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>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$16,943</td>
<td>$1,413.04</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$17,102</td>
<td>$1,484.27</td>
</tr>
<tr>
<td>Medical Assistant, V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$19,000</td>
<td>$1,585.49</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$17,018</td>
<td>$909.97</td>
</tr>
</tbody>
</table>

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

ADDENDUM, effective December 6, 2011. The Military Scholarships section for on-ground only students has been removed from page 27 of the catalog.

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.

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 48 credit and 60 credit SAP tables have been updated:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>SAP Advising if CGPA is below</th>
<th>SAP Not Met if CGPA is below</th>
<th>Rate of Progress is Below</th>
<th>SAP Advising if CGPA is below</th>
<th>SAP Not Met if CGPA is below</th>
<th>Rate of Progress is Below</th>
<th>Total Credits Attempted</th>
<th>SAP Advising if CGPA is below</th>
<th>SAP Not Met if CGPA is below</th>
<th>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>
<td></td>
<td></td>
<td>1-18</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
<td></td>
<td></td>
<td>19-24</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
</tr>
<tr>
<td>25-30</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
<td></td>
<td></td>
<td>25-30</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
</tr>
<tr>
<td>31-36</td>
<td>2.0</td>
<td>1.0</td>
<td>66.66%</td>
<td>50%</td>
<td></td>
<td></td>
<td>31-36</td>
<td>2.0</td>
<td>1.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>37-42</td>
<td>2.0</td>
<td>1.1</td>
<td>66.66%</td>
<td>55%</td>
<td></td>
<td></td>
<td>37-42</td>
<td>2.0</td>
<td>1.1</td>
<td>66.66%</td>
</tr>
<tr>
<td>43-48</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>60%</td>
<td></td>
<td></td>
<td>43-48</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
</tr>
<tr>
<td>49-72</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td></td>
<td></td>
<td>49-72</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
</tr>
<tr>
<td>73-90</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td></td>
<td></td>
<td>73-90</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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 October 1, 2011. The following information is added to the catalog.

COLORADO REFUND POLICY FOR COLORADO RESIDENTS

If a state refund policy can provide a larger refund to the student than The School’s Institutional Pro Rata Refund Calculation and Policy, the student will be given the benefit of the refund policy that results in the larger refund to the student. The School will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

<table>
<thead>
<tr>
<th>A student who withdraws or is terminated.....</th>
<th>The student is entitled to a refund of ......</th>
<th>The Institution is eligible to retain ......</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the first 10% of the charging period</td>
<td>90% Tuition</td>
<td>10% Tuition</td>
</tr>
<tr>
<td>After completion of 10% of the charging period, but prior to completion of 25%</td>
<td>75% Tuition</td>
<td>25% Tuition</td>
</tr>
<tr>
<td>After completion of 25% of the charging period, but prior to completion of 50%</td>
<td>50% Tuition</td>
<td>50% Tuition</td>
</tr>
<tr>
<td>After completion of 50% of the charging period, but prior to completion of 75%</td>
<td>25% Tuition</td>
<td>75% Tuition</td>
</tr>
<tr>
<td>After completion of 75% of the charging period</td>
<td>0% Tuition</td>
<td>100% Tuition</td>
</tr>
</tbody>
</table>

ADDENDUM, effective September 30, 2011. Tuition and fees listed below for fully online students only are current as of the effective date of this addendum and will be charged for the student’s first quarter (or mini-term) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

Undergraduate Students – The minimum full-time course load is 12 credits per quarter and maintenance of full time status is required to complete the program within the stated program length. Students enrolled at least ¾- time or more will be charged a flat-term rate as set forth below. Students enrolled half-time or less than half-time are charged quarterly based on the number of credits in which they enroll. For students enrolled on a half-time or less basis, total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate for the number of credit hours for which the student is registered.

Add/Drop Periods can be found in this catalog. Tuition and fees are subject to change. Refunds will be based on the portion of the quarter that the student has completed. Textbooks are included in the undergraduate tuition.

Undergraduate Student Tuition for Fully Online Students Only:

- Full Time: 12+ credits = $4044 per quarter
- 3/4-Time: 9-11.5 credits = $4022 per quarter
- Half-Time: 6-8.5 credits = $500 per quarter credit
- Less than Half Time: 1-5.5 credits = $500 per quarter credit
Addendum, effective September 28, 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.
- Prospective students enrolling in a fully online program will complete a distance learning quiz to assess their ability to complete an online course.
- 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.”
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 September 20, 2011:** The tuition has been updated for the MA 2.0 diploma program.

<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, V2.0</td>
<td>41 Weeks</td>
<td>60.0</td>
<td>$19,000</td>
<td>$1,512.30</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting September 20, 2011 and after

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

**CAMPUS ATB PASSING TEST SCORES**
- Passing scores on the **CPAt** are Language Usage 45, Reading 45, and Numerical 43.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 27, Reading 65, and Writing Skills 35.
- Passing scores on the **ASSET** are Reading 38, Writing 35, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (205) and Quantitative (215). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

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

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

■ **ADDENDUM effective 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 22, 2011. The following IP grade description (highlighted) has been added in the grading scale to address the Massage Therapy clinic courses:

<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</td>
<td>Excellent</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Very Good</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Good</td>
<td>79-70</td>
</tr>
<tr>
<td>D*</td>
<td>1</td>
<td>Poor</td>
<td>69-60</td>
</tr>
<tr>
<td>F** or Fail</td>
<td>Not Calculated</td>
<td>Pass (for externship/Internship or thesis classes only)</td>
<td>59-0</td>
</tr>
<tr>
<td>P or Pass</td>
<td>Not Calculated</td>
<td>In Progress (for linear externship/Internship/modular clinic courses 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 Credit</td>
<td></td>
</tr>
</tbody>
</table>

* 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 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 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

<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</td>
<td>Excellent</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Very Good</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Good</td>
<td>79-70</td>
</tr>
<tr>
<td>D*</td>
<td>1</td>
<td>Poor</td>
<td>69-60</td>
</tr>
<tr>
<td>F** or Fail</td>
<td>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 Credit</td>
<td></td>
</tr>
</tbody>
</table>

* 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 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.

### 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).

NOTE: Satisfactory Academic Progress for fully online students is measured at the end of each academic term.

### 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

Students not meeting SAP and with a progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress (SAP). SAP is evaluated at the end of each term and all students including grades of W or F, are excluded from all SAP calculations. For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed.

<table>
<thead>
<tr>
<th>Course Program</th>
<th>Total Credits Attempted</th>
<th>Total Credits Earned</th>
<th>Attempted</th>
<th>Earned</th>
<th>Rate of Progress</th>
<th>Rate of Progress</th>
<th>CGPA</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>47 Quarter Credit Hour Program</td>
<td>70 (150% of 47)</td>
<td>55</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>55 Quarter Credit Hour Program</td>
<td>82 (150% of 55)</td>
<td>66</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>59 Quarter Credit Hour Program</td>
<td>88 (150% of 59)</td>
<td>72</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total credits that may be attempted: 144 (150% of 96)

<table>
<thead>
<tr>
<th>Course Program</th>
<th>Total Credits Attempted</th>
<th>Total Credits Earned</th>
<th>Attempted</th>
<th>Earned</th>
<th>Rate of Progress</th>
<th>Rate of Progress</th>
<th>CGPA</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>192 Quarter Credit Hour Program</td>
<td>288 (150% of 192)</td>
<td>192</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Total credits that may be attempted: 288 (150% of 192)

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.
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 22, 2011. The following admissions requirement has been added to the catalog for students taking all their classes online.

Student Assessment Test For Fully Online Students
Individuals intending to enroll in a fully online program are required to complete a customized Student Assessment to evaluate aptitude and ability to complete online courses. These skills are assessed using the individual’s responses to a series of questions. Based on the results of this Assessment, an individual may be required to complete a pre-enrollment, introductory orientation course. Individuals taking this course are not considered to be enrolled and are not eligible for financial aid or other benefits available to enrolled students.

■ ADDENDUM, effective June 24, 2011. The following information is added to the school catalog.

MINNESOTA STUDENT INFORMATION

Everest University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Criminal Justice Disclosure: The Criminal Justice degree programs will not qualify graduates for law enforcement officer positions in Minnesota, nor allow graduates to sit for the Police Officers Standards and Training Test.

Minnesota graduates will receive an Associate in Applied Science degree upon successful completion of an approved associate degree program.

Minnesota students enrolling into the Associate of Applied Management degree program must transfer in 4 quarter credit hours in Humanities under the General Education Requirements.

Minnesota students enrolling into the Bachelor of Applied Management degree program must take an additional 4 quarter credit hours in Humanities under the General Education Electives.

Minnesota students enrolling into the Business, Associate in Science, degree program must take an additional 4 quarter credit hours in Humanities under the General Education Electives.

Minnesota students enrolling into the Criminal Justice, Bachelor of Science, degree program must take an additional 4 quarter credit hours in Humanities under the General Education Electives.

Minnesota students enrolling into the Paralegal, Bachelor of Science, degree program must take an additional 4 quarter credit hours in Humanities under the General Education Electives.

ARKANSAS STUDENT INFORMATION
Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.

All Arkansas students must transfer in 12 quarter credit hours, including 2 laboratories, of Science curriculum in order to receive a Bachelor of Science in Criminal Justice.

Arkansas graduates will receive an Associate in Applied Science degree upon successful completion of an approved associate degree program.

WISCONSIN STUDENT INFORMATION

BUYER’S RIGHT TO CANCEL — Cancellation
The applicant’s signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation after signing the agreement and receive a full refund of all monies paid, if the request is made by midnight of the third day following the signing of the enrollment agreement. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 10 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation (Wisconsin State Form EAB 1.07) to the Director of Admissions or President at the address shown on the front of the enrollment agreement. The written notice of cancellation is effective if signed and dated by the student. A notice of cancellation may be given by mail, hand delivery or telecopy. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Institutional Refund Calculation
A full refund of tuition is due the student if:
(1) The student cancels enrollment within the cancellation periods given in the enrollment agreement;
(2) The student accepted was unqualified, and the school did not secure a disclaimer under s. EAB 9.04;
(3) The school procured the student’s enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school.

Addendum, effective June 6, 2011. Criminal background checks will be required in the Justice programs for fully online students.

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 July 1, 2011. The Fees and Penalties for all Programs table on page 164 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, Orlando South (License # 2594) a branch of the Orlando North campus, 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.

The admissions representatives (agents) who enroll Colorado students for totally online programs are licensed by the Colorado Department of Higher Education, Private Occupational School Board.
■ ADDENDUM, effective May 11, 2011. The following calendars are added:

<table>
<thead>
<tr>
<th>Massage Therapy Diploma Program 2012</th>
<th>Medical Assistant Diploma Program 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
<td><strong>End Dates</strong></td>
</tr>
<tr>
<td>1/30/2012</td>
<td>2/27/2012</td>
</tr>
<tr>
<td>7/26/2012</td>
<td>8/22/2012</td>
</tr>
<tr>
<td>9/24/2012</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>10/22/2012</td>
<td>11/15/2012</td>
</tr>
<tr>
<td>12/19/2012</td>
<td>1/24/2013</td>
</tr>
</tbody>
</table>

■ ADDENDUM, effective March 28, 2011. The following language has been added to p. 5, Licensure, section of the catalog.

The admissions representatives (agents) who enroll Colorado students for totally online programs are licensed by the Colorado Department of Higher Education, Private Occupational School Board.

■ ADDENDUM, effective March 25, 2011. The following course description is added.

**GRA 2225C Graphic Design Using Adobe Photoshop**

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, midterm 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”).

14
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 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 (South Orlando 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:

<table>
<thead>
<tr>
<th>Effective March 4, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE PROGRAM TUITION</td>
</tr>
<tr>
<td>The student's total tuition for a given quarter is determined by either a per quarter or per credit hour price as follows:</td>
</tr>
<tr>
<td>• Students enrolling in all Associate and Bachelor programs with start dates of April 18, 2011 and later. $4044 per quarter</td>
</tr>
<tr>
<td>• Active students with start dates prior to October 11, 2010. $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. $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>
</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 April 1, 2011. The Tuition and Fees table is updated for on-ground quarter-based programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Homeland Security (Online only), Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician</td>
<td>$412</td>
<td>$425</td>
</tr>
<tr>
<td>Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Health Care Administration, Paralegal</td>
<td>$390</td>
<td>$425</td>
</tr>
</tbody>
</table>

Master of Business Administration
Books and materials are estimated at $1,750

■ ADDENDUM, effective January 14, 2011. The following modular calendars have been updated:

<table>
<thead>
<tr>
<th>Modular Programs 2010 - 2012</th>
<th>Massage Therapy Program 2010 - 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>End Dates</td>
</tr>
<tr>
<td>12/29/2011</td>
<td>01/25/2012</td>
</tr>
<tr>
<td>12/29/2011</td>
<td>01/25/2012</td>
</tr>
</tbody>
</table>

■ ADDENDUM, effective January 10, 2011. The Pharmacy Technician Version 2.0 has been corrected to Version 1.0.