

Everest University - Brandon Campus
2013-2015 catalog, revision date 10/02/13
Addendum

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

The following program disclosures are provided pursuant to federal law.

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

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2012, and June 30, 2013, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

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

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

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2012, and June 30, 2013, including Title IV program loans, private educational loans and institutional financing plans.

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

Accounting (Associate)		
Occupation (Title, SOC Code)	Bookkeeping, Accounting, & Auditing Clerks	43-3031
	Tax Preparers	13-2082
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,827
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$4,826.71
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		23.15%

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Accounting (Associate)		
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	80% to 100%
	State	75.5% to 100%
Brandon Campus	Institutional Accreditor	80%
	State	75.5%
Median Loan Debt	Title IV Program Loans	\$31,800
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Accounting (Bachelor)		
Occupation (Title, SOC Code)	Accountants and Auditors	13-2011
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$3,400
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$2,728.36
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$68,800
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		76.67%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	91.7% to 100%
	State	84.6% to 100%
Brandon Campus	Institutional Accreditor	91.7%
	State	84.6%
Median Loan Debt	Title IV Program Loans	\$40,288
	Private Education Loans	\$2,013
	Institutional Financing Plans	\$0
Applied Management (Associate)		
Occupation (Title, SOC Code)	Business Operations Specialists	13-1199
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392

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Applied Management (Associate)		
	Books and Supplies	\$0\$3,400
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$3,227.53
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		72.41%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	100%
Brandon Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	\$32,448
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Applied Management (Bachelor)		
Occupation (Title, SOC Code)	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$3,717
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$3,717.29
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$68,800
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		85.71%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	75% to 100%
	State	75% to 100%

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Applied Management (Bachelor)		
Brandon Campus	Institutional Accreditor	85.7%
	State	85.7%
Median Loan Debt	Title IV Program Loans	\$39,454
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business (Associate)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$7,558
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$7,557.77
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		23.08%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	71.4% to 90%
	State	65.22% to 81.8%
Brandon Campus	Institutional Accreditor	82.2%
	State	81%
Median Loan Debt	Title IV Program Loans	\$32,448
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011

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Business (Bachelor)		
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$5,656
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$4,795.62
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$68,800
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		75.27%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	83.3% to 100%
	State	71.4% to 100%
Brandon Campus	Institutional Accreditor	90.6%
	State	88.9%
Median Loan Debt		
	Title IV Program Loans	\$39,454
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business Administration (Master)		
Occupation (Title, SOC Code)	General and Operations Managers	11-1021
	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$29,960 to \$30,688
	Books and Supplies	\$0\$6,813
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$29,960.00
	Books and Supplies	\$6,813.12
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$30,688

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Business Administration (Master)		
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		37.5%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	85.7% to 98.5%
	State	80% to 98.5%
Brandon Campus	Institutional Accreditor	98.5%
	State	98.5%
Median Loan Debt	Title IV Program Loans	\$30,694
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Computer Information Science (Associate)		
Occupation (Title, SOC Code)	Computer Specialists	15-1099
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$6,045
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$6,044.80
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		35.83%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	56% to 80%
	State	57.7% to 72.7%
Brandon Campus	Institutional Accreditor	56%
	State	57.7%
Median Loan Debt	Title IV Program Loans	\$33,230
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Criminal Justice (Associate)		
Occupation (Title, SOC Code)	Community and Social Service Occupations	21-0000

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Criminal Justice (Associate)		
	Probation Officers and Correctional Treatment Specialists	21-1092
	Security Officer/ Guards	33-9032
	Social and Human Service Assistants	21-1093
	Substance Abuse and Behavioral Disorder Counselors	21-1011
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,268
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$4,147.12
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		21.4%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	50% to 76.5%
	State	45.45% to 68.4%
Brandon Campus	Institutional Accreditor	59%
	State	57.5%
Median Loan Debt		
	Title IV Program Loans	\$31,280
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Criminal Justice (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers, Protective Service Workers, All Other	33-1099
	Protective Service Workers, All Other	33-9099
	Security Officer/ Guards	33-9032
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$75,384
	Books and Supplies	\$0\$5,484
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$4,832.14

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Criminal Justice (Bachelor)		
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$68,800
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		72.73%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	56.5% to 87.5%
	State	56.5% to 87.5%
Brandon Campus	Institutional Accreditor	56.5%
	State	56.5%
Median Loan Debt	Title IV Program Loans	\$38,080
	Private Education Loans	\$2,074
	Institutional Financing Plans	\$0
Criminal Justice (Master)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Police and Detectives	33-1012
Cost to Students		
Institutions	Tuition and Fees	\$29,310 to \$44,940
	Books and Supplies	\$0\$2,198
	Room and Board	N/A
Brandon Campus	Tuition and Fees (56 Units)	\$44,940
	Tuition and Fees (54 Units)	\$29,310
	Books and Supplies	\$2,198.36
	Room and Board	N/A
Brandon Online	Tuition and Fees (56 Units)	\$30,688
	Tuition and Fees (54 Units)	\$29,592
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		50%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	63.2%
	State	60%
Brandon Campus	Institutional Accreditor	63.2%
	State	60%
Median Loan Debt	Title IV Program Loans	\$39,345

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Criminal Justice (Master)		
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Massage Therapy (Diploma)		
Occupation (Title, SOC Code)	Massage Therapists	31-9011
Cost to Students		
Institutions	Tuition and Fees	\$17,298 to \$18,012
	Books and Supplies	\$1,421 to \$1,442
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$18,012.00
	Books and Supplies	\$1,441.97
	Room and Board	N/A
On-Time Completion Rate		67.05%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	66.7% to 69.2%
	State	66.7% to 69.2%
Brandon Campus	Institutional Accreditor	69.2%
	State	69.2%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,563
	Institutional Financing Plans	\$0
Medical Administrative Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
	Medical Secretaries	43-6013
Cost to Students		
Institutions	Tuition and Fees	\$15,803 to \$18,180
	Books and Supplies	\$1,398 to \$1,746
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$18,180.00
	Books and Supplies	\$1,745.59
	Room and Board	N/A
On-Time Completion Rate		18.37%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	61.1% to 62.2%
	State	57.8% to 64.1%

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Medical Administrative Assistant (Diploma)		
Brandon Campus	Institutional Accreditor	N/A
	State	57.8%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,236
	Institutional Financing Plans	\$0
Medical Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institutions	Tuition and Fees	\$18,841 to \$21,641
	Books and Supplies	\$1,589 to \$1,853
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$21,641.00
	Books and Supplies	\$1,852.62
	Room and Board	N/A
On-Time Completion Rate		21.38%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	57.2% to 65.6%
	Programmatic Accreditor	40.91% to 62.18%
	State	57.8% to 64.85%
Brandon Campus	Institutional Accreditor	57.2%
	Programmatic Accreditor	62.18%
	State	57.8%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,576
	Institutional Financing Plans	\$0
Medical Insurance Billing and Coding (Associate)		
Occupation (Title, SOC Code)	Medical Records & Health Information Technicians	29-2071
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,058
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$4,057.83
	Room and Board	N/A

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Medical Insurance Billing and Coding (Associate)			
Brandon Online	Tuition and Fees	\$34,400	
	Books and Supplies	\$0	
	Room and Board	N/A	
On-Time Completion Rate		10%	
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	44.6% to 56.5%	
	State	39.8% to 56.25%	
Brandon Campus	Institutional Accreditor	44.6%	
	State	39.8%	
Median Loan Debt	Title IV Program Loans	\$32,802	
	Private Education Loans	\$0	
	Institutional Financing Plans	\$0	
Nursing (Associate)			
Occupation (Title, SOC Code)	Registered Nurses	29-1111	
Cost to Students			
	Institutions	Tuition and Fees	\$55,596
		Books and Supplies	\$4,490
	Room and Board	N/A	
Brandon Campus	Tuition and Fees	\$55,596.00	
	Books and Supplies	\$4,489.77	
	Room and Board	N/A	
On-Time Completion Rate		74.07%	
Placement Rates (See footnotes)			
Institutions	Institutional Accreditor	100%	
	State	100%	
Brandon Campus	Institutional Accreditor	100%	
	State	100%	
Median Loan Debt	Title IV Program Loans	\$27,713	
	Private Education Loans	\$7,344	
	Institutional Financing Plans	\$0	
Paralegal (Associate)			
Occupation (Title, SOC Code)	Legal Support Workers	23-2099	
	Paralegals & Legal Assistants	23-2011	
Cost to Students			

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Paralegal (Associate)		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,241
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$43,392.00
	Books and Supplies	\$4,240.97
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$34,400
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		20.8%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	39.3% to 100%
	State	36.1% to 100%
Brandon Campus	Institutional Accreditor	39.3%
	State	36.1%
Median Loan Debt	Title IV Program Loans	\$32,622
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Paralegal (Bachelor)		
Occupation (Title, SOC Code)	Legal Support Workers	23-2099
	Paralegals & Legal Assistants	23-2011
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$4,155
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$3,986.70
	Room and Board	N/A
Brandon Online	Tuition and Fees	\$68,800
	Books and Supplies	\$0
	Room and Board	N/A
On-Time Completion Rate		76.74%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	68% to 100%

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Paralegal (Bachelor)		
	State	60.7% to 100%
Brandon Campus	Institutional Accreditor	68%
	State	60.7%
Median Loan Debt	Title IV Program Loans	\$34,856
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Pharmacy Technician (Diploma)		
Occupation (Title, SOC Code)	Pharmacy Technicians	29-2052
Cost to Students		
	Institutions	
	Tuition and Fees	\$15,803 to \$43,844
	Books and Supplies	\$910 to \$3,400
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$18,255.00
	Books and Supplies	\$914.82
	Room and Board	N/A
On-Time Completion Rate		34.21%
Placement Rates (See footnotes)		
	Institutions	
	Institutional Accreditor	63.6% to 76.5%
	State	63.6% to 82.35%
Brandon Campus	Institutional Accreditor	N/A
	State	N/A
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Radiologic Technology (Associate)		
Occupation (Title, SOC Code)	Radiologic Technologists and Technicians	29-2034
Cost to Students		
	Institutions	
	Tuition and Fees	\$53,820
	Books and Supplies	\$2,459
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$53,820.00
	Books and Supplies	\$2,458.90
	Room and Board	N/A
On-Time Completion Rate		50%

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Radiologic Technology (Associate)		
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	N/A
	State	25%
Brandon Campus	Institutional Accreditor	N/A
	State	25%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Surgical Technologist (Associate)		
Occupation (Title, SOC Code)	Surgical Technologists	29-2055
Cost to Students		
Institutions	Tuition and Fees	\$49,000
	Books and Supplies	\$2,174
	Room and Board	N/A
Brandon Campus	Tuition and Fees	\$49,000.00
	Books and Supplies	\$2,174.10
	Room and Board	N/A
On-Time Completion Rate		19.23%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	63.2%
	State	63.2%
Brandon Campus	Institutional Accreditor	63.2%
	State	63.2%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A

Footnotes:

Institutional Accreditor - ACICS uses the following formula to calculate placement for accredited institutions: placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Placed in a field of study involves the direct use of the skills taught in the program. Placed in a field related to study involves an indirect use of the skills taught in the program. Time Frame: July 1, 2012 through June 30, 2013.

Programmatic Accreditor - ABHES uses the following formula to calculate placement for accredited institutions: graduates placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Time Frame: July 1, 2012 through June 30, 2013.

Programmatic Accreditor - CAAHEP/MAERB uses the following formula to calculate placement for accredited institutions: number of graduates employed full or part-time in a related field, as well as those continuing their education or serving in the military, divided by number of graduates. Time Frame: July 1, 2012 through June 30, 2013.

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State - Commission on Independent Education calculation for placement rate: number of graduates placed divided by number of graduates less employed in military or continuing education. Time Frame: July 1, 2012 through June 30, 2013.

State - Wisconsin Educational Approval Board calculation for placement rate: number of graduates employed divided by number of graduates. Time Frame: July 1, 2012 through June 30, 2013.

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

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

This Institution Includes:

- Everest College, Milwaukee
- Everest University, Brandon
- Everest University, Orange Park
- Everest University, Tampa
- Students Attending Everest University Online through this Institution

■ **ADDENDUM, Effective October 1, 2013:** The following statement has been added to page 1 under the Accreditation, Licensure and Approvals section.

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

■ **ADDENDUM, Effective October 1, 2013:** The following course description and course name has been updated to the catalog.

These course descriptions have been updated:

- 1) **SLS 1105:** This course is designed to equip students for transitions in their education and life. The course includes an introduction to the university and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.
- 2) **LIS 2004:** This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet.

This course name has been updated:

- 3) **MTB 1103:** Business Mathematics

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

President's Scholarship

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

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

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

■ **ADDENDUM, Effective September 25, 2013:** The following modifications have been made to the on-ground "Diploma and Undergraduate Admissions Requirements" (pg. 9) and the online "Undergraduate Admissions Requirements" (pg. 35) sections of the catalog:

ADDED:

- All applicants will be required to submit **one** of the following:

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- 1) Completed Attestation regarding high school graduation or equivalency or
- 2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
- 3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

■ **ADDENDUM, effective September 24, 2013:** The following Prerequisite table has been updated for the Graduate Degree Program Outline on page 105 of the catalog.

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

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

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

■ **ADDENDUM, effective September 11, 2013:** The Campus Administrative Staff Listing has been updated as follows:

ADMINISTRATION	
Todd Pearson	President
Open	Academic Dean
Andrew Robinson	Director of Admissions
Breanna Leuze	Director of Career Services
Jason Hellmann	Director of Student Accounts
Courtenay Lopez	Director of Student Finance
Dolly Brown	Director of Student Services

■ **ADDENDUM, effective September 12, 2013:** The following highlighted clock hours has been updated to the catalog.



SURGICAL TECHNOLOGIST, ASSOCIATE IN SCIENCE DEGREE
 24 months – 94.0 Credit Units

V 1.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to

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ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this **1350-hour program** is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Note: Students graduating from the Surgical Technologist program are ineligible for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

■ **ADDENDUM, effective September 9, 2013:** The following course codes have been updated for the Radiologic Technology Associate in Science degree program:

Old Course Number	New Course Number	Course Title
RTEP 1105	RTE 1111	Patient Care and Management Fundamentals
RTEP 2563	RTE 2563	Advanced Imaging Procedures
RTEP 2385	RTE 2385	Radiation Protection and Safety

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

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

Associate Programs except Nursing, Radiologic Technology and Surgical Technologist			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$340.00	\$6,800.00
	19	\$357.89	\$6,800.00
	18	\$377.78	\$6,800.00
	17	\$400.00	\$6,800.00
	16	\$425.00	\$6,800.00
12 - 15	15	\$343.33	\$5,150.00
	14	\$367.86	\$5,150.00
	13	\$396.15	\$5,150.00
	12	\$429.17	\$5,150.00
8 - 11	11	\$450.00	\$4,950.00
	10	\$495.00	\$4,950.00
	9	\$550.00	\$4,950.00
	8	\$618.75	\$4,950.00
	7	\$619.00	\$4,333.00

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Less than 8	6	\$619.00	\$3,714.00
	5	\$619.00	\$3,095.00
	4	\$619.00	\$2,476.00
	3	\$619.00	\$1,857.00
	2	\$619.00	\$1,238.00
	1	\$619.00	\$619.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.			

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$320.00	\$4,800.00
	14	\$342.86	\$4,800.00
	13	\$369.23	\$4,800.00
	12	\$400.00	\$4,800.00
8 - 11	11	\$418.18	\$4,600.00
	10	\$460.00	\$4,600.00
	9	\$511.00	\$4,600.00
	8	\$575.00	\$4,600.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.			

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

TUITION CHARGES FOR RE-ENTRY (on-ground only)

Students re-entering within 180 days:

Same Program (Same/New Program Version):

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

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

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

Different / New Program (Program Change)

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

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

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Same Program (Same/New Program Version)

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

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

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

Different / New Program (Program Change)

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

Return from LOA (on-ground only)

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

Failure to Return from LOA (on-ground only)

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

Coursework Completed at Foreign Institutions

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

Satisfactory Academic Process

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

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

Academic Progress Plan (APP)

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

SAP Advising or SAP MET Status

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

SAP NOT MET Status and/or Dismissal

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

Retaking Failed Coursework

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For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. **Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts.** Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. **Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.**

■ **ADDENDUM, effective September 1, 2013:** The following updates have been made to the Notification of Rights Under FERPA section on page 7 of the catalog:

ADDED:

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

REMOVED:

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

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

■ **ADDENDUM, effective August 21, 2013:** The following table has been updated to the catalog.

On-Ground Quarter-Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in Nursing	\$492	\$425
Associate Degree in Radiologic Technology	\$385	\$275
Associate Degree in Surgical Technologist	\$306	\$425
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	\$470	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	\$406	\$425
Master Degree in: Business Administration, Criminal Justice	\$556	\$1,750* \$583/per quarter
Effective July 1, 2013 *This is for additional supplies that may be required to help complete the degree. For qualification purposes, the Director of Financial Aid will need to be notified.		

■ **ADDENDUM, Effective August 21, 2013:** The following calendars have been added to the catalog.

Massage Therapy, Medical Insurance Billing and Coding, Medical Assistant Diploma, Medical Administrative Assistant, Pharmacy Technician Diploma All Mod Shifts 2014 - 2016		
Start Date	End Date	Holidays/Breaks
1/22/2014	2/19/2014	2/17/14
2/20/2014	3/19/2014	
3/24/2014	4/25/2014	4/5/14 – 4/13/14
4/28/2014	5/23/2014	
5/27/2014	6/23/2014	5/26/14
6/24/2014	7/22/2014	7/4/14
7/23/2014	8/19/2014	
8/20/2014	9/17/2014	9/1/14
9/18/2014	10/15/2014	

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10/16/2014	11/12/2014	
11/13/2014	12/12/2014	11/27/14 – 11/28/14
12/15/2014	1/23/2015	12/23/14 – 1/4/15, 1/19/15
1/26/2015	2/23/2015	2/16/15
2/24/2015	3/23/2015	
3/24/2015	4/27/2015	4/4/15 – 4/12/15
4/28/2015	5/26/2015	5/25/15
5/27/2015	6/23/2015	
6/24/2015	7/22/2015	7/3/15
7/23/2015	8/19/2015	
8/20/2015	9/17/2015	9/7/15, 9/17/15 – 9/20/15
9/21/2015	10/16/2015	
10/19/2015	11/13/2015	
11/16/2015	12/15/2015	11/26/15 – 11/27/15
12/16/2015	1/25/2016	12/23/15 – 1/3/16, 1/18/16
1/26/2016	2/23/2016	2/15/16
2/24/2016	3/22/2016	

■ **ADDENDUM, Effective August 21, 2013:** The following course description has been updated to page 111 of the catalog.

QMB5355 - Quantitative Methods

4.0 Quarter Credit Hours

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

■ **ADDENDUM, Effective August 21, 2013:** The following highlighted language has been updated on p. 9 of the catalog under Admissions Information for On-Ground Students.

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. **As part of the enrollment process, assessment testing is required for students entering degree programs. Enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math.** No English as a second language courses are offered by the campus.

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

KENTUCKY STUDENTS

A person with a complaint or grievance involving misrepresentation against a college shall make a reasonable effort to resolve the complaint or grievance directly with the college. If a mutually satisfactory solution cannot be reached, then:

- (1) A written complaint must be submitted to the President of the Council on Postsecondary Education which contains evidence relevant to the complaint and documentation that a reasonable effort was made to resolve the complaint directly with the college.
- (2) The institution will be required to file a written response concerning the consumer complaint, including a statement on the current status of the complaint, and any resolution of the complaint.
- (3) The President of the Council on Postsecondary Education shall review the facts as presented and may intervene to bring the matter to a satisfactory conclusion through facilitation, but the facilitation shall not include legal action on behalf of any party.

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

HIM2260C - Introduction to Hospital Billing

4.0 Quarter Credit Hours

This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and

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outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. **ICD-10** procedural coding and prospective payment systems are introduced. *Prerequisites: HIM1222C, HIM2272* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

■ **ADDENDUM, Effective July 24, 2013:** The following highlighted statement has been added to the “**Definition of Credit**” section on page 12 of the catalog.

DEFINITION OF CREDIT

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

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

■ **ADDENDUM, Effective July 24, 2013:** The following language has been updated to the “**Percentage Absence Rule (Clock Hour Modular Programs)**” section on page 22 of the catalog which took effective April 15, 2013.

PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)

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

■ **ADDENDUM, Effective July 24, 2013:** The following language has been removed from the “**Externship Training**” section on page 24 of the catalog.

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