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

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>CGPA if Rate of Progress is Below</th>
<th>CGPA if CGPA is below 2.0</th>
<th>CGPA if CGPA is below 2.0 Rate of Progress is Below</th>
<th>CGPA if CGPA is below Rate of Progress is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-18</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
</tr>
<tr>
<td>25-30</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
</tr>
<tr>
<td>31-36</td>
<td>2.0</td>
<td>1.0</td>
<td>66.66%</td>
<td>50%</td>
</tr>
<tr>
<td>37-42</td>
<td>2.0</td>
<td>1.1</td>
<td>66.66%</td>
<td>55%</td>
</tr>
<tr>
<td>43-48</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>60%</td>
</tr>
<tr>
<td>49-70</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

ADDENDUM, effective February 1, 2012. The following course numbers have been revised:

<table>
<thead>
<tr>
<th>Old Course Number</th>
<th>New Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 1551 - Medical Law &amp; Ethics</td>
<td>HSA 1550 - Medical Law &amp; Ethics</td>
</tr>
<tr>
<td>CCJ 3675 - Women, Crime, And Criminal Justice</td>
<td>CCJ 3670 - Women, Crime, And Criminal Justice</td>
</tr>
<tr>
<td>COP 2010 C - Programming Concepts</td>
<td>COP 2000C - Programming Concepts</td>
</tr>
<tr>
<td>CGS 2461 - Fundamental Programming Techniques</td>
<td>COP 2505C - Fundamental Programming Techniques</td>
</tr>
<tr>
<td>HSC 1531 - Medical Terminology</td>
<td>HSC 1527 - Medical Terminology</td>
</tr>
</tbody>
</table>

ADDENDUM, effective December 7, 2011. The state licensure agency information has been updated in the Student Complaint Procedure section on page 30 of the catalog.

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite #1414
Tallahassee, FL 32399-0400
Toll free number (888) 224-6684

ADDENDUM, effective January 1, 2012. The Tuition and Fees table is updated for on-ground modular programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,407</td>
<td>$1,477.30</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60</td>
<td>$20,357</td>
<td>$1,578.04</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$17,018</td>
<td>$905.70</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting January 1, 2012 and after

ADDENDUM, effective December 6, 2011. The Military Scholarships information for on-ground students only has been removed from the addendum on page 25.

ADDENDUM, effective December 1, 2011. The reference to Everest University Online Service Center on the cover page of the catalog has been changed to Everest University online support center.
Everest University – Melbourne campus
2011 - 2012 catalog, revision date 011312
Addendum

■ ADDENDUM, effective November 9, 2011. The Externship Module has been increased by 40 clock hours for students who started on or after July 1, 2011 for the following programs.* The table below reflects the revised program information.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Total Clock Hours</th>
<th>Total Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>760</td>
<td>48</td>
</tr>
<tr>
<td>Medical Assistant v 2</td>
<td>41 weeks</td>
<td>920</td>
<td>60</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>760</td>
<td>48</td>
</tr>
</tbody>
</table>

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

■ ADDENDUM, effective November 9, 2011. The following SAP tables have been updated:

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

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

■ ADDENDUM, effective September 19, 2011. The following Criminal Background Check language has been updated on page 7 of the catalog:

CRIMINAL BACKGROUND CHECK
• Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
• Enrollment for students may not be granted when the background check identifies a conviction, pending case or unresolved deferral/diversion for any felonies or misdemeanors.
• A student’s inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student’s responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

■ ADDENDUM, effective September 26, 2011. The following Admissions Requirements have been updated in the catalog.

UNDERGRADUATE ADMISSIONS REQUIREMENTS
• High school diploma or a recognized equivalent such as the GED.
• Applicants will be required to sign an “Attestation Regarding High School Graduation or Equivalency” indicating they meet the School’s requirements for admission unless they submit proof of high school graduation or a recognized equivalency certificate (GED) to the School by providing the School with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation.
• High school seniors who are accepted on a conditional basis must sign an “Attestation Regarding High School Graduation or Equivalency” following graduation and prior to starting classes.
• If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
• Applicants are informed of their acceptance status shortly after all required information is received and the applicants’ qualifications are reviewed.
• Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

**ADDENDUM, effective August 1, 2011.** The following Florida’s Statewide Course Numbering System language has been updated in the catalog.

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

### Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No laboratory component in this course</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>Freshman Composition</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td></td>
</tr>
</tbody>
</table>

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Nonregionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Robert Boggs, Ed.D. or Avi Moscowitz at the Transfer Center (877) 727-0058, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

ADDENDUM, effective August 12, 2011: The following ATB Policy has been updated:

CAMPUS ATB PASSING TEST SCORES

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

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.
Everest University – Melbourne campus  
2011 - 2012 catalog, revision date 011312  
Addendum

**ADDENDUM, effective October 13, 2011:** The campus will be offering version 2 of the Medical Assistant diploma program.

**MEDICAL ASSISTANT**  
*Diploma Program*  
41 Weeks – 920 hours – 60 credit units

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

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

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

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Quarter Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module MAINTRO</td>
<td>Introduction to Medical Assisting</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module A</td>
<td>Integumentary, Sensory, and Nervous Systems, Patient Care and Communication</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module B</td>
<td>Muscular System, Infection Control, Minor Office Surgery, and Pharmacology</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module C</td>
<td>Digestive System, Nutrition, Financial Management, and First Aid</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module D</td>
<td>Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module E</td>
<td>Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module F</td>
<td>Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module G</td>
<td>Medical Law and Ethics, Psychology, and Therapeutic Procedures</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module H</td>
<td>Health Insurance Basics, Claims Processing, and Computerized Billing</td>
<td>80</td>
<td>6.0</td>
</tr>
<tr>
<td>Module X</td>
<td>Medical Assistant Diploma Program Externship</td>
<td>920</td>
<td>60.0</td>
</tr>
</tbody>
</table>

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

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

Lecture: 40 Hrs  
Lab: 40 Hrs  
6.0-Quarter Credit Units [Prerequisite: None]

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

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

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

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

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

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

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

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

Lecture: 40 Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)  
Lab: 40 Hrs (30 in Clinical Lab/10 in Computer Lab)  
6.0-Quarter Credit Units [Prerequisite: MAINTRO]
MODULE D - Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

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

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

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

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

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

MODULE G - Medical Law, and Ethics, Psychology, and Therapeutic Procedures
Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities of an office manager, the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé.
and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s).

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

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

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

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

Lecture: 00 Hrs  
Lab: 00 Hrs  
Extern 200  
6.0 Quarter Credit Hours [Prerequisite: MAINTRO, Modules A-H]

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>41 weeks</td>
<td>60.0</td>
<td>$20,357</td>
<td>$1,505.20</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting October 13, 2011 and after

<table>
<thead>
<tr>
<th>Medical Assistant Calendar Schedule 2011 - 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
</tr>
<tr>
<td>12/12/2011</td>
</tr>
<tr>
<td>1/23/2012</td>
</tr>
<tr>
<td>2/21/2012</td>
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<tr>
<td>3/21/2012</td>
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<tr>
<td>4/26/2012</td>
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<td>5/25/2012</td>
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<td>7/25/2012</td>
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<td>8/23/2012</td>
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<tr>
<td>9/24/2012</td>
</tr>
<tr>
<td>10/22/2012</td>
</tr>
<tr>
<td>12/19/2012</td>
</tr>
</tbody>
</table>
ADDENDUM, effective August 5, 2011: Please see the Catalog Supplement for current information related to the faculty listing.

ADDENDUM effective Aug 18, 2011: The Tuition and Fees table is updated for the online programs:

<table>
<thead>
<tr>
<th>Effective October 17, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONLINE PROGRAM TUITION</strong></td>
</tr>
<tr>
<td>The student’s total tuition for a given quarter is determined by a per quarter (undergraduate) or per credit (graduate) price as follows:</td>
</tr>
<tr>
<td>• Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later.</td>
</tr>
<tr>
<td>• Active students with start dates prior to October 11, 2010.</td>
</tr>
<tr>
<td>• Active students with start dates between October 11, 2010 and March 3, 2011 in all programs.</td>
</tr>
</tbody>
</table>

*The tuition rate is the same regardless of the number of credits the student elects to take.

ADDENDUM, effective July 12, 2011. The following admissions requirements have been updated for the Pharmacy Technician program:

DIPLOMA AND ASSOCIATE IN SCIENCE, PHARMACY TECHNICIAN PROGRAM
• Applicants must reach 18 years of age on or prior to the expected date of graduation.
• Students must meet with the Program Director in their first term.
  Note: In order to be employed as a pharmacy technician in the state of Florida, registration with the Florida Board of Pharmacy is required.

ADDENDUM, effective July 1, 2011. The following Policies have been updated for the campus:

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

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

GRADING SYSTEM AND PROGRESS REPORTS
The student’s final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student’s home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.
Grade | Point Value | Meaning            | Percentage Scale
---|-------------|---------------------|-------------------
A  | 4           | Excellent           | 100-90            
B  | 3           | Very Good           | 89-80             
C  | 2           | Good                | 79-70             
D* | 1           | Poor                | 69-60             
F** or Fail | 0            | Failing             | 59-0              
P or Pass | Not Calculated | Pass (for externship/internship or thesis classes only) |
IP*** | Not Calculated | In Progress (for externship/Internship or thesis courses only) |
L  | Not Calculated | Leave of Absence (allowed in modular programs only) |
EL | Not Calculated | Experiential Learning Credit |
PE | Not Calculated | Pass by Proficiency Exam |
PF | Not Calculated | Preparatory Fail |
PP | Not Calculated | Preparatory Pass |
W  | Not Calculated | Withdrawal |
WZ | Not Calculated | Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress |
TR | Not Calculated | Transfer Credit |

* Not used in Allied Health Programs.
** Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Allied Health Programs, Failing is 68-0%.
*** If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student’s grade will be entered in both courses.

GPA AND CGPA CALCULATIONS

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

EVALUATION PERIODS FOR SAP

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

RATE OF PROGRESS TOWARD COMPLETION

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

MAXIMUM TIME FRAME TO COMPLETE

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

<table>
<thead>
<tr>
<th>47 Quarter Credit Hour Program.</th>
<th>96, 97, 98 Quarter Credit Hour Program.</th>
<th>192 Quarter Credit Hour Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits that may be attempted: 70 (150% of 47)</td>
<td>Total credits that may be attempted: 144 (150% of 96).</td>
<td>Total credits that may be attempted: 288 (150% of 192).</td>
</tr>
<tr>
<td><strong>Total Credits Attempted</strong></td>
<td><strong>SAP Advising if CGPA is below</strong></td>
<td><strong>SAP Advising if CGPA is below</strong></td>
</tr>
<tr>
<td></td>
<td><strong>SAP Not Met if CGPA is below</strong></td>
<td><strong>SAP Not Met if CGPA is below</strong></td>
</tr>
<tr>
<td>Total Credits Attempted</td>
<td>Total Credits Attempted</td>
<td>Total Credits Attempted</td>
</tr>
<tr>
<td>1-12 2.0 N/A 66.66% N/A</td>
<td>1-12 2.0 N/A 66.66% N/A</td>
<td>1-12 2.0 N/A 66.66% N/A</td>
</tr>
<tr>
<td>13-24 2.0 0.25 66.66% N/A</td>
<td>13-24 2.0 0.25 66.66% N/A</td>
<td>13-24 2.0 0.25 66.66% N/A</td>
</tr>
<tr>
<td>25-36 2.0 0.5 66.66% 10%</td>
<td>25-36 2.0 0.5 66.66% 10%</td>
<td>25-36 2.0 0.5 66.66% 10%</td>
</tr>
<tr>
<td>37-48 2.0 1.1 66.66% 30%</td>
<td>37-48 2.0 1.1 66.66% 30%</td>
<td>37-48 2.0 1.1 66.66% 30%</td>
</tr>
<tr>
<td>49-60 2.0 1.5 66.66% 40%</td>
<td>49-60 2.0 1.5 66.66% 40%</td>
<td>49-60 2.0 1.5 66.66% 40%</td>
</tr>
<tr>
<td>61-72 2.0 1.8 66.66% 50%</td>
<td>61-72 2.0 1.8 66.66% 50%</td>
<td>61-72 2.0 1.8 66.66% 50%</td>
</tr>
<tr>
<td>73-84 2.0 2.0 66.66% 60%</td>
<td>73-84 2.0 2.0 66.66% 60%</td>
<td>73-84 2.0 2.0 66.66% 60%</td>
</tr>
<tr>
<td>85-96 2.0 2.0 66.66% 60%</td>
<td>85-96 2.0 2.0 66.66% 60%</td>
<td>85-96 2.0 2.0 66.66% 60%</td>
</tr>
<tr>
<td>97-108 2.0 2.0 66.66% 60%</td>
<td>97-108 2.0 2.0 66.66% 60%</td>
<td>97-108 2.0 2.0 66.66% 60%</td>
</tr>
<tr>
<td>109-120 2.0 2.0 66.66% 60%</td>
<td>109-120 2.0 2.0 66.66% 60%</td>
<td>109-120 2.0 2.0 66.66% 60%</td>
</tr>
<tr>
<td>121-144 N/A 2.0 N/A 66.66%</td>
<td>121-144 N/A 2.0 N/A 66.66%</td>
<td>121-144 N/A 2.0 N/A 66.66%</td>
</tr>
</tbody>
</table>

APPLICATION OF GRADES AND CREDITS TO SAP

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

ACADEMIC AND FINANCIAL AID WARNING

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

ACADEMIC AND FINANCIAL AID PROBATION

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

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

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

- For programs with an Add/Drop period:
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30) days from the start date of the probationary term.

- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
  - Must receive academic advising by the end of the second week of the probationary term.

ACADEMIC APPEALS

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

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

Appeals will only be granted for the following reasons:

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

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

DISMISSAL

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR GRADUATE STUDENTS

A student pursuing a master’s degree must maintain a minimum cumulative grade point average of 3.0. Graduate students who fail to meet the minimum grade point requirement will be placed on Academic Probation for the subsequent quarter of enrollment. If otherwise eligible, a student may receive financial assistance during the Academic Probation grading period. Failure to raise the grade point average above the minimum specified within the subsequent quarter will result in Academic Dismissal.

A student will be permitted to attempt 15.0 quarter hours of graduate work before the application of the following standards.

<table>
<thead>
<tr>
<th>GRADUATE DEGREES - QUARTER CREDITS</th>
<th>Total Credits Attempted*</th>
<th>SAP Advising if CGPA is below</th>
<th>SAP Met if CGPA is below</th>
<th>Not Met if rate of progress is below</th>
<th>SAP Advising if CGPA is below</th>
<th>SAP Met if CGPA is below</th>
<th>Not Met if rate of progress is below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 16</td>
<td>3.0</td>
<td>N/A</td>
<td>67%</td>
<td>N/A</td>
<td>3.0</td>
<td>N/A</td>
<td>65%</td>
</tr>
<tr>
<td>17 – 27</td>
<td>3.0</td>
<td>2.75</td>
<td>67%</td>
<td>50%</td>
<td>3.0</td>
<td>2.9</td>
<td>67%</td>
</tr>
<tr>
<td>28 – 39</td>
<td>3.0</td>
<td>2.9</td>
<td>67%</td>
<td>60%</td>
<td>3.0</td>
<td>3.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

*The maximum number of credits that may be attempted for a 54.0-credit graduate program is 81.0 (150% of 54.0). The maximum number of credits that may be attempted for a 56.0-credit graduate program is 84.0 (150% of 56.0).

- All other elements of Satisfactory Academic Progress as outlined in the section on Satisfactory Academic Progress are applicable to graduate programs. Additionally, all requirements for graduate degrees must be completed within five calendar years from the start of the initial term of enrollment.
- In all cases of academic dismissal, the student will be notified by the Program Director of the graduate program or the Academic Dean/Director of Education.
- When the presence of mitigating circumstances causes the student's grade point average to fall below the minimum standards,
a letter from the student requesting reinstatement may be submitted to the Graduate Academic Committee for review. The Committee will determine whether a probationary reinstatement is necessary or if the decision for dismissal is warranted.

RETAKING PASSED COURSEWORK

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

RETAKING FAILED COURSEWORK

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

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

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

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

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

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

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

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

■ ADDENDUM, effective July 1, 2011. The school no longer offers Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent (SMART) Grant.

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

Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Ph: 850-414-3990
Toll Free within Florida: 866-966-7226
Website: http://myfloridalegal.com

■ ADDENDUM, effective June 21, 2011. The following calendar has been updated for the modular programs.
Everest University – Melbourne campus
2011 - 2012 catalog, revision date 011312
Addendum

<table>
<thead>
<tr>
<th>Medical Administrative Assistant, Medical Assistant, Pharmacy Technician Calendar Schedule 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>04/18/2011</td>
</tr>
<tr>
<td>05/16/2011</td>
</tr>
<tr>
<td>06/15/2011</td>
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</tr>
<tr>
<td>10/22/2012</td>
</tr>
<tr>
<td>12/19/2012</td>
</tr>
</tbody>
</table>

**ADDENDUM, effective July 1, 2011.** The Fees and Penalties for all Programs table on page 150 was removed from the catalog and no longer applies to the campus.

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

**ABILITY TO BENEFIT POLICY**

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

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

**CAMPUS ATB PASSING TEST SCORES**

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

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

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

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

DENIAL OF ADMISSION

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

DELAYED ADMISSION

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

ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS

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

ADDENDUM, effective May 18, 2011. The following has been updated in the Licensure section of the catalog.

Everest University, Melbourne, a branch of the Orlando North campus (License # 2594) , is licensed by means of accreditation by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

ADDENDUM, effective April 28, 2011. The following Grading Scale has been updated for the campus.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Meaning</th>
<th>Percentage Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Very Good</td>
<td>89-80</td>
</tr>
<tr>
<td>C*</td>
<td>2.0</td>
<td>Good</td>
<td>79-70</td>
</tr>
<tr>
<td>D**</td>
<td>1.0</td>
<td>Poor</td>
<td>69-60</td>
</tr>
<tr>
<td>F*** or Fail</td>
<td>0.0</td>
<td>Failing</td>
<td>59-0</td>
</tr>
<tr>
<td>P or Pass</td>
<td>Not Calculated</td>
<td>Pass (for externship/internship or thesis classes only)</td>
<td></td>
</tr>
<tr>
<td>IP****</td>
<td>Not Calculated</td>
<td>In Progress (for externship/internship or thesis courses only)</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Not Calculated</td>
<td>Leave of Absence (allowed in modular programs only)</td>
<td></td>
</tr>
<tr>
<td>EL</td>
<td>Not Calculated</td>
<td>Experiential Learning Credit</td>
<td></td>
</tr>
<tr>
<td>PE</td>
<td>Not Calculated</td>
<td>Pass by Proficiency Exam</td>
<td></td>
</tr>
<tr>
<td>PF</td>
<td>Not Calculated</td>
<td>Preparatory Fail</td>
<td></td>
</tr>
<tr>
<td>PP</td>
<td>Not Calculated</td>
<td>Preparatory Pass</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Not Calculated</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WZ</td>
<td>Not Calculated</td>
<td>Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Not Calculated</td>
<td>Transfer</td>
<td></td>
</tr>
</tbody>
</table>

*The Dental Board requires a score of 75% to pass with a C.
**Not used in Allied Health or Trade Programs.
***Due to Florida Board and programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Dental Assistant program, F (failing) is below 75%. For all other Allied Health Programs, F (failing) is 69-0%.
****If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student’s grade will be entered in both courses.

ADDENDUM, effective April 13, 2011. The Criminal Investigations, Associate in Science Degree program is removed from
ADDENDUM, effective April 18, 2011. The Pharmacy Technician diploma program is now offered.

Pharmacy Technician, Diploma Program
8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare workforce. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today’s pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Modular Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE A</td>
<td>Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE B</td>
<td>Aspects of Retail Pharmacy and Pharmacology of the Nervous System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE C</td>
<td>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE D</td>
<td>Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE E</td>
<td>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE F</td>
<td>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE G</td>
<td>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE X</td>
<td>Clinical Externship</td>
<td>160.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDIT HOURS

720.0          47.0

Module A
Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems
6.0 Quarter Credit Hours; Total Hours: 80.0

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units.
and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module B**
**Aspects of Retail Pharmacy and Pharmacology of the Nervous System**
**6.0 Quarter Credit Hours; Total Hours: 80.0**
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module C**
**History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**
**6.0 Quarter Credit Hours; Total Hours: 80.0**
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module D**
**Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**
**6.0 Quarter Credit Hours; Total Hours: 80.0**
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module E**
**Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**
**6.0 Quarter Credit Hours; Total Hours: 80.0**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module F**
**Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**
**6.0 Quarter Credit Hours; Total Hours: 80.0**
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed.

**Lecture Hours: 40.0  Lab Hours: 40.0  Other Hours: 00.0**

**Module G**
Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System
6.0 Quarter Credit Hours; Total Hours: 80.0
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0

Module X - Clinical Externship
5.0 Quarter Credit Hours; Total Hours: 160.0
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>8 Months</td>
<td>47.0</td>
<td>17,018</td>
<td>$885</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting April 18, 2011 and after

Pharmacy Technician Diploma Program Calendar Schedule 2011-2012

<table>
<thead>
<tr>
<th>Start Dates</th>
<th>End Dates</th>
<th>Holidays/Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2011</td>
<td>05/13/2011</td>
<td></td>
</tr>
<tr>
<td>05/16/2011</td>
<td>06/13/2011</td>
<td>05/30/2011</td>
</tr>
<tr>
<td>06/15/2011</td>
<td>07/14/2011</td>
<td>07/04/2011 - 07/05/2011</td>
</tr>
<tr>
<td>07/18/2011</td>
<td>08/12/2011</td>
<td></td>
</tr>
<tr>
<td>08/15/2011</td>
<td>09/12/2011</td>
<td>09/05/2011</td>
</tr>
<tr>
<td>09/14/2011</td>
<td>10/11/2011</td>
<td></td>
</tr>
<tr>
<td>12/12/2011</td>
<td>01/20/2012</td>
<td>12/23/2011- 01/04/2012, 01/16/2012, 2/20/2012</td>
</tr>
</tbody>
</table>

■ ADDENDUM, effective March 28, 2011. The following course description is added.

GRA 2225C Graphic Design Using Adobe Photoshop 4 Quarter Credit Hours
This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.

■ ADDENDUM, effective April 1, 2011. The following policy either replaced or was added to the current verbiage in the catalog.

ATTENDANCE POLICY (p. 16)

QUARTER-BASED PROGRAMS ONLY
Verifying Enrollment and Tracking Academic-Related Activities (replaced)
Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during weeks 4-7 and weeks 8-10 of a full term
course, and weeks 4 and 5 of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session by week 7 and week 10 (5th week of the mini term).

Add/Drop Period (no change)

**Students Failing All First Term Courses (new)**
New students who fail all of their first term courses will be required to retake the failed courses in their second term, and will be subject to a weekly attendance policy. Students who do not attend any of their scheduled classes for one week will receive a warning. Students who do not attend any of their scheduled classes for two consecutive weeks will be dismissed from the school. The attendance Dismissal is subject to an appeals process (see “Attendance Violations – Linear Programs Only”).

**Date of Withdrawal (replaced)**
The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdraw, whichever is earlier. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student’s original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student’s control, the withdrawal date is the date that the school determines is related to the circumstance beyond the student’s control. The withdrawal date for all other instances where a student withdraws without providing official notification is the last documented date of attendance.

**REPEATING COURSES (p. 18)**

Students in both modular and quarter-based programs may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. All repeated courses will be charged at the current tuition rate.

**Students failing all first term courses (new)**
New students who fail all of their first term courses will be required to retake the failed courses in their second term.

**APPEALS POLICY (p. 19-20)**

**Attendance Violations (Linear Programs Only) (new)**
New students who fail all of their first term courses are subject to a Consecutive Absence Rule attendance policy. Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school at the next scheduled class period.
2. Have perfect attendance while the appeal is pending.
3. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

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

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

◆ **ADDENDUM, effective April 1, 2011.** The following policies replaced the Institutional Refund Calculation for First Time Students, Institutional Refund Policy for Continuing Students in Quarter-Based Programs and Students Called to Active Military Duty (p. 23-24).

**PRO RATA REFUND CALCULATION**
The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

Modular Programs
The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The refund is calculated using the following steps:

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

Quarter-Based Programs
The period of enrollment for students enrolled in quarter-based programs is the quarter. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student's last academic event recorded. The refund is calculated using the following steps:

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

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students
Students who are newly admitted to the School and are called to active military duty prior to the first day of class in their first term or module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the School.

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

Continuing Modular Diploma Students
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund (see Pro Rata Refund Calculation policy for Modular Programs above).

Continuing Quarter-Based Students
If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service (see Pro Rata Refund Calculation policy for Quarter-Based Programs above).

■ ADDENDUM effective February 16, 2011: The following language is updated under the Programmatic Accreditation section of the catalog for the Medical Assistant diploma program:

The Medical Assistant Diploma program (Melbourne campus) is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

■ ADDENDUM effective March 4, 2011: The tuition and fees table is updated for the Online programs:
Effective March 4, 2011

ONLINE PROGRAM TUITION

The student's total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later.</td>
<td>$4044 per quarter</td>
</tr>
<tr>
<td>Active students with start dates prior to October 11, 2010.</td>
<td>$404 per credit hour for Undergraduate course</td>
</tr>
<tr>
<td>Active students with start dates between October 11, 2010 and March 3, 2011 in all programs, with the exception of Computer Information Associates and Bachelor programs.</td>
<td>$548 per credit hour for Masters course</td>
</tr>
<tr>
<td>Students in this group enrolled in Associate and Bachelor programs may request to change to per quarter pricing. Once the request is granted, the student may not change back to per credit pricing at a later date.</td>
<td></td>
</tr>
</tbody>
</table>

Tuition Changes:
New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $4044 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.

Procedure Changes:
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online (pure, not hybrid) students with a university owned laptop:

- A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
- The laptop is provided as a tool to enhance academic success, of which the student’s tuition does not include or cover any laptop associated expenses.
- To receive a laptop the student must agree to the terms in the Student Laptop Agreement and complete an Address Verification form. These forms are presented to the student through the Applicant Portal when they enroll with the university.
- In general, new and re-entry students are eligible to receive a laptop.
- If a student stops attending the university, the laptop loaned to them must be returned to the university within 14 days of the students last day of attendance. This is done at the university’s expense.
- Support for the university owned laptops is provided by the university’s Support Services Department located in Tempe, Arizona.
- Laptops that are not returned, or are lost or stolen, are made inoperable using the LoJack system. Fees may apply (see next item).
- If the university owned laptop is damaged, lost, or stolen, or not returned to the university in a state similar to that in which it was received, the student may be responsible for paying a deductible fee.
- When the student completes all graduation requirements and has no outstanding financial obligations to the university, ownership of the laptop is transferred to the student.

ADDENDUM, effective February 10, 2011. The Medical Administrative Assistant diploma program is now offered.

Medical Administrative Assistant
Diploma program
8 months – 720 hours – 47 credit units

The objective of the Medical Administrative Assistant program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

MAA (DIP) PROGRAM OUTLINE
Module A: Office Finance
6.0 Quarter Credit Hours
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self–directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.

Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module B: Patient Processing and Assisting
6.0 Quarter Credit Hours
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective.

Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module C: Medical Insurance
6.0 Quarter Credit Hours
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker’s compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module D: Insurance Plans and Collections
6.0 Quarter Credit Hours
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Lec Hrs: 040   Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module E: Office Procedures
6.0 Quarter Credit Hours
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.
Module F: Patient Care and Computerized Practice Management  6.0 Quarter Credit Hours
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

Lec Hrs: 040  Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module G: Dental Administrative Procedures  6.0 Quarter Credit Hours
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success.

Lec Hrs: 040  Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)

Module X – Externship  5.0 Quarter Credit Hours
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.

Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

### Medical Administrative Assistant

<table>
<thead>
<tr>
<th>Start Dates</th>
<th>End Dates</th>
<th>Breaks/Holidays</th>
</tr>
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<tbody>
<tr>
<td>7/18/2011</td>
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<td>9/14/2011</td>
<td>10/11/2011</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$15,407</td>
<td>$1,391</td>
</tr>
</tbody>
</table>

**ADDENDUM**, effective December 10, 2010. The following estimated modular textbook prices were updated into the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$15,444</td>
<td>$1,207</td>
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</tbody>
</table>

**ADDENDUM**, effective November 12, 2010. This MEMBERSHIPS sections was added into the catalog.
NOTE: Copies of accreditation, approval and membership documentation is available for inspection at each campus. Please contact the campus president to review this material.

■ ADDENDUM, effective November 12, 2010. This replaces the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 section into the catalog.

**Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access.
   
   A student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
   
   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   
   If the institution decides not to amend the record as requested, the institution 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.

3. The right to provide written consent before the institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   
   The institution 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 or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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.
   
   Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
   
   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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution 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, D.C. 20202

■ ADDENDUM, effective October 15, 2010. The following policy is updated for the campus:

**MILITARY SCHOLARSHIPS**

**Military Scholarship:** Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans using VA Education Benefits are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. **Applications may be requested from the Admissions Office.**
Eligibility: Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependant or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Military Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military Service Member (Online only) - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (Online Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Veterans (Online Only) - veterans using VA education benefits</td>
<td>15% Military Scholarship</td>
</tr>
</tbody>
</table>

**ADDENDUM, effective October 1, 2010. The following policy is updated for the campus:**

Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

**ADDENDUM, effective September 23, 2010. The following financial aid information is added in the catalog:**

Academic Competitiveness Grant (ACG)
The ACG program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $750 in their first academic year and $1,300 in their second academic year.

National Science and Mathematics Access to Retain Talent (SMART) Grant
The SMART Grant program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $4,000 per year for their third, fourth and fifth (if five-year program) academic year.

**ADDENDUM, effective August 25, 2010. The phone numbers for Online are updated in the catalog as follows:**

Phone: (813) 353-5100
Toll Free: (877) 439-0003

**ADDENDUM, effective August 24, 2010. The following financial information is added in the catalog:**

**FEDERAL FINANCIAL AID PROGRAMS**

Federal Stafford Direct Loans (DL)
This low-interest loan is available to qualified students through the U.S. Department of Education and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Direct Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

The Federal Direct Subsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Student eligibility for a Direct Subsidized Loan is based on “financial need”. The federal government pays the interest while the student is in school at least half-time, during the grace period and during periods of deferment. The Federal Direct Unsubsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.
Federal Parent Loan for Undergraduate Students (PLUS)
The Federal Direct Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid for which the student is eligible. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

**ADDENDUM effective June 8, 2010.** The military scholarship information for online students has been added in the catalog:

Active Duty Military Scholarships (Everest University Online Only)

Payment Schedule:

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Tuition credit</td>
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<td>Military Spouse- spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
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