0	0	3
HCAL3350	Healthcare Behavior Theories	45	0	0	3

HCAL4410	Healthcare Informatics and Reimbursement	60	0	0	4
LEAD4310	Leadership	45	0	0	3
PUBH3310	Public Health	45	0	0	3
SOCI3310 *	Cultural Diversity	45	0	0	3
SOCI3350 *	Organizational Behavior	45	0	0	3
STAT3310 *	Statistics	45	0	0	3

### Electives (select two of the following courses)

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
DHYG3330	Pediatrics, Adolescents, and Oral Health	45	0	0	3
DHYG3340	Substance Abuse and Oral Health	45	0	0	3
EDUC3310	Teaching and Theories of Learning	45	0	0	3
PUBH3320	Grant Writing	45	0	0	3
<b>Subtotals</b>		<b>900</b>	<b>0</b>	<b>0</b>	<b>60</b>

\* Denotes a General Education course. Students may be required to take additional General Education courses based upon transfer credits. See the "Bachelor of Science Degree Completion Program" section under Academic Standards for information about General Education requirements.

# Diagnostic Medical Sonography (AAS)

Associate of Applied Science Degree Program

2,070 Contact Hours

84.5 Semester Credits

80 Instructional Weeks – Full Time

Average Time to Complete – 20 Months

## Program Overview

Diagnostic medical sonographers use special imaging equipment that directs sound waves into a patient's body (in a procedure commonly known as an ultrasound, sonogram, or echocardiogram) to assess and diagnose various medical conditions.

The Diagnostic Medical Sonography curriculum integrates didactic and clinical instruction with increasing expectations at each level. Clinical sites utilized by the program are geographically dispersed. Students may have to travel outside of the local area for clinical placements.

## Program Objectives

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) it offers:

- Abdominal sonography - Extended
- Obstetrics and gynecology sonography

Graduates of this program will develop skills to:

1. Be clinically competent to perform appropriate procedures and record anatomic, pathologic, and/or physiologic data;
2. Apply critical thinking and problem solving skills to exercise discretion and judgment in performance of diagnostic sonography;
3. Demonstrate appropriate communication skills; and
4. Demonstrate professionalism and growth in the profession.

The program will continually monitor program effectiveness through assessment and evaluation to ensure that the needs of the community are met.

## Program Delivery

The Diagnostic Medical Sonography program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 2,070 program hours, a maximum of 755 course hours (36.5%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability specific time, regardless of their eligibility status upon enrollment.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours (Ground/Online)</b>	<b>Lab Hours (Ground/Online)</b>	<b>Clinical Hours (Ground/Online)</b>	<b>Semester Credit Hours</b>
BIOL1111 *	Anatomy & Physiology I VLab	0	30 ( 0 / 30 )	0	1
BIOL1121 *	Anatomy & Physiology II VLab	0	30 ( 0 / 30 )	0	1
BIOL1310 *	Anatomy & Physiology I	45 ( 0 / 45 )	0	0	3

BIOL1320 *	Anatomy & Physiology II	45 ( 0 / 45 )	0	0	3
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
DMSG1210	Scanning Lab I	0	80 ( 65 / 15 )	0	2.5
DMSG1220	Scanning Lab II	0	80 ( 70 / 10 )	0	2.5
DMSG1321	Sonographic Cross-Sectional Anatomy	45 ( 20 / 25 )	0	0	3
DMSG1810	Physics & Instrumentation	120 ( 20 / 100 )	0	0	8
DMSG1820	Abdominal Sonography	120 ( 20 / 100 )	0	0	8
DMSG2210	Scanning Lab III	0	80 ( 70 / 10 )	0	2.5
DMSG2220	Registry Review	30 ( 30 / 0 )	0	0	2
DMSG2230	General Vascular Sonography I	30 ( 30 / 0 )	0	0	2
DMSG2240	General Vascular Sonography II	30 ( 10 / 20 )	0	0	2
DMSG2710	Clinical Education I	0	0	320 ( 320 / 0 )	7
DMSG2720	Clinical Education II	0	0	320 ( 320 / 0 )	7
DMSG2730	Clinical Education III	0	0	320 ( 320 / 0 )	7
DMSG2810	OB/GYN Sonography	120 ( 20 / 100 )	0	0	8
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
HPRS1320 *	Foundations for Health Professions	45 ( 0 / 45 )	0	0	3
MATH1320 *	College Algebra	45 ( 0 / 45 )	0	0	3
PHYS1310 *	General Physics	45 ( 0 / 45 )	0	0	3
<b>Subtotals</b>		<b>810 (150/660)</b>	<b>300 (205/95)</b>	<b>960 (960/0)</b>	<b>84.5</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.



# EKG Technician (Diploma)

Diploma Program

128 Contact Hours

5.50 Semester Credits

8 Instructional Weeks – Full Time

Average Time to Complete – 2 Months

## Program Overview

EKG technicians use electrodes and other specialized electronic equipment to obtain heart readings known as electrocardiographs (EKGs). They are able to trace and record electrical impulses transmitted by the patient's heart. The recorded data is then reviewed by a physician to evaluate the condition of the patient's heart. The doctor's diagnosis of heart disease is based upon the interpretation of EKG tracings. EKG's are also performed before and after operations, during physicals, for patients with a history of heart disease, when patients are experiencing chest pains and other instances when a physician deems it necessary.

An EKG Technician adheres electrodes to the patient's chest, arms and legs. An EKG machine is used to trace and record electrical impulses transmitted by the patient's heart. After data is collected, the EKG Technician prints an EKG for evaluation by the physician. An EKG Technician with advanced training may also perform Holter monitoring or stress testing.

Graduates of this program may sit for the EKG Technician Certification (ETC) exam given through the American Medical Certification Association (AMCA) at no cost.

This program is not eligible for any Federal Financial Aid or VA programs.

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Credit Hours
HPRS1313 *	Healthcare Concepts	64			3
ECGY1210 **	Electrocardiography	32	32		2.5
	<b>Subtotals</b>	<b>96</b>	<b>32</b>		<b>5.5</b>

\*These courses are offered online.

\*\*A portion of these courses are offered online.

# Healthcare Administration (BS)

Bachelor of Science Degree Program

900 Contact Hours

120 Semester Credits

Average Time to Complete – 24 Months

## Program Overview

The Bachelor of Science degree in Healthcare Administration is a degree completion program for graduates of associate degree programs in healthcare-related fields. Applicants wishing to enroll in the Respiratory Therapy emphasis program must possess an associate degree in Respiratory Therapy from a Commission on Accreditation for Respiratory Care (CoARC)-accredited program and a valid Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) certification. Enrolled students will receive block transfer credit of 60 semester credit hours and complete an additional 60 semester credit hours in the program.

The curriculum is designed to help students gain a strong foundation in the core disciplines of healthcare administration. The program prepares graduates to take an expanded professional leadership role, enhances interdisciplinary understanding and collaboration, and provides a base for continuing education at the graduate level. Students gain foundational knowledge and skills as well as learn overall concepts, values, research methods, and applications. This program is delivered completely through distance education.

## Program Objectives

The goal of the program is to enhance students' leadership abilities in the healthcare field and to prepare them to pursue entry-level supervisory roles in healthcare organizations. Upon completion, graduates will be prepared to:

- Demonstrate an understanding of principles and practice in health care regarding administration, management, law, economics, and policy.
- Demonstrate competency in research methods, critical thinking, and problem solving in healthcare settings.
- Apply principles of management needed to build and work in cross-functional teams and facilitate collaborative decision-making.
- Demonstrate an understanding of the forces impacting health delivery systems and the effective and efficient management of health care.
- Analyze the professional, ethical, and legal standards of healthcare administrative practice.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL4310 *	Principles of Epidemiology	45	0	0	3
ENGL3320 *	Technical Writing	45	0	0	3
HCAL3310	Healthcare Ethics	45	0	0	3
HCAL3320	Healthcare Organization and Supervision	45	0	0	3
HCAL3331	Accounting for Healthcare Organizations	45	0	0	3
HCAL3340	Specialized Populations	45	0	0	3
HCAL3350	Healthcare Behavior Theories	45	0	0	3

HCAL3360	Marketing for Healthcare Organizations	45	0	0	3
HCAL4310	Healthcare Informatics	45	0	0	3
HCAL4320	Legal Aspects of Healthcare	45	0	0	3
HCAL4330	Healthcare Economics	45	0	0	3
HCAL4340	Healthcare Management	45	0	0	3
HCAL4350	Healthcare Quality Management	45	0	0	3
HCMT3350 **	Healthcare Fiscal Management	45	0	0	3
HCMT4310 **	Healthcare Policy and Regulation	45	0	0	3
HCMT4360 **	Healthcare Research and Capstone Project	45	0	0	3
HIMA3310 **	Healthcare Reimbursement Methodologies	45	0	0	3
PUBH3310 **	Public Health	45	0	0	3
SOCI3310 *	Cultural Diversity	45	0	0	3
STAT3310 *	Statistics	45	0	0	3

### Respiratory Therapy Emphasis Courses\*

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL3320	Pathophysiology	45	0	0	3
BIOL4320	Disease Management	45	0	0	3
RESP4310	Polysomnography	45	0	0	3
RESP4320	Current Topics in Respiratory Care	45	0	0	3
RESP4351	Respiratory Capstone Research Project	45	0	0	3
<b>Subtotals</b>		<b>900</b>	<b>0</b>	<b>0</b>	<b>60</b>

\* Denotes a General Education course. Students may be required to take additional General Education courses based upon transfer credits. Please see the "Bachelor of Science Degree Completion Program" section on page 47 for information about General Education requirements.

\*\* For students enrolling in the Respiratory Therapy emphasis area, these courses are replaced with the Respiratory Therapy Emphasis courses as outlined in the above chart.

# Medical Assistant (Diploma)

Diploma Program

800 Contact Hours

26.00 Semester Credits

32 Instructional Weeks – Full Time

Average Time to Complete – 8 Months

## Program Overview

Whether in a physician's office, a clinic, or a hospital, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, performing laboratory work, and administering EKGs. The Medical Assistant is responsible for the patient's medical records and insurance forms and for scheduling appointments and maintaining the physician's medical records.

## Program Purpose

The program provides students with the knowledge and skills required in the areas of anatomy and physiology, pathology of the body systems, medical terminology, medical front and back office procedures, EKG, and Clinical Laboratory Improvement Amendments (CLIA) exempt laboratory procedures to function successfully as an entry-level Medical Assistant in a clinic or physician's office.

## Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a certification exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Skills Proficiency

Students must be able to perform certain skills to work as a Medical Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment and all practical work. Hands-on instruction with the actual tools of the trade facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

## CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student

must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credit Hours</b>
CPSO1011 *	Career Path Success A	15			0.5
CPSO1012 *	Career Path Success B	15			0.5
CPSO1013 *	Career Path Success C	15			0.5
CPSO1014 *	Career Path Success D	15			0.5
CPSO1015 *	Career Path Success E	15			0.5
CPSO1016 *	Career Path Success F	15			0.5
MDCA1312 **	Medical Assisting A	40	40		3
MDCA1322 **	Medical Assisting B	40	40		3
MDCA1332 **	Medical Assisting C	40	40		3
MDCA1342 **	Medical Assisting D	40	40		3
MDCA1352 **	Medical Assisting E	40	40		3
MDCA1362 **	Medical Assisting F	40	40		3
MDCA1201 **	Externship I			115	2.5
MDCA1202 **	Externship II			115	2.5
	<b>Subtotals</b>	<b>330</b>	<b>240</b>	<b>230</b>	<b>26</b>

\*These courses are offered online.

\*\*A portion of these courses are offered online.

# Medical Office Administration (Diploma)

800 Contact Hours

26.00 Semester Credits

32 Instructional Weeks – Full Time

Average Time to Complete – 8 Months

## Program Overview

The Medical Office Administration (MOA) program is a generalist program that equips graduates with the skills necessary to function in a wide range of medical office business and financial settings. Specific skills include accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, insurance coding, typing and word processing, medical terminology, anatomy, oral and written communications, and public relations.

## Program Objectives

The objective of this program is to prepare students with sufficient theoretical knowledge to secure entry-level employment in front office positions at physicians' offices, dental offices, hospitals, insurance companies, and ancillary medical and dental organizations.

## Skills Proficiency

Students must perform certain skills to work in a medical office position and be proficient in program work. Keyboarding/10-key lessons are designed to enable the student to perform at an acceptable rate. Hands-on instruction with tools of the trade facilitates the transfer from theory to practice. All students must participate.

## Program Delivery

The Medical Office Administration program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 640 course hours (80.0%) may be offered online.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours (Ground/Online)</b>	<b>Lab Hours (Ground/Online)</b>	<b>Clinical Hours (Ground/Online)</b>	<b>Semester Credit Hours</b>
CPSO1011 *	Career Path Success A	15 ( 0 / 15 )			0.5
CPSO1012 *	Career Path Success B	15 ( 0 / 15 )			0.5
CPSO1013 *	Career Path Success C	15 ( 0 / 15 )			0.5
CPSO1014 *	Career Path Success D	15 ( 0 / 15 )			0.5
CPSO1015 *	Career Path Success E	15 ( 0 / 15 )			0.5
CPSO1016 *	Career Path Success F	15 ( 0 / 15 )			0.5
POFM1312 *	Medical Office Procedures	40 ( 0 / 40 )	40 ( 0 / 40 )		3
POFM1322 *	Computer Applications	40 ( 0 / 40 )	40 ( 0 / 40 )		3
POFM1332 *	Medical Insurance Coding I	40 ( 0 / 40 )	40 ( 0 / 40 )		3
POFM1342 *	Medical Insurance Coding II	40 ( 0 / 40 )	40 ( 0 / 40 )		3
POFM1352 *	Medical Insurance Claims Processing	40 ( 0 / 40 )	40 ( 0 / 40 )		3
POFM1362 *	Medical Office Applications	40 ( 0 / 40 )	40 ( 0 / 40 )		3



POFM1201 **	Externship I			115 ( 80 / 35 )	2.5
POFM1202 **	Externship II			115 ( 80 / 35 )	2.5
	<b>Subtotals</b>	<b>330 (0/330)</b>	<b>240 (0/240)</b>	<b>230 (160/70)</b>	<b>26</b>

# Phlebotomy Technician (Diploma)

Diploma Program

128 Contact Hours

5.50 Semester Credits

8 Instructional Weeks – Full Time

Average Time to Complete – 2 Months

## Program Overview

The Phlebotomy Technician program is designed to prepare students for entry level employment in a variety of settings, including hospitals, laboratories, blood centers, or other health care facilities. The primary function of the Phlebotomy Tech is to collect blood samples from patients via venipuncture or capillary puncture. The Phlebotomy Tech facilitates the collection and transportation of laboratory specimens and is often the patient's only contact with the medical lab. A Phlebotomy Technician also draws blood for transfusions, donations and research.

Duties performed by a Phlebotomy Tech differ according to the medical setting, but typical duties may include:

- Draw blood from patients or donors
- Assemble equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol)
- Verify or record identity of patient or donor
- Converse with patients to alleviate fear of procedure
- Apply tourniquet to arm, locate vein, swab area with disinfectant, and insert needle into vein to draw blood into collection tube
- Label and store blood container for processing
- Conduct interviews, take vital signs and test blood samples to screen donors at a blood bank
- Analyze information and make appropriate recommendations

Graduates of this program may sit for the Phlebotomy Technician Certification (PTC) exam given through the American Medical Certification Association (AMCA) at no cost.

This program is not eligible for any Federal Financial Aid or VA programs.

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Credit Hours
HPRS1313 *	Healthcare Concepts	64			3
PHLB1310 **	Phlebotomy Procedures	24	40	0	2.5
	<b>Subtotals</b>	<b>88</b>	<b>40</b>	<b>0</b>	<b>5.5</b>

\*These courses are offered online.

\*\*A portion of these courses are offered online.

# Physical Therapist (AAS)

Associate of Applied Science Degree Program

1,845 Contact Hours

78.00 Semester Credits

80 Instructional Weeks – Full Time

Average Time to Complete – 20 Months

## Program Overview

Physical Therapist Assistants (PTA) provide physical therapy services under the direction and supervision of a licensed Physical Therapist. The PTA implements the Physical Therapist's plan of care, assessing patient status and modifying selected interventions to progress and protect the safety and comfort of the patient. The PTA helps people of all ages who have impairments that limit movement, function, work and recreational activities. The PTA works in a variety of settings, including hospitals, inpatient rehabilitation facilities, private practices, outpatient clinics, home health, skilled nursing facilities, schools, sports facilities, and more. The PTA provides a variety of physical therapy techniques as they carry out the Physical Therapist's plan of care for the patient, including therapeutic exercise, functional training, soft tissue mobilization, and physical modalities, such as electrotherapy and ultrasound. The PTA may also assist the Physical Therapist in injury prevention, fitness, and wellness-oriented programs for a healthier and a more active lifestyle. To work as a PTA, an individual must graduate from a PTA program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), must apply and be accepted as a licensed/certified PTA applicant, and must pass the National Physical Therapist Assistant Examination (NPTAE) and, if required by the state, the state jurisprudence examination. Other requirements vary from state to state, according to physical therapy practice acts or state regulations governing physical therapy.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Program Objectives

The objective of the program is to graduate PTAs who are knowledgeable, competent, and service-oriented care providers. The PTA curriculum will reflect current practice and include real-world clinical experiences, preparing the graduate to perform selected interventions and data collection, as well as assess the patient's/client's safety and response to interventions. These skills will be performed by the assistant under the direction and supervision of the Physical Therapist in an ethical, legal, safe, and effective manner. In all work activities, program graduates will recognize, respect, and act with consideration for individual differences, values, preferences, and expressed needs. Additionally, PTA graduates will effectively communicate with other members of the healthcare delivery team, interact with members of the patient's/client's family and caregivers, and work cooperatively with other healthcare providers. In collaboration with the Physical Therapist, PTA graduates will participate in the education of other healthcare providers, patients/clients and their families or primary caregivers, as well as the community.

## Program Mission

In keeping with the mission of Concorde, the PTA program will provide a student-centered learning environment that will prepare knowledgeable, competent and caring individuals for a rewarding career as a PTA. Through diverse training in the classroom and laboratory as well as real-world experiences, PTA students will acquire the theoretical knowledge, technical skills, critical reasoning, and professional behaviors necessary to become contributing and collaborative members of the healthcare profession. The program is dedicated to graduating entry-level PTAs who will utilize evidence-based, current practice to best meet the diverse needs of employers

and citizens, while providing quality patient care under the direction and supervision of a Physical Therapist. Ultimately, the program strives to instill professional commitment, community involvement, and lifelong learning that will continually enhance the career of the PTA.

## Skill Competency

The Physical Therapist Assistant program has a unique testing policy that ensures student competency of skills necessary to progress in the program. See the Physical Therapist Assistant Student Handbook for the Minimum Competence & Program Continuation policies.

## Program Delivery

The Physical Therapist Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1,845 program hours, a maximum of 470 course hours (25.5%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
BIOL1310 *	Anatomy & Physiology I	45 ( 0 / 45 )	0	0	3
BIOL1320 *	Anatomy & Physiology II	45 ( 0 / 45 )	0	0	3
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
PSYC1310 *	General Psychology	45 ( 0 / 45 )	0	0	3
PSYC1320 *	Human Growth & Development	45 ( 0 / 45 )	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45 ( 0 / 45 )	0	0	3
PTAP1201	Functional & Applied Anatomy Lab	0	60 ( 60 / 0 )	0	2
PTAP1210	Patient Care Skills	30 ( 21 / 9 )	0	0	2
PTAP1211	Patient Care Skills Lab	0	60 ( 60 / 0 )	0	2
PTAP1221	Musculoskeletal Rehabilitation Lab	0	60 ( 60 / 0 )	0	2
PTAP1240	Modalities	30 ( 21 / 9 )	0	0	2
PTAP1241	Modalities Lab	0	45 ( 45 / 0 )	0	1.5
PTAP1300	Introduction to Physical Therapy	45 ( 30 / 15 )	0	0	3
PTAP1320	Musculoskeletal Rehabilitation	45 ( 30 / 15 )	0	0	3
PTAP1350	Pathology for the Physical Therapist Assistant	45 ( 30 / 15 )	0	0	3
PTAP1400	Functional & Applied Anatomy	60 ( 42 / 18 )	0	0	4
PTAP2121	Cardiopulmonary Rehabilitation Lab	0	30 ( 30 / 0 )	0	1

PTAP2131	Rehabilitation for Specialized Disorders Lab	0	30 ( 30 / 0 )	0	1
PTAP2201	Neuromuscular Rehabilitation Lab	0	75 ( 75 / 0 )	0	2.5
PTAP2210	Rehabilitation Through the Lifespan	30 ( 18 / 12 )	0	0	2
PTAP2220	Cardiopulmonary Rehabilitation	30 ( 18 / 12 )	0	0	2
PTAP2230	Rehabilitation for Specialized Disorders	30 ( 18 / 12 )	0	0	2
PTAP2340	Special Topics for the Physical Therapist Assistant	45 ( 27 / 18 )	0	0	3
PTAP2400	Neuromuscular Rehabilitation	60 ( 40 / 20 )	0	0	4
PTAP2525	Clinical Experience I	0	0	240 ( 240 / 0 )	5
PTAP2535	Clinical Experience II	0	0	240 ( 240 / 0 )	5
PTAP2545	Clinical Experience III	0	0	240 ( 240 / 0 )	5
<b>Subtotals</b>		<b>765 (295/470)</b>	<b>360 (360/0)</b>	<b>720 (720/0)</b>	<b>78</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

# Practical Nursing (Diploma)

Diploma Program

1,611 Contact Hours

59.50 Semester Credits

50 Instructional Weeks – Full Time

Average Time to Complete – Full Time – 12 Months

80 Instructional Weeks – Part Time

Average Time to Complete – Part Time – 20 Months

## Program Overview

As a vital member of the healthcare team, the Practical Nurse combines nursing skill with human understanding to care for both chronically and acutely ill patients in a variety of settings.

## Program Objectives

The objective is to prepare students with sufficient theoretical knowledge and specialized practical skills to qualify for an entry-level position as a member of the nursing staff in an acute-care hospital, extended-care facility, physician's office, or other healthcare agency. Upon completion, graduates will be able to apply to sit for the National Council Licensure Examination–Practical Nurse (NCLEX-PN). Students in the Practical Nursing program should be aware that graduation does not guarantee eligibility to take the NCLEX-PN exam. The Missouri State Board of Nursing may refuse to issue a license to any person who has been found guilty of violating federal or state laws and for any of the 16 causes listed in Section 335.066 of the Missouri Revised Statutes 1986. (Copies of this law are available from the Director of Admissions or the Missouri State Board of Nursing.)

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take this exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Skills Proficiency

Certain procedures and skills are required to work as a Practical Nurse. These skills are first practiced in the nursing laboratory and then in the clinical setting under the direct supervision of a licensed nursing instructor. All students must demonstrate these skills with safety and proficiency in order to proceed in the program.

## Health Requirements

Due to the nature of clinical work and possible contact with infectious diseases, before going to clinical, students must have documentation of:

- Current negative TB skin test within one month of program start or chest x-ray if history of testing is positive.
- Verification of immunity or vaccination for measles, mumps, rubella (MMR) and varicella (chicken pox). If born prior to 1957, you do not need verification.
- Tetanus-diphtheria (Td) immunization within the last 10 years.
- Series of Hepatitis B immunizations or positive Hepatitis B titer or signed declination (waiver form).

The immunization requirements are based on the clinical facility requirements and may change without notice.



*Note: The Kansas State Board of Nursing may deny licensure to persons who have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust (KSA 65-1120), except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a Licensed Professional Nurse, as a Licensed Practical Nurse, as an Advanced Registered Nurse Practitioner, or Registered Nurse Anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 or chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.*

## Graduate Competencies

- Provide safe, caring, and compassionate nursing care to diverse patients across the lifespan in various healthcare settings using evidenced based practice to improve outcomes.
- Function as a competent, entry-level healthcare provider applying leadership and management skills and embracing ethical and legal principles in the provision of culturally appropriate nursing care.
- Collaborate with members of the inter-professional healthcare team to provide optimal care for diverse patients and their families.
- Communicate effectively through verbal, nonverbal and technological methods with patients, families and members of the inter-professional healthcare team.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PVN101J	Personal & Vocational Concepts	45	0	0	2
PVN102J	Foundations of Nursing	45	0	0	2
PVN103J	Foundations of Nursing Skills Laboratory	0	120	0	4
PVN104J	College Mathematics	45	0	0	2
PVN105J	Fundamentals of Anatomy & Physiology	45	0	0	2
PVN106J	Pharmacology	45	0	0	2
PVN122J	Nutrition	45	0	0	2
PVN133J	Human Growth & Development	45	0	0	2
PVN135J	Musculoskeletal Nursing Care	24	0	40	2
PVN140J	Gastrointestinal Nursing Care	30	0	32	2
PVN142J	Endocrine Nursing Care	30	0	32	2
PVN154J	NCLEX Review	16	0	0	0.5
PVN155J	Professional Development	15	15	0	1
PVN156J	Intravenous Therapy	40	0	8	2
PVN221J	Introduction to Medical-Surgical Nursing	45	45	48	5
PVN223J	Mental Health Nursing Care	15		24	1.5
PVN224J	Integumentary Nursing Care	24		32	2
PVN231J	Cardiovascular Nursing Care	30		48	3
PVN232J	Respiratory Nursing Care	30		48	3

PVN234J	Genito-Urinary Nursing Care	24		32	2
PVN241J	Neuro-Sensory Nursing Care	30		48	3
PVN243J	Immune System & Oncology Nursing Care	30		24	2
PVN244J	Community Health Nursing Care	15		32	1.5
PVN250J	Maternal & Child Health Nursing Care	30	30	96	5
PVN251J	Leadership	15		24	1.5
PVN253J	Reproductive Nursing Care	30		45	2.5
<b>Subtotals</b>		<b>788</b>	<b>210</b>	<b>613</b>	<b>59.5</b>

**The following is effective for all students starting on or after January 31, 2022**

Diploma Program

1690 Contact Hours

66.0 Semester Credits

50 Instructional Weeks – Full Time

Average Time to Complete – Full Time – 12 Months

80 Instructional Weeks – Part Time

Average Time to Complete – Part Time – 20 Months

## Program Overview

As a vital member of the healthcare team, the Practical Nursing combines nursing skills with human understanding to care for both chronically and acutely ill patients in a variety of settings. The program combines classroom study with clinical experience in a variety of settings. Upon completion of this program, the graduate will be able to sit for the National Council Licensure Examination–Practical Nurse (NCLEX-PN). Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Program Mission

Concorde Career College Practical Nursing Program ensures the healthcare community of competent graduates who are capable and productive entry-level practitioners. These individuals espouse professionalism and adhere to established standards of care and ethical practice.

## Program Philosophy

The Practical Nursing program is founded on beliefs that are consistent with the parent organization and the community at large. The faculty of the Practical Nursing program hold the following beliefs about the individual, nursing, health, and nursing education.

## Skills Proficiency

Certain procedures and skills are required to work as a Practical Nurse. These skills are first practiced in the nursing laboratory and then in the clinical setting under the direct supervision of a licensed nursing instructor. All students must demonstrate these skills with safety and proficiency in order to proceed in the program.

## Health Requirements

Due to the nature of clinical work and possible contact with infectious diseases, before going to clinical, students must have documentation of:

- Current negative TB skin test within one month of program start or chest x-ray if history of testing is positive.
- Verification of immunity or vaccination for measles, mumps, rubella (MMR) and varicella (chicken pox). If born prior to 1957, you do not need verification.
- Tetanus-diphtheria (Td) immunization within the last 10 years.
- Series of Hepatitis B immunizations or positive Hepatitis B titer or signed declination (waiver form).

The immunization requirements are based on the clinical facility requirements and may change without notice.

*Note: The Kansas State Board of Nursing may deny licensure to persons who have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust (KSA 65-1120), except that notwithstanding KSA 74-120 no license, certificate of qualification or authorization to practice nursing as a Licensed Professional Nurse, as a Licensed Practical Nurse, as an Advanced Registered Nurse Practitioner, or Registered Nurse Anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 or chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.*

## End of Program Student Learning Outcomes:

Concorde Practical Nursing graduates will:

1. Provide safe, caring and compassionate nursing care to diverse patients across the lifespan in various healthcare settings using evidenced based practice to improve outcomes.
2. Function as a competent, entry-level healthcare provider applying leadership and management skills and embracing ethical and legal principles in the provision of culturally appropriate nursing care.
3. Collaborate with members of the inter-professional healthcare team to provide optimal care for diverse patients and their families.
4. Communicate effectively through verbal, nonverbal and technological methods with patients, families and members of the inter-professional healthcare team.

## Program Delivery

The Practical Nursing program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1,690 program hours, a maximum of 414 course hours (24.5%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
CPSO1101 *	Career Path Success I	30 ( 0 / 30 )	0	0	1
CPSO1102 *	Career Path Success II	30 ( 0 / 30 )	0	0	1
CPSO1103 *	Career Path Success III	30 ( 0 / 30 )	0	0	1
PNVN1111	Personal & Vocational Concepts	25 ( 25 / 0 )			1
PNVN1250	Intravenous Therapy	40 ( 30 / 10 )	0	8 ( 8 / 0 )	2
PNVN1251	Transitions to Practice	46 ( 35 / 11 )			2

PNVN1252	Family Health Nursing	60 ( 45 / 15 )			2.5
PNVN1319	Clinical Practice I		100 ( 100 / 0 )		3.5
PNVN1521	Introduction to Medical-Surgical Nursing	124 ( 90 / 34 )			5.5
PNVN1541	Medical-Surgical Nursing II	111 ( 80 / 31 )			5
PNVN1559	Clinical Practice V		40 ( 40 / 0 )	100 ( 80 / 20 )	5
PNVN1631	Medical-Surgical Nursing I	141 ( 100 / 41 )			6.5
PNVN1729	Clinical Practice II		24 ( 24 / 0 )	196 ( 160 / 36 )	7.5
PNVN1739	Clinical Practice III		24 ( 24 / 0 )	176 ( 145 / 31 )	7
PNVN1749	Clinical Practice IV			215 ( 170 / 45 )	7.5
PNVN1811	Basic Foundations in Nursing & Nursing Practice	170 ( 120 / 50 )			8
<b>Subtotals</b>		<b>807 (525/282)</b>	<b>188 (188/0)</b>	<b>695 (563/132)</b>	<b>66</b>

*\*These courses are offered online.*

## Student Co-Requisite Requirements

Students must successfully complete all requirements as set forth by the course syllabus, understanding they must also successfully complete all components of any co-requisite courses as required by the corresponding course syllabus. If a student fails one or more courses during the term, they will immediately be withdrawn from the failed course and remaining courses and will be required to repeat all co-requisite courses offered within that term. Additionally, the student cannot proceed to the next term. Students should also note: the grades received in this second attempt will be the permanent grade of record. There can be no averaging of grades between attempts.

If any course is failed at any time during a term, the student will be immediately withdrawn from all remaining courses being taken that term and will need to repeat all failed and withdrawn courses and clinical before proceeding further in the program. If only the clinical is failed, only the clinical will need to be repeated. Courses that have been passed during the term are not required to be repeated.

# Respiratory Therapy (AAS)

Associate of Applied Science Degree Program

1,865 Contact Hours

76.00 Semester Credits

70 Instructional Weeks – Full Time

Average Time to Complete – 17 Months

## Program Overview

Respiratory Therapists assess, treat, and care for patients with breathing disorders. They assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Respiratory Therapists initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. They also may serve as asthma educators, patient educators, case managers, Hyperbaric Oxygen Specialists, Extra Corporeal Membrane Oxygenation Specialists and Sleep Specialists. Respiratory Therapists work in hospitals, clinics, skilled nursing facilities, home care, and diagnostic labs.

The Respiratory Care Practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery. The RCP must be sensitive to the needs of those who have serious physical, mental, or psychological impairments. The RCP must also be able to cope with emergencies and work well as a member of the healthcare team.

## Program Mission

The purpose of the Respiratory Therapy program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs). Graduates will earn an Associate of Applied Science degree. Graduates of this program will be eligible to sit for the Therapist Multiple-Choice Examination (TMC) of the National Board for Respiratory Care (NBRC). If the candidate meets the RRT score on the TMC, the graduate is eligible to sit for the Clinical Simulation Examination (CSE) of the NBRC. Achieving the minimum acceptable score on the TMC will result in the candidate receiving the Certified Respiratory Therapist (CRT) credential. To receive the RRT credential, the candidate must pass the TMC, at the RRT level, and the CSE exams. Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Program Objectives

- To provide a learning environment that correlates well with the actual workplace and a clinical experience that correlates with classroom instruction.
- To instill in the student a sense of professional behavior, attitude, and dress consistent with medical standards.
- To provide the student with entry-level knowledge and skills in the field of respiratory care.
- To prepare students for advanced-level competency as Registered Respiratory Therapists.
- To supply competent Respiratory Therapists to the national work pool.

## Skills Proficiency

Students must be able to perform certain procedures and skills to work as Respiratory Care Practitioners. These are learned in the school's clinical laboratory and at hospital clinical sites under the direct supervision and evaluation of a preceptor. All students must participate. All students must take and pass preclinical written and oral examinations prior to advancing to the clinical portion of the program.

## Program Delivery

The Respiratory Therapy program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1,865 program hours, a maximum of 520 course hours (27.9%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
BIOL1310 *	Anatomy & Physiology I	45 ( 0 / 45 )	0	0	3
BIOL1320 *	Anatomy & Physiology II	45 ( 0 / 45 )	0	0	3
BIOL1330 *	Microbiology	45 ( 0 / 45 )	0	0	3
PHIL1310 *	Critical Thinking	45 ( 0 / 45 )	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45 ( 0 / 45 )	0	0	3
PSYC1310 *	General Psychology	45 ( 0 / 45 )	0	0	3
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
RT210	Introduction to & Applied Respiratory Therapeutics	180 ( 120 / 60 )	60 ( 60 / 0 )	0	12
RT220	Clinical Medicine I	30 ( 10 / 20 )	30 ( 25 / 5 )	315 ( 315 / 0 )	10
RT230	Clinical Medicine II	30 ( 30 / 0 )	30 ( 30 / 0 )	315 ( 315 / 0 )	10
RT240	Clinical Specialty Areas/Comprehensive Review	75 ( 55 / 20 )	30 ( 25 / 5 )	180 ( 180 / 0 )	10
RT250	Advanced Clinical Practice	100 ( 60 / 40 )	40 ( 30 / 10 )	90 ( 90 / 0 )	10
<b>Subtotals</b>		<b>775 (275/500)</b>	<b>190 (170/20)</b>	<b>900 (900/0)</b>	<b>76</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

This applies to all students starting on or after January 22, 2022

## Program Delivery

The Respiratory Therapy program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1,865 program hours, a maximum of 465 course hours (24.9%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
		(Ground/Online)	(Ground/Online)	(Ground/Online)	
BIOL1310 *	Anatomy & Physiology I	45 ( 0 / 45 )	0	0	3
BIOL1320 *	Anatomy & Physiology II	45 ( 0 / 45 )	0	0	3
BIOL1330 *	Microbiology	45 ( 0 / 45 )	0	0	3
BIOL1350 *	Cardiopulmonary Anatomy & Physiology	45 ( 0 / 45 )			3



COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45 ( 0 / 45 )	0	0	3
PSYC1310 *	General Psychology	45 ( 0 / 45 )	0	0	3
RESP1110	Respiratory Therapy Foundations	180 ( 140 / 40 )			10.5
RESP1210	Respiratory Therapy Foundations Applications		60 ( 60 / 0 )		2
RESP1310	Respiratory Therapeutics, Diagnostics and Disease Management	30 ( 25 / 5 )	45 ( 40 / 5 )		3.5
RESP1610	Respiratory Therapeutics, Diagnostics and Disease Management Applications			285 ( 285 / 0 )	6
RESP2210	Respiratory Therapy Capstone and Board Exam Prep Applications			120 ( 120 / 0 )	2.5
RESP2310	Cardiopulmonary Critical Care	30 ( 30 / 0 )	45 ( 40 / 5 )		3.5
RESP2410	Respiratory Care of Specialty Populations Applications			180 ( 180 / 0 )	4
RESP2610	Cardiopulmonary Critical Care Applications			285 ( 285 / 0 )	6
RESP2620	Respiratory Care of Specialty Populations	75 ( 55 / 20 )	30 ( 25 / 5 )		6
RESP2810	Respiratory Therapy Capstone and Board Exam Prep	100 ( 80 / 20 )	40 ( 35 / 5 )		8
<b>Subtotals</b>		<b>775 ( 330 / 445 )</b>	<b>220 ( 200 / 20 )</b>	<b>870 ( 870 / 0 )</b>	<b>76</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

# RN-BSN

Bachelor of Science Degree

900 Contact Hours

120 Semester Credits

Average Time to Complete – 24 Months

## Program Overview

The RN – BSN program is a degree completion program delivered completely through distance education. Applicants wishing to enroll in the program must possess an Associate Degree in Nursing from a state Board of Nursing-approved program and hold an active, unencumbered Registered Nurse (RN) license. Enrolled students will receive block transfer credit of 60 semester credit hours and complete an additional 60 semester credit hours in the program.

## Mission

The mission of the Concorde RN-BSN program is to prepare healthcare professionals capable of providing care to individuals across the lifespan. Our graduates will be prepared to deliver superior healthcare to diverse communities using the art of discovery, teaching, and leadership.

## Vision Statement

The vision of the BSN program is to create an environment which fosters professional identity formation and a spirit of inquiry through:

- Program- Deliver a creative and stimulating nursing program which equips the nurse to solve healthcare issues facing local and global populations.
- Scholarship- Provide an educational experience that supports evidence based practice and innovative inquiry.
- Transition into Healthcare- Shape nursing graduates capable of performing in variable settings while utilizing critical thinking and incorporating healthcare technology in patient care.
- Professional Advancement -Prepare highly competent graduates for leadership positions within the interdisciplinary healthcare team.

## Program Outcomes

1. Utilize critical thinking to synthesize knowledge derived from natural and behavioral sciences, humanities, and the art and science of professional nursing.
2. Apply the nursing process to develop safe, compassionate and competent nursing care to patients and families from diverse backgrounds across the lifespan in a variety of healthcare settings.
3. Incorporate acquired knowledge, skills, and attitudes in nursing practice to promote collaborative practice within an interdisciplinary healthcare team.
4. Integrate theories of nursing care and evidence-based practice when planning care and making clinical judgements appropriate for diverse populations and communities.
5. Demonstrate accountability as an independent and collaborative leader through concepts of leadership, life-long learning, professional identity formation and teamwork in healthcare.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
ENGL3310	Professional Communication	45	0	0	3
ENGL3320	Technical Writing	45	0	0	3
MATH3350	Statistics for Decision Making	45	0	0	3

NRSG3210	Professional Nursing Concepts	30	0	0	2
NRSG3411	Healthcare Law & Ethics	60	0	0	4
NRSG3412	Introduction to Professional Nursing	60	0	0	4
NRSG3413	Nursing Research Methodologies and Evidence Based Practice	60	0	0	4
NRSG3414	Pathophysiology	60	0	0	4
NRSG3416	Trends, Issues and BSN Transition	60	0	0	4
NRSG3417	US Health System & Nursing Practice	60	0	0	4
NRSG3418	Community Nursing & Public Health	60	0	0	4
NRSG4412	Nursing Informatics and Technology	60	0	0	4
NRSG4413	Professional Identity, Leadership and Management	60	0	0	4
NRSG4414	Professional Nursing Capstone	60	0	0	4
PSYC3320	Abnormal Psychology	45	0	0	3

### Electives (select two of the following courses)

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
NRSG3415	Trauma Informed Care	45	0	0	3
NRSG4312	Behavioral Management in Diverse Settings	45	0	0	3
NRSG4313	Geriatric Nursing	45	0	0	3
NRSG4311	Integrative Healthcare Treatments	45	0	0	3
<b>Subtotals</b>		<b>900</b>	<b>0</b>	<b>0</b>	<b>60</b>

# Sterile Processing Technician (Diploma)

Diploma Program

264 Contact Hours

9.0 Semester Credits

12 Instructional Weeks – Full Time

Average Time to Complete – 3 Months

## Program Overview

Sterile processing technicians are medical equipment preparers who are responsible for preventing the spread of disease by sterilizing and preparing medical equipment. These technicians may work in a variety of healthcare settings such as hospitals and surgery centers and go by many other job titles, such as central services technician, certified registered central service technician (CRCST), central sterile supply technician (CSST), or sterile preparation technician.

Duties performed by a Sterile Processing or Central Services Technician may include:

- Cleaning and sterilizing equipment
- Packaging and/or preparing equipment for use
- Operating medical equipment as needed
- Inspecting medical equipment for functionality and sterilization
- Maintaining inventory of medical equipment
- Ensuring medical procedure rooms are sterile
- Organizing medical equipment
- Transporting prepared equipment
- Recording test results for sterilization
- Using and maintaining autoclaves for sterilization

Upon successful completion, graduates will receive a certificate of completion and will have the knowledge to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) examination to become a Certified Registered Central Service Technician (CRCST).

## Certified Registered Central Service Technician (CRCST) Experiential Requirements

CRCST certification requires that an applicant pass the certification exam and complete 400 hours of hands-on experience in a Central Services (CS) department. These hours can be completed before testing or within 6 months of passing the exam. IAHCSMM recommends completing, or at least beginning, experiential hours before testing. Hands-on experience provides an invaluable resource with which to better understand the standards, knowledge, and practices needed to be successful in a CS department and on the CRCST Exam.

This program provides 128 hours towards the 400-hour requirement. Graduates are required to complete the remaining 272 hours on their own. Upon completion of the program, students will sit for the CRCST examination and, if successfully completed, will become provisionally certified. Once the graduate completes the remainder of the required 400 hours, they may submit verification of hours to IAHCSMM to receive full certification.

This program is not eligible for any Federal Financial Aid or VA programs.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Credit Hours</b>
HPRS1313 *	Healthcare Concepts	64			3
CRST1310 **	Sterile Processing	64	8		3
CRST1320	Sterile Processing Externship	0		128	3
<b>Subtotals</b>		<b>128</b>	<b>8</b>	<b>128</b>	<b>9</b>

\*These courses are offered online.

\*\*A portion of these courses are offered online.

# Surgical Technology (AAS)

Associate of Applied Science Degree

1,655 Contact Hours

68.00 Semester Credits

70 Instructional Weeks – Full Time

Average Time to Complete – 17 Months

## Program Mission

The mission of the Surgical Technology program is to prepare graduates with the basic knowledge and fundamental practical and professional skills needed for employment as entry-level generalists in the field. The program combines academic studies in the classroom, hands-on laboratory instruction, and clinical training in various surgical settings to prepare graduates who are eligible for employment in a variety of surgical settings.

## Clinical Case Requirements

Students must complete a total of 120 surgical procedures as delineated below. Students must complete a minimum of 30 cases in General Surgery, 20 of which must be in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery, 60 which must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role. A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties. A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases total required). The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 cases may be performed in either the first or second scrub role. Observations must be documented but are not counted. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Vaginal delivery cases must be documented in the category of Labor and Delivery rather than in the OB/GYN specialty. These are requirements of the Revised "Surgical Rotation Case Requirements," Core Curriculum for Surgical Technology, 6th Ed.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

## Program Outcome

To prepare competent, entry-level Surgical Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## Program Goals

### Cognitive Domain

The student will:

- Grasp concepts of human anatomy and physiology, pathophysiology, microbiology and infectious process and recognize his or her relationship to safe patient care;
- Understand the principles of safe patient care in the preoperative, intraoperative, and postoperative settings; and
- Recognize the interdependent role of the Surgical Technologist with the other team members and ancillary services providers.



## Psychomotor Domain

The student will:

- Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting;
- Accurately apply the principles of asepsis across the spectrum of common surgical experiences; and
- Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting.

## Affective Domain

The student will:

- Recognize the variety of patients' needs and the impact of his or her personal, physical, emotional and cultural experiences on the rendering of patient care;
- Demonstrate professional responsibility in performance, attitude, and personal conduct; and
- Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

## Description of the Profession

The Surgical Technologist is a highly skilled and knowledgeable allied health professional who, as an essential member of the surgical team, works with surgeons, anesthesia providers, operating room nurses, and other professionals in providing safe care to the surgical patient. Surgical Technologists possess expertise in assisting surgeons in the safe and effective conduct of both major and minor surgical procedures in several specialty services and in a variety of surgical settings.

Professional duties include aseptic technique, operating room environmental safety, equipment setup, instrumentation, preparing medications, and directly assisting in the three phases of surgical patient care: preoperative, intraoperative, and postoperative. The entry-level Surgical Technologist works in acute-care hospitals, outpatient surgery centers, surgical clinics, central sterile processing departments, birthing centers, and other healthcare settings throughout the United States.

## Program Objectives

The program is designed to prepare graduates with the basic knowledge and fundamental practical and professional skills needed for employment as entry-level generalists in the field. It combines academic studies, hands-on laboratory instruction and clinical training in various surgical settings to prepare graduates who are eligible to sit for the National Certifying Examination for Surgical Technologists as sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The program meets Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology as established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and as required by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Registration and certification requirements for taking and passing this examination are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take this exam, at all or at any specific time, regardless of their eligibility status upon enrollment.

## Program Delivery

The Surgical Technology program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 1,655 program hours, a maximum of 575 course hours (34.7%) may be offered online (including general education courses). Campuses may have the option to deliver general education courses either online or on-ground depending on local need and availability specific time, regardless of their eligibility status upon enrollment.

<b>Course #</b>	<b>Course Title</b>	<b>Theory Hours</b> (Ground/Online)	<b>Lab Hours</b> (Ground/Online)	<b>Clinical Hours</b> (Ground/Online)	<b>Semester Credit Hours</b>
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BIOL1111 *	Anatomy & Physiology I VLab	0	30 ( 0 / 30 )	0	1
BIOL1121 *	Anatomy & Physiology II VLab	0	30 ( 0 / 30 )	0	1
BIOL1310 *	Anatomy & Physiology I	45 ( 0 / 45 )	0	0	3
BIOL1320 *	Anatomy & Physiology II	45 ( 0 / 45 )	0	0	3
COMM1310 *	Elements of Human Communication	45 ( 0 / 45 )	0	0	3
ENGL1310 *	English Composition I	45 ( 0 / 45 )	0	0	3
HPRS1320 *	Foundations for Health Professions	45 ( 0 / 45 )	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45 ( 0 / 45 )	0	0	3
PSYC1320 *	Human Growth & Development	45 ( 0 / 45 )	0	0	3
SURG1230	Surgical Technology I Laboratory		80 ( 60 / 20 )		2.5
SURG1630	Surgical Technology Theory I	120 ( 60 / 60 )			6.5
SURG2160	Surgical Technology Clinical Review I	30 ( 30 / 0 )			1.5
SURG2240	Surgical Technology Lab II		80 ( 80 / 0 )		2.5
SURG2250	Surgical Technology Laboratory III		80 ( 80 / 0 )		2.5
SURG2470	Surgical Technology Clinical Review II	80 ( 60 / 20 )			4
SURG2570	Surgical Technology Clinical II			250 ( 250 / 0 )	5.5
SURG2640	Surgical Technology Theory II	120 ( 60 / 60 )			6.5
SURG2650	Surgical Technology Procedures	120 ( 80 / 40 )			6.5
SURG2760	Surgical Technology Clinical I			320 ( 320 / 0 )	7
<b>Subtotals</b>		<b>785 (290/495)</b>	<b>300 (220/80)</b>	<b>570 (570/0)</b>	<b>68</b>

\* These courses may be offered entirely online or entirely on-ground at the campus.

# Surgical Technology - DE (AAS Completion Program)

Associate of Applied Science Degree Program

420 Contact Hours

60.00 Semester Credits

Average Time to Complete – 8 Months

## Program Description

This is a degree completion program. This program is designed for students who are currently Certified Surgical Technologists (CST) interested in obtaining their Associate degree in Surgical Technology.

## Program Overview

The Associate of Applied Science (AAS) in Surgical Technology degree is a degree completion program for those who are currently Certified Surgical Technologists (CST) and graduates of an accredited certificate/diploma program in surgical technology/technologist. The Surgical Technology AAS program consists of two surgical technology or emphasis courses regarding surgical technology transitions and professional concepts plus the additional General Education courses required to achieve an associate degree. This program is delivered completely through distance education.

## Program Objectives

Upon completion, graduates will be prepared to:

- Implement current standards and trends in their surgical technology practice.
- Analyze the surgical technologist's role in the healthcare arena.
- Evaluate advanced career paths for the surgical technologist for professional growth and continuing education.
- Assess trends and advances in surgical technology to determine ethical, legal and professional implications.
- Think critically about standards of care, healthcare environments, and professional behavior.

## Admission to the Program

Students enrolled in the approved program must possess the following: A Certified Surgical Technologist (CST) credential, a certificate of completion/diploma in Surgical Technology, and a copy of the transcript for an accredited Accreditation Review Council on Education in Surgical Technology (ARC-ST), Accrediting Bureau of Health Education Schools (ABHES) or Commission on Accreditation of Allied Health Education Programs (CAAHEP) program. The student will be awarded 32 semester credit hours upon verification of the CST credential.

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
CSTLIC*	CST License in Good Standing				32
SURG2310	Surgical Technology Professional Concepts	45	0	0	3
SURG2410	Surgical Technology Transitions	60	0	0	4
ENGL1310	English Composition I	45	0	0	3
BIOL1310	Anatomy & Physiology I	45	0	0	3
BIOL1320	Anatomy & Physiology II	45	0	0	3

COMM1310	Elements of Human Communication	45	0	0	3
MATH Elective *	MATH1310 Contemporary Mathematics or MATH1320 College Algebra	45	0	0	3
Behavior Science Elective	PSYC1310: General Psychology or PSYC1320: Human Growth & Development or SOCI1310: Introduction to Sociology	45			3
HPRS1320	Foundations for Health Professions	45	0	0	3
<b>Subtotals</b>		<b>420</b>	<b>0</b>	<b>0</b>	<b>60</b>

*\* An applicant who has a CST license in good standing with the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and not revoked may be admitted with bridge status. Upon successful admission and verification of CST license the student will be awarded 32 semester credit hours.*

# Financial Information

## Financing Requirements

All students must have a financing package on file no later than the seventh calendar day of their first term. This may include but is not limited to application and confirmation of eligibility for Title IV funding, if desired; executed individual payment plan; completion of all documentation needed to secure non-Title IV funding (e.g., WIA, VA, state grant).

Concorde reserves the right to withdraw at any time any student who fails to complete their individual financing requirements or make timely payments.

## Cancellation & Refund Student's Right to Cancel

Applicants or students may cancel or terminate their enrollment at any time, before or during their training. Applicants or students should notify an Academic Dean or Campus President of their intent to cancel or withdraw wither in person, via telephone, email, or in writing.

All monies will be refunded if the school does not accept the applicant or if the Student cancels within three (3) business days (excluding Saturdays, Sundays and holidays) after signing the Enrollment Agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee. If notice of cancellation is received, refunds will be paid by the school within 30 days. After the expiration of the cancellation period, the school is entitled to retain the application fee.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school and inspection of the equipment.

## Student's Right to Withdraw

Effective: 06/19/2020

The Institution's policy for determining the Student's withdrawal date is the earlier of (A) the date the student notifies the Institution of his or her withdrawal or the date specified by the Student or (B) the last recorded date of class attendance by the student, as documented by the Institution, if the Student stops

attending classes without notifying the Institution or (C) the date the student violates published Institution policy that provides for the Student being withdrawn.

The Student's start date through the last date of attendance will determine the percentage of program completion, and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

For students withdrawing from degree-granting programs or the Practical Nursing program, the percentage of program completion is calculated by dividing the number of days the Student was scheduled to attend in the period of enrollment or payment period as of the last recorded day of attendance into the number of days comprising the period of enrollment or payment period for which the Student has been charged.

For students withdrawing from diploma programs, the percentage of program completion is calculated by dividing the number of days the Student was scheduled to attend in the period of enrollment or payment period as of the last recorded day of attendance into the number of days comprising the period of enrollment or payment period for which the Student has been charged.

## Refund Policy

Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his/her program and are based on the tuition billed for the payment period or period of enrollment in which the Student withdraws, according to the Refund Calculation set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 45 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institution. Students who withdraw, or are withdrawn prior to the end of the payment period or period of enrollment are subject to the Return of Title IV Funds Policy noted below which may increase their balance due to the Institution. If there is a balance due to the Institution after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the Institution. Concorde does not refund charges for books issued to the Student unless the books are returned in new and unused condition within 14 calendar days following the date of receipt or Student withdrawal. Credit balances due to the Student of less than \$5 (after all Title IV refunds have been made) will not be refunded unless requested by the Student.

## Refund Calculation

The schedule of refunds for students who withdraw after starting school, or are dismissed by the Institution, will be computed as follows:

- If a first-time student withdraws within the first twenty-one (21) calendar days of his or her program of study, no tuition charges will be incurred.
  - A first-time student is defined as one who has not previously attended the Institution.
- If a student withdraws after the first twenty-one (21) calendar days, but prior to the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the Student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment or payment period.
- If a student withdraws after the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the Student shall be obligated for the tuition charged for the entire period of enrollment or payment period and not entitled to any refund.

## Student Notifications Regarding Withdrawal and Refunds

Effective: 07/20/2020

A \$100.00 administrative fee will be assessed to any withdrawn student eight days after their date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the Institution shall make a settlement that is reasonable and fair to both parties.

Students may repeat a course. If the Student should withdraw from the program for any reason, based on the refund policy, the hours or weeks in attendance for repeating a course, depending on the program, will be used in the program completion percentage calculation in determining the Student's financial obligation to the Institution.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount in excess of the unpaid balance of the loan will be first used to repay any federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount greater than \$5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

## Financial Aid Office

The Financial Aid Office is open to students during the hours posted on campus. Students are encouraged to call or visit the office if they have any questions or need assistance regarding their financial aid.

The resources of the Financial Aid Office are available to all students. Financial Aid staff members assist students in determining individual eligibility for the various aid programs and in completing the necessary applications and paperwork. To receive federal financial assistance, students must maintain satisfactory academic progress toward completion of their program as outlined in the school catalog. The Financial Aid Office is responsible for monitoring each student's academic progress to ensure continued eligibility.

## Student Responsibilities

- Students must promptly return all required applications and paperwork to the Financial Aid Office.
- If the Financial Aid Office needs to see a student, the office will contact the student personally. It is the student's responsibility to see Financial Aid when notified.
- Each student who receives a student loan is required to complete entrance and exit counseling. The Financial Aid Office will notify each student when these sessions are scheduled. If a student misses a session, it is the student's responsibility to contact the Financial Aid Office to reschedule a date.
- If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund.

## Financial Aid

Concorde Career College participates in the United States Department of Education's Federal Student Assistance programs. These programs are available for those who qualify.

## Federal Pell Grant

The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA).

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant that the school awards to students based on financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).

## Federal Subsidized and Unsubsidized Loans

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education. See Financial Aid for details.

## Federal Parent Loans for Undergraduate Students (PLUS)

The Federal PLUS Loan is a low-interest-rate loan available for parents of dependent, undergraduate students enrolled at least half time. Applications are available online at <https://studentaid.gov/>.

## Default

If you received a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Alternative Financing

For those students who qualify, alternative financing is available through several lenders. Cosigners may be necessary, depending on credit history.

## Other Aid

Effective: 10/29/2021

Your education is a major financial investment. Flexible payment options are available to help make your costs more manageable. Concorde Career College offers many different payment plans depending on your financial situation. Retail Installment Contracts are available to be paid in school prior to your graduation date at a 0% interest. If you are unable to pay by your graduation, we offer

extended retail installment contracts. See your Campus Financial Representative for more information.

## Veterans Administration Students Prior Credit Evaluation

All official college transcripts need to be submitted for evaluation for prior credit by the 24<sup>th</sup> week of school or by the end of the second term.

## Veterans Benefits and Transition Act of 2018

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://benefits.va.gov/gibill/index.asp>.

## Partnership Agreements

Concorde participates in business and agency agreements with outside organizations. Enrollment pursuant to these agreements is contingent on the student meeting and maintaining eligibility as defined in individual agreements.

Any student who originally enrolled with a partnership agreement will need to reverify eligibility to return if he or she is withdrawn from the program.



## Scholarships

### Kozet Boyd Memorial Scholarship

The Scholarship Foundation for Concorde Career College established the Kozet Boyd Memorial Scholarship to assist students who display the same values and determination that Kozet epitomized as an educator with Concorde's North Hollywood campus. These scholarships are awarded to students who have demonstrated academic discipline and strong personal values that align with Concorde's Mission Statement and Core Values.

Kozet Boyd scholarships will be based on personal circumstances and references, and the actual amount will be based on a recommendation from the Campus President.

### Working Student Scholarship

The Working Student Scholarship (WSS) is a scholarship program to assist students, who worked prior to continuing their education, with meeting the financial obligations while career training at a Concorde school. If a student qualifies, the scholarship will be applied to the student's tuition expenses.

#### PROCESS:

1. The WSS will be published in the school catalog, and discussed with potential applicants during the Financial Aid process.
2. Any student who meets the Eligibility Considerations may apply by completing the application that is available in the Financial Aid Office, Front Desk, or Online.
3. The WSS Committee (Comprised of the CP and the FAD at each campus) will review the applications and select candidates to move forward in the approval process based on established Eligibility Considerations.
  - a. completed applications will be reviewed by the WSS Committee, no less than one week prior to class start.
4. This scholarship is awarded in the following increments:
  - a. \$500 for diploma programs and
  - b. \$1,000 for degree programs.
  - c. A maximum of 500 students per fiscal year may receive this scholarship.
  - d. The amounts awarded could be less than the above to avoid a credit balance.
5. The WSS Committee will ensure award notifications are communicated to students and the Financial Aid & Admissions departments prior to orientation.

#### DISBURSEMENT:

1. Scholarship awards will be incorporated into student aid packages.
  - a. Scholarship funds are only used to cover direct costs and may not create a credit balance on the student's account.
2. For Clinical programs, funding will be awarded in two equal disbursements at the beginning of the first term and fourth term (after verification of other requirements).
3. For all other programs, funding will be awarded in two equal disbursements:
  - a. Beginning of first term
  - b. Midpoint (after verification of other requirements)
4. Prior to second disbursement of scholarship funds, Business Office Managers will confirm the student's continued eligibility.

#### ELIGIBILITY CONSIDERATIONS:

The WSS Committee will evaluate applications on the following criteria. Eligible candidates will:

1. Have a minimum of one year of employment (prior to application) with recommendation letter from Employer.
  - a. Exceptions to the one year of employment may be made for single working parents at the sole discretion of the Campus President. Single parents who do not meet the minimum application requirement for proof of one year of employment may request an interview with the Campus President. If an interview is granted, the Campus President may determine from the interview to allow the single parent with less than one year of employment to apply for this scholarship. The interview is not a guarantee of award but is only to determine if the applicant "may" apply, at which time the WSS Committee will review with other applications.
2. Have a minimum of one letter of recommendation from an employer
3. Express strong motivation, integrity, and desire to pursue their chosen healthcare career through a 80 word minimum "Statement of Commitment".
4. Meet all institutional and program-specific admissions criteria
5. Be enrolled to start at the first available class start date following the scholarship award notification
6. Completed scholarship application form

#### CONTINUED ELIGIBILITY REQUIREMENTS

1. This is a first come, first serve scholarship so once the Campus limit is attained for the applicable year, this scholarship is not available.
2. Students must graduate to remain eligible for the final disbursement
  - a. If a scholarship recipient does not graduate, or withdraws from school, s/he loses continued eligibility and any award amounts not yet disbursed will be cancelled.
3. Continued eligibility is based on the school's stated attendance requirements and the student maintains a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance created due to the loss of scholarship.
  - a. Students who do not meet the Continued Eligibility Requirements outlined above may not re-apply for the scholarship.
4. If approved by WSS Committee and all eligibility requirements remain intact, students who have withdrawn in good standing and subsequently re-enter within 180 days, will have their Working Student scholarship funding reinstated, less any prior disbursements.

## Education Costs

Concorde will assist students in developing financial plans to pay for their education through a combination of student or family contributions, financial aid (if eligible), and finance plans. All students must sign a Retail Installment Contract for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement and retail installment contract if applicable.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving.

Any change in financial situation that may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Business Office.

Failure to keep all payments current may result in withdrawal from the school.

## Return of Title IV Funds Policy

The Institution follows the federal Return of Title IV Funds Policy to determine the amount of Title IV funds the Student has received and the amount, if

any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of funds earned is calculated on a pro rata basis through 60% of the payment period or period of enrollment. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. The Institution may adjust the Student's account based on any repayments of Title IV funds that the Institution was required to make.

Students who withdraw from school or are withdrawn by the school prior to completing more than 60% of their period of enrollment or payment period for degree programs (a period of time for which students receive Title IV aid) will have their Title IV eligibility recalculated based on the percentage of the period of enrollment or payment period for degree programs attended. For example, a student who withdraws completing only 30% of the period of enrollment or payment period for degree programs will have "earned" only 30% of Title IV aid. The school and/or the student must return the remaining 70%.

This policy applies to any student who withdraws or is withdrawn by Concorde Career College and receives financial aid from Title IV funds. The term "Title IV funds" refers to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS) and Federal Perkins Loans.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is the student's last day of attendance.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the period of enrollment or payment period for degree programs. Title IV aid is considered 100% earned after that point in time. The percentage of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student*}}{\text{Number of days in the period of enrollment or payment period for degree programs*}} = \text{Percentage of period of enrollment or payment period for degree programs completed}$$

*\*The total number of calendar days in a period of enrollment or payment period for degree programs and the number of days completed by the student will exclude any scheduled breaks of five days or more.*

The percentage of period of enrollment or payment period for degree programs completed will be the percentage of Title IV aid earned by the student. The percentage of Title IV aid unearned (i.e., amount to be returned to the appropriate Title IV program) will be 100% less the percentage earned. Concorde Career College will return unearned aid from the student's account as follows:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans).
2. Subsidized Direct Stafford Loans.
3. Federal Perkins Loans (if applicable).
4. Direct PLUS Loans.
5. Federal Pell Grants for which a return of funds is required.
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Concorde will return the unearned aid within forty-five (45) days from the date the school determined the student withdrew.

When the total amount of unearned aid is greater than the amount returned by Concorde Career College from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans).\*
2. Subsidized Direct Stafford Loans.\*
3. Federal Perkins Loans (if applicable).\*
4. Direct PLUS Loans.\*
5. Federal Pell Grants for which a return of funds is required.\*\*
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.\*\*

\* *Loan amounts are returned in accordance with the terms of the promissory note.*

\*\* *Unearned federal grant amounts to be returned by the student will be reduced by 50%.*

Within forty-five (45) days of the date the school determined the student withdrew, the student will be notified in writing if he or she is required to return any federal grant aid (Federal Pell or FSEOG). The student is considered to be in overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of forty-five (45) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment.

If during the forty-five (45)-day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the forty-five (45)-day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and, thus, ineligible for any additional Title IV aid until that amount is repaid.

## Refund Procedures for Non-Title IV Financial Assistance

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation & Refund provisions published in this catalog and in the student's Enrollment Agreement. Any state or third-party funding agency refund due will be calculated based on the agency contract or guidelines.

## Student Tuition Recovery Fund

\*For California residents only who are enrolled in distance education programs.

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

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

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

To be eligible for STRF, you must be a California resident or are enrolled in a residency program,

prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# Student Information & Affairs

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## Annual Security Report

The school publishes the policies and procedures for reporting crimes as well as the types of crimes that have been committed on or near the campus in the Annual Security Report. This publication is distributed annually to all students and is available at any time from a school administrator or on the school's website.

## Canceled Class Policy

When a scheduled class is canceled for unforeseen reasons (e.g., inclement weather, power outage, etc.), the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend the rescheduled class, they will be marked absent, and the Student Attendance Policy will apply.

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the Campus President. Students will be notified through local television and radio stations and on social media.

## Graduate Employment

Placement services are available at any Concorde Career Institute/College, owned by Concorde Career Colleges, Inc. The Graduate Employment staff will assist students in their career search throughout and upon successful completion of studies by offering information on career opportunities, temporary assignments, résumé preparation, and guidance in interviewing techniques. Professional development seminars are conducted throughout each program to assist students in developing their interpersonal skills. The following services are included: career overview at orientation, pre- and post-interview techniques, personalized skills matching, one-on-one résumé review, career progression tips and completion certificates for professional portfolios.

Concorde does not guarantee employment for its graduates. Graduates are considered to be partners with Concorde in their career search. Graduates are expected to maintain consistent communication with their graduate employment team during their job search. This procedure keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with career opportunities.

## Drug & Alcohol Abuse Policy

Concorde Career College ("Concorde") supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol, marijuana, or any controlled substance by an employee or student on Concorde's property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be using, possessing, manufacturing, or distributing alcohol, marijuana, or any controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the school will take appropriate personnel action for such infractions, up to and including dismissal. Students who violate this policy will be dismissed and are not eligible for readmission.

For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

## Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental, and social well-being. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both and may lead to greater danger of overdose.

Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or herself or others and may subject the person to criminal prosecution.

The following summarizes the effects and dangers of the major categories of drugs:

**Amphetamines:** Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

**Narcotics:** Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.



Depressants: These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.

Hallucinogens: These drugs may cause psychosis, convulsions, coma, and psychological dependency.

## Counseling, Treatment, or Rehabilitation Programs

The administration of Concorde maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Anyone seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus President or Human Resources. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

## Penalties

A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, may be suspended from the student's program of study during the investigation and may become ineligible for continued participation in the Higher Education Act (HEA), Title IV Student Assistance Programs. If convicted, the student's relationship with Concorde will be terminated, and the student may lose the ability to participate in the HEA, Title IV Student Assistance Programs.

A student who violates any provision of this policy shall be subject to appropriate disciplinary action to include dismissal from Concorde. A student who is dismissed is not eligible for readmission.

In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

## State-Specific Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. Concorde will refer violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years'

imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under Missouri law, possession of any controlled substance except five grams or less of marijuana shall be punished by not less than 10 years nor more than 20 years' imprisonment. Possession of five grams or less of marijuana is a misdemeanor punishable by not less than 30 days nor more than six months imprisonment. Delivery of more than five grams of a controlled substance is punishable by 10 years' imprisonment. Trafficking in drugs is punishable by not less than 20 years' imprisonment and may be punished by up to life imprisonment or death. The State of Missouri may revoke the driver's license of anyone convicted of a violation of any state, county or municipal law involving the possession or use of a controlled substance. In the city of Kansas City, Mo., possession of drugs may result in up to a \$500 fine, 180 days in jail, or both, plus civil forfeiture of personal property.

The State of Missouri may impose a wide range of sanctions for alcohol-related offenses. Any person from ages 17 to 20 who represents that he or she is over the age of 21 for purposes of purchasing alcohol is guilty of a misdemeanor. Any person who drives while under the influence of alcohol may have his or her driver's license suspended or revoked. The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

## Health Requirements Health Services

The school does not provide health services on campus other than making available immunizations at scheduled times.

- Immunizations: Clinical/externship sites require various vaccinations prior to participation in a clinical/externship rotation. Concorde offers these immunizations during on-campus health clinics at no cost. The immunization requirements are based on general

requirements for working in a healthcare setting and may change without notice. If students are unavailable during scheduled immunization times, it is the students' responsibility to ensure compliance with immunization requirements at their own cost. If a student declines any of these immunizations, Concorde cannot guarantee placement at a clinical/externship site. In these cases, the student may be required to complete additional health facility-specific documentation, including waivers. Under no conditions can Concorde guarantee employment.

- Health Insurance Coverage: The externship/clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school or on clinical rotation. This policy does not automatically pay for all medical expenses due to school-related accidents. It is designed to work together with the insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. Health insurance is the sole responsibility of the student.
- Health Conditions: It is the responsibility of the student to inform the appropriate instructor(s) of any physical or mental condition that could interfere with the safety of the student and/or patient while at the externship/clinical site.

While ill, it is the responsibility of the student to notify the Program Director, the Director of Clinical Education (DCE)/Clinical Instructor/Extern Coordinator and the externship/clinical site. Students are not permitted to attend class or clinical with a communicable disease.

## General Information

### Accessibility for Disabilities

The buildings are designed to be accessible to the disabled. Spaces are clearly marked and are reserved for disabled students, staff, and faculty. Cars parked in these designated areas without the proper identification will be towed.

### Cellular Phones

Students may not use cell phones for personal reasons in the classroom unless approved by the instructor.

### Commencement Ceremonies

To be considered a Concorde graduate, students are required to successfully complete all program

requirements. This includes all phases of their didactic training as well as their externship and/or clinical education.

Participation in commencement ceremonies does not constitute official graduation. All requirements as stated in the school catalog must be fulfilled prior to conferment of graduate status. To be eligible to participate in the official commencement ceremonies, graduates must be current on all financial obligations at the time of commencement. (For details regarding graduation requirements, see "Graduation Requirements" in the "Academic Standards" section.)

### Community Activities

Concorde participates in community activities and encourages students to become active community members. Students are encouraged to notify the Campus President, Academic Dean or Director of Student Affairs of any upcoming activities in which they would like the school to participate.

### Customized Training

Concorde Career College offers customized training and technical assistance to employers on a contractual basis. Specialized curriculum and consultant services can be provided for business-specific needs.

### Day Care Services

Children are not permitted in any class, nor are they allowed on school premises while a parent or guardian is attending class. For information regarding day care services available to students at a reasonable cost, students may contact the Student Affairs department. Many area day care centers understand the need for quality care at a reasonable cost while pursuing educational goals, and the school maintains a list of those centers.

### Eating & Smoking

Students are welcome to pause, relax, eat and drink in the student lounge. Smoking, in all forms (e.g., cigarettes, e-cigarettes), and chewing tobacco are not allowed in the building. If students wish to smoke or chew tobacco, they may do so outside of the building in designated areas. Absolutely no food or beverage are allowed in the labs. Absolutely no food or beverage are allowed in the classrooms unless approved by the campus administration.

### Emergency Telephone Numbers

Each student must provide the school with one or more telephone numbers where a family member



may be reached in an emergency. Only in the case of an emergency will a student be called out of class to take a telephone call.

## Institutional Information Dissemination

Federal regulation 34 CFR 668.44 requires Concorde to designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining information on the following topics:

- Financial assistance information.
- Tuition and costs, withdrawal and refund policy, academic progress, facilities, faculty, and school approvals.
- Completion and retention rate calculations.
- Institutional Security Policies.

If a student has any questions, he or she should see one of the following personnel: Campus President, Director of Admissions, Financial Aid Director or Academic Dean.

## Insurance

Concorde provides students with accident insurance that covers injuries due to an accident that occurs while attending or participating in a Concorde-supervised and sponsored activity. The policy is intended to supplement the students' own insurance, and it requires students to submit a claim to their own insurance carrier first (if they have insurance). The insurance has a \$5,000 limit on covered benefits. For clarification, students should check with the Campus President.

## International Student Services

Concorde does not admit students based on student visas because Concorde does not participate in the SEVIS program.

## Language of Instruction

All classes at Concorde are conducted in English. No English language services are provided. All students must be able to demonstrate the English language proficiency of a U.S. high school graduate.

## Lost Books & Supplies

Textbooks and curriculum materials are provided for all students; however, lost books are the student's responsibility to purchase at cost. Students will be expected to furnish such incidentals as paper, notebook, pencils, and pens.

## Maximum Class Size

Effective: 04/23/2021

Classes are generally limited in size not to exceed 30 students per laboratory or lecture session. Specific programmatic requirements are addressed in the program section of this catalog.

Career Path Success courses (CPSO) are generally limited to 45 students per course section online.

## Parking

Student parking is available in the parking garage at Penn Valley Community College across the street from the Concorde campus. All vehicles must display the appropriate parking sticker. Cars parked in unauthorized areas or without the appropriate parking sticker will be subject to towing. A limited number of visitor parking spaces are available in the lot surrounding the main building. Students park in the parking lot at their own risk. Concorde is not responsible for any damage or loss.

## Personal Belongings

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft.

## Personal Data Changes

Any change of name, address, email or telephone number must be reported to the Student Records Manager's office as soon as the change occurs. Emergency information should be kept current at all times.

## Refresher Training

Concorde offers limited refresher training to its graduates. A graduate may apply for refresher training at any Concorde Career College/Institute offering similar classes.

Graduates may be accepted for refresher training (excluding externship) on a space-available basis. The graduate must be in good standing with the Business Office. No tuition will be charged; however, there will be a fee for each class/term or partial class/term. The graduate must have or purchase current text(s), workbook(s), and/or uniform(s) as required. The graduate is required to adhere to current school policies governing attendance and dress.

## Student Affairs

Concorde associates make every effort to maintain close communication with their students. Students

have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional advising will be referred to the appropriate agencies.

## Student Housing

While the school does not offer on-campus housing for its students, living accommodations are available within a convenient distance of the school. Students must arrange for their own housing.

## Student Injuries

Students injured while attending school, participating in a school-supervised function, or in transit to or from supervised school activities are to report immediately to the instructor who will accompany the student to the Campus President. If necessary, immediate emergency procedures will be implemented, and a member of the staff or faculty will accompany the student, in the absence of a parent, guardian or spouse, to the appropriate medical facility. Refer to the "Insurance" section in this catalog for more information.

## Student Complaint & Grievance Policy

Effective: 06/19/2020

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance the student is to adhere to the following procedure:

1. Within 72 hours: Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Within the following 72 hours: Discuss the matter with the Program Director. If not resolved,
3. Within the following 72 hours: Discuss the matter with the Academic Dean,
4. Within the following 72 hours: Discuss the matter with the Campus President/Director.

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the Campus President. The written statement should include the details of the student's issue, a summary of the conversations the student had with individuals while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

The Campus President will schedule a grievance committee meeting within three business days of

receipt of the written grievance. Students are required to appear before the grievance committee. The Campus President will inform the student of the time and place to appear before the committee. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be notified in writing within three business days of the committee's decision. Legal representation is not permitted since a grievance committee meeting is not considered a legal proceeding.

Further, students have the right to report any apparent inconsistencies with the application of the Student Complaint & Grievance Policy outlined in the school catalog. The request must be completed in writing and submitted to Concorde's Campus Support Center Student Affairs Department at: [studentaffairs@concorde.edu](mailto:studentaffairs@concorde.edu). The request must include a summary of the student's grievance and any details and supporting documentation of the student's conversation with campus staff regarding the grievance, and it must describe how the campus' management of the grievance procedure was inconsistent with the school catalog. The Student Affairs Department will research the student's report as deemed appropriate, including requesting additional information from the student as needed, and render a final decision that is binding. The student will be notified in writing of the decision.

## Additional Student Grievance Options

### Accrediting Commission of Career Schools and Colleges (ACCSC)

#### Student Complaint Procedure

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

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

### **State of Kansas**

Kansas residents may file complaints in writing with the Kansas Board of Regents at 1000 S.W. Jackson Street, Suite 520, Topeka, KS 66612-1368.

The Kansas Board of Regents' complaint policy and required complaint form may be found at:

[https://kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

Students may contact the Kansas Board of Regents with questions or concerns at 785-430-4240.

### **State of Missouri**

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at:

<http://dhe.mo.gov/documents/POLICYONCOMPLAINRESOLUTION-reviseddraft.pdf>

This website contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the Institution to resolve disputes.

A student in the Practical Nursing program may direct an unresolved complaint to:

Missouri State Board of Nursing  
P.O. Box 656  
Jefferson City, MO 65102-0656  
573-751-0681  
[www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

### **Distance Education**

Students residing in NC-SARA participating states may address concerns to:

Missouri Coordinating Board for Higher Education  
P.O. Box 1469  
Jefferson City, MO 65102

<http://dhe.mo.gov/documents/POLICYONCOMPLAINRESOLUTION-reviseddraft.pdf>

Students not residing in NC-SARA participating states may also address concerns to the state authority in their state of residence.

A list of NC-SARA participating states may be accessed at the following link:

<http://nc-sara.org/sara-states-institutions>

Please note that, in general, state agencies require that you work to resolve your complaint through the school before filing a complaint with the state.

A student in the Bachelor of Science in Nursing program may direct an unresolved complaint to:

Missouri Board of Nursing  
P.O. Box 656  
Jefferson City, MO  
65102-0656  
573-751-0681  
[www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

A student in the Dental Hygiene program may direct an unresolved complaint to:

Commission on Dental Accreditation 211 East Chicago Avenue Chicago, IL 60611 312-440-4653  
[www.ada.org/coda](http://www.ada.org/coda)

A student in the Practical Nursing program may direct an unresolved complaint to:

Missouri Board of Nursing  
P.O. Box 656  
Jefferson City, MO 65102-0656  
573-751-0681  
[www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)

A student in the Physical Therapist Assistant program may direct an unresolved complaint to:

Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314  
703-706-3245  
[www.capteonline.org](http://www.capteonline.org)

A student in the Respiratory Therapy program may direct unresolved complaints to:

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021  
817-283-2835  
[www.coarc.com](http://www.coarc.com)

## Student Guidance & Advising

Concorde makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional counseling will be referred to the appropriate agencies.

Assistance is available for students who require individual tutoring in order to raise their grades to a passing level. Students who simply wish to further enhance their own clinical or theoretical knowledge may also take advantage of this service. Students should contact their instructor, Program Director, or Academic Dean for further details.

## Changes

In keeping with the school philosophy of remaining responsive to the needs of students and employers,

the school reserves the right to make modifications and schedule changes without additional charges to the student and within regulatory guidelines.

## Catalog Addendum

Information contained in the addendum to this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. Such information includes, but is not limited to, tuition and fees, staff and faculty listings, and changes to school policy that have taken place since publication of the catalog.

## Veterans and Nonveterans Edition

In accordance with requirements of DVB Circular 20-76-84, Appendix P, this is to certify this school catalog is true and correct in content and policy.

# Academic Information

## Clinical Experience/Externship

Effective: 08/30/2021

Certain programs require students to serve a clinical experience/externship in the office of a physician, dentist, hospital, clinic, or long-term-care facility during, near the end or upon completion of academic training. The Director of Clinical Education (DCE)/Clinical Instructor/Extern Coordinator will arrange all clinicals/externships. The clinical/extern site is under no obligation to employ the student following completion of the clinical/externship. During the clinical experience/externship, students are given the opportunity to put their classroom and laboratory training into practical application under actual employment conditions. While on clinical/externship, the student is under the supervision of a Clinical Instructor/Extern Coordinator or school faculty. Any absence incurred during the clinical experience/externship must be reported to the Program Director, the Clinical Instructor/Extern Coordinator, DCE and the Clinical/Extern Site Supervisor/Preceptor. Clinical experience/externship must begin immediately upon assignment following classroom completion. All program and catalog requirements apply, including dress code, name tags, drug use, etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing confidentiality of medical records and reports to conform to the Health Insurance Portability and Accountability Act (HIPAA). While on clinical experience/externship, students must comply with the following clinical/extern regulations:

1. The school will assign students to a clinical/externship site. Students may not turn down a clinical/externship. The school cannot guarantee a particular facility or geographical location; however, Concorde will consider the student's request when making assignments. Students are not permitted to complete their clinical/externship experiences at current employers or sites where family members may have direct influence over students' clinical or externship experiences.
2. Students must work the same hours as employees at their assigned site. Some programs require 12-hour shifts and may be completed days, nights, and weekends to obtain the desired clinical skills. Depending upon state laws, a certain amount of time is required for lunch. Lunch time is not included in the total clinical/externship hours.

3. Clinical/externship is a part of the student's education. Students will not be paid and may be withdrawn from the program if the facility reports that they were asking for or receiving pay.
4. Clinical/extern sites may require that students be vaccinated/immunized for various diseases, be tested for drug usage and/or be checked for any criminal background prior to accepting them.
5. Students must meet the objectives on the clinical/externship checkoff and their midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require the student to serve an extra clinical/externship period, return to school for further training, or result in his or her withdrawal from the school. Poor performance or removal from a clinical site may result in withdrawal from the program.
6. As part of the externship requirements, students are responsible for completing and submitting forms and documents as required. Students are responsible for accurate and prompt recording of work hours as well as submitting time to the campus as instructed. Respiratory Therapy students must sign in and out using DataARC documenting software. All procedures performed must be logged in DataARC per program policy. Midterm evaluations (for programs requiring them) must be completed and submitted to the school at the halfway point of the externship. It is the student's responsibility to ensure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of his or her externship.
7. It is the student's responsibility to attend scheduled meetings, including site interviews, before and during his or her clinical/externship. Students may be required to return to the campus during their clinical/externship at the direction of their Clinical Instructor/Extern Coordinator or Program Director.
8. Students are expected to behave in a professional manner at all times. Any conduct that reflects discredit upon the student, the school, or the site will subject the student to withdrawal from the school.
9. If a student is going to be late or absent, he or she must notify the healthcare facility and the Clinical Instructor/Externship Coordinator. Violation of attendance policy will result in probation or withdrawal from school.
10. Students should immediately notify their Clinical Instructor/Extern Coordinator/DCE if any problems are encountered during clinical/externship: personality conflicts, illness, etc. (Students must never walk off the site, for any



reason, without first notifying their Clinical Instructor/Extern Coordinator or Program Director.)

11. Tuition payments must be kept current.
12. If a student is dismissed from a clinical/externship site, the Program Director will evaluate the circumstances of his or her dismissal, and a decision will be made regarding his or her status as a student. The student may be withdrawn or dismissed from school at that time. If the student is allowed to continue his or her clinical/externship and is dismissed from another site, he or she will be withdrawn from school. Students who are dismissed from clinical/externships will be required to repeat the entire clinical/externship.

Students may be required to travel up to 200 miles away from campus to attend clinical assignments, depending on programmatic requirements. Specific information regarding travel distance to clinical assignments will be provided to students during the enrollment process. Students are responsible for their own travel to and from clinical assignments and must plan accordingly.

## Criteria for Assessing Student Performance While on Externship

**Students must demonstrate passing scores in all courses, including practical written exams and hands-on lab exams, prior to being assigned an externship.**

During the externship course, each student will be evaluated in the areas of professional performance and appearance, attendance, and practical skills. To complete the externship successfully, a student must satisfactorily perform each procedure outlined in the training plan and demonstrate satisfactory work habits.

If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the unsatisfactory areas. During the externship course, the student may be required to return to campus for weekly scheduled meetings to provide continued interaction with the Extern Coordinator. If the student's work habits are unsatisfactory on the first evaluation, the coordinator will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may repeat the externship only once. If failure of the externship occurs twice, the student will be withdrawn from the program.

The externship evaluation scale is as follows:

3	Student knows the underlying principles and carries out procedures skillfully and accurately.
2	Student performs procedures with a fair degree of accuracy.
1	Student performs most procedures but requires guidance and supervision.
0	Student is unable to perform procedures even with guidance and supervision.
X	Procedure was not observed or performed.

## Student Records

Effective: 08/24/2020

The Student Records Manager's office maintains academic records of all coursework completed at the school, and they are maintained on campus for five years. Academic transcripts are maintained indefinitely. Transcripts are released only after receipt of a signed, written request from the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one official transcript at no charge. A fee will be charged for each additional transcript. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. (See "Records on Hold" policy.) Students may request an unofficial transcript in this case. The word "Unofficial" will be stamped on the transcript. Third-party transcripts from other institutions cannot be released to any individual or institution.

## Records on Hold

Academic records may be placed on hold for any of the following reasons:

- A financial obligation to Concorde Career College;
- Failure to return Learning Resource Center materials or school equipment; or
- Default on a federal student loan.

Until the hold is removed, individuals will not be allowed to:

- Restart school from a withdrawal status; or
- Obtain an official transcript.

Appeals to this policy may be made to the Campus President in writing. The Campus President will notify the student in writing regarding the outcome of the appeal.

## Academic Units of Credit

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units), comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

## Financial Aid Units of Credit

Effective: 07/01/2021

Concorde measures programs in either semester credit hours or financial aid units of credit. For financial aid eligibility and disbursements, the school uses the system of clock hour to credit hour conversion established by the U.S. Department of Education. One credit is equal to 30 clock hours.

## Measure of Program Duration

The ending date or graduation date from a program is a "scheduled" graduation date. In-service days, holidays, and other unscheduled events that could cause interruptions in scheduled training may influence the actual calendar length of a program.

## Withdrawal Policy

### Student-Initiated Withdrawal

Students who wish to withdraw may do so by contacting the Academic Dean or Program Director via telephone, mail, or preferably in person. The withdrawal date will be the student's last date of attendance. A student who withdraws during the first seven calendar days of a grading period will not have that course(s) recorded on his or her transcript. A student who withdraws after the first seven calendar

days of a grading period will receive a grade of "W" up to 14 calendar days before the end of the term. Within 14 calendar days of the end of the term, the student will receive either a "WF" or "WP" depending on quality of course work completed to date. This is not calculated in his or her cumulative grade point average (CGPA). The credits will count toward attempted credits.

The student will be provided with exit interview forms. There are financial and/or financial aid implications for withdrawing. Please consult with the Financial Aid and/or Business Office to determine how withdrawal will impact your student account.

## Withdrawal for Violation of School Policy

The school may withdraw a student from his or her program of study for violation of published school policy. If a student withdraws from school without notifying the school, the withdrawal will be effective from the last date of attendance. If the student is withdrawn for violation of published school policy, the withdrawal date will be the last date of attendance.

A student who has been withdrawn during the first seven calendar days of a grading period will not have that course(s) recorded on his or her transcript. A student who has been withdrawn after the first seven calendar days of a grading period will receive a grade of "W," which is not calculated in his or her cumulative grade point average (CGPA). The credits will count toward attempted credits.

## Course Drop/Add Policy

The Drop/Add period for each term is 7 calendar days. A student who does not attend a course or whose last date of attendance (LDA) in a course is within the Drop/Add period may be voluntarily or involuntarily withdrawn from the course without academic or financial penalty. A student who does not post any attendance in a course in the first 14 calendar days after the start of the term will be unregistered from the course and not receive a grade for the course.

## Course Withdrawal Policy

A student withdrawing or being withdrawn from a course who has posted attendance after the Drop/Add period but prior to the fourteenth calendar day before the end of the term, will receive a grade of "W". Course withdrawals for students whose LDA falls within fourteen calendar days of the end of the term will receive either a grade of Withdrawn-Fail (WF) or Withdrawn-Passing (WP) depending upon the



student's grade for work completed up to the last date of attendance. A grade of WF will count as a failed attempt at the course (see Repetitions). Withdrawing from a course may impact a student's eligibility for Financial Aid. Please speak with a Financial Aid Representative to discuss your individual account.

## Program Changes

A student who wishes to change programs may do so at any time prior to starting classes. A student changing programs after starting classes will be evaluated according to the school's refund policy.

## Program Monitoring

Concorde makes critical comparisons between the content of its programs and the needs and demands of business and industry by monitoring feedback from local agencies, the program advisory committee, test results, graduates, and employers. The instructors communicate closely with industry personnel to keep program objectives and content current.

## Dress Code

Students are preparing for careers and should develop the habit of wearing appropriate attire. Students are required to wear the designated school uniform in class and on externship or clinical experience unless directed otherwise. Clinical/externship sites may require students to wear white shoes. Students are responsible for meeting dress code requirements for the site.

A student's personal appearance must be appropriate at all times when the student is in school uniform. The general requirements are as follows:

- Uniforms will vary by program.
- Uniforms or scrubs must be clean, wrinkle-free and well-fitted. Pants and dresses must be proper length.
- No outerwear is permitted in the classroom except for a lab coat or sweater as established by school/program standards.
- Shoes must be leather or vinyl and OSHA compliant, closed-toed, closed heel. Students must keep their shoes clean and polished.
- Underclothing is to be worn while in uniform. Undergarments must not be visible.
- The ID badge is part of the uniform and must be visible at all times.
- College-approved lab coats may be worn over the regulation uniform. T-shirts or turtlenecks may be worn under scrubs, but they must be

tucked in. T-shirts or turtlenecks must be removed in the lab if they become a safety hazard.

- Jewelry may not be worn with the uniform, except for one pair of small stud earrings, one ring (e.g., wedding and/or engagement ring, class ring) and a watch. Dangling earrings, hoop earrings, or multiple earrings will not be permitted. A single necklace that does not dangle may also be worn. For safety reasons, no jewelry may be worn under protective gloves. Jewelry used in body/tongue piercing other than the earlobe is not acceptable. Medical identification worn as a bracelet or necklace is acceptable.
- Hair must be of a natural hue, neatly combed, clean, and pulled away from the face, so that it does not hang in the face when bending over during lab/clinical activities. No head covers, including beads or jewels interwoven into the hair are to be worn. All religious head coverings must be approved by the Academic Dean.
- Fingernails must be kept short, clean, and neatly manicured. No polish, acrylic nails, overlays, or any synthetic enhancements to the natural nails.
- Proper daily hygiene, including the use of antiperspirant and mouthwash, is essential because students work very closely with others. Cologne and perfume should not be worn.
- Many healthcare facilities mandate coverage of tattoos, and students may be asked to leave a clinical or externship site if tattoos are visible. In order to ensure we are preparing you for the work environment of your chosen field, Concorde requires that students make a reasonable attempt to cover all tattoos.

Failure to comply with the above expectations may result in dismissal from the classroom, externship, and/or clinical site.

## Licensure Payment Policy

Concorde is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Some of the programs offered by Concorde have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. Concorde will pay exam fees for graduates of these programs based on the eligibility requirements below. Please discuss with your Program Director which exams are relevant to employment in your field of study and the requirements for successfully demonstrating examination preparedness.

Eligibility is determined by the graduate's completion of the following:

- Receive approval from the Program Director, Academic Dean or Campus President before testing.
- Take the exam within two months of graduation, or take the first available exam opportunity for those exams offered only on a periodic schedule.
- Meet all Concorde graduation requirements.
- Demonstrate that the student is prepared to sit for licensure by completing a "green light" process at the campus.

If a second attempt is necessary due to first-time failure, all of the following must be met:

- Evidence of a valid benefit to the student and college, such as meeting or exceeding programmatic licensure pass rate standards and/or graduate employment rate standards;

- Campus President approval;
- Proof that the graduate sat for, and completed, the first-time exam(s);
- Submission of exam scores from the student's first exam attempt;
- Successful completion by the graduate of a remediation program approved by both the campus-level Program Director and Concorde's Vice President of Academic Affairs or designee.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

# Distance Education/ Online

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Concorde supports the educational needs of the busy adult learner, delivering some courses in an online format. Online classes are not intended as easy substitutes for learning on campus. Students will find that learning online can be as challenging and rewarding as attending on-campus but allows the flexibility of determining when learning is convenient. Although time is flexible, attendance and participation is expected and monitored.

The convenience of online courses allows students to work on assignments and participate in class discussions as their schedules permit within specified timeframes. Learning is achieved through both individual inquiry and collaboration. Each course encompasses a variety of different graded learning activities.

Students enrolled in online classes and programs are expected to be capable of using a computer to complete some or all of their coursework and be familiar with accessing Internet resources. In addition, they must have access to a reliable computer and high-speed Internet connection sufficient to complete their coursework. Students are also welcome to utilize the Concorde computer labs and/or the Learning Resource Center (LRC) to complete coursework. Online courses utilize the Canvas Learning Management System (LMS), a secure, web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Prior to enrollment, prospective students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment. The campus may require the student to participate in an orientation as well as online sessions at the campus.

To complete online courses using the Canvas Learning Management System (LMS), students should refer to the following links to be sure they are using appropriate computer systems. Students also must have an Internet provider with reliable service.

- Computer Specifications <https://community.canvaslms.com/docs/DOC-2059>
- Browser Requirements <https://community.canvaslms.com/docs/DOC-1284>

Some courses may only be offered in a distance education format. Please refer to the Admissions Representative or Academic Dean for course schedules.

## Attendance Requirements

Online education affords students great flexibility in managing their time. However, academic success requires that students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students. Specific daily attendance is not required for online courses, as it would be on a campus. Students are required, however, to log into their class regularly and submit assignments in a timely manner, or they may risk being withdrawn for lack of attendance.

For each course, initial attendance is recorded when a student logs into his or her class and completes a learning activity. Students who only view the syllabus but make no other substantive participation for the rest of the course are not considered enrolled. Attendance in subsequent weeks is recorded by a student completing a learning activity. The act of logging in each week does not constitute attendance; the student must participate by either engaging in the discussion board or submitting a graded assignment to be considered present for that week.

Once a student has logged into his or her class and completed a learning activity or assignment, he or she is considered officially enrolled in the course and expected to complete the entire course. Failure to post attendance for two consecutive weeks may subject the student to immediate withdrawal.

Coursework is assigned weekly. Students are expected to complete assignments according to the course outline. (Refer to the "Make-Up Work" policy for submitting missed coursework.) Students must show attendance within the first three days of the course, or they are subject to withdrawal from the course.

## Learning Activities

Online students use the Canvas Learning Management System (LMS) to view video content, receive and submit project work and assignments, take assessments, quizzes and tests, communicate with instructors and classmates, and review course progress and grades. In keeping with the modality of online learning much of the content will be delivered either with e-books or digital content. Successful online learning requires the student to be an active participant in all learning activities. Learning activities will vary by course but may include:

- discussion thread posts
- exams, quizzes and assessments
- case studies
- group interactive assignments
- other graded assignments

All learning activities associated with a course will be clearly outlined on the syllabus page within each Canvas course. Attendance is recorded when the student submits any learning activity. Students must contribute weekly to the discussion forums. Deadlines are established differently based upon the length of each term. Concorde offers online courses and programs in four-week and 10-week terms.

### Four-Week Terms

Due dates are established according to the day of the week the term starts. Weekly modules always begin at 12:00 a.m. CST and end at 11:59 p.m. CST. Courses last for four weeks or 20 weekdays. This is divided into four modules within the online course. Each module is five class days in length and does not include weekends. Initial discussion board posts are always due on the third class day of the weekly module. Assignments, assessments and discussion board responses are due on the fifth or last class day of each weekly module.

### Ten-Week Terms

Courses are 10 weeks in length, and the weekly module will always start on Monday (12:00 a.m. CST) to Sunday (11:59 p.m. CST). Initial discussion board posts are due not later than every Wednesday (11:59 p.m. CST), and assignments, assessments and discussion board responses are due by Sunday (11:59 p.m. CST).

Students who are considered officially enrolled in the course but do not fulfill all of the coursework required will receive a grade based on the assignments they have completed.

## Faculty/Student Interaction & Academic Advising

Faculty/student interaction is critical for student success in an online environment. Online methods of interaction include online lectures, email, document sharing, and threaded discussions. Faculty members review and respond to student requests within a 24-hour time period.

Ground students who have opted to take some of their General Education courses online receive the same benefits as fully online students in regard to

faculty interaction. However, student advising during midterms and finals will be the responsibility of the campus at which the student is enrolled.

## Student Services

Effective: 07/21/2021

Students enrolled in online courses, whether they are fully online or ground students taking select General Education courses, will be given support and services. Ground students will be provided services directly through their home campus. Each campus has a designated "Online Success Coach" (OSC) who will be provided weekly reports for high-risk students and can provide basic troubleshooting within the Learning Management System (LMS). The OSC can also refer the student to the Director of Student Affairs located on campus.

Fully online students will have student support access through the Dean of Online Operations. The Dean will provide support to students who may be high-risk, typically via telephone or email, and may also assist students by involving other campus associates.

## Learning Resources

Concorde Career Colleges, Inc., subscribes to multiple databases from Gale Cengage Learning, which is available to all students through the Canvas Learning Management System (LMS). Included in these materials are over 20,000 titles with peer-reviewed full text articles exceeding 8,000 as well as ebooks, experiments, projects, and images. Many of the students' immediate research questions can be met by using these online reference sources. The user-friendly web interface has information from leading medical journals, encyclopedias, newspapers, newsletters, and pamphlets.

## Learning Outcomes

Learning outcomes for online coursework are the same as on-ground coursework.

## Graduation Requirements

Students taking online courses must meet the graduation requirements for their chosen program of study.

## Health Screens

Students enrolling in programs where health screens are required will be provided with a list of required

immunizations. Students will be required to provide proof of immunization prior to beginning clinical rotations.

## Uniforms

Students enrolling in programs where uniforms are required for clinical rotations are responsible for providing their own clothing in accordance with the established policies of the institution where they will be completing their clinicals.

# Academic Standards

## Attendance Policy

### General

Effective: 03/11/2021

Regular attendance in scheduled ground classes, clinical and externship experiences, and frequent and full participation in online activities is expected of all students. It is expected that students will complete all assigned work, both online and on ground, and complete all homework to receive the full benefit of the program. When a student enrolls, that student accepts the responsibility of participating fully in all coursework. Attendance is recorded for all appropriate online and on-ground activities and becomes part of the student's permanent record with the school.

Concorde recognizes, however, that unforeseen situations do occur in students' lives. For this reason, Concorde allows for specific Attendance Warning and Attendance Probation periods.

In all cases, a student will be withdrawn on the first business day following 14 consecutive calendar days of nonattendance online or on ground, excluding holidays published in the school catalog.

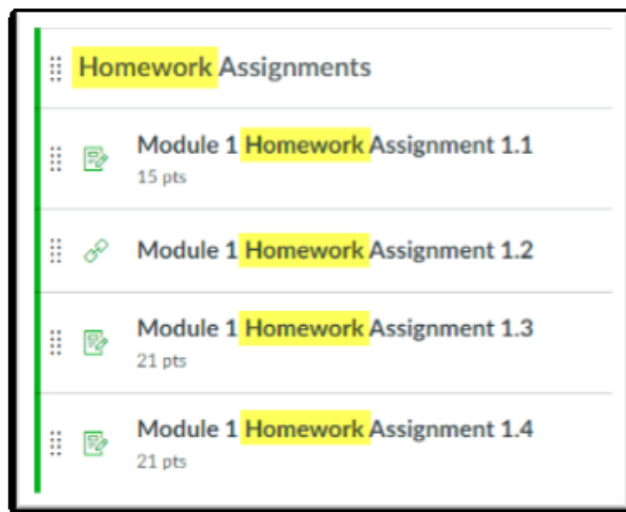
### Blended Programs (exclusive of externship & clinical)

Effective: 03/11/2021

Attendance for blended programs/courses may consist of the following:

- **Ground Attendance** (GA) is time awarded for classes scheduled at specific times on campus. Students are scheduled for these classes and any time absent will be recorded. This attendance includes on-campus lecture or lab activities. Students are expected to attend all GA activities within a term.
- **Online Attendance** (OA) are academic activities that a student completes online on his or her own schedule. These would include assignments, projects, simulation, and other academically related non-homework activities. Students will be awarded attendance based on the online completion and/or submission of activities.

**Homework** is incorporated into many classes and is to be completed on the students' own time. Attendance is never awarded for activities identified as homework.



Sample Online Assignments Identified as "Homework"

### Excessive Absences

Effective: 03/11/2021

Excessive absences will prevent a student from achieving course and program outcomes. For the purposes of this policy, excessive absences are defined as:

- Missing more than 20 percent of total scheduled Ground Attendance hours within a module for programs on four-week modules.
- Missing more than 10 percent of total scheduled Ground Attendance hours within a term for programs on 10-week or longer terms.

### Attendance Warning

Effective: 03/11/2021

A student will be advised of their attendance performance and placed on Attendance Warning at the end of the first module or term during which the student has excessive absences. The student will remain on Attendance Warning until the end of the next term or module.

### Attendance Probation

Effective: 03/11/2021



A student who is already in an Attendance Warning status will be advised of possible withdrawal and placed on Attendance Probation at the end of an Attendance Warning term or module during which the student has excessive absences. A student already on Attendance Probation will be withdrawn immediately upon having excessive absences during the term or module. A student who does not have excessive absences will remain on Attendance Probation until the end of the following term or module.

## Return to Good Standing

Effective: 03/11/2021

A student in an Attendance Warning or Attendance Probation status who does not have excessive absences at the end of a term or module will be notified and returned to good standing.

## Externship Courses

Effective: 03/11/2021

A student must complete all hours designated as externship within the time allotted to pass the externship course. Externship experiences are scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship experience. In the event a student will be absent from, or will arrive late to a site, the student must contact the site and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

## Clinical Classes

Effective: 03/11/2021

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience.

- Many programs require full clinical attendance. In these programs, a student must complete 100% of published clinical hours by the last day of the term to pass the class. A student who does not complete all clinical hours in these programs will fail and be required to repeat the clinical class.

- For programs that do not require full clinical attendance, a student may not miss more than 10% of

published clinical hours. A student who is absent more than 10% of the scheduled clinical hours on the last day of the term will fail and be required to repeat the clinical class.

- Some programs' clinical experiences are measured in cases or competencies. For these programs, a student may not miss more than 10% of published clinical hours. A student who is absent more than 10% of the scheduled clinical hours on the last day of the term will fail and be required to repeat the clinical class, *even if all clinical cases or competencies are met.*

If, for any reason, a student will be late or absent for a clinical shift, the student must notify the instructor or other designated Concorde individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility.

Students who have any absence or absences that result in not completing the required clinical hours, lab competencies, or required cases shall fail the course. Clinical make-up sessions may be provided; however, the program's ability to provide make-up hours is dependent upon scheduling and other factors that may prohibit the availability of clinical make-up hours.

## Attendance Recording for Medical Assistant and Dental Assistant Programs

Attendance management is a critical part of ensuring students meet the time requirements outlined in each program. For Medical Assistant and Dental Assistant programs, Concorde has made exclusive arrangements to provide attendance tools for our instructors and students to stay on top of their progress with a mobile application available on both Android and iPhones. To track attendance in these programs, a CourseKey user account and complimentary access to the application is provided for these students. Attendance is mandatory and all Concorde Medical Assistant and Dental Assistant students who start or return to a program after February 24, 2019 must download the application in order to prove their attendance.

## Online Courses and Programs

Students taking online courses should refer to the Distance Education/Online section of the catalog for specific attendance requirements.

## Make-Up Work

All graded work or performed competencies (letter grade or pass/fail) not completed by the due date, or missed due to absence, including being tardy or leaving early, will not be eligible for a grade. Students will receive a zero (0) for missed work or an "F" for missed competencies. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

## Marital, Parental and Military Leave Statuses

Concorde Career Colleges, Inc., complies with all requirements outlined in 34 C.F.R. 106.40 (a) and (b) with regard to the marital or parental status of students. Any student is eligible for leave in the care of pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for so long a period as deemed medically necessary by the student's physician. The student will be administratively withdrawn from the institution for this leave period. At the conclusion of the student's leave period, the student will be reinstated to the same academic and enrollment status that he or she held when the leave began. An academic skills assessment may be applicable upon return.

Additionally, Concorde complies with all requirements outlined in 34 C.F.R. 668.18 (a), (e), and (g). Students who have been deployed, or are required to attend military training, will be administratively withdrawn from school for this leave period. The school will promptly readmit a service member into the same or similar program, under the same academic status and tuition at the time of withdrawal; in accordance with regulation, eligibility for this reinstatement is valid for up to one year from return from military service. The cumulative length of absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted. An academic skills assessment may be applicable upon return.

For further information on these statuses and how to apply, please contact a member of the Student

Affairs department. For information on how these statuses impact your Financial Aid, please contact a member of the Financial Aid department.

## Campus Safety Policy

Concorde is committed to providing a safe and productive environment for all Concorde associates and students. To help prevent incidents of violence from occurring, Concorde has implemented this campus safety policy. Concorde expressly prohibits any acts or threats of violence by an associate, student, or former associate against any other associate or student in or about its facilities or clinical sites at any time. Concorde does not condone any acts or threats of violence against associates, students, clients, or visitors by an individual on the school's premises at any time or while such an individual is engaged in business with or on behalf of Concorde, on or off the school's premises. In keeping with the spirit and intent of this policy and to ensure that the objectives in this regard are attained, Concorde is committed to the following policies:

- Providing a safe and healthy work and educational environment.
- Taking prompt remedial action up to and including immediate dismissal of any associate or student who engages in any threatening behavior or acts of violence or uses obscene, abusive, or threatening language or gestures.
- Taking appropriate action when dealing with clients, former associates or students, or visitors to the school's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy.
- Prohibiting associates, former associates, students, clients, and visitors from bringing unauthorized firearms or other weapons onto the school's premises.

In furtherance of this policy, associates and students have a "duty to alert" their supervisors, the Campus President, or Human Resources of any suspicious activity, situations, or incidents that they observe or know of that involve other associates, students, former associates, clients, or visitors and that appear problematic. This would include threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Associate and student reports made pursuant to this policy are held in confidence, to the extent possible. Concorde will not condone any form of retaliation against any associate or student for making a report in good faith under this policy.

Threats against individual(s) and/or Concorde should be immediately reported to the Campus President or



Human Resources at the Campus Support Center. It is critical that any material relevant to the incident be maintained until Human Resources decides on the proper disposition. Confrontational threats while on campus may be dealt with by the Campus President and Human Resources. Actions may include suspension (for gathering additional facts), written warning, or dismissal.

## Student Code of Conduct

Effective: 06/19/2020

Concorde believes strongly in promoting the development of personal, professional and social responsibility. Concorde also believes in a humanistic approach to discipline conducive to academic pursuits. However, Concorde recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process, is unacceptable and may lead to sanctions up to and including dismissal from the school. Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the federal, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Concorde and of the student body.

Concorde's administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, and the health or safety of students, faculty and staff.

Concorde reserves the right to discipline and/or dismiss a student, visitor, or employee for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students); posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug law violations; violation of Concorde's Drug & Alcohol

Abuse Policy; electronic or social media violations; or failure to comply with the policies and procedures of Concorde.

The list of examples is not intended to be all-inclusive, and Concorde reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the Institution. The Campus President reserves the right to take any action(s) deemed appropriate to ensure the immediate safety and well-being of any or all students, faculty, and staff.

Students are encouraged to share personal experiences while participating in classes at Concorde. However, students must be aware that should they disclose to any Concorde faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Academic Dean, Director of Student Affairs, or Campus President.

Every student is subject to federal and state law and respective county and city ordinances. A student who is convicted of any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Concorde community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Concorde Academic Dean, Director of Student Affairs, and Campus President. Students have the right to request further review in accordance with the school's "Student Complaint & Grievance Policy" as outlined in this catalog.

Students who are dismissed for a conduct related violation are not eligible for readmission into any Concorde College/Institute campus.

## Student Code of Conduct Offenses Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.
2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another

person or which reasonably causes another person to be fearful of physical or emotional harm.

3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons which is prohibited by law or court order.

## Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Concorde.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Concorde.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the facilities or property of another person or Concorde without consent or authorization.
5. Commits a computer-related offense, including, but not limited to, use of a Concorde computer to access graphically prurient or sexually explicit images of persons and/or children.

## Offenses Related to the Operation of Concorde

An offense related to the operation of Concorde is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Concorde property or at Concorde-sponsored events.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Concorde officials.
3. Fails without just cause to comply with the lawful order of a Concorde official acting in the performance of his/her duties and authority.
4. Engages in solicitation in or on Concorde property or involving the use of campus property unless such solicitation is approved by appropriate Concorde officials.
5. Operation of any audio or video recording device without prior approval.
6. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Concorde.

## Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Concorde authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Concorde property.
3. Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated.
4. Fails to leave a building, streets, walks, driveways or other facilities of Concorde when directed to do so by an official of the campus having just cause to so order.
5. Uses, possesses, distributes, sells, purchases or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances.

## Non-Discrimination Policy

Effective: 08/14/2020

Concorde is committed to maintaining a working and learning environment that is free from discrimination and harassment for all Concorde associates and students, including persons interested in applying to participate in a Concorde education program or activity as an employee or student. Accordingly, Concorde does not discriminate or harass, and will not tolerate any form of discrimination or harassment, on the basis of race, color, national origin, sex, including but not limited to sexual orientation and gender expression or identity, disability, or age in its education programs and activities. The following persons have been designated to handle inquiries regarding Concorde's Non-Discrimination Policy:

Koula Foura M.Ed

Student Affairs Director

Lead Title IX Coordinator

Lead ADA Coordinator

Concorde Career Colleges

5800 Foxridge Drive, Suite 500

Mission, KS 66202

Office: 913.745.2219

Fax: 913.831.6556

Email: [TITLEIX@concorde.edu](mailto:TITLEIX@concorde.edu)

For additional information regarding Concorde's policy against sex discrimination or harassment and grievance procedures to address allegations of sex discrimination or harassment, please see the Title IX policy.

## Sexual Harassment

Effective: 08/14/2020

Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an employee conditioning the provision of an aid, service or benefit of Concorde on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Concorde's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.

· **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor/victim based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence includes but is not limited to sexual or physical abuse or threat of such abuse but does not include acts covered as Domestic Violence (defined below).

· **Domestic Violence.** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

· **Sexual Assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

· **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

## Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable student or associate uncomfortable in the work and learning environment. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion or national origin, the display or use of objects or pictures that adversely reflect on a person's race, religion, or national origin, or use of language that is offensive due to a person's race, religion, or national origin.

## How to Report Instances of Discrimination or Harassment

Concorde cannot resolve matters that are not brought to its attention. Any associate or student, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work or school by anyone, including supervisors, managers, associates, nonassociates or students, has a responsibility to immediately bring the matter to Concorde's attention. To bring instances of discrimination or harassment to Concorde's attention, an associate or student must immediately complain to either of the following individuals who are responsible for enforcing this policy: the Campus President or Human Resources, Concorde Career Colleges, Inc. Complaints of sexual misconduct or harassment should be reported to the Campus President and/or campus Title IX Coordinator.

## Concorde's Commitment to No Discrimination or Harassment Policy

If a student feels that Concorde has not met its obligations under the policy, he or she should contact Human Resources at Concorde Career Colleges, Inc.

# Sex Discrimination and Harassment Prohibition—Title IX Policy

Effective: 08/14/2020

Concorde does not discriminate on the basis of sex in the education programs and activities it operates, including but not limited to admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignments, grading, recreation, extracurricular activities and employment. Concorde is committed to offering an education and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression ("Sex Discrimination"), and free from Sexual Violence (including sexual assault) and Relationship Violence (including domestic violence, dating violence and stalking). Such discrimination is inconsistent with Concorde's values and is prohibited by law, including by Title IX to the Education Amendments of 1972 ("Title IX"). Thus, Concorde prohibits Sex Discrimination, Sexual Violence and Relationship Violence (together, the "Prohibited Conduct"), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of Prohibited Conduct and ensure equal access to its educational programs and activities; (iii) to prevent the recurrence of Prohibited Conduct; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct via its Title IX Grievance Procedures located within this policy and provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports, and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior. In implementing this policy, Concorde acknowledges that every victim or survivor of Prohibited Conduct has the right to be taken seriously and every respondent to allegations of Prohibited Conduct has the right to know that guilt is not presumed.

The prevention and elimination of sexual harassment is of special concern to Concorde. Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an employee conditioning the provision of an aid, service or benefit of Concorde on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct

determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Concorde's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.

· **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor/victim based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence includes but is not limited to sexual or physical abuse or threat of such abuse but does not include acts covered as Domestic Violence (defined below).

· **Domestic Violence.** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

· **Sexual Assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

· **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Concorde regards all such conduct and retaliation for the reporting of such conduct as creating a hostile and offensive work and learning environment in violation of this policy.

The following person has been designated to handle inquiries regarding Concorde's Title IX Policy:

Koula Foura, M.Ed

Student Affairs Director

Lead Title IX Coordinator

Lead ADA Coordinator

Concorde Career Colleges

5800 Foxridge Drive, Suite 500

Mission, KS 66202

Office: 913.745.2219

Fax: 913.831.6556

Email: [TITLEIX@concorde.edu](mailto:TITLEIX@concorde.edu)

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 1-800- 421-3481. Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>.

## Sex Discrimination and Harassment Prohibition Procedures—Title IX Procedures, Including Grievance Procedures

Effective: 08/14/2020

### I. Introduction

**A. Purpose:** The purpose of these procedures is to implement Concorde's Sex Discrimination and Harassment Prohibition—Title IX Policy. Capitalized terms shall have the meaning ascribed to them in the Definitions Section set forth below.

**B. Jurisdiction:** These procedures apply to Prohibited Conduct as defined by Concorde's Sex Discrimination and Harassment Prohibition—Title IX Policy 04-018 where Concorde has Actual Knowledge of such conduct occurring either on or off campus property where one of the following conditions is met:

1. The conduct occurred in connection with an officially recognized education program or activity;
2. The conduct occurred at a location or event or under circumstances over which Concorde exercised substantial control over both the Respondent and the context in which the conduct occurred; or
3. The conduct occurred on property owned or controlled by a student organization that is officially recognized by Concorde.

**C. Scope:** These procedures apply to Prohibited Conduct between the following parties located in the United States at the time of the incident:

1. Student Complainant and student Respondent;
2. Student Complainant and employee Respondent;
3. Student Complainant and third-party Respondent;
4. Employee Complainant and student Respondent;
5. Employee Complainant and employee Respondent;
6. Employee Complainant and third-party Respondent;
7. Third party Complainant and student Respondent; and
8. Third party Complainant and employee Respondent.

**D. Administration:** Concorde's Lead Title IX Coordinator(s) shall be responsible for implementing these procedures consistent with applicable Concorde policy and relevant local, state and federal laws, and ensuring that all those involved in (1) the receipt of reports of Prohibited Conduct, (2) the referral or provision of services related to Prohibited Conduct, or (3) Concorde's investigation and conduct of Grievance Procedures for reports of Prohibited Conduct receive required training.

**Reporting Prohibited Conduct:** Anyone (student, employee, or third-party) may make a report of Prohibited Conduct, whether the Prohibited Conduct was directed at such person or not and may do so at any time. Concorde encourages everyone to report actual or suspected violations of Concorde's Sex Discrimination and Harassment Prohibition—Title IX Policy as soon as practicable to aid in Concorde's response to such conduct.

**A. Methods of Reporting:** In order to ensure a prompt response, including the provision of Supportive Measures, the College requires anyone reporting Prohibited Conduct to do so by contacting the College's "Officials With Authority" immediately. The Officials With authority will report the incident to the Lead Title IX Coordinator through one of the following methods but preferably through emailing the [TITLEIX@concorde.edu](mailto:TITLEIX@concorde.edu) inbox immediately. If there is an emergency on campus, contact the authorities, call one of the designated employees on the Red



Alert list and email the RedAlert@concorde.edu with a summary of events in addition to emailing the TitleIX@concorde.edu in box.

**B.** The following person has been designated to handle inquiries regarding Concorde's Title IX Policy at any time to include non-business hours via direct mail, email or phone:

Koula Foura, M.Ed

Student Affairs Director

Lead Title IX Coordinator

Lead ADA Coordinator

Concorde Career Colleges

5800 Foxridge Drive, Suite 500

Mission, KS 66202

Office: 913.745.2219

Fax: 913.831.6556

Email: [TITLEIX@concorde.edu](mailto:TITLEIX@concorde.edu)

**C.** An anonymous report may be filed with Lighthouse, a third-party service, by calling, emailing or filing an online report as provided below.

a. 1-855-400-6004

b. [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)

c. Website: [www.lighthouse-services.com/concorde](http://www.lighthouse-services.com/concorde)

**D. Initial Response to Report:** Following receipt of a report of potential Prohibited Conduct, the Lead Title IX Coordinator shall:

1. Acknowledge receipt of the report to the reporter if possible (i.e., if not anonymous);

2. Document the acknowledgement of report by using "**Title IX Complaint**" Activity code.

3. Any subsequent conversations should be documented using the "**Title IX Correspondence**" activity code with a general summary of conversation, not to include specifics.

4. Promptly contact the Complainant to:

i. Discuss availability of supportive measures (which must be made available with or without filing a Formal Complaint);

ii. Explain the process for filing a Formal Complaint; and

iii. Discuss the Complainant's wishes regarding how Concorde should respond to the allegations;

iv. Discuss options for notifying law enforcement including the right to decline to notify law enforcement and the right to be assisted in making a report to law enforcement if he/she chooses;

v. Provide written information about the importance of seeking medical treatment and preserving evidence as soon as practicable after an incident;

vi. Provide information on availability and contact information for resources (both on and off campus) available to an alleged victim of Prohibited Conduct; and

vii. Explain how Concorde will protect the privacy and confidentiality of the alleged Complainant, Respondent and witnesses to the extent practicable pursuant to Concorde's Privacy Policy outlined in section I.K. below.

5. Consider the facts reported and, assuming their truth for purposes of determining whether interim measures are appropriate, consider whether:

i. an emergency removal of a student, employee or visitor from campus is appropriate;

ii. an administrative leave of an employee is appropriate; and

iii. whether other interim measures may be appropriate, including but not limited to the adjustment of class schedules.

iv. To conduct further inquiry to discover additional facts including:

a. Identifying and interviewing witnesses;

b. Contacting and interviewing the Respondent; and

c. Contacting and cooperating with law enforcement.

**E. Supportive Measures:** Supportive Measures may be requested by any party (Complainant(s) or Respondent(s)), whether or not a Formal Complaint is filed; a report is filed with law enforcement; or the Complainant decides to pursue any other process offered by the College. Requests for Supportive Measures should be submitted to the Lead Title IX Coordinator. Concorde shall offer Supportive Measures on an equitable basis to Complainant(s) and Respondent(s) alike.

**F. Identifying and Locating Witnesses:** It is Concorde's responsibility to identify and locate witnesses to an alleged incident of Prohibited Conduct. The Complainant is encouraged to identify any known witnesses at the time they report Prohibited Conduct, including but not limited to when filing a Formal Complaint.

**G. Contacting and Interviewing Respondent:** Concorde will make every effort not to contact the Respondent until such time as a Formal Complaint is filed. The Complainant will be notified of the College's intent to contact and interview the Respondent prior to said contact.

**H. Contacting and Cooperating with Law Enforcement:** A Complainant has the right to notify law enforcement or to decline to notify law enforcement.

**I. Importance of Preserving Evidence:** Survivors/ Victims of sexual violence should take steps to preserve all physical evidence to assist in proving that a crime occurred or in obtaining an order of protection, restraining order or other such court order.

**J. Privacy:** The College will protect the identity of parties and witnesses involved in the resolution of a report of Prohibited Conduct to the extent doing so does not unreasonably interfere with legally protected rights of others, the investigation into and resolution of the reported conduct, or the implementation of Supportive Measures, sanctions or remedies.

## II. Formal Complaint Process

**A. General:** The filing of a Formal Complaint will trigger the formal investigation and hearing procedures (collectively referred to as "Grievance Procedures") set forth herein. Even in the absence of a Formal Complaint, a Respondent may be subject to discipline through other applicable College procedures and the College may still take other remedial action to address the alleged conduct if said conduct does not rise to the level of a Title IX violation or Prohibited Conduct. There is no deadline for the filing of a Formal Complaint, although Concorde encourages individuals to do so as early as possible following an incident.

**B. Filing a Formal Complaint:** A Formal Complaint may not be anonymous. It must be submitted in writing and signed by either:

1. The Complainant; or
2. The Lead Title IX Coordinator.

**C. Notice of Formal Complaint:** Within five (5) business days following the filing of a Formal Complaint, the Lead Title IX Coordinator shall send written notice simultaneously to all parties identified in the Formal Complaint containing the following information:

1. A copy of these Procedures;
2. Notice of the allegations and the type(s) of Prohibited Conduct implicated, including a reference to the Section of the Concorde policy such alleged conduct, if proven, would violate;
3. The identity of the parties involved in the alleged incident, including the Complainant and witnesses, if any are known;
4. The date, time and location of the alleged incident (if known);
5. The parties' right to an advisor of their choice, who may, but need not, be an attorney;
6. A statement that the Respondent is presumed "not responsible" for the alleged conduct and that a determination will be made only at the conclusion of the Grievance Procedures;
7. A statement regarding the parties' right to inspect and review evidence;
8. The provision of any College policy that prohibits knowingly making false statements or knowingly submitting false information to a College official during these or other College proceedings.
9. A statement prohibiting retaliation;
10. A statement regarding the availability of resources and Supportive Measures for the parties; and
11. A statement regarding Concorde's duty to update the Notice if there are any substantive changes to the information contained in the original Notice (e.g., the inclusion of additional allegations in the investigation or receipt of new evidence, including but not limited to the identity of additional witnesses).

**D. Consolidation of Formal Complaints:** Concorde may consolidate Formal Complaints containing allegations of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

E. **Informal Resolution:** At any time following the filing of a Formal Complaint, Concorde may consider whether or not Informal Resolution, as described in Section VIII of these Procedures, may be appropriate.

### III. Grievance Procedures—General

A. **Timeframes and Extensions:** The parties have the right to expect that the Grievance Procedures set forth herein will begin promptly following the filing of a Formal Complaint and proceed in a timely manner. Concorde shall consider requests for extensions or delays, only for good cause. If the process is delayed or a deadline is extended, the College will so notify the parties, in writing. The College will make a good faith effort to complete the grievance process within 60-90 days, though extensions may be allowed for good cause.

B. **Fair and Equitable Treatment of all Parties:** The College will provide fair and equitable treatment to all parties involved in the Grievance Process, including the following:

1. Every Complainant has the right to be taken seriously and every Respondent has the right to know that guilt is not presumed.
2. All parties will have an equal opportunity to inspect and review evidence, both inculpatory and exculpatory, obtained as part of investigation that is directly related to allegations raised in a Formal Complaint;
3. All parties will have an equal opportunity to present fact and expert witnesses, and other inculpatory or exculpatory evidence;
4. Concorde will conduct an objective evaluation of all relevant evidence;
5. All parties may be accompanied by an advisor of their choice during any aspect of the Grievance Process where the party's presence has been requested;
6. Concorde will not place a limit on the choice of advisor for either party, though said advisor will be expected to abide by any applicable rules of decorum established by Concorde;
7. Any written notice to a party whose participation is invited or expected will contain the date, time, location, identity of participants and purpose of the meeting/hearing and will be sent with sufficient time to allow the parties to prepare to participate;
8. The parties will not be restricted from discussing the allegations under investigation, or from gathering evidence or witnesses bearing in mind that conduct

constituting Retaliation or witness tampering or intimidation is a violation of Concorde's retaliation statement within the college catalog.

9. Any written notice, report or determination made in accordance with the Grievance Process shall be sent simultaneously to all parties involved.

C. **Prohibited Evidence:** The following evidence will not be sought, relied upon or otherwise used in the investigation of a Formal Complaint or in making a determination about responsibility:

1. Information protected by a legally recognized privilege, UNLESS the person holding the privilege has provided Concorde with voluntary written consent to use such information or has otherwise waived the privilege;
2. Information about the Complainant's past sexual behavior or predisposition EXCEPT in compliance with federal rape shield and other statutory protections.

D. **Sanctions & Remedies:** A final determination of responsibility for Prohibited Conduct against a Respondent may result in the sanctions up to and including termination of enrollment in and/or employment with Concorde.

E. **Qualifications of Investigators, Decision-Makers and Facilitators:** All those involved in the investigation or resolution of allegations of Prohibited Conduct shall:

1. Serve impartially and be free from actual or reasonably perceived conflicts of interest or bias; and
2. Be trained, as required by law, to include: definitions of and issues related to Prohibited Conduct; how to conduct an investigation and hearing; how to serve impartially and avoid prejudice; how to make determinations on relevancy of evidence; how to create an investigative report; how to evaluate credibility; how to synthesize evidence; and how to avoid sex stereotypes or generalizations based on sex.

### IV. Grievance Procedures—Investigation

A. **Assignment of Investigator:** Within three (3) business days of the receipt of a Formal Complaint, the Lead Title IX Coordinator shall appoint an investigator. The identity of and contact information for the assigned investigator shall either be included in the Notice of Formal Complaint described in Section II. A. above or the Lead Title IX Coordinator shall send written notice to all parties containing that information along with an explanation of the process



for challenging the assignment based on conflict of interest or bias. Any challenge must be resolved before the investigation process may begin.

**B. Evidence Gathering:** The investigator shall be responsible for gathering evidence, both inculpatory and exculpatory, relevant to the allegations contained in the Formal Complaint. At minimum, the investigator shall take reasonable steps to interview all parties. After available evidence has been gathered, the investigator will send the parties and their advisors (if any) the evidence directly related to the allegations raised in the Formal Complaint in either electronic or hard copy format (at the discretion of the investigator). The parties shall have 10 days to submit a written response to the investigator, which response will be considered in completing the investigative report. All said evidence shall be available to the parties for inspection and review at any hearing.

**C. Investigative Report:** Within ten (10) business days of receiving the parties' responses to the evidence and/or expiration of the deadline for submission of the responses, the investigator shall send to the parties, a written investigative report that summarizes relevant evidence. The parties shall have 10 business days to submit to the investigator a written response.

**1. Consolidated Complaints:** Where a decision has been made to consolidate complaints, the investigator may create a single investigative report for all said complaints.

**2. Parties' Response:** In the written response, parties may propose corrections, provide appropriate context, raise defenses, identify missing relevant evidence or raise any other issues in relation to the evidence they feel it is important for the Grievance Officer to consider. Failure to submit a response will NOT preclude the parties from raising those issues later in the Grievance Process, such as during any future hearing.

## V. Grievance Procedures--Pre-Hearing

**A. Submission of Investigative Report & Response(s):** Within one (1) business day of receiving the parties' responses or expiration of the deadline to submit said responses, the investigator shall send a copy of the investigative report and the parties' responses, if any, to the Lead Title IX Coordinator.

**B. Title IX Determination:** The Lead Title IX Coordinator shall review the investigative report and responses thereto and decide whether or not the alleged conduct, if proven, would constitute Sex Discrimination or Sexual Harassment as defined by Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) and its implementing regulations

(34 CFR §106 et. seq.). A written decision and reasons therefore shall be sent to the parties within ten (10) business days of the Lead Title IX Coordinator's receipt of the investigative report and responses:

**1. Title IX Compliant Hearing Referral:** If the Lead Title IX Coordinator determines that the alleged conduct, if proven, does constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Lead Title IX Coordinator shall appoint a Grievance Officer to conduct a hearing in accordance with Section VII below.

**2. Dismissal of Formal Complaint:** If the Lead Title IX Coordinator determines that the alleged conduct, if proven, does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Formal Complaint shall be dismissed. The Lead Title IX Coordinator also has discretion to dismiss the Formal Complaint or any allegations therein if:

- i. The Complainant notifies the Lead Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or allegations therein;
- ii. The Respondent is no longer enrolled or employed by the College; or
- iii. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint.

**3. Referral to Other College Processes:** If, in the course of investigating the Formal Complaint, conduct is alleged or discovered that may violate any other College Policy (e.g., the Code of Student Conduct), the Lead Title IX Coordinator may refer the matter for consideration through any other applicable College process.

**C. Appeal of Title IX Determination:** To the extent the Lead Title IX Coordinator determines that the alleged conduct does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, that decision may be appealed by any party, utilizing the process set forth in Section E below. Any other applicable process should not proceed until the appeal has been decided or the deadline for filing an appeal has expired.

## VI. Grievance Procedures—Hearing & Appeal

**A. Assignment of the Grievance Officer:** Within three (3) business days of the Title IX Determination set forth in Section VI. C above (which deadline may be extended if an appeal of the determination has been filed), the Lead Title IX Coordinator will appoint a Grievance Officer to conduct a hearing to determine responsibility. A copy of the investigative report and

party response(s), if any, shall be provided to the Grievance Officer. Within three (3) business days of the assignment, written notice of the identity of and contact information for the Grievance Officer and an explanation of the process for challenging the assignment based on conflict of interest or bias shall be sent to all parties. Any challenge must be resolved before the hearing process may begin.

**B. Notice of Hearing:** Within three (3) business days following assignment of the Grievance Officer or any decision regarding a challenge to that assignment, the Grievance Officer shall notify the parties, in writing, of the date, time, and location of the hearing along with their Notice of Hearing Rights & Responsibilities. The Notice of Hearing must be sent at least ten (10) business days prior to the assigned hearing date.

**1. Consolidated Complaints:** In situations where complaints have been consolidated as described herein, the Grievance Officer may choose to conduct a single hearing, or divide the hearings, as appropriate. Parties have the right to object to consolidation if they believe such consolidation would prejudice their rights. Any objection shall be heard by the Grievance Officer before the start of the hearing.

**2. Consolidated Hearings:** In situations that involve Prohibited Conduct and conduct that may violate other College Policies or standards of conduct, the College reserves the right to consolidate the hearings on all conduct violations utilizing these procedures. The Notice of Hearing will include any decision to consolidate hearings.

**C. Advisor Identification:** Within ten (10) business days prior to the assigned hearing date, the parties must notify the Grievance Officer, in writing, of the name and contact information of the advisor they have chosen to attend the hearing and conduct questioning on their behalf. The Grievance Officer will assign an advisor to attend the hearing for any party who fails to provide this notification. The College will ensure that any assigned advisor understands the purpose and scope of her/his role, including how to conduct questioning.

#### D. Hearing

**1. Live Hearing:** A live hearing will be conducted with all parties physically present in the same geographic location, or "virtually" present through the use of technology enabling the participants to simultaneously hear and see one another. An audio or

audiovisual recording, or transcript of the hearing will be created and available for inspection and review by any party.

**2. Closed Hearing:** The hearing shall be closed, meaning that only the parties and decision-maker(s) shall be present for the entirety of the hearing. Witnesses will be present (virtually or in person) only while providing their testimony.

**3. Opening Remarks:** The Grievance Officer will open the hearing by summarizing the following:

- i. The allegations contained in the Formal Complaint;
- ii. The sections of the applicable Policy implicated by the allegations; and
- iii. The guidelines and rules governing the hearing.

**4. Presentation of Evidence:** All parties will have an equal opportunity to make statements and present relevant evidence of any sort (e.g., documents, recordings, witness testimony, etc.) regardless of whether or not that evidence was provided or considered in the investigation process.

**i. Questioning:** The Grievance Officer and the parties shall have an opportunity to pose relevant questions and follow-up questions of the parties and witnesses. All said questioning must be conducted directly, orally, and in real time. Only a party's advisor, NOT the party her/himself, may conduct said questioning on behalf of the party. The Grievance Officer may ask questions at any time. The Grievance Officer does not have authority to compel the testimony of any person (party or witness). If a party or witness fails to submit to questioning at the hearing, the Grievance Officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility.

**ii. Relevancy Determinations:** Before a party or witness answers a question from another party, the Grievance Officer must determine if the question is relevant and explain any decision to exclude the question as not relevant. A challenge to that determination can be made at the hearing. Prohibited Evidence as described herein is considered to be, per se NOT relevant.

**5. Closing Remarks:** After all parties have finished their presentation of evidence, they will each be given an opportunity to give brief closing remarks, summarizing their position, including any request for action to be taken. The hearing will then be closed, and no further statement or evidence will be accepted or considered by the Grievance Officer prior to making a determination regarding responsibility.

**6. Determination Regarding Responsibility:** The Grievance Officer will make a determination regarding responsibility within ten (10) business days following the close of the hearing and provide written notice of that determination to the parties and Lead Title IX Coordinator. In making that determination, the Grievance officer will objectively evaluate the investigative report and all relevant evidence (both inculpatory and exculpatory), weigh the credibility of the evidence and testimony, and apply the requisite standard of proof.

i. **Standard of Proof:** The standard of proof that will be utilized by the Grievance Officer in making a determination regarding responsibility will be preponderance of the evidence. This means that the Grievance Officer will determine if it is more likely than not that the Respondent is responsible for the alleged Prohibited Conduct.

ii. **Determinations Regarding Affirmative Consent:** It shall not be a valid excuse to alleged lack of consent that the Respondent believed there was valid consent due to the following circumstances:

a. Intoxication or recklessness of the Respondent;

b. Failure of Respondent to take reasonable steps to ascertain whether or not there was affirmative consent.

iii. **Consideration of Results of Other Investigations or Processes:** The results of other investigations or procedures (e.g., criminal or administrative) may be considered but will not be deferred to or relied upon in making a determination regarding responsibility.

iv. **Consideration of Prior Findings of Prohibited Conduct:** The Grievance Officer may only consider a Respondent's prior findings of responsibility for Prohibited Conduct or other relevant misconduct in determining appropriate sanctions and not in any finding of responsibility for the current matter.

v. **Determination Notice:** The notice of the determination regarding responsibility shall include, at minimum, the following:

a. Identification of the allegations constituting Prohibited Conduct;

b. A description of the procedural steps taken from receipt of the Formal Complaint through determination;

c. Findings of fact supporting the determination;

d. Conclusions regarding the application of the College's policies and procedures to the facts;

e. A statement of and rationale for the result as to each allegation including a determination regarding responsibility, any sanction that will be imposed on Respondent, and whether any remedies provided to Complainant were designed to restore or preserve equal access to the College's program or activity;

f. The process and bases to appeal the determination; and

g. A statement that the results will become final either on the date the College provides the parties with the written determination of the result of the appeal (if an appeal is filed), or the date on which the appeal would no longer be considered timely (the appeal deadline).

## **E. Appeal**

1. **Eligibility:** Any party is eligible to appeal a determination regarding responsibility or Title IX determination per section D above.

2. **Bases for Appeal:** The following are the only bases upon which an appeal will be considered:

i. **Procedural irregularity:** there was an irregularity in the processing of the Formal Complaint (e.g., investigation or hearing) that affected the outcome of the matter;

ii. **New Evidence:** there is evidence that was not reasonably available before or at the time the determination regarding responsibility was made that could reasonably affect the outcome of the matter; or

iii. **Conflict of Interest:** The Lead Title IX Coordinator, investigator and/or grievance officer had a conflict of interest or bias for or against survivors/victims or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

3. **Written Appeal:** In order to initiate the appeal process, a party must submit the appeal, in writing, to the Lead Title IX Coordinator no later than fifteen (15) business days following receipt of the Determination Notice. The appeal must be based upon at least one of the allowable bases for appeal. Upon receipt of the Appeal the Lead Title IX Coordinator will send a Notice of Appeal to all parties providing them with the copy of the written appeal and allowing for both parties to submit to the Lead Title IX Coordinator a written statement in support of or challenging the relevant determination and any statements contained in the Appeal.

4. **Assignment of Appellate Officer:** Within three (3) business days following receipt of the parties' statements or expiration of the deadline to submit

statements, the Lead Title IX Coordinator will assign an Appellate Officer to consider the appeal and will provide written notice to the parties of the identity of and contact information for the Appellate Officer along with an explanation of the process for challenging the assignment based on conflict of interest or bias. Any challenge must be resolved before the Appeal review process may begin.

**5. Review Process:** For purposes of considering and coming to a conclusion about the appeal, the Lead Title IX Coordinator will provide the Appellate Officer with access to the Appeal, written responses thereto, written determination subject to appeal, Hearing record (if applicable), Investigative Report and any other relevant records received, created or maintained as part of these procedures. The Appellate Officer has authority to conduct additional interviews or inquiries only as may be necessary to seek clarification on issues specifically raised in the Appeal.

**6. Appeal Decision:** Within ten (10) business days following receipt of the Appeal and relevant materials, the Appellate Officer will make a determination and provide written notice to all parties, with a copy to the Lead Title IX Coordinator, of the result of the appeal and the rationale for that result.

### **VII. Informal Resolution:**

**A. Applicable Process:** To the extent the College offers an informal resolution process through other policies or procedures applicable to the parties, the parties may request that the Lead Title IX Coordinator refer the matter to the Informal Resolution process. This may be done at any time prior to a determination of responsibility set forth above.

**B. Conditions:** The following conditions must be met for the Lead Title IX Coordinator to refer the matter for informal resolution:

1. The Lead Title IX Coordinator determines that the matter is appropriate for informal resolution;
2. The matter does not involve allegations that an employee sexually harassed a student;
3. The Lead Title IX Coordinator provides written notice to the parties of
  - i. The allegations;
  - ii. The requirements of the informal resolution process, including any circumstances that might preclude the parties from resuming the process described herein;

- iii. The process to challenge the appointment of an informal resolution facilitator due to a conflict of interest or bias;

- iv. the consequences of participation in informal resolution, including any records that could be created, maintained or shared;

- v. the right to withdraw from the informal resolution process at any time prior to reaching agreement.

4. The Lead Title IX Coordinator has obtained voluntary written consent to informal resolution from all parties.

**C. Effect:** If the conditions have been met and the parties' consent to participation in the informal resolution process, any proceedings initiated herein shall be suspended unless the Lead Title IX Coordinator determines that doing so would put others at risk. These Grievance Procedures may be resumed at the request of either party at any time during the informal process.

**VIII. Emergency Removal:** Any time after the receipt of a report of Prohibited Conduct, the College may consider an emergency removal of Respondent from Campus, some part of Campus or from and the College's education programs or activities so long as the following conditions are met.

**A. Required Assessment:** The College performs an individualized safety and risk assessment that determines whether or not there is an immediate threat to the physical health or safety of any individual (student, employee or third party) arising from the allegations that justifies removal.

**B. Notice:** If the College decides to implement an emergency removal, it will provide written notice to the Respondent of that decision explaining the implications of that removal, the length of time the removal will remain in effect, and the Respondent's right to challenge the decision.

**C. Effect of Removal:** Any investigation into or determination of responsibility regarding allegations of Prohibited Conduct will follow the procedures contained herein, regardless of the Respondent's removal, though additional precautions may be necessary to address any ongoing threat.

**IX. Recordkeeping:** The Lead Title IX Coordinator shall keep for a period of 7 years from the date they were created, records of each investigation, determination regarding responsibility, hearing transcript or recording, sanctions imposed on a Respondent, remedies provided to a Complainant, appeal and result therefrom, informal resolution,

training materials described herein, actions and supportive/protective measure taken or refused in response to reports of Prohibited Conduct.

**Definitions.** For purposes of this policy and these procedures, the following terms shall have the meanings set forth below:

**1. Actual Knowledge:** Notice of Prohibited Conduct or allegations of Prohibited Conduct made to the Lead Title IX Coordinator or Officials With Authority.

i. **Officials With Authority:** The following campus leaders are considered "Officials With Authority" who are deemed to have Notice of Prohibited Conduct or allegations of Prohibited Conduct – Campus President, Academic Dean and Director of Student Affairs/Title IX Coordinator. Any other campus employee is not an Official With Authority and should direct any Complainant to an Official With Authority or take the Complainant's statement and bring it to an Official With Authority.

**2. Affirmative Consent:** Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that the other(s) involved affirmatively consent(s) to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent. Valid consent does not exist if Respondent knew or should have known that Complainant was unable to consent because Complainant was asleep or unconscious; was incapacitated due to drugs, alcohol or medication; or Complainant was unable to communicate due to a mental or physical condition.

**3. Amnesty:** Protection from disciplinary action against a reporting party, Complainant, or witness for participation in the reporting, investigation or adjudication of Prohibited Conduct for a violation of the College's conduct policies related to the incident unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

**4. Complainant:** An individual at whom conduct that meets the definition of Prohibited Conduct is directed or alleged to have been directed. A Complainant must be participating or attempting to participate in the College's education program or activity at the time of filing a formal complaint. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending

**5. Days:** Any reference to "days" contained in these procedures shall mean business days, excluding all recognized federal and state holidays and breaks during which classes are not in session.

**6. Education Program or Activity:** all academic, educational, extracurricular, athletic, and other programs of Concorde occurring in the U.S., including locations or events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the sexual discrimination or harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by Concorde.

**7. Grievance Procedures:** Procedures adopted and published by Concorde as set forth as in this policy.

**8. "In Writing":** Use of the phrase "in writing" shall refer to submission of materials either electronically (e.g., via email or via hard copy format, sent via facsimile, U.S. mail or courier service, interoffice mail, or personal delivery) to the Lead Title IX coordinator.

**9. Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge after Concorde obtains Actual Knowledge that Prohibited Conduct may have occurred, including but not limited to before or after the filing of a Formal Complaint. Supportive Measures must be available to Complainants and Respondents on an equitable basis and must be designed to:

i. restore or preserve equal access to Concorde's education programs or activities without unreasonably burdening the other party;

ii. protect the safety of all parties and the College's educational environment; and

iii. deter Prohibited Conduct.

**10. Prohibited Conduct:** Sex Discrimination and Sexual Harassment as defined in Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et. seq.) and its implementing regulations (34 CFR 106, et. seq.) and the Title IX policy 04-018.

**11. Remedies:** Actions taken to restore or preserve equal access to Concorde's education programs and activities.

**12. Respondent:** Person(s) reported to have engaged in Prohibited Conduct. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending.



## Student Computer Network and Internet Conduct

Concorde Career College provides students access to its computer network and Internet access for purposes directly related to education. Concorde reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of email and website access. The following practices are prohibited:

- Installing or executing unauthorized software. Using computers to copy copyrighted or licensed software.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.
- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups, or chat areas that contain material that is sexually related, obscene, or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify an instructor, the Learning Resource Center Coordinator, and/or network administrator.
- Using the network for any activity or to transmit any material that violates federal, state, or local laws. This includes, but is not limited to, illegal activities, such as threatening the safety of another person or peer-to-peer file-sharing of copyrighted materials.
- Using vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Logging on to another person's account or attempting to access another user's files.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software.

Computer and network resources are of significant value, and their abuse can have a negative effect on other users. Noncompliance with this policy may result in loss of computer and network privileges, suspension, and/or withdrawal from school.

## Confidentiality Statement

The Health Insurance Portability and Accountability Act (HIPAA) is the law that applies to physicians regarding the completely confidential nature of

patient information and applies to all Concorde students and employees. Except where necessary in the regular course of business, the discussion, transmission, or narration in any form of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the student's schooling or employment is strictly forbidden. Any violation of this professional rule shall constitute grounds for severe disciplinary action, including possible termination of the enrollment contract and dismissal from the College.

## Graduation Requirements

A diploma, certificate, or degree will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. All externships/clinicals must also be successfully completed with a passing grade. Any student subject to Records Hold must satisfy outstanding obligations before an official transcript will be issued. Duplicate diplomas or certificates take approximately 14-30 working days after payment to produce. A fee will be assessed for all duplicate requests.

(For details regarding commencement ceremonies, see "Commencement Ceremonies" in the "Student Information & Affairs" section under "General Information.")

## Family Educational Rights and Privacy Act

Concorde maintains a number of important records on the student's behalf throughout the application and registration processes, as well as records that are maintained throughout a student's enrollment. Examples of such records include but are not limited to:

- Academic Transcripts
- Attendance Records
- Financial Aid Records
- Employment Records
- Disciplinary Documentation

## Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Concorde receives a request for access.
- A student should submit to the Academic Dean or Campus President a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If a request is submitted to a school official not responsible for maintaining records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the Academic Dean, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before Concorde discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Concorde to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

### Concorde Rights Under FERPA

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- Parental access to a student's record will be allowed by Concorde without prior consent if: 1) the student has violated a law or the Institution's rules or policies governing alcohol or substance abuse, and the student is under 21 years old; or 2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
- The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Concorde who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institution's State-supported education programs. Disclosures under this provision may be made: 1) in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid; 2) in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized



representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- To organizations conducting studies for, or on behalf of, the school in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the Institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Additionally, FERPA allows Concorde to disclose information it has designated as "Directory Information." Concorde defines directory information as: the student's name, address(es), telephone number(s), e-mail address, birth date and place, program of study, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Academic Dean within 45 days of the student's enrollment or by such later date as the Institution may specify as acceptable. Under no circumstance may the student use the right to opt out to prevent the Institution from disclosing that

student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

## Release of Personally Identifiable Information (PII)

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records, including his or her Social Security Number, grades, or other confidential information, may be accessed without his or her consent.

- The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a Federal- or State-supported education program.
  - The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.
- Federal and State Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases, even when Concorde objects to or does not request such research.
- Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Federal and State Authorities need not maintain direct control over such entities.
- With respect to Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student's consent, PII from his or her education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## Students With Disabilities Policy

It is the policy of Concorde Career Colleges, Inc. (Campus), to abide by both the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Concorde is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of its programs or impose an undue burden.

The Campus prohibits all discrimination against "qualified individuals with disabilities" as defined in Concorde's Disabilities Policy. In addition, a "qualified disabled person," with respect to postsecondary and vocational education services, is one who meets the academic and technical standards requisite to participation in the Campus's education program.

### Procedures for Requesting Academic Adjustment and/or Auxiliary Aid:

1. Current students with disabilities wishing to request academic adjustments and/or auxiliary aids must contact the Campus President. The Campus President is designated as the Campus Compliance Coordinator (CCC) with respect to Section 504. A disclosure of a disability or request for adjustments and/or aids made to a faculty or staff member, other than the CCC, will not be treated as a request for an academic adjustment and/or auxiliary aid. However, if a student discloses a disability to faculty or staff, he or she is required to direct the student to the CCC.
2. The CCC will provide the student with an academic adjustment and/or auxiliary aid Request Form for Students With Disabilities to complete. Academic adjustments and/or auxiliary aids are available to students who provide documentation of a disability, specifically that they have an impairment that substantially limits one or more major life activities.
3. In general, the documentation referenced should be current prior to taking entrance assessments to be accepted into a program. The documented assessments must be completed by qualified professionals in the area of disability. Documentation and sources used to evaluate the need and determine appropriate adjustments or aids may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, aptitude and achievement tests with results/reports, functional effects or limitations of the disability (physical limitations) and/or medications and recommendations, and social and cultural background and adaptive behavior. The campus reserves the right to request additional documentation as needed.
4. After the CCC or his or her designee receives the academic adjustment and/or auxiliary aid Request Form and the required documentation, the CCC will engage in an interactive process with the student to determine what academic adjustment(s) and/or auxiliary aid(s) are appropriate. This process will include primary consideration of the student's recommendations. It is the responsibility of the student to initiate this process by contacting the CCC and participating in the interactive process to identify appropriate academic adjustments and/or auxiliary aids. Within 10 business days, the CCC will meet with the student to discuss the appropriate reasonable academic adjustments and/or auxiliary aids needed. Primary consideration will be given to the student's requested academic adjustments and/or auxiliary aids. Any academic adjustment and/or auxiliary aid denied will include a written statement as to the basis. Whenever an academic adjustment and/or auxiliary aid is denied, the CCC will enter into an interactive communication with the requestor and discuss the need for additional documentation and/or alternate academic adjustments and/or auxiliary aids.
5. If the student is denied the requested adjustment or aid, he or she may file a grievance using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.
6. The CCC is responsible for ensuring that approved academic adjustments and auxiliary aids are implemented in a timely manner and will be responsible for ensuring compliance of accommodations through the Academic Dean and Program Director. If students believe that the academic adjustment and/or auxiliary aid is not being implemented, they are urged to contact the CCC to discuss the matter. If not resolved, students may file a grievance using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.

An adjustment or aid that fundamentally alters a program of instruction, conflicts with direct licensing requirements, or otherwise negates a requirement essential to the program will not be approved. A student may challenge such a determination by using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.

## Grievance Procedure Regarding Students With Disabilities

Any complaints alleging discrimination based on one's disability, including disagreements regarding requested academic adjustments and/or auxiliary aids, may be grieved using the following procedures:

- He or she should contact the Campus Compliance Coordinator (CCC) (Campus President) to file a formal grievance as soon as the student knew or reasonably should have known of the alleged discriminatory act or disagreement regarding academic adjustments and/or auxiliary aids.
- The CCC will assist the student in defining the grievance and will witness the student's signature on the Grievance Form.
- All grievances shall be reviewed and investigated by the Vice President of Academic Affairs. The Vice President of Academic Affairs' role shall be to investigate whether the student was discriminated based on disability by gathering all relevant information. Allegations can include, but are not limited to, harassment, failure to provide approved aids or adjustments, or a disagreement over what aids and adjustments are appropriate.
- The student shall have an opportunity to express his or her concerns with the Vice President of Academic Affairs.
- All reasonable efforts will be made to provide a written determination to the student within 30 days, which will close the charge of discrimination.
- If the student feels the alleged discriminatory act was conducted by the CCC, the student may contact the Vice President of Academic Affairs at 1-800-852-8434 to file a formal grievance at any time in the process.
- The determination made by the Vice President of Academic Affairs will be the final review.

The campus is dedicated to protecting the rights provided to individuals with disabilities by Section 504. Federal regulations prohibit the campus from discriminating against students on the basis of disability. If a student believes that the campus has discriminated against him or her or another person

on the basis of disability, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights.

The campus prohibits retaliation against persons who file complaints of discrimination or assist with or participate in a campus or government agency investigation, proceeding, or hearing concerning complaints of discrimination. Retaliation complaints may be filed separately with the Office for Civil Rights. Current or prospective students with disabilities wishing to request academic adjustments and/or auxiliary aids must contact the Campus President.

## Official Letter Grading Scale

**Effective for all Terms starting on or after October 11<sup>th</sup>, 2021**

Written examinations are given periodically, **and many courses contain a final exam**. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Student Records Manager. Unless specified differently for an individual program, students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined.

## Incomplete Grades

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have seven calendar days (excluding published holidays) in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

Incompletes will not be given for clinical/laboratory assignments not completed in the final term. Failure to satisfactorily complete clinical/laboratory assignments in the final term will result in the student being required to repeat the term.

When the "I" is replaced with a letter grade, Satisfactory Academic Progress will be recalculated based on the letter grade and the credits earned.

Incompletes, although a temporary grade, will be included as attempted credits.

## General Education Courses

The following official letter grading scale is used to indicate the level at which students have achieved the educational objectives of a class for any general education course:

Letter Grade	Numerical %	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	70-79	Fully Competent	2.00
F <sup>1</sup>	0-69	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawal From Course	N/E
WP <sup>2</sup>	N/A	Withdrawal While Passing	N/E
WF <sup>2</sup>	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

## Pass/Fail Courses

The following grading scale will be used for only courses identified as pass/fail. These courses do not impact GPA, but they do count toward rate of progress.

Letter Grade	Numerical %	Description	GPA
P	N/A	Successful completion of a Pass/Fail course	N/E
F <sup>1</sup>	N/A	Failure of a Pass/Fail course	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.

## Nonclinical Program Content Courses

The official letter grading scale for all nonclinical programs (technical courses only), including Dental Assistant, EKG Technician, Medical Assistant, Medical Office Administration, Phlebotomy Technician, and Sterile Processing Technician is as follows:

Letter Grade	Numerical %	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	70-79	Fully Competent	2.00
F <sup>1</sup>	0-69	Not Competent	0.00
P	N/A	Successful Completion of Course	N/E
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawal From Course	N/E
WP <sup>2</sup>	N/A	Withdrawal While Passing	N/E
WF <sup>2</sup>	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

## Clinical Program Content Courses

The official letter grading scale for the Cardiovascular Sonography, Dental Hygiene, Diagnostic Medical Sonography, Online Programs, Physical Therapist Assistant, Respiratory Therapy, and Surgical Technology programs (technical courses only) is as follows:

Letter Grade	Numerical %	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	75-79	Fully Competent	2.00
F <sup>1</sup>	0-74	Not Competent	0.00

P	N/A	Successful Completion of Course	N/E
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawal From Course	N/E
WP <sup>2</sup>	N/A	Withdrawal While Passing	N/E
WF <sup>2</sup>	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

## Bachelor of Science in Nursing Program Content Courses

Letter Grade	Numerical %	Description	GPA
A	93-100	Exceptionally Competent	4.00
B	85-92	Highly Competent	3.00
C	78-84	Fully Competent	2.00
F <sup>1</sup>	0-77	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawal From Course	N/E
WP <sup>2</sup>	N/A	Withdrawal While Passing	N/E
WF <sup>2</sup>	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

## Practical Nursing Program Content Courses

The official letter grading scale for the Practical Nursing program is as follows:

Letter Grade	Numerical %	Description	GPA
A	93-100	Exceptionally Competent	4.00
B	85-92	Highly Competent	3.00
C	78-84	Fully Competent	2.00
F <sup>1</sup>	0-77	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W <sup>2</sup>	N/A	Withdrawal From Course	N/E
WP <sup>2</sup>	N/A	Withdrawal While Passing	N/E
WF <sup>2</sup>	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).

1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

## Dental Hygiene Program

Dental Hygiene students must earn a "C" (75 percent) or better in each course in the program and maintain a minimum cumulative grade point average (CGPA) of 2.0 for all coursework attempted.

## Online Programs

Effective: 06/15/2021

Programs offered 100 percent online, including Bachelor of Science programs in Healthcare Administration, Dental Hygiene and RN-BSN and the Surgical Technology AAS Completion Program, follow the Clinical Program grading scale. Students must earn a "C" (75 percent) or better in all courses within the program major. General Education courses follow the General Education Grading Scale.

## Physical Therapist Assistant Program

All students must demonstrate minimum competency levels in order to progress through the program. Students must earn an overall score of 75 percent or greater in each course in order to achieve a passing grade. Students must pass all courses within each term in order to advance to the next term or clinical experience. If the student does not earn 75 percent as a final course grade, the student may not advance and will be withdrawn from the program.



Withdrawn students may apply for readmission to repeat failed course(s) as they are offered again on a space-available basis.

## Practical Nursing Program

Unless otherwise specified in the course descriptions, a grade of "C" (78 percent) or better is considered passing for technical courses in the Nursing or Practical/Vocational Nursing programs. Clinical/Lab Practice classes are graded on a Pass/Fail basis. Students who fail one portion (clinical or didactic) of a class will fail the entire class.

Any withdrawn student who chooses to reapply must meet the current catalog readmission requirements for the program. All withdrawn students seeking reentry are subject to space availability.

## Respiratory Therapy Program

To pass any course in the Respiratory Therapy program, a student must earn a minimum of 75 percent theory grade and a pass rating on all clinical and laboratory objectives for that course. A student earning less than a 75 percent on an examination must attend mandatory "practice and review" sessions. If the student earns an overall grade of less than 75 percent, the student will not be allowed to progress in the program and will be withdrawn or set back on a space-available basis. Students are required to pass the final written and practicum examinations to graduate the program.

## Satisfactory Academic Progress Policy

To remain in good academic standing and maintain financial aid eligibility, students must meet the following minimum Satisfactory Academic Progress (SAP) standards as measured at the end of each grading and/or payment period:

1. Must maintain a minimum cumulative grade point average (CGPA) of 2.0.
2. Must maintain a rate of progress (ROP) of 66.67% or greater.
3. Must be able to complete the program within 150 percent of the program length (Maximum Time Frame [MTF]).

## Cumulative Grade Point Average (CGPA)

CGPA measures the quality of the student's work by assigning quality points to each letter grade and weighting the course by the credit hours. Only courses with earned grades required in the student's

program of study are included in the CPGA calculation. In the case of repeated coursework, only the most recent attempt is counted toward the CGPA.

## Rate of Progress (ROP)

Students are required to maintain a satisfactory ROP toward successful completion of their program. ROP is defined as the credit hours completed divided by the credit hours attempted. All periods of the student's enrollment for the current program count when assessing progress, even periods in which the student did not receive Federal Student Aid (FSA) funds.

## Maximum Time Frame (MTF)

Students must be able to successfully complete all the required course credit hours of their program within the Maximum Time Frame. To maintain SAP, the credit hours attempted cannot exceed one and one-half times (1.5) or 150 percent of the credit hours required to complete a program.

## SAP Evaluation

Each program is broken down into grading periods and payment periods. At the end of each of these periods, the student's CGPA, ROP and MTF will be evaluated. The evaluation will ensure that all aspects of Satisfactory Academic Progress are met. A student failing to maintain the minimum standards of Satisfactory Academic Progress will be notified of such and will face administrative actions. These actions include being placed on Academic Warning, Academic Probation or dismissal from the program at the end of a grading period. In addition, a student failing to maintain Satisfactory Academic Progress at the end of a payment period may be placed in a Financial Aid (FA) Warning status or Financial Aid Probation status, or the student may lose Federal Financial Aid eligibility altogether.

The outcome of SAP Evaluation is different depending on whether a student is enrolled in a Non-Term Program or a Term Based Program.

## Non-Term Programs

(Dental Assistant, Medical Assisting, and Medical Office Administration)

## Academic Warning

A student not meeting all aspects of Satisfactory Academic Progress (CGPA, ROP and MTF) at the end of a grading period will be placed on Academic Warning. The school will advise the student of his or her status immediately upon completion of the SAP

evaluation, and, in cooperation with campus academic leadership, the student will be required to complete an Academic Success Plan (ASP).

The student will remain in Academic Warning status until; a.) the student's SAP is evaluated at the end of the upcoming grading period, is met, and the student is returned to good academic standing and Active status; or b.) the student does not meet the requirements agreed to in the Academic Success Plan created at the beginning of the grading period whereupon the student will be notified of pending dismissal from the program. A student may appeal pending dismissal in writing to the Academic Dean within 72 hours of notification. (see Satisfactory Academic Progress Appeals) A student who does not file an appeal or for whom an appeal is not granted will be academically dismissed. A student submitting a successful appeal will be placed in Academic Probation status.

## Academic Probation

A student notified of pending dismissal who submits a successful SAP Appeal will be placed in Academic Probation status. A student on Academic Probation who fails to meet the requirements of the Academic Success Plan created at the beginning of the Academic Probation grading period will be dismissed.

## Term Based Programs

(All other programs not covered in the Non-Term Programs section above)

## Academic Warning

A student not meeting all aspects of Satisfactory Academic Progress (CGPA, ROP and MTF) at the end of a grading period will be placed on Academic Warning. The school will advise the student of his or her status immediately upon completion of the SAP evaluation, and, in cooperation with campus academic leadership, the student will be required to complete an Academic Success Plan (ASP). Only one Academic Warning grading period is permitted in Term-Based Programs. If a student fails to achieve Satisfactory Academic Progress for the next grading period or for any grading period in which the student is on Academic Warning, the student will be notified of pending dismissal. To remain enrolled, the student must submit a SAP Appeal within 72 hours of notification. A student in this situation who does not file an appeal or does not receive approval for an appeal will be dismissed.

## Academic Probation

A student on Academic Warning who does not meet Satisfactory Academic Progress standards at the end of the grading period must file an appeal. If the appeal is approved, the student will be placed on Academic Probation. A student on Academic Probation who fails to achieve Satisfactory Academic Progress or who fails to meet the requirements of the Academic Success Plan at the end of the grading period will be dismissed.

## All Programs

## Active Status

A student on Academic Warning or Academic Probation will be returned to good standing and Active status at the end of a grading period in which all Satisfactory Academic Progress standards are met.

## Financial Aid (FA) Warning

FA Warning will be assigned to a student not meeting Satisfactory Academic Progress standards at the end of a payment period. The school will advise the student of his or her status immediately upon completion of the SAP evaluation. A student on FA Warning may continue to receive Federal Student Aid (FSA) funds for one payment period. A student on FA Warning who achieves the minimum CGPA and rate of progress by the next payment period will be removed from FA Warning and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to meet Satisfactory Academic Progress standards after the FA Warning period will lose his or her eligibility for FSA funds unless the student's appeal is approved. The student will then be placed on FA Probation.

## Financial Aid (FA) Probation

Students on FA Warning who do not meet Satisfactory Academic Progress at the end of the payment period must submit an appeal or be dismissed. If the appeal is approved, the student will be assigned the status of FA Probation. The school will advise the student of his or her status immediately upon completion of the SAP evaluation. A student on FA Probation who fails to achieve Satisfactory Academic Progress or who fails to meet the requirements of the Academic Success Plan at the end of the payment period will be dismissed. A student on FA Probation who achieves a minimum CGPA and ROP by the next payment period will be removed from FA Probation and placed back in good standing and retain eligibility for FSA funds. A student



who fails to make Satisfactory Academic Progress or fails to meet the requirements of the Academic Success Plan after the FA Probation period will lose eligibility for FSA funds.

## Academic Success Plan

At the end of every grading and/or payment period in which a student does not meet Satisfactory Academic Progress standards, campus academic staff will assist the student in creating an Academic Success Plan. The Academic Success Plan will outline, in detail, minimum academic performance standards for the student for the upcoming term. The student must acknowledge and meet the requirements of the Academic Success Plan to remain enrolled in the program.

## Satisfactory Academic Progress Appeals

A student may appeal dismissal from the program due to failure to meet SAP and/or the loss of financial aid based on mitigating circumstances.

Written appeals must include:

- A clear statement about the mitigating circumstances that caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- An explanation of how such mitigating circumstances contributed to the student's academic situation;
- An explanation about what has changed in the student's situation that would allow the student to attain Satisfactory Academic Progress at the next payment period; and
- An acknowledged and signed Academic Success Plan created with the assistance of campus academic staff.

If the student does not submit an appeal within 72 hours of notification, or the appeal is denied, the student will be academically dismissed.

## Transfer of Credit to Other Institutions

The transferability of credits that a student earns at Concorde is at the complete discretion of the institution to which he or she may seek to transfer. Acceptance of the degree or diploma earned is also at the complete discretion of the institution to which the student may seek to transfer.

If the credits or credential earned at Concorde are not accepted at the institution to which the student

seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that his or her attendance at Concorde will meet his or her educational goals. This may include contacting an institution to which he or she may seek to transfer after attending Concorde to determine if his or her credits or credential will transfer.

Concorde does not imply, promise or guarantee that any credits earned at Concorde will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Concorde will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Concorde.

## Transfer of Credit to Concorde

Effective: 12/03/2020

Students who formerly attended a postsecondary institution accredited by an agency as recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a Request for Transfer Credit as soon as possible after being enrolled at Concorde; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Concorde. To be eligible for transfer credit consideration, the following must be met:

- An official copy of the student's transcript is on file with Concorde;
- Non-General Education courses were completed within the previous 12 months, and a grade of "B" or better was earned;
- General Education courses were completed within the last five years, and a grade of "B" or better was received;
- A copy of the catalog containing the course description, which the student enrolled under, is provided; and
- CLEP courses may be accepted if completed within the five years and have a minimum score of 60.
- AP scores may be accepted if:
  - The official College Board Assessment is received
  - The Assessment scores are within five years of the request to transfer
  - The following scores are achieved:
    - CHEM1310 (3 credits) Score of 3 or higher: Chemistry
    - CHEM1411 (3 credits) Score of 3 or higher: Chemistry

- CHEM1421 (3 credits) Score of 3 or higher: Chemistry
- CSCI1310 (3 credits) Score of 3 or higher: Computer Science A
- ENGL1310 (3 credits) Score of 3 or higher: English Literature and Composition or English Language and Composition
- ENGL1320 (3 credits) Score of 3 or higher: English Literature and Composition or English Language and Composition
- PSYC1310 (3 credits) Score of 3 or higher: Psychology
- MATH1310 (3 credits) Score of 3 or higher: Statistics
- MATH1320 (3 credits) Score of 3 or higher: Statistics

Students requesting to transfer credit(s) must submit all required documentation no less than one week prior to the start of their program of study. If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

Under no circumstances does Concorde Career College grant academic credit for life experience.

This section does not apply to students withdrawn from the same Concorde campus regardless of withdrawal date.

Students who receive transfer credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Concorde does not make any representation or guarantee that coursework completed at another institution will transfer to Concorde.

## Students From Other Concorde Career Institutes/Colleges

Students transferring from another Concorde Career Institute/College must meet the entrance requirements in place at this school at the time of transfer. These students may be eligible to receive credit for previous courses provided that the following requirements are met:

An official copy of the student's transcript is on file with Concorde Career College;

- Courses within a major were completed within the previous 12 months, and a grade of "C" or better was earned;
- General Education (nonscience) communications, mathematics, social science or humanities courses were completed with a grade of "D" or better; and
- General Education science (BIOL, CHEM) courses were completed within the previous ten years with a grade of "C" or better.

Students transferring from another Concorde Career school may transfer up to 75 percent of the academic credits necessary to fulfill the requirements for graduation. Students requesting to transfer credit(s) must submit all required documents prior to starting school.

If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

For courses within a major taken more than 12 months prior, the student must take a proficiency examination for both academics and practicals. Academic credit will be granted if the student scores 75 percent or better and demonstrates competencies of practical skills. The student will not be charged for the examination(s). Students requesting to transfer credit(s) must submit all required documents and/or pass any proficiency examination prior to starting school.

Under no circumstances does Concorde Career College grant academic credit for life experience.

## Bachelor of Science Degree Completion Program

Acceptance of prior college courses is not guaranteed. All prior learning is reviewed on a case-by-case basis, and credit is awarded at the sole discretion of Concorde Career College.

Bachelor's completion degrees are open to students who have successfully completed an earned associate degree in an appropriate discipline from a regionally or nationally accredited institution. Students will receive a 60 credit "block transfer" for their associate degree, regardless of the actual length of their degree. Students will then complete an additional 60 credit hours in upper-division (300-400 level) coursework to earn the Baccalaureate completion degree.

## General Education

Per Concorde accreditation standards, a bachelor's degree must contain a minimum of 30 semester credit hours in General Education with a minimum of nine semester credits in specific disciplines. A student may be required to complete additional General Education courses in the following situations:

- Associate degree being transferred in does not contain a minimum of 18 General Education credits and/or;
- Associate degree being transferred in does not contain a minimum of three semester credits in each of the following disciplines: Written Communications, Oral Communications, Quantitative Mathematics

## Transfer of Credit-Upper Division Courses

Effective: 10/14/2021

Students may be eligible to receive transfer credit for upper-division coursework. The general guidelines for transfer credit are as follows:

- To be considered, prior college credit must have been completed with an equivalent passing grade of "C" or higher from a regionally or nationally accredited institution.
- No courses completed within the student's earned associate degree may be transferred as upper-division coursework.
- The student must request from his or her previous school(s) that official transcripts be mailed directly to the Concorde Student Records Manager.
- Official transcripts for review of transfer credits for previous education, military training, or the College Level Examination Program (CLEP) must be received at least one week prior to the start of their program of study.
- Credits earned in any combination of prior learning credit will not exceed 75 percent of the credits required for the completion degree.
- Students must complete a majority (over 50 percent) of the major course requirements for their completion program, including the Capstone course, at Concorde Career College.
- Students submitting courses to satisfy science or program major course requirements may be required to undergo additional departmental knowledge and skills testing to validate content currency.
- All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student's undergraduate degree plan may be eligible for

transfer credit. Please note that only transcripts received directly from Army/ACE or Sailor/Marine will be accepted for official review.

Students interested in this option should send an official transcript of their training to the office of the Student Records Manager. For information on how to request your military transcript, visit the following websites:

- Community College of the Air Force
- Army/American Council on Education Registry Transcript Systems (AARTS)
- United States Coast Guard
- Navy College Program
- Sailor/Marine American Council on Education Registry Transcript (SMART)

o Students must request a course-by-course evaluation of any foreign work or credentials. Transcripts from foreign institutions must meet the same requirements as domestic institutions and must be translated and evaluated by an approved foreign credential evaluator on a course-by-course basis.

The Academic Dean and Program Director will determine the acceptability of the courses for transfer based on the above policy. If skills or knowledge testing is required to validate currency, the tests will be scheduled with the student by the Program Director. Results of the tests will be submitted directly to the Academic Dean.

## Residency Requirements

Students are required to earn a minimum of 75% of their credits/hours in residence at Concorde Career College/Institute. Therefore, the total of transfer credits and online classes cannot exceed 25% of a program's credits/hours. An exception may be made for students transferring to the same program of study at another Concorde school. Please contact the Academic Dean at the receiving school to discuss the transfer of course credits and credit for prior learning.

## Repetitions

Effective: 03/23/2021

Students are required to repeat any failed course. With the exception of courses with the designation "CPSO," students will be allowed to repeat a failed course once (see the "Official Letter Grading Scale"). CPSO courses may be attempted a total of three times. Both the grade(s) for the failed course(s) and the repeated course(s) will appear on the transcript, but only the most recent grade will be used in calculating CGPA. However, the original course(s) and

all repeated course credit hours are included in the maximum time frame and rate of progress calculations.

Students may incur a per credit hour fee for repeating a class(es). Students must remain active in order to be eligible for any retake fee. If a student withdraws from school, he/she will be charged the full per credit hour cost to retake a course. Please see a Financial Aid Representative to discuss your situation.

If a student fails a corequisite course, both corequisites must be retaken. The student will only be charged the per credit retake fee for failed courses. There will be no charge for retaking a corequisite that the student previously passed.

Students who fail the same CPSO course three times will be dismissed from the program. Students who fail the same non-CPSO academic course twice will be dismissed from the program. Dismissed students are not eligible for readmission.

## Veterans Administration Students

The school will notify the Veterans Administration (VA) when a student receiving VA education benefits is placed on Academic Warning or Academic Probation. Students will be advised of any counseling services available to them at the school in order to resolve academic or other problems and to establish a meaningful plan for successful completion of their education or training. The school will also remind students of the counseling services and tutorial assistance benefits available through the VA. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory. Schools that provide a period of academic warning or probation may not continue to certify a veteran or eligible person (who remains in an unsatisfactory academic status) for an indefinite period of time. The school will withdraw any student who remains in an unsatisfactory academic status for more than two successive periods and report the withdrawal to the VA. The credit hours attempted cannot exceed 1.5 times the credit hours required to complete the credit-hour program.

## Copyright Infringement

The unauthorized reproduction or distribution of copyrighted materials is prohibited. This may include but is not limited to Internet file-to-file transfer,

student-to-student transfer, photocopies, or undisclosed use of copyrighted material in essays or other works created by a student. Students using copyrighted materials are required to identify the source of the material and its copyright in all school materials. Copyrighted materials can include music, pictures, books, magazines, and newspapers in all forms, including the date obtained from the Internet. In addition to any civil or criminal liabilities, any unauthorized reproduction or use of copyrighted materials is grounds for disciplinary action, up to and including dismissal from school. Anyone found to have infringed a copyrighted work may be liable for Actual Damages and Profits. A copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement and any profits of the infringer that are attributable to the infringement. Statutory damages for copyright infringement range from \$750 up to \$30,000 for each work infringed, and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

## Outside Classroom Work

Students will find the work in each program to be challenging, requiring them to maximize their time and problem-solving strategies. Students demonstrate their commitment to learning via work and time spent inside and outside the class. In addition to the time spent in class per week, students are required to spend time outside of class on reading assignments, writing assignments, practice and practical applications, and projects or other equivalent learning experiences to help them achieve the course objectives. Specific details on the outside classroom work are found in the individual course syllabi, which students receive at the beginning of each course.

## Scholastic Honesty

Effective: 01/19/2021

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may be cause for suspension and/or withdrawal from the school. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own. Plagiarism also includes using personal papers submitted for a prior class, a repeated class, or even work submitted at a different institution.

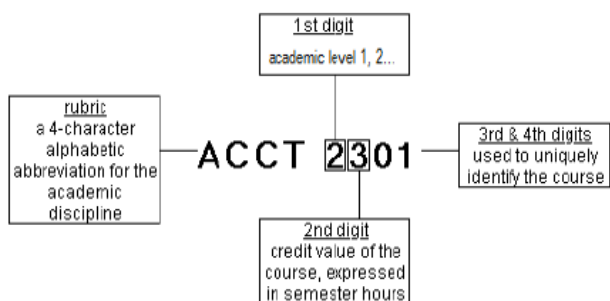
Students are prohibited from operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus President or Academic Dean. Prohibited items include, but are not limited to: video cameras, telephones with audio or video

recording capability, computers, electronic tablets, or watches with audio or video recording capability. This is not an all-inclusive list. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.

# Program Course Descriptions

## Course Numbering System

Each course is identified by an alphabetic prefix. The rubric begins with a series of alphabetic characters representing the academic discipline. The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the remaining digit(s) establishes course sequencing and/or distinguishes the course from others of the same level, credit value, and rubric.



### CPSO1002: Career Path Success B

**Credit Hours:** 0.5  
**Clock Hours:** 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will examine habits that promote effective study skills as well as identify appropriate professional interactions when working with specialized populations.

**Prerequisites:**  
None

### CPSO1011: Career Path Success A

**Credit Hours:** 0.5  
**Clock Hours:** 15 (Theory 15) (Online 15)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, and managing distractions. Students will also learn how to prioritize time using various methods, as well as create personalized schedules and to-do lists. Students will discuss study skills and learn how to form effective study habits. The importance of critical thinking in the healthcare field will also be examined.

**Prerequisites:**  
None

### CPSO1012: Career Path Success B

**Credit Hours:** 0.5  
**Clock Hours:** 15 (Theory 15) (Online 15)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal communications as well as the impact those communications have on others.

**Prerequisites:**  
None

### CPSO1015: Career Path Success E

**Credit Hours:** 0.5  
**Clock Hours:** 15 (Theory 15) (Online 15)

In the Career Path Success courses students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will learn about confidentiality in healthcare, specifically investigating the Healthcare Insurance Portability and Accountability Act (HIPAA). Students will learn why developing good people skills is beneficial in a healthcare environment as well as the necessity of embracing diversity when working with patients and others. Additionally, students will reflect on the importance of volunteering and community service.

**Prerequisites:**  
None



### **CRST1320: Sterile Processing Externship**

**Credit Hours:** 3

**Clock Hours:** 128 (Externship 128) (Ground 128)

This course presents students with the opportunity to gain practical experience in a sterile processing work environment. Students will build confidence, skill and competence in the field while honing the skills learned in the classroom.

**Prerequisites:**

HPRS1313, CRST1310



# Calendar

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## 2021 Student Holidays

January 1, 2021	New Year's Day
January 18, 2021	Martin Luther King, Jr. Day
May 31, 2021	Memorial Day
July 5, 2021	Independence Day
September 6, 2021	Labor Day
November 25, 2021	Thanksgiving Day
November 26, 2021	Friday after Thanksgiving
December 23, 2021	Christmas Eve
December 24, 2021	Christmas Day

## 2022 Student Holidays

December 31, 2021	New Year's Day
January 17, 2022	Martin Luther King, Jr. Day
May 30, 2022	Memorial Day
July 4, 2022	Independence Day
September 5, 2022	Labor Day
November 24, 2022	Thanksgiving Day
November 25, 2022	Friday after Thanksgiving
December 23, 2022	Christmas Eve
December 26, 2022	Christmas Day

## Graduation Dates

Graduation dates are estimated and may vary due to individual students' clinical/externship schedules.

## Classroom Break Schedules

Physical Therapist Assistant and Dental Assistant, Morning, Afternoon and Evening Classes:  
Break time from :00 to :10 each hour

Practical Nursing, Medical Assistant, Respiratory Therapy, and Dental Hygiene Programs:  
Break time from :50 to :00 each hour

Practical Nursing break from 12:00 to 12:30 for lunch; Dental Hygiene lunch breaks—varied schedule depending on class schedules.

## Clinical Schedules

Clinical rotations may consist of up to 12-hour shifts. Shift times may vary and may include weekends.

General Education classes may be morning and/or afternoon sessions or online.

## Externship Schedules

Externship schedules may consist of 6–8 hour shifts during the daytime.

## Hours of Operation

Classroom - Open at least 15 minutes before/after each scheduled class.  
Administration- 8 a.m. - 8 p.m.; Monday - Thursday and 8 a.m. - 5 p.m.; Friday  
LRC - 9 a.m. - 6 p.m.; Monday - Friday unless posted.

## Class Breaks

Each program schedules class breaks throughout the calendar year for faculty in-services. Class breaks are subject to change based on program needs and/or inclement weather. See your Program Director for a current class break schedule.

## Academic Calendars

### Bachelor of Science in Nursing 2022

<b>Monday-Friday 8:00 a.m.-5:00 p.m. Clinical Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>
07/05/22	11/20/24
11/28/22	04/23/25

### Cardiovascular Sonography (AAS) 2020

<b>Full-Time Day Classes Clinical Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>
07/27/20	04/08/22

### Cardiovascular Sonography (AAS) 2021

<b>Full-Time Day Classes Clinical Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>
06/07/21	02/17/23

11/08/21	07/21/23
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### AAS)\_2022244">Cardiovascular Sonography (AAS) 2022

Full-Time Day Classes Clinical Hours May Vary	
Start	Graduate
04/18/22	02/22/23
09/19/22	04/17/24

### Dental Assistant (Diploma) 2021

Morning Classes Offered at the St. Joe & Broadway locations		Afternoon Classes Offered at the St. Joe & Broadway locations		Evening Classes Offered at the St. Joe & Broadway locations	
Start	Graduate	Start	Graduate	Start	Graduate
01/25/21	09/09/21	01/25/21	09/09/21	01/25/21	09/09/21
02/22/21	10/07/21	02/22/21	10/07/21	02/22/21	10/07/21
03/22/21	11/04/21	03/22/21	11/04/21	03/22/21	11/04/21
04/19/21	12/09/21	04/19/21	12/09/21	04/19/21	12/09/21
05/17/21	01/20/22	05/17/21	01/20/22	05/17/21	01/20/22
06/14/21	02/17/22	06/14/21	02/17/22	06/14/21	02/17/22
07/12/21	03/17/22	07/12/21	03/17/22	07/12/21	03/17/22
08/16/21	04/14/22	08/16/21	04/14/22	08/16/21	04/14/22
09/13/21	05/12/22	09/13/21	05/12/22	09/13/21	05/12/22
10/11/21	06/09/22	10/11/21	06/09/22	10/11/21	06/09/22
11/08/21	07/07/22	11/08/21	07/07/22	11/08/21	07/07/22
12/13/21	08/04/22	12/13/21	08/04/22	12/13/21	08/04/22

### Dental Assistant (Diploma) 2022

Morning Classes Offered at the St. Joe & Broadway locations		Afternoon Classes Offered at the St. Joe & Broadway locations		Evening Classes Offered at the St. Joe & Broadway locations	
Start	Graduate	Start	Graduate	Start	Graduate
01/24/22	09/08/22	01/24/22	09/08/22	01/24/22	09/08/22
02/21/22	10/06/22	02/21/22	10/06/22	02/21/22	10/06/22
03/21/22	11/03/22	03/21/22	11/03/22	03/21/22	11/03/22

04/18/22	12/08/22	04/18/22	12/08/22	04/18/22	12/08/22
05/16/22	01/12/23	05/16/22	01/12/23	05/16/22	01/12/23
06/13/22	02/16/23	06/13/22	02/16/23	06/13/22	02/16/23
07/11/22	03/16/23	07/11/22	03/16/23	07/11/22	03/16/23
08/15/22	04/13/23	08/15/22	04/13/23	08/15/22	04/13/23
09/12/22	05/11/23	09/12/22	05/11/23	09/12/22	05/11/23
10/10/22	06/08/23	10/10/22	06/08/23	10/10/22	06/08/23
11/07/22	07/06/23	11/07/22	07/06/23	11/07/22	07/06/23
12/12/22	08/03/23	12/12/22	08/03/23	12/12/22	08/03/23

### Dental Hygiene (AAS) 2020

<b>Monday – Friday 8:00 a.m. - 5:00 p.m. Clinical Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>
02/24/20	08/13/21
10/12/20	04/08/22

The Dental Hygiene Program is a 70-week program consisting of seven (7) ten (10) week terms. Classes are Monday through Friday and at this time are only offered as day classes; however, in Terms VI and VII clinical hours will be longer. Graduating students will receive an Associate of Applied Science Degree.

### Dental Hygiene (AAS) 2021

<b>Monday – Friday 8:00 a.m. – 5:00 p.m. Clinical Hours May Vary</b>	
Start	Graduate
06/07/21	11/23/22

The Dental Hygiene Program is a 70-week program consisting of seven (7) ten (10) week terms. Classes are Monday through Friday and at this time are only offered as day classes; however, in Terms VI and VII clinical hours will be longer. Graduating students will receive an Associate of Applied Science Degree.

### Dental Hygiene (AAS) 2022

<b>Monday-Friday 8:00 a.m.-5:00 p.m. Clinical Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>
01/31/22	06/28/23
09/19/22	02/07/24

The Dental Hygiene Program is a 70-week program consisting of seven (7) ten (10) week terms. Classes are Monday through Friday and at this time are only offered as day classes; however, in Terms VI and VII clinical hours will be longer. Graduating students will receive an Associate of Applied Science Degree.

### Dental Hygiene (BS) 2019

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
04/08/19	10/02/20	04/08/19	05/28/21
06/24/19	12/18/20	06/24/19	08/13/21
09/09/19	03/12/21	09/09/19	10/29/21
11/25/19	05/28/21	11/25/19	01/21/22

### Dental Hygiene (BS) 2020

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
02/24/20	08/13/21	02/24/20	04/08/22
05/11/20	10/29/21	05/11/20	06/24/22
07/27/20	01/21/22	07/27/20	09/09/22
10/12/20	04/08/22	10/12/20	11/23/22

### Dental Hygiene (BS) 2021

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
03/22/21	09/09/22	03/22/21	04/19/23
06/07/21	11/23/22	06/07/21	06/28/23
08/23/21	02/08/23	08/23/21	09/06/23
11/08/21	04/19/23	11/08/21	11/22/23

### Dental Hygiene (BA) 2022

Online only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate

01/31/22	06/28/23	01/31/22	02/07/24
04/18/22	09/06/23	04/18/22	04/17/24
07/05/22	11/22/23	07/05/22	06/26/24
09/19/22	02/07/24	09/19/22	09/04/24
11/28/22	04/17/24	11/28/22	09/04/24

### Diagnostic Medical Sonography (AAS) 2020

<b>Monday – Friday</b> <b>8:00 a.m. – 5:00 p.m.</b> <b>Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>	
<b>Start</b>	<b>Graduate</b>
05/11/20	01/21/22
10/12/20	06/24/22

### Diagnostic Medical Sonography (AAS) 2021

<b>Monday – Friday</b> <b>8:00 a.m. – 5:00 p.m.</b> <b>Class &amp; Clinical Hours May Vary</b> <b>Due to Subject of Instruction</b>	
<b>Start</b>	<b>Graduate</b>
03/22/21	11/23/22
08/23/21	04/19/23

### Diagnostic Medical Sonography (AAS) 2022

<b>Monday-Friday</b> <b>8:00 a.m.-5:00 p.m.</b> <b>Class &amp; Clinical Hours May Vary</b> <b>Due to Subject on Instruction</b>	
<b>Start</b>	<b>Graduate</b>
01/31/22	09/06/23
07/05/22	02/07/24
11/28/22	06/26/24

### EKG Technician (Diploma) 2021

<b>Days/Hours May Vary</b>	
<b>Start</b>	<b>Graduate</b>



02/22/21	04/15/21
03/22/21	05/13/21
04/19/21	06/10/21
05/17/21	07/08/21
06/14/21	08/05/21
07/12/21	09/02/21
08/09/21	10/07/21
09/07/21	11/04/21
10/11/21	12/09/21
11/08/21	01/20/22
12/13/21	02/17/22

### Healthcare Administration (BS) 2019

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
01/22/19	07/17/20	01/22/19	03/12/21
04/08/19	10/02/20	04/08/19	05/28/21
06/24/19	12/18/20	06/24/19	08/13/21
09/09/19	03/12/21	09/09/19	10/29/21
11/25/19	05/28/21	11/25/19	01/21/22

### Healthcare Administration (BS) 2020

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
02/24/20	08/13/21	02/24/20	04/08/22
05/11/20	10/29/21	05/11/20	06/24/22
07/27/20	01/21/22	07/27/20	09/09/22
10/12/20	04/08/22	10/12/20	11/23/22

### Healthcare Administration (BS) 2021

Online Only			
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Full-Time		Part-Time	
Start	Graduate	Start	Graduate
03/22/21	09/09/22	03/22/21	04/19/23
06/07/21	11/23/22	06/07/21	06/28/23
08/23/21	04/19/23	08/23/21	11/22/23
11/08/21	04/19/23	11/08/21	11/22/23

### Healthcare Administration (BA) 2022

Full-Time		Part-Time	
Start	Graduate	Start	Graduate
01/31/22	06/28/23	01/31/22	02/07/24
04/18/22	09/06/23	04/18/22	04/17/24
07/05/22	11/22/23	07/05/22	06/26/24
09/19/22	02/07/24	09/19/22	09/04/24
11/28/22	04/17/24	11/28/22	11/20/24

### Medical Assistant (Diploma) 2021

Morning Classes Offered at the St. Joe & Broadway locations		Afternoon Classes Offered at the St. Joe location		Evening Classes Offered at the St. Joe & Broadway locations	
Start	Graduate	Start	Graduate	Start	Graduate
01/25/21	09/09/21	01/25/21	09/09/21	01/25/21	09/09/21
02/22/21	10/07/21	02/22/21	10/07/21	02/22/21	10/07/21
03/22/21	11/04/21	03/22/21	11/04/21	03/22/21	11/04/21
04/19/21	12/09/21	04/19/21	12/09/21	04/19/21	12/09/21
05/17/21	01/20/22	05/17/21	01/20/22	05/17/21	01/20/22
06/14/21	02/17/22	06/14/21	02/17/22	06/14/21	02/17/22
07/12/21	03/17/22	07/12/21	03/17/22	07/12/21	03/17/22
08/16/21	04/14/22	08/16/21	04/14/22	08/16/21	04/14/22
09/13/21	05/12/22	09/13/21	05/12/22	09/13/21	05/12/22
10/11/21	06/09/22	10/11/21	06/09/22	10/11/21	06/09/22
11/08/21	07/07/22	11/08/21	07/07/22	11/08/21	07/07/22
12/13/21	08/04/22	12/13/21	08/04/22	12/13/21	08/04/22

## Medical Assistant (Diploma) 2022

Morning Classes Offered at the St. Joe & Broadway locations		Afternoon Classes Offered at the St. Joe location		Evening Classes Offered at the St. Joe & Broadway locations	
Start	Graduate	Start	Graduate	Start	Graduate
01/24/22	09/08/22	01/24/22	09/08/22	01/24/22	09/08/22
02/21/22	10/06/22	02/21/22	10/06/22	02/21/22	10/06/22
03/21/22	11/03/22	03/21/22	11/03/22	03/21/22	11/03/22
04/18/22	12/08/22	04/18/22	12/08/22	04/18/22	12/08/22
05/16/22	01/12/23	05/16/22	01/12/23	05/16/22	01/12/23
06/13/22	02/16/23	06/13/22	02/16/23	06/13/22	02/16/23
07/11/22	03/16/23	07/11/22	03/16/23	07/11/22	03/16/23
08/15/22	04/13/23	08/15/22	04/13/23	08/15/22	04/13/23
09/12/22	05/11/23	09/12/22	05/11/23	09/12/22	05/11/23
10/10/22	06/08/23	10/10/22	06/08/23	10/10/22	06/08/23
11/07/22	07/06/23	11/07/22	07/06/23	11/07/22	07/06/23
12/12/22	08/03/23	12/12/22	08/03/23	12/12/22	08/03/23

## Medical Office Administration (Diploma) 2021

Morning Classes Offered at the Broadway location		Evening Classes Offered at the Broadway location	
Start	Graduate	Start	Graduate
03/22/21	11/04/21	03/22/21	11/04/21
04/19/21	12/09/21	04/19/21	12/09/21
05/17/21	01/20/22	05/17/21	01/20/22
06/14/21	02/17/22	06/14/21	02/17/22
07/12/21	03/17/22	07/12/21	03/17/22
08/16/21	04/14/22	08/16/21	04/14/22
09/13/21	05/12/22	09/13/21	05/12/22
10/11/21	06/09/22	10/11/21	06/09/22
11/08/21	07/07/22	11/08/21	07/07/22
12/13/21	08/04/22	12/13/21	08/04/22

## Medical Office Administration (Diploma) 2022

Morning Classes	Evening Classes
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Offered at the Broadway location		Offered at the Broadway location	
Start	Graduate	Start	Graduate
01/24/22	09/08/22	01/24/22	09/08/22
02/21/22	10/06/22	02/21/22	10/06/22
03/21/22	11/03/22	03/21/22	11/03/22
04/18/22	12/08/22	04/18/22	12/08/22
05/16/22	01/12/23	05/16/22	01/12/23
06/13/22	02/16/23	06/13/22	02/16/23
07/11/22	03/16/23	07/11/22	03/16/23
08/15/22	04/13/23	08/15/22	04/13/23
09/12/22	05/11/23	09/12/22	05/11/23
10/10/22	06/08/23	10/10/22	06/08/23
11/07/22	07/06/23	11/07/22	07/06/23
12/12/22	08/03/23	12/12/22	08/03/23

### Phlebotomy Technician (Diploma) 2021

Days/Hours May Vary	
Start	Graduate
02/22/21	04/15/21
03/22/21	05/13/21
04/19/21	06/10/21
05/17/21	07/08/21
06/14/21	08/05/21
07/12/21	09/02/21
08/09/21	10/07/21
09/07/21	11/04/21
10/11/21	12/09/21
11/08/21	01/20/22
12/13/21	02/17/22

### Physical Therapist Assistant (AAS) 2020

<b>Monday – Friday</b> <b>8:00 a.m. – 5:00 p.m.</b> <b>Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>
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<b>Start</b>	<b>Graduate</b>
05/11/20	01/21/22
10/12/20	06/24/22

### Physical Therapist Assistant (AAS) 2021

<b>Monday – Friday 8:00 a.m. – 5:00 p.m. Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>	
<b>Start</b>	<b>Graduate</b>
03/22/21	11/23/22
08/23/21	04/19/23

### Physical Therapist Assistant (AAS) 2022

<b>Monday-Friday 8:00 a.m.-5:00 p.m. Class &amp; Clinical Hours May Vary Due to Subject to Instruction</b>	
<b>Start</b>	<b>Graduate</b>
07/05/22	02/07/24
11/28/22	06/26/24

### Practical Nursing (Diploma) 2021

<b>Day Classes Monday-Friday 8:00 a.m.-5:00 p.m. Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>		<b>Evening/Weekend Classes Tuesday and Thursday 4:00 p.m. – 10:30 p.m. Standard Clinical Hours are 12-Hour Shifts Between 6:30 a.m. – 11:00 p.m. on Saturday and Sunday May Vary With Schedules</b>	
<b>Start</b>	<b>Graduate</b>	<b>Start</b>	<b>Graduate</b>
03/22/21	04/08/22	08/23/21	04/23/23
08/23/21	09/09/22		

### Practical Nursing (Diploma) 2022

<b>Day Classes Monday-Friday 8:00 a.m.-5:00p.m. Classes &amp; Clinical Hours May Vary Due to Subject of Instructions</b>		<b>Evening/Weekend Classes Tuesday and Thursday 4:00 p.m.-10:30 p.m. Standard Clinical Hours are 12-Hour Shifts Between 6:30 a.m.-11:00 p.m. on Saturday and Sunday May Vary with Schedules</b>	
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<b>Start</b>	<b>Graduate</b>	<b>Start</b>	<b>Graduate</b>
04/18/22	04/19/23	05/02/22	12/17/23
09/19/22	09/06/23		

### Respiratory Therapy (AAS) 2020

<b>Morning Classes Monday - Friday</b>		<b>Afternoon Classes Monday - Friday</b>	
<b>Start</b>	<b>Graduate</b>	<b>Start</b>	<b>Graduate</b>
02/24/20	08/13/21	05/11/20	10/29/21
07/27/20	01/21/20	10/12/20	04/08/22
12/21/20	06/24/22		

### Respiratory Therapy (AAS) 2021

<b>Morning Classes Monday - Friday</b>		<b>Afternoon Classes Monday - Friday</b>	
<b>Start</b>	<b>Graduate</b>	<b>Start</b>	<b>Graduate</b>
03/22/21	09/09/22		
06/07/21	11/23/22		
08/23/21	02/08/23		
11/08/21	04/19/23		

### Respiratory Therapy (AAS) 2022

<b>Morning Classes Monday-Friday</b>		<b>Afternoon Classes Monday-Friday</b>	
<b>Start</b>	<b>Gradate</b>	<b>Start</b>	<b>Graduate</b>
01/31/22	06/28/23		
04/18/22	09/06/23		
07/05/22	11/22/23		
09/19/22	02/07/24		
11/28/22	04/17/24		

### RN-BSN 2020

<b>Online Only</b>	
<b>Morning Classes</b>	<b>Afternoon Classes</b>

Monday-Friday		Monday-Friday	
Start	Graduate	Start	Graduate
07/27/20	10/29/21	07/27/20	06/24/22
10/12/20	01/21/22	10/12/20	09/09/22
12/21/20	04/08/22	12/21/20	11/23/22

### RN-BSN 2021

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
03/22/21	06/24/22	03/22/21	02/08/23
06/07/21	09/09/22	06/07/21	04/19/23
08/23/21	11/23/22	08/23/21	06/28/23
11/08/21	02/08/23	11/08/21	09/06/23

### RN-BSN 2022

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
01/31/22	04/19/23	01/31/22	11/22/23
04/18/22	06/28/23	04/18/22	02/07/24
07/05/22	09/06/23	07/05/22	04/17/24
09/19/22	11/22/23	09/19/22	06/26/24
11/28/22	02/07/24	11/28/22	09/24/24

### Sterile Processing Technician 2021

Days/Hours May Vary	
Start	Graduate
02/22/21	05/13/21
03/22/21	06/10/21
04/19/21	07/08/21
05/17/21	08/05/21
06/14/21	09/02/21



07/12/21	10/07/21
08/09/21	11/04/21
09/07/21	12/09/21
10/11/21	01/20/22
11/08/21	02/17/22
12/13/21	03/17/22

### Surgical Technology - DE (AAS) 2021

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
03/22/21	10/29/21	03/22/21	04/08/22
06/07/21	01/21/22	06/07/21	06/24/22
08/23/21	04/08/22	08/23/21	09/09/22
11/08/21	06/24/22	11/08/21	11/23/22

### Surgical Technology - DE (AAS) 2022

Online Only			
Full-Time		Part-Time	
Start	Graduate	Start	Graduate
01/31/22	09/09/22	01/31/22	02/08/23
04/18/22	11/23/22	04/18/22	04/19/23
07/05/22	02/08/23	07/05/22	06/28/23
09/19/22	04/19/23	09/19/22	09/06/23
11/28/22	06/28/23	11/28/22	11/22/23

### Surgical Technology (AAS) 2021

<b>Monday – Friday</b> <b>8:00 a.m. – 5:00 p.m.</b> <b>Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>	
Start	Graduate
06/07/21	11/23/22
11/08/21	04/19/23

## Surgical Technology (AAS) 2022

<b>Monday-Friday 8:00 a.m.-5:00 p.m. Class &amp; Clinical Hours May Vary Due to Subject of Instruction</b>	
<b>Start</b>	<b>Graduate</b>
04/18/22	09/06/23
09/19/22	02/07/24

# Program Costs and Fees

Effective 03/16/2022

Program	Tuition	Textbooks <sup>1</sup> (estimated)	Total
Medical Assistant (Diploma)	\$ 17,366.00	\$ 528.00	\$ 17,894.00
Dental Assistant (Diploma)	\$ 17,266.00	\$ 715.00	\$ 17,981.00
Medical Office Administration (Diploma)	\$ 14,500.00	\$ 1,565.00	\$ 16,065.00
Respiratory Therapy (AAS) <sup>2</sup>	\$ 40,584.00	\$ 1,449.00	\$ 42,033.00
Practical Nursing (Diploma) <sup>2</sup>	\$ 32,725.00	\$ 1,772.00	\$ 34,497.00
Practical Nursing - weekend (Diploma) <sup>2</sup>	\$ 32,725.00	\$ 1,772.00	\$ 34,497.00
Cardiovascular Sonography <sup>2</sup>	\$ 46,898.00	\$ 1,019.00	\$ 47,917.00
Diagnostic Medical Sonography (AAS) <sup>2</sup>	\$ 48,672.00	\$ 1,425.00	\$ 50,097.00
Dental Hygiene (AAS) <sup>2</sup>	\$ 70,269.00	\$ 5,966.00	\$ 76,235.00
Bachelor of Science in Nursing <sup>2</sup>	\$ 61,320.00	\$ 5,138.00	\$ 66,458.00
Dental Hygiene (BS) <sup>2 3 4</sup>	\$ 31,080.00	\$ -	\$ 31,080.00
Physical Therapist Assistant (AAS) <sup>2</sup>	\$ 37,596.00	\$ 1,870.00	\$ 39,466.00
Surgical Technology - DE (AAS) <sup>2 3 4</sup>	\$ 14,504.00	\$ -	\$ 14,504.00
Surgical Technology (AAS) <sup>2</sup>	\$ 40,052.00	\$ 1,241.00	\$ 41,293.00
Healthcare Administration (BS) <sup>2 3 4</sup>	\$ 31,080.00	\$ -	\$ 31,080.00
RN-BSN <sup>2 3 4</sup>	\$ 15,000.00	\$ -	\$ 15,000.00
EKG Technician (Program) <sup>5</sup>	\$ 1,378.00	\$ -	\$ 1,378.00
Phlebotomy Technician (Program) <sup>5</sup>	\$ 1,378.00	\$ -	\$ 1,378.00
Sterile Processing Technician (Program) <sup>5</sup>	\$ 2,067.00	\$ -	\$ 2,067.00

1. While Concorde offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Concorde. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Concorde as long as they are able to obtain these resources prior to course start. A student's account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Concorde website ([www.concorde.edu](http://www.concorde.edu)). A hard copy can be obtained from the campus upon request.

2. Application Fee of \$100.00 is required for this program.

3. For students starting in fully online programs on or after May 11, 2020, an additional technology fee of \$15 per credit hour will be assessed.

#### 4. STRF Charges – California Residents Only

A Student Tuition Recovery Fund (STRF) assessment fee must be collected, effective February 8, 2021, *for California residents only*, in the amount of \$.50 for every one thousand dollars of institutional charges. For example, if the total institutional charges for a program are \$31,080, the additional STRF charges assessed would be \$15.50.

*A Student Tuition Recovery Fund (STRF) assessment fee must be collected, effective April 1, 2022, for California residents only, in the amount of \$2.50 for every one thousand dollars of institutional charges. For example, if the total institutional charges for a program are \$31,080, the additional STRF charges assessed would be \$77.50.*

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

5. This program is not eligible for any Federal Financial Aid or VA programs.

<b>INCIDENTAL FEES</b> All incidental fees are the responsibility of the student and must be paid prior to receiving any item.	
Additional Diploma	\$10.00
*Transcripts are ordered through Parchment	\$10.00
Administrative Withdrawal Fee	\$100.00
Copies	\$0.10/copy
Proficiency Credit	\$50.00
Refresher Training	\$100.00
Repetition Fee (per credit hour)	\$165.00
Replacement Parking Pass	\$5.00
Replacement Student ID Card	\$5.00
Retesting for Waitlist Students	\$50.00
Returned Check Fee	\$15.00

\* Subsequent official transcripts are ordered through Parchment.

Please view fees below:

**Digital Official Transcript through Parchment: \$7.50**

**Printed Official Transcript through Parchment:**

USPS Shipping:  $\$2.50 + \$7.50 = \$10.00$

USPS International:  $\$5.00 + \$7.50 = \$12.50$

FedEx Domestic:  $\$25.00 + \$7.50 = \$32.50$

FedEx International:  $\$47.50 + \$7.50 = \$55.00$

# Personnel

## Administration, Staff and Faculty (On Ground and Online)

### Administration

Name	Education/Credentials	Title
Packard, Katherin	Kate Packard earned her B.A. Degree in Human Resources and Family Science from the University of Nebraska – Lincoln. She later earned her M.A. in Teaching and Learning from Kaplan University. She began her career in higher education in 2004 at Kaplan University, where she started her career in Admissions. She spent 14 years at Kaplan University, serving in various admissions and operations roles, finally holding the Market Director position overseeing the Nebraska campuses. Most recently she served as the Campus President at the Virginia College in Augusta, GA.	Campus President ADA/504 Coordinator
Barchak, Paul		Academic Technology & Media Coordinator
Given, Linda		Campus Administrative Assistant
Kyle, Dante		Receptionist
Marquez, Melissa		Receptionist
Mister, Jasmine		Receptionist
Mister, Melanie		Campus Administrative Assistant

### Admissions

Name	Education/Credentials	Title
Vaca, Alex		Interim Director of Admissions
Roam, Tess		Admissions Coordinator
Smith, Jonova	AS, Health Management from Colorado Technical University	Online Admissions Advisor
Luna, Ozzie		Sr. Admissions Representative
Baldwin, Joshua		Admissions Representative
Medez, Brett		Admissions Representative
Netwal, Richard		Admissions Representative

Scherrer, Chris		Admissions Representative
Wirken, Stephanie		Admissions Representative

## Business Office

Name	Education/Credentials	Title
McPhearson, Sheila	BS, University of Nebraska, Kearney	Business Office Manager

## Bachelor of Science in Nursing

Name	Education/Credentials	Title
Plisowski, Nick	Nicholas Plisowski, MSN, RN, is a native of Kansas City. He attended Concorde Career College, where he earned his Associate's Degree of Nursing. He has since earned his Bachelor of Science and Master of Science in Nursing Education from Western Governors University. Mr. Plisowski has worked as a registered nurse in both acute and emergency settings and has held managerial and senior leadership positions.	Program Director
Owenby, Diana	BS - Nursing UMKC. Diana has several years experience as a registered nurse and joined Concorde in 2016 as an instructor	Assistant Director of Nursing - BSN

## Cardiovascular Sonography

Name	Education/Credentials	Title
Lyons, Samantha	Registered ARDMS, RVT. Samantha Lyons joined Concorde as the DMS Director of Clinical Education. She has several years experience as a Sonographer in abdomen, OB/Gyn and vascular, as well as 3 years working with students and teaching in a clinical setting.	Program Director
O'Sullivan, Kevin		Director of Clinical Education

## Dental Assistant Program

Name	Education/Credentials	Title
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Ramsey, Rhonda	Rhonda joined Concorde in March of 2020 and has had several years experience in the Dental Assistant field as a dental assistant, as well as instructor. She attended Hudson Valley Community College and is a Certified Dental Assistant	Program Director
Myles, LaKreasha		Extern Coordinator
Indurkar, Aditi		Instructor
Mills, Sharlyn	DA Certificate – Penn Valley Community College	Instructor
Palmer, Hope		Instructor
Thornburg, Tabitha		Instructor

## Dental Hygiene Program

Name	Education/Credentials	Title
Beckerle, Alissa	R.D.H., D.S., MPH, Alissa Beckerle is a graduate of the University of Missouri-Kansas City, School of Dentistry, Kansas City, Mo., with a Bachelor of Science Degree in Dental Hygiene, and a Master's Degree in Public Health from Capella University. Before becoming the Dental Hygiene Program Director in May 2013, she was a dental hygiene instructor at Concorde. Alissa is a native of southeast Kansas, where she received her Associates of Applied Science from Coffeyville Community College. During sixteen years of private practice, Ms. Beckerle provided preventive and therapeutic care to both public health and general practice patients. Alissa joined the Concorde team in August 2010.	Program Director
Luney, Kristen	Certified Dental Assistant – Concorde Career College; Certified Massage Therapist Practitioner – Massage Therapy Institute	Clinical Coordinator
Camp, Charlene		Administrative Assistant
Thurlow, Lisa	DDS, Dr. Thurlow is a graduate of the University of Missouri-Kansas City School of Dentistry, Kansas City, Mo., with a Doctor of Dental Surgery degree. She graduated from the University of Kansas,	Dentist

	<p>Lawrence, Kan., with a degree in Human Development. She has maintained a private dental practice in Johnson County, Kan., for over 20 years after completing a General Practice Residency program at the Kansas City VA Hospital. Dr. Thurlow serves on the Board of Directors for the REACH Healthcare Foundation and is a Dental Champion for Oral Health Kansas. She is active in the community in terms of service and a leader in organized dentistry, serving in multiple elected offices including President of the Fifth District Dental Society, delegate to the Kansas Dental Association and has served on the peer review committee for over 20 years. With a passion for public health, Dr. Thurlow strives to expose future clinicians to the great needs and opportunities to serve the poor and underserved in Kansas City. Dr. Thurlow joined the team at Concorde in July 2010.</p>	
Buls, Andrea	<p>R.D.H, R.T.(R), B.S.D.H., Andrea Buls holds a Bachelors of Science in Dental Hygiene from the School of Dentistry, University of Missouri, Kansas City as well as certification as a radiologic technologist from Colorado Technical University. Ms. Buls is a healthcare professional that has worked in the dental field for many years providing quality care and building lasting patient rapport. Ms. Buls understands the importance of teamwork within the office and has always strived to contribute to the efficiency and success of the office. Andrea Buls joined the team at Concorde in January 2012.</p>	Instructor
Franklin, Janet	<p>R.D.H., M.P.H. Janet Franklin is a graduate of University of Missouri-Kansas City, School of Dentistry, Kansas City, Mo., with a Bachelor of Science in Dental Hygiene. In 2004, she earned a Master of Public Administration Degree with an emphasis in Healthcare Administration. She has worked in a specialty private periodontal practice for twenty years, performing non-surgical</p>	Instructor

	periodontal procedures and patient education. Throughout her career she has acquired valuable knowledge and experience that she share with students. Janet joined the Concorde team in February 2016.	
Ramos, Jeanne	Jeanne Ramos is a graduate of Wichita State University, Wichita, Kan., with an Associate and Bachelor of Science Degree in Dental Hygiene. Ms. Ramos provided high quality dental care for over thirteen years as a registered dental hygienist in a rewarding general practice. Jeanne shares her passion for oral healthcare with her students and takes great pride in helping to mold the professional hygienists of tomorrow. Jeanne Ramos completed the EEC I course from the School of Dentistry, University of Missouri, Kansas City, Mo., prior to joining the Concorde team in August 2010.	Instructor
Villalobos, Lauren		Instructor

## Diagnostic Medical Sonography

Name	Education/Credentials	Title
Lyons, Samantha	Registered ARDMS, RVT. Samantha Lyons joined Concorde as the DMS Director of Clinical Education. She has several years experience as a Sonographer in abdomen, OB/Gyn and vascular, as well as 3 years working with students and teaching in a clinical setting.	Program Director
Bringenberg, Amy		Director of Clinical Education
Black, Susan		Instructor

## Education

Name	Education/Credentials	Title
Balzaretti, Lisa	Masters - Sam Houston University. Lisa held the positions of Campus College Chair, and Director of Academic Affairs at University of Phoenix, as well as Academic Dean at Kaplan Higher Education	Academic Dean

Bednar, Daniel		Online Success Coach
Klinkenberg, Christina		Student Records Manager
Charlton, Rosealee		Test Proctor

## Financial Aid

Name	Education/Credentials	Title
Plain, Derrick	BA - Southern New Hampshire University. Derrick was Corporate Director of Financial Aid and Veteran Services at Vatterott Educational Centers	Director of Financial Aid
Crump, Linda		Financial Aid Advisor
Garcia, Tiffany		Online Financial Aid Advisor
Lonergan, Joshua		Financial Aid Advisor
Wheeler, Chad		Financial Aid Advisor

## General Education

Name	Education/Credentials	Title
Open		Instructor

## Graduate Employment

Name	Education/Credentials	Title
Pryor, Briana		Graduate Employment Specialist
Rodvelt, Jennifer	B.S. Kansas State University	Graduate Employment Specialist

## Medical Assistant Program

Name	Education/Credentials	Title
Farruggia, Christina		Program Director
Miller, Adriane		Extern Coordinator
James, Dawna		Instructor
Nason, Dominigue		Instructor
Nolan, Tanya		Instructor
Worsley, Darla		Instructor

## Medical Office Administration

Name	Education/Credentials	Title
Farrugia, Christina		Program Director

## Physical Therapist Assistant Program

Name	Education/Credentials	Title
Kent, Jacky	AAS Physical Therapy Assistant from Missouri Western State University; BS Healthcare Systems Management from Grantham University. Jacky has 6 years as a physical therapist assistant.	Program Director
Palacios, Brandy		Director of Clinical Education
Scott, Tracy		Instructor

## Practical Nursing Program

Name	Education/Credentials	Title
Plisowski, Nick	Nicholas Plisowski, MSN, RN, is a native of Kansas City. He attended Concorde Career College, where he earned his Associate's Degree of Nursing. He has since earned his Bachelor of Science and Master of Science in Nursing Education from Western Governors University. Mr. Plisowski has worked as a registered nurse in both acute and emergency settings and has held managerial and senior leadership positions.	Program Director
Owenby, Diana	BS - Nursing UMKC. Diana has several years experience as a registered nurse and joined Concorde in 2016 as an instructor	Assistant Director of Nursing - BSN
McMillan, Kristy		Instructor
Mister, Melanie		Administrative Assistant
Kingore, Susan	BSN from University of Mobile; areas of expertise maternal newborn and medical surgical nursing.	Instructor
Reeder, Hanna		Instructor
Stanbrough, Janet	RN, BSN, BS in Nursing from Research College of Nursing/ Rockhurst University. Area of expertise in cardiovascular.	Instructor

Zylstra, Monica	BS in Elementary Education from Central College; AS in Nursing, Collin College; BS in Nursing from Western Governors University. Monica came to Concorde from Gulf Coast Medical Center in Fort Myers, Fla. She also worked in the Nurse Residency Program at Unity Point Health.	Nursing Simulation Lab Coordinator
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## Respiratory Therapy Program

Name	Education/Credentials	Title
Smalley, Peggy	BA, RRT, RRT-NPS, CPFT, RRT-ACCS – Peggy Smalley is a graduate of State Fair Community College, Sedalia, Mo., with a Diploma in Respiratory Therapy, a graduate of California College of Health Sciences, National City, Calif., with a Diploma for Registered Respiratory Therapy, a graduate of Metropolitan Community College of Kansas City, Mo., with an Associate's Degree, and a graduate of Webster University, St. Louis, Mo., with a Bachelor of Arts degree in Management. She is a registered Respiratory Therapist with over twenty-five years' experience in respiratory therapy and over thirteen years as a classroom instructor. Ms. Smalley began working for Concorde in November 1996, left for a brief period of time and rejoined the Concorde staff in February 2013 as the Clinical Director for the Respiratory Therapy Program. Became Program Director October 2014.	Program Director
Dupree, Terracina	AS, Respiratory Therapy, Concorde Career College; Terri has been working as a Respiratory Therapist for 8 years and joined Concorde Career College April 2018.	Director of Clinical Education
Donnelley, Ashley		Instructor
McGuire, Terri	A.A.S., RRT, Concorde Career College	Instructor
Naas, Michael		Instructor

## Student Affairs

Name	Education/Credentials	Title
Gurule, Dan	Dan started with Concorde in 2001 as an MA Instructor. He took over as MA Extern Coordinator in 2009. In 2014 Dan joined Student Affairs as a Senior Graduate Employment Specialist. Dan has been a great asset to the Student Affairs team and was recently promoted to Director of Student Affairs.	Director of Operations
Zumbro, JoAnn	M.S. Business Administration, Grantham University	Re-Entry Advisor

## Surgical Technology

Name	Education/Credentials	Title
Winslow, Andrea	BS - Georgia State University; Masters in Higher Education - National American University. Several years experience as a surgical technician, as well as Surg Tech instructor, and Program Director for Associates of Applied Science in Surgical Technology	Director of Surgical Technology

## Online Personnel Administration

Name	Education/Credentials	Title
Nott, Graham		Vice President Academic Affairs
Barkes, Heather		Dean of Online Learning

## Dental Hygiene

Name	Education/Credentials	Title
Johnson, Doreen	MS, National Louis University – Masters in Adult Education. University of Pittsburgh School of Dental Medicine, Certified Dental Assistant and Registered Dental Hygienist	Online Adjunct Instructor
Ritter, Dawn	MSDH, University of Bridgeport, Fones School of Dental Hygiene. Registered Dental Hygienist.	Online Adjunct Instructor



## Healthcare Administration

Name	Education/Credentials	Title
Becker, Walter		Adjunct Instructor
Chamberlain, Katia		Adjunct Instructor
Cooper, Susan		Adjunct Instructor
Eagle, Kacey		Adjunct Instructor
ELAmoore, Tamara		Adjunct Instructor
Halfacre, Cameron		Adjunct Instructor
Holsey, Charles	Doctor of Medicine from Meharry Medical College and a Doctor of Philosophy from Medical College of Georgia.	Adjunct Instructor
McCabe-Maucher, Aileen		Adjunct Instructor
Miller, Michael	Ph.D. Educational Leadership from University of Orlando; MD from Spartan Health Sciences University	Adjunct Instructor
Omorodion, Alex		Adjunct Instructor
Robinett, Susie		Adjunct Instructor
Robinson, Lakeleia		Adjunct Instructor
Somnarain, Emry		Adjunct Instructor
Tinch, Elizabeth	Master of Liberal Arts Studies and Masters of Arts in Aging Studies and Sociology from Wichita State University	Adjunct Instructor
Stephenson, Ashley	Masters of Science in Healthcare Administration from University of Texas	Adjunct Instructor
Thompson, Jennifer		Adjunct Instructor
Tritinger, Rachelle		Adjunct Instructor
Vinson, William		Adjunct Instructor
Webb, Scott	MBA from Rockhurst University and Bachelor's of Science in Business Administration	Adjunct Instructor
Xuan, Anson		Adjunct Instructor

## General Education

Name	Education/Credentials	Title
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Acero, Jennifer	Master of Business Admin/Health Care Management (2019)   Bachelor of Science Health Care Administration (2016)	Adjunct Instructor
Alexander, Cassie	MA: Education with Biology emphasis (2012)	Adjunct Instructor
Arandia, Marcos (Mark)	PhD: Political Philosophy (2008); MA: Political Philosophy (2003)	Adjunct Instructor
Ask, Angela	B.S. Biology (1993)   Master in Science (2005)   B.S. in Information Technology (2014)	Adjunct Instructor
Augustine, Elaine	Ph.D. in Developmental Psychology (2009)	Adjunct Instructor
Basta, Nigel	PhD: Applied Mathematics (2001); MS: Computer Science	Faculty Lead
Biluk, Evelyn	Doctor of Chiropractic (1999)	Adjunct Instructor
Brown, Sandi	Master of Science in Education (2005)	Adjunct Instructor
Capko, Robert	Juris Doctorate degree in Law (1993)   Bachelors in Accounting (1988) Associates degree in Personnel Administration (1989)	Adjunct Instructor
Company, Joe	Bachelor of Arts: Mathematics Education (1996)   Master of Arts: Exercise Physiology (2008)   Doctorate: Biomedical Science (2013)	Adjunct Instructor
Culton, Ann	MS: Corporate Communications & Public Relations (1994); BA: Criminal Justice (1987)	Adjunct Instructor
Epsaro, Eileen	PhD: Molecular Biology (1995); MS: Molecular Biology; BS: Biology	Adjunct Instructor
Felipe-Roiz, Ileana	Ph.D. Higher Education from Argosy University, Sarasota, FL; Masters of Science Organizational Psychology from Carlos Albizu University, Miami, FL	Adjunct Instructor
Ferrara, Brandy	BA- Biology (2004)   Doctor of Chiropractic (2007)   MS Human Nutrition (2009)	Adjunct Instructor
Freedman, Gregory	Doctor of Medicine (2001)   Bachelor of Psychology (1988)	Adjunct Instructor
Garnto, Ty	Ph.D. Organizational Psychology from Capella University, Minneapolis, MN; Master of Science Educational Psychology from University of Oklahoma, Norman, OK	Adjunct Instructor

Glunt, Gary	MBA; BS: Psychology (1985)	Adjunct Instructor
Hall, Lamardra	Doctor of Chiropractic (2005)   Bachelor of Science in Biology (1997)	Adjunct Instructor
Hall, Linda	Master of Arts Degree, Sociology (1995)	Adjunct Instructor
Henry, Joy	Doctor of Chiropractic (2011)   Masters Sports Health Science (2011)   Bachelor of Science - Biology (2007)	Adjunct Instructor
Holloway, Margaret	Ph.D., Composition, Rhetoric, and English Studies (2018)   M.A., Composition Rhetoric and English Studie	Adjunct Faculty
Holmes, Brittany	MS: Medical Science (2008); BS: Biology	Adjunct Instructor
Holmes, Woodrow	Doctor of Chiropractic, D.C. (2006)   Master of Sports Health Science, M.S. (2006)   Bachelor of Arts, B.A. psychology major (1999)	Adjunct Instructor
Holsey, Charles	Charles Holsey holds a Doctor of Medicine from Meharry Medical College and a Doctor of Philosophy from Medical College of Georgia.	Adjunct Instructor
Jahnl, Michael	M.A., Communications (2016)   B.S, Public Relations	Adjunct Instructor
Johannes, Traci	Master's Degree – Healthcare Administration (2016)   Bachelor's in Healthcare Management (2014)   AAS Medical Laboratory Tech (2009)	Adjunct Instructor
Lawler, Karen	MA in English (1995)   BA in English (1992)	Adjunct Instructor
LeVeaux, Meggin	Master's in Education (2005)   Master's in English (2001)	Adjunct Instructor
Lupo, Crystal	PHD forestry (2010)   MS Sociology (2003)   MBA business (2015)   DBA marketing (2018)	Faculty Lead
Massie, Lindsay	Doctor of Physical Therapy (2013); Masters of Biology (2019)	Adjunct Instructor
McLean, Gordon Scott	Masters, Communication (1994)   Masters, English (2004)   Bachelors, Communication (1991)	Adjunct Instructor
Meehan, Meagan	Bachelor of Arts in English Literature and Culture (2009)   Master of Arts in Communication (2013)	Faculty Lead

Muus, Kate	Bachelor of Arts English Writing Program (2006)   Master of Fine Arts: English Lit-Creative Writing (2010)	Adjunct Instructor
Olsen, Scott	M.A. Communication & Leadership (2019)	Adjunct Instructor
Orahovats, Alexandra	B.S. Biology (2017)   M.S. Biomedical Sciences – Human Anatomy & Physiology concentration (2018)	Adjunct Instructor
Ottis, Jason	BS in Biology -Minors: Chemistry and Psychology (2004)   Doctor Chiropractic (2008)	Faculty Lead
Paluch, Lauren	Master of Physician Assistant (2014), Doctor of Medical Science (2020)	Adjunct Instructor
Parvanov, Vencislav	Ph.D in Computational Chemistry (2003)   M.Sc. in Physics (1994)	Adjunct Instructor
Phillips, Julie	Ph.D., Education (2012)   M.S., Psychology (2003)   B.S., Social Psychology (1999)	Adjunct Instructor
Phillips, Stephanie	Doctor of Philosophy, Psychology (2013)   Master of Science, Psychology (2007)	Adjunct Instructor
Pinet, Delphine	PHD Chemistry (1997)	Adjunct Instructor
Pursley, Jacob	MS: Physics (2016); BS: Physics (2013)	Adjunct Instructor
Reilly, William	PhD in Forensic Psychology (2019)   MS in Forensic Science (2008)  BS in Criminal Justice (2005)	Adjunct Instructor
Rivera, Caroline	Doctor of Philosophy (2011)   Master of Science, Biology (2007)   MA Anthropology (1999)	Adjunct Instructor
Robinson, Tory	MA in Sport Psychology (2013)   B.A. in Psychology	Adjunct Instructor
Roe, Rusty	Master's of Science in Physics (1971)	Adjunct Instructor
Roiz-Felipe, Ileana	EdD - Educational Leadership (2013)  MS - I/O Psychology (2000)  BS - Psychology –(1998)	Adjunct Instructor
Samuel, Kegan	Ph.D. Computer Science (2012)   M.S Computer Science (2009)  M.S. Applied Mathematics (2005)  B.S. Mathematics, Computer Science (2003)	Adjunct Instructor
Sauro, Mike	Masters in Education in Counseling Psychology (1981)   BA Psychology (1979)	Adjunct Instructor

Sears, Crystal	B.S. - Communication (2005)  M.A. - Communication (2006)  M.A. - Professional Counseling (2009)  Ph.D. - Communication (2011)	Adjunct Instructor
Simon, Don	Master of Arts -Media Communications (2016)   Master of Laws (2003)   Juris Doctor (2002)   Bachelor of Arts Communications (1999)	Adjunct Instructor
Simmons, Jonathan	PhD: Physiology (1994); BS: Biological Science (1989)	Adjunct Instructor
Smith, Julie	Bachelor of Arts, English (1991)  Bachelor of Arts, German Language and Literature (1991)  Master of Arts, English (1992)  Doctor of Philosophy, English (2003)	Adjunct Instructor
Stidham, Christina	MA: Communications (2010); BA: Communications	Adjunct Instructor
Stiglich, Denise	MS: Chemistry (2004); BS: Chemistry	Adjunct Instructor
Summer, Jonathan	MS: Mathematics (2005)	Adjunct Instructor
Sumpter, Lana	PhD: Education (2018); MA: Mass Communications (1993); BS: Journalism	Adjunct Instructor
Tarawneh, Adam	Master's Degree in English Literature (2019)	Adjunct Instructor
Toles, Mechell	Ph.D. Educational Psychology (2003)   M.Ed. Counseling Psychology (1994)	Adjunct Instructor
Travers, Jill	MA English Literature (2001)  MS English Literature/Mass Communications (1991)	Adjunct Instructor
Trestrail, Susan	BA, Sociology (1993)   MsEd. Adult and Higher Education (2007)  MA English (2011)  MFA Creative Writing (2016)	Adjunct Instructor
Tunkara, Dianne	Master of Health Services Administration (2010)  Bachelor of Psychology (2002)	Adjunct Instructor
Verdum, Carmen	Master's in Communication Studies (2009)   Bachelor of Arts in Communication Studies (2005)	Adjunct Instructor
Warncke, Cila	BA, English Literature (2001)   Master of Letters, Creative Writing (2014)  Master of Arts, Communication & Education (2020)	Adjunct Instructor

Washington, Kelly	Master of Arts in Biology (2007)   Bachelor of Science in Biology	Adjunct Instructor
Werner, Donna	Doctor of Chiropractic (1983); MS: Nutrition (2008)	Adjunct Instructor
Wilkerson, Matt	Ph. D. of Education Leadership (2013)   M.S. in Biochemistry, Cellular, and Molecular Biology (2003)   B.A. in Biology (1999)	Adjunct Instructor
Williams, Joe	BA Theology (2006)   Master of Divinity (2014)   Master of Science in Sociology (2018)   Master of Arts in Communication (2020)	Adjunct Instructor

## RN-BSN

Name	Education/Credentials	Title
Bernasconi, Maura		Adjunct Instructor
Fisher, Ebony		Adjunct Instructor

## Surgical Technology

Name	Education/Credentials	Title
Simpson, Katrina	Masters of Human Services Counseling from Liberty University and Bachelor of Science in Healthcare Administration from Colorado Technical University (holds her CST)	Adjunct Instructor