

www.southeasterninstitute.edu

SOUTHEASTERN

INSTITUTE

Columbia Main Campus

1420 Colonial Life Boulevard, W., Suite 80
Columbia, South Carolina 29210
Phone: 803-798-8800
Fax: 803-798-0003

North Charleston Main Campus

4600 Goer Drive, Suite 105
North Charleston, South Carolina 29406
Phone: 843-747-1279
Fax: 843-747-7159

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General Information

MISSION

The mission of Southeastern Institute is to provide quality career education and skill development to aspiring individuals pursuing a career or advancement in their chosen field.

GOALS AND OBJECTIVES

The following goals are integral to the mission of the School:

1. To continually change, improve, and ensure the effectiveness of the School's programs in preparing students for successful careers.
2. To engage and maintain faculty which are qualified academically, possesses current technical and professional knowledge and experience, and has the ability to convey this knowledge to students.
3. To engage and maintain a staff who is caring, provides student support and meets the School's educational goals and objectives.
4. To improve written and verbal competencies of students as well as analytical and technical skills.
5. To provide facilities that support educational programs and enable students to develop profession-specific skills.
6. To attract qualified students of diverse backgrounds.
7. To provide an atmosphere of academic freedom that encourages open exchange of ideas.

PHILOSOPHY

Southeastern Institute offers quality career education in an atmosphere of personalized attention. Curriculum is geared towards entry-level students with no prior background in the subject matter. Southeastern Institute focuses on the specialized skills and knowledge needed for today's marketplace by providing courses that

apply to skill performance and career management development.

Southeastern Institute selects industry experienced individuals as members of its faculty. This allows Southeastern Institute students to be educated by professionals who have practical knowledge in their particular field; as well as the appropriate level of formal education. This philosophy assists our faculty in recreating a similar atmosphere to that which the student will encounter in his/her career.

LICENSURE & ACCREDITATION

Columbia Main Campus

Southeastern Institute is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd, Suite 302, Arlington, Virginia, 22201. Further information may be obtained by contacting the Commission at (703) 247-4212.

Southeastern Institute's Columbia Campus is licensed by The South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, South Carolina 29201, (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality.

North Charleston Main Campus

Southeastern Institute is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Blvd, Suite 302, Arlington, Virginia, 22201. Further information may be obtained by contacting the Commission at (703) 247-4212.

Southeastern Institute's North Charleston Campus is licensed by The South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, South Carolina 29201, and (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality.

APPROVALS

- U.S. Department of Education (for Title IV Federal Aid Programs)
- South Carolina Commission on Higher Education State Approving Agency has approved Southeastern Institute for Veteran Education and Training

HISTORY

The Southeastern School of Neuromuscular and Massage Therapy of Columbia and the Southeastern School of Neuromuscular and Massage Therapy of Charleston were founded in 1997. Upon licensure by the South Carolina Commission on Higher Education, the schools were established to provide a clinically based curriculum in the Professional Massage Therapy training program

In February of 2007, the schools were acquired by Dr. Arthur and Belinda Keiser, who have long-term involvement in developing and managing private colleges and schools. Additionally, in 2007 the schools shortened their name to Southeastern School of Neuromuscular Massage. In 2009, the Southeastern School of Neuromuscular Massage changed their name to Southeastern Institute and expanded the program offerings beyond Massage Therapy.

EQUAL OPPORTUNITY STATEMENT

Southeastern Institute's policy of equal opportunity employment, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, sexual orientation, marital status, age, political affiliation, or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity at the school.

AMERICANS WITH DISABILITIES ACT

Southeastern Institute complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Southeastern Institute campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Southeastern Institute's Section 504 Coordinator:

Lisa Oliver, M.S.
Office of the President
6350 N. Andrews Avenue, 2nd Floor
Ft. Lauderdale, Florida 33309
Tel: (954) 938-1958
lisao@keisercareer.edu

Students with Disabilities

A student who feels they have not been treated fairly under Southeastern Institute's stated federal policies has the right to file a written complaint. A complaint should be submitted to the Vice President of the campus. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.

- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the Vice President of the campus will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with Southeastern Institute in the event that students believe the School has not followed its policies. The grievance procedures are described later in this catalog.

SEXUAL HARASSMENT

Southeastern Institute actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the School community should be aware that the School is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by School policy. It is the intention of the School to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

OWNERSHIP AND GOVERNING BODY

Southeastern Institute is wholly owned by BAR Education, Inc., 6350 N. Andrews Avenue, 2nd Floor, Fort Lauderdale, Florida 33309. Dr. Arthur Keiser and Belinda Keiser are the primary shareholders.

The information in this catalog is current as to the time it went to print.

Descriptions of Facilities and Equipment

Columbia Main Campus

Southeastern Institute is located at 1420 Colonial Life Boulevard

West, Suite 80 and Suite 280, Columbia, South Carolina. The school is conveniently located in the Colonial Life Plaza just east of I-26 off of the Bush River Road exit. In March of 2008, the Columbia campus expanded its facilities to Suite 280 also located in the Colonial Life Plaza. The school encompasses 10800 square feet (Suite 80 - 8600 square feet and Suite 280 - 2200 square feet) of air conditioned/heated and well-lit classrooms/laboratories/media center and offices providing students with a modern and comfortable learning environment. In addition, the school provides ample free parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the programs.

North Charleston Main Campus

The Southeastern Institute Main Charleston Campus is located at 4600 Goer Drive, Suite 105, North Charleston, South Carolina. The school is conveniently located just east of I-26 off of the E. Montague Avenue Exit. The school encompasses 9500 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center and offices providing students with a modern and comfortable learning environment. In addition, the school provides ample free parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the programs.

Admissions

GENERAL ADMISSIONS REQUIREMENTS

The admission policies of Southeastern Institute were developed to assure that all students have a reasonable expectation of successfully completing the program. Students wishing to attend Southeastern Institute should complete the enrollment process well in advance of the date they have chosen to enter school. This permits proper scheduling and assures availability of classroom space.

All applicants are encouraged to secure guidance from an Admissions Coordinator to determine the necessary requirements for entrance into the program. It is the responsibility of the applicant

to arrange for the school or issuing agency to send the required credentials directly to the admissions office if a copy is not available. To be considered for enrollment at Southeastern Institute, all applicants must supply:

- Verification of Standard High School Graduation (transcript, diploma) showing/verifying date of graduation. In rare instances when the High School transcript/record is unavailable, a letter which contains the students name, social security number, date and year of graduation, and a statement attesting that the transcript/record is unavailable from the Registrar will meet the entrance requirements to the School for proof of High School.
or
- Verification of GED completion (GED scores or GED diploma)
or
- Proof of graduation from a foreign institution comparable to a United States secondary school. High school documents must be submitted with an English translation to the admissions office for evaluation. Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States. It is the responsibility of the applicant to arrange for the educational evaluation agency to evaluate the documents and provide the translation to the school.
- Home-schooled applicants who have a high school diploma are considered for admission. Home schooled applicants should submit their SAT or ACT scores.

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Department of Education,
- An evaluation of an official transcript by a school approved educational evaluator service attesting that the degree is equivalent to a degree earned at an accredited institution of higher education in the United States.

An applicant must make arrangements to take Southeastern Institute's entrance examination (administered at the School) or provide results of his/her Scholastic Aptitude Test (SAT) or American College Testing examination (ACT). Institution requirements for admission are a combined score of 1420 on the SAT (or 800 on the previously used SAT examination), a composite score of 20 on the ACT.

Southeastern Institute reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores (within one point) but who request admission based on other criteria. An appeal letter by the student and accompanying documentation (two letters of recommendation and Official Copy of High School Transcript) is reviewed by the Dean of Academic Affairs and the Campus Vice President. If the appeal is approved, a waiver letter is placed in the applicant's academic file.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS

All candidates must achieve the required entrance examination scores and all other requirements for admission to specific programs.

TRANSFER OF CREDIT POLICY

General Information

Credits earned at Southeastern Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Southeastern Institute. You should obtain confirmation that Southeastern Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Southeastern Institute to determine if such institutions will accept credits earned at Southeastern Institute, prior to executing an enrollment contract or agreement. The ability to transfer

credits from Southeastern Institute to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Southeastern Institute, if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Southeastern Institute, and of any other educational institutions you may in the future want to transfer the credits earned at Southeastern Institute, before you execute an enrollment contract or agreement.

Southeastern Institute requires that, at a minimum, a student complete the final 50% of a program through the school. Transfer students are informed in writing of any credits accepted as transferable.

To grant transfer credit, Southeastern Institute **MUST** receive official transcripts – those mailed directly to Southeastern Institute by the previous institution – by the end of the student’s first semester. If the course the student is wishing to transfer is scheduled within the first semester, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course.

It may be necessary for students to forfeit some previously earned credit in the transfer process since school philosophies, objectives and programs may vary and change from year to year. Therefore, Southeastern Institute makes no blanket statement or promise of acceptance of credits from any other institution.

Transfer Credits from Accredited Institutions

Southeastern Institute accepts transfer credits applicable to an applicant’s program of study from national/regional accrediting agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The acceptance of courses from nationally/regionally accredited institutions is contingent upon appropriate faculty credentials and applicable length (clock/credit hours) and content (80% or higher) of the course to be transferred. Transfer credit is granted only for courses in which a letter grade of “C” (not C-) or higher was earned (2.0 on

a 4.0 scale). Prior to granting transfer of credit for any course, the School reserves the right to test applicants or request that they successfully pass an examination administered by a Southeastern Institute faculty member.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has responsibility to report all previous education and training to Southeastern Institute. The School evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Transfer of Credit Procedures

The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institute by the end of the student’s first semester. If the course the student is wishing to transfer is scheduled within the first semester, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course and no transfer credits are officially granted.
2. Course descriptions from a former institution’s catalog, program syllabi, and faculty credentials may be needed in the determination of transferability of the course.
3. Only courses with a grade of “C” (not C-) or higher are considered for transfer credit.
4. Credit value accepted by Southeastern Institute follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.
5. Decisions are made so that a student’s academic program provides the most professional training.
6. If a course is deemed transferable the student will be required to sign a Transfer of Credit Form. All documentation (course descriptions, syllabi, faculty credentials) will be kept along with

the Transfer of Credit form in the student's academic file.

CREDIT FOR LIFE EXPERIENCE POLICY

To receive credit for life experience, a student must have documented experience related to specific objectives for a course as outlined in that course's Course Control Document and syllabus.

Student Participation

A student must obtain credit for the course he/she is challenging at least 30 days before that course is scheduled to be offered at the institution. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.

Credit Earned

The student will be awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame. Southeastern Institute requires that, at a minimum, students complete the final 50% of a program through the School.

Students fill out a Request for Credit by Portfolio Form, for each course for which they wish to obtain credit and submit it to the Vice President together with a current resumé. The request must be submitted at least 90 days prior to when the course for which they wish to obtain credit is scheduled to be offered at the School.

A student submits one completed draft for review to the portfolio advisor before the final portfolio is submitted. The draft must be submitted 60 days prior to when the course being challenged is scheduled to be offered at the school. The final portfolio and one copy is submitted in a 3-ring binder with tabbed dividers at least 30 days prior to when the course is scheduled to be offered at the school. The portfolio advisor discusses with the student the effort needed to create a portfolio. The advisor also establishes deadlines for portfolio completion.

The Dean of Academic Affairs determines if a student is eligible for the credit, ensures that the credit does not duplicate credit already awarded and that the final 50% of a program can be completed through Southeastern Institute. After the portfolio advisor has reviewed the portfolio, the original is returned to the student. The School keeps a copy for historical purposes. After the portfolio advisor reviews the portfolio and completes the Portfolio Check-Off Sheet, a grade of Pass/Fail is granted. The Dean of Academic Affairs then updates the Request for School Credit by Portfolio Form.

Financial Services

GENERAL INFORMATION

The Financial Aid Department at Southeastern Institute provides assistance to students who need financial aid in order to pay tuition expenses at the School. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Southeastern Institute believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student's resources and his/her actual needs. Southeastern Institute examines the total cost associated with attending the School including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Southeastern Institute uses the [Free Application for Federal Student Aid \(FAFSA\)](#) to document and collect information used in determining a student's eligibility for financial aid. The information a student supplies on the [FAFSA](#) is confidential. [FAFSAs](#) may be obtained on the web at www.FAFSA.ED.GOV.

Southeastern Institute maintains a full-time Director of Financial Aid at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Administrator to ensure

they obtain the funding needed for their school investment. The United States Department of Education has determined that Southeastern Institute is an institution eligible to participate in Federal Title IV financial aid programs.

Every student is required to have a minimum cash payment of \$50.00 per month payable to the institution or Third Party Private Loan

Financial Options (if applicable and eligible):

1. Apply for Federal Financial Aid Programs
2. Apply for State Financial Aid
3. Apply for Private Loan Funding
4. Other Sources (cash, credit card, etc.)

Other sources can be discussed with the Financial Aid Administrator.

TYPES OF FINANCIAL AID

The school has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Southeastern Institute is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

GRANTS

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Southeastern Institute Satisfactory Academic Progress Policy.

Federal Pell Grant

A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid

unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a [Free Application for Federal Student Aid \(FAFSA\)](#) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor's degree are not eligible for Federal Pell Grants.

LOANS

Southeastern Institute offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

Federal Direct Stafford Student Loan

Southeastern Institute was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Southeastern Institute processes a student's application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Federal Family Education Loan (Stafford Student Loan)

This loan is similar to the Direct Loan. The loans are low interest with a variable interest rate. The lender is a bank or other lending institution that participates in the FFEL program. Some aspects of the application process and repayment plans are different from the Federal Direct Loan Program.

Subsidized Stafford Loan

Both the Federal Direct Loan Program and the Federal Family Education Loan Program repayment on subsidized Stafford Loans begin six (6) months after a student drops below half-time status. The loan has a variable interest rate that is determined each year by the federal government. If a student qualifies, the maximum amount is determined by eligibility.

Unsubsidized Stafford Loans

Both the Federal Direct Loan Program and the Federal Family Education Loan Program have an interest rate that is determined each year by the federal government. If a student qualifies, the amount of an Unsubsidized Stafford Loan is determined by eligibility. Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. Interest is charged throughout the life of the loan.

Federal Direct PLUS Loans

The Federal PLUS Loan (FPLUS) programs provide non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

STUDENT ELIGIBILITY REQUIREMENTS

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a [Free Application for Federal Student Aid](#) at the time of enrollment. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act
Section 5301 of the Anti-Drug Abuse Act of 1988, states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid.

If he/she is convicted three more times for drug distribution, she/he may become permanently ineligible to receive Title IV financial assistance.

- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan or Direct Loans
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)

FINANCIAL AID PROCEDURES

Prospective Southeastern Institute students who seek financial assistance must complete a [Free Application for Federal Student Aid \(FAFSA\)](#). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Forms are available in the Financial Aid Department on each campus. Students must complete a [FAFSA](#) and an appointment must be made with a Financial Aid Administrator.

During a student's financial aid interview, a computerized need analysis is completed. This need analysis indicates the amount a family is expected to contribute to educational costs as well as the amount of financial aid a student can expect to receive. After the [Free Application for Federal Student Aid](#) is processed, the school receives an electronic [Institutional Student Information Record \(ISIR\)](#) and a student receives a [Student Aid Report \(SAR\)](#) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if

the situation arises.

A Financial Aid Administrator submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. Financial Aid is the liaison between the lenders/servicing agencies and a student. The Director of Financial Aid ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the school while a student is in school, the student is responsible for all tuition and fees due to the school.

STUDENT RIGHTS

All Southeastern Institute students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the school's accreditation or licensing.
- Information about Southeastern Institute programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs
 - What kind of job it is
 - What hours a student must work
 - What job duties are
 - What the rate of pay is

- How and when payroll is issued.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the school determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the school, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the school's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all school personnel.
- Access to their student records.
- Freedom of academic expression.

STUDENT RESPONSIBILITIES

It is the responsibility of each Southeastern Institute student to:

- Abide by the Southeastern Institute student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about school programs prior to enrollment.
- Pay special attention to the [Free Application for Federal Student Aid](#), complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the school of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the school if they receive a Federal Perkins Loan, Federal Direct Stafford Loan or Federal Direct PLUS loan.
- Notify the school and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal Work-Study program.
- Understand the school refund policy which is stated on the [Enrollment Agreement](#) and in this catalog.
- Read the contents of the [Enrollment Agreement](#) carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain school property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

Tuition, Fees and Other Costs

Tuition and Fees

The tuition and fee schedule for all programs at Southeastern Institute are available in an addendum to this catalog. Tuition is calculated on a semester basis. Tuition and Fees are subject to annual review and modification. Southeastern Institute reserves the right to make any change in tuition, fees, curriculum or any phase of its program where it is the opinion of administration that students or the school will benefit.

Uniforms, Tests, Supplies, and Special Fees

Students in allied health programs are required to wear medical scrubs to class each day while in their major courses. These medical uniforms are available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries. Students in select programs may also be required to purchase student kits.

Student Withdrawals

It is the responsibility of all students, upon withdrawal from Southeastern Institute, to return library books and pay all fines, fees and monies that are owed to the school.

CANCELLATION AND REFUND POLICY

Tuition and Fee Disclosure

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. An administrative fee of \$100 will be charged when a student withdraws prior to the end of the semester (the period of financial obligation). The period of financial obligation is the time the student is enrolled (a semester). Students who have withdrawn and wish to re-enter will be charged a \$150 re-entry fee.

Return of Title IV Funds (R2T4)

A pro-rated portion of any Federal Title IV Funds received will be

returned to the appropriate program for students who withdraw before completing 60% of the semester. After completion of the first semester, a pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 20% of the semester (period of financial obligation). Withdrawal after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of days of enrollment divided by the total number of days in the program with the exception of the application fee. Withdrawal up through 60% point of the program, a Pro Rata schedule is used to determine the amount of Title IV Funds the students has earned at the time of withdrawal. After the 60% point of the program, the institution has earned 100% of the Title IV Funds, tuition charges and fees. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs.

Cancellation / Withdrawal Calculation

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed \$50. If tuition and fees are collected in advance of the start date and the student does not begin classes or withdraws on the first day of classes, all monies paid by the student in excess of \$100 will be refunded. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. The institution shall keep a pro-rated portion of the tuition for students who withdraw within the first 60% of the first semester (period of financial obligation) in which they are attending; beyond 60% the students first semester, the student is obligated for the full tuition for the semester (period of financial obligation) in which they are attending. In semesters after the first semester of enrollment, the institution will keep a prorated portion of tuition for students who withdraw within the first 20% of the semester; beyond 20% the student is obligated for full tuition. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be refunded to students who with-

draw prior to the start of the semester (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the institution discontinued such class(es) during a period of enrollment for which the student was charged, the institution refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the institution in writing of cancellation. If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw and indicate in writing (using the Withdrawal Form) the date of the withdrawal and the date he/she plans to return. This should be directed to the Dean/Vice President of the campus via letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of their intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance. If the student does not notify the school through written documentation; the date of determination is identified by the last known date of attendance. This is determined at a weekly retention meeting. At this time the student's status is changed from active to inactive. All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. If cancellation occurs after three business days from the signing of the terms of enrollment, all registration fees in excess of \$100 will be refunded to the student. Refunds will be made within forty days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title

IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

THE ORDER OF THE RETURN OF TITLE IV FUNDS

The return of Title IV funds under the Federal Refund Policy, follow a specific order.

(1) Direct Stafford Unsubsidized Loan – (2) Subsidized Loan – (3) Perkins Loan – (4) Direct PLUS – (5) Pell Grant (6) ACG – (7) FSEOG (8) - Other Title IV

For the Following Programs:

Professional Clinical Massage Therapy

1. Withdrawal must be made in person. For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.
2. All monies paid by an applicant will be refunded if cancellation occurs within three (3) business days after signing these terms of enrollment and making initial payment.
3. Cancellation after the third (3rd) business day, but not before the first class, will result in a refund of all monies paid with the exception of the application fee.
4. Withdrawal after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of days of enrollment divided by the total number of days in the program with the exception of the application fee.
5. Withdrawal up through 60% point of the program, a Pro Rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the program, the institution has earned 100% of the

Title IV funds and Tuition Charge and fees.

6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student when the student submits written notification or as determined by the institution when no written notification has been received.
7. Refund calculations and return of funds will be completed within the Federal Title IV regulations.

Return of Title IV Funds (R2T4) for

Professional Clinical Massage Therapy

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the program.

Step 1: The percentage of the payment period completed is calculated by hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

Step 2: Determine the amount of Title IV aid earned by the Student times the percentage calculated in Step 1.

Step 3: Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.

Step 4: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institution charges were covered.

Step 5: Distribute the unearned funds back to the appropriate Title IV program. Refunds will be made within forty days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Student Services

ORIENTATION

The orientation program, held prior to the first day of each term, is designed to facilitate the transition to Southeastern Institute and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and traditions of the School, rules and regulations, study techniques, and academic standards.

CAREER SERVICES

Through the Department of Student Services, students are able to participate in student activities and leadership programs, as well as career development resources. Through Southeastern Institute's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, time management, budgeting, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Southeastern Institute's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Southeastern Institute's Web-based career center at www.collegecentral.com/southeastern and successful completion of the School's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resume and to maintain satisfactory attendance. Additionally, all students must complete an exit inter-

view before their graduation date. **Although career services assistance is provided, Southeastern Institute cannot promise or guarantee employment.**

Southeastern Institute fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send resumes to potential employers as part of a graduate's job search program.

Part-Time Employment

The School maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportunities. International students must have proper documentation to seek employment in the United States. Although Southeastern Institute provides employment assistance for part-time work, it cannot promise or guarantee employment.

Full-Time Employment

The Department of Student Services offers assistance to all Southeastern Institute graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, job opportunities. The Department also provides businesses with applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an ongoing basis. Topics such as effective resume writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills, prepare students to succeed in school and in life.

The Student Services Departments creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the School prepares a work force that is not only knowledgeable in its field, but also prepared to meet the needs of a demanding job market.

ADVISEMENT

The School maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Student Services Coordinator for additional information. Reverend Dr. Louise Morley, Southeastern Institute's Ombudsman, can be reached toll free at 1-866-549-9550.

HOUSING

The School provides information about local apartments and rental opportunities for students interested in living near campus. All School campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE

Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships for academic coursework need health insurance coverage prior to participating in this part of the curriculum. Current student health insurance coverage must be maintained throughout the entire externship experience. Failure to maintain current health insurance will result in removal from the externship site.

GRADUATION

Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Southeastern Institute and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

Administrative Policies and Procedures

GENERAL INFORMATION

Southeastern Institute policies have been formulated in the best interests of students and the school. The provisions of this catalog should not be considered an irrevocable contract between a student and the school.

Changes in school policy are rarely made during a school year since plans for each session are made well in advance. However, Southeastern Institute reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Southeastern Institute reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to credit for work which he/she may have completed at the school.

Admission of a student to Southeastern Institute for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Southeastern Institute's primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus Vice President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

BURSAR'S OFFICE

Southeastern Institute provides a Bursar's Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar's office hours are posted outside the office.

BOOKSTORE

Southeastern Institute maintains a bookstore on each campus. Typically, the bookstore exists to furnish students with necessary books, supplies and equipment. Bookstore hours are posted at each campus.

FIRE PRECAUTIONS

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators.
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by school administration.

CAMPUS SAFETY

Southeastern Institute maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to school administration.

ANNUAL SECURITY REPORT

In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendment, the following is the electronic address at which Southeastern Institute's Annual Security Report is posted: www.southeasterninstitute.edu/safetyandsecurity/asr.htm

The Annual Security Report contains crime statistics and describes the institutional security policies. Upon request the institution will provide a hard copy of the report.

FIREARMS POLICY

Certified South Carolina law enforcement officers are the only people permitted to possess a gun or weapon of any kind on any Southeastern Institute campus. Any other possession of a weapon of any kind for any reason by anyone on a Southeastern Institute campus is strictly prohibited.

PARKING

Since Southeastern Institute is primarily a commuter's school, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "no parking" and designated "visitor" areas. Violators are subject to having their vehicle towed without prior warning or formal notification.

HOURS OF OPERATION

The institution is in session throughout the year, with the exception of the holidays and vacations listed in the Academic Calendar. Days classes are generally scheduled Monday-Thursday from 8:45am-3:00pm. Evening classes are generally scheduled Monday-Thursday from 5:30pm to 10:30pm. Some courses are scheduled Monday-Friday, and may vary by program.

ACADEMIC HONESTY POLICY

The School can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the School expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the School. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

- **Acquiring or Providing Information Dishonestly**
Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

- **Plagiarism**
The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Southeastern Institute that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the School.

Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the School.

Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester. Southeastern Institute believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in

this catalog.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own, segments or the total of another's work.

At Southeastern Institute, references are cited in accordance with the American Psychological Association (APA) approved format.

- **Conspiracy**
Agreeing with one or more persons to commit any act of academic dishonesty.
- **Fabrication of Information**
Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the School; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the School's reputation or that of the members of its academic community of students and scholars.
- **Multiple Submissions**
Submitting the same work for credit in two different courses without the instructor's permission.
- **Facilitating Academic Dishonesty**
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to

another person knowing that it may be used in violation of course, departmental, or School academic honesty policies; providing false information in connection with any academic honesty inquiry.

- **Abuse or Denying Others Access to Information or Resource Materials**
Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.
- **Falsifying Records and Official Documents**
Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official School document.
- **Clinical Misconduct (if applicable to major)**
Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, and visitor and/or student property.
- **Disclosure of Confidential Information (if applicable to major)**
A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those hav-

ing access to patient, salary, or associate information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Southeastern Institute.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

- **Sanctions for Violating the Academic Honesty Policy**

After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

1. The first occurrence of academic dishonesty will result in a grade of “F” for the assignment or examination.
2. The second occurrence of academic dishonesty will result in a grade of “F” for the course.
3. The third occurrence of academic dishonesty will result in dismissal from the School.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term. Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester.

Southeastern Institute believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the

student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog.

PROFESSIONAL BEHAVIOR POLICY

The School has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to School policies and procedures as outlined in the School catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on probation depending on the severity of the action (*see Behavior Probation Statement*). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

- **Behavior Probation Statement**

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on probation. The term of probation will become effective in the semester the student is

currently enrolled in, and remain in place for the remainder of the following semester. At the completion of the following semester, the program director or dean will assess the student's progress and determine whether to remove the student from probation or to extend the term of probation. Failure to meet the terms of probation as outlined in a student action plan will result in dismissal from the program. If additional unsatisfactory behavior should occur during the remainder of the program, the student will be dismissed from the program and the School, and will be ineligible for re-entry to the School.

- **Clinical Experience - Request for Removal of Student (if applicable to major)**

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of "zero" and be placed on behavior probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: (a) the program not exceeding maximum program capacity; and (b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site

based on inappropriate behavior, and similar inappropriate behavior occurs in a *subsequent* clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the School.

- **Academic and Administrative Dismissal**

A student may be dismissed from Southeastern Institute for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting of deadlines for academic work and tuition payments;
 - provision of documentation, corrections and/or new information as requested;
 - notification of any information that has changed since the student's initial application;
 - purchase or otherwise furnish required supplies;
 - maintenance of School property in a manner that does not destroy or harm it;
 - return of library books in a timely manner and payment of any fines that may be imposed;
 - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
 - continued inappropriate personal appearance and hygiene;
 - continued unsatisfactory attendance;
 - non-payment for services provided by the School;
 - failure to comply with policies and procedures listed in the current School catalog and student handbook; or
 - conduct prejudicial to the class, program or School.

Specific behaviors that may be cause for dismissal include, but are not limited to:

- willful destruction or defacement of School or student property;
 - theft of student or School property;
 - improper or illegal conduct, including hazing, sexual harassment, etc.;
 - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
 - being under the influence of alcoholic beverages or illegal drugs while on campus;
 - cheating, plagiarism, and/or infractions of the School's Student Conduct Policies;
 - any behavior which distracts other students and disrupts routine classroom activities;
 - use of abusive language, including verbalization or gestures of an obscene nature; or
 - threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences;
 - unprofessional conduct and behavior
- **Conflict Resolution**
Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of academic affairs and the campus president. Chain of command should *always* be utilized for prompt resolution. Southeastern Institute does however maintain an open door policy.
 - **Student Disciplinary Procedures**
If a student violates Southeastern Institute's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Dean of Academic Affairs is responsible. In the absence of the Dean, the Campus Vice President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process

as outlined in the Southeastern Institute catalog.

When a student violates Southeastern Institute's Standards of Conduct outside the classroom but on campus, the Dean of Academic Affairs is the first level of discipline. The next level is the Campus Vice President. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern Institute catalog.

DRUG POLICY

Southeastern Institute is in compliance with the Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Students who are in programs which require an externship component may be required to submit to a drug screen prior to starting the externship; and also during any point of the externship experience. Students who have a positive drug screen result prior to starting externship will not be permitted to start externship. If at any point during externship a student has a positive drug screen he/she will be removed from the externship location.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance.

STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress, appearance, hair color, and jewelry are expected at

the School. Each student must maintain proper personal appearance and wear approved dress and ID badges.

Allied Health Programs Major Courses

Students in allied health programs taking major courses must wear medical scrubs and shoes of the correct color and style. Uniforms must be maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student's uniform. Medical students must wear white nursing shoes or approved predominately white substitutes. Allied health students may not wear artificial or acrylic nails in any clinical area.

Other Courses

Students in other program courses must wear dress slacks, (no jeans, jean skirts, jean overalls) pant suits, slack suits or dresses, as would be required of professionals in most work situations. Men enrolled in Southeastern Institute programs must wear collared shirts and ties (pullovers are not permitted) or approved College shirts. Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Southeastern Institute firmly believes that the development of proper work habits assists students in meeting their career objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

DISCIPLINARY PROBATION

If a student fails to meet his or her responsibilities as outlined in this catalog or as contained elsewhere where school policies and procedures are posted or distributed, he or she may be placed on probationary status. Probationary status is normally for one semester.

If a student fails to improve as required during the time period specified for his or her probation, he or she may be continued on probation or dismissed from the program and the school.

GRIEVANCE PROCEDURES

If Southeastern Institute is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chairman, will become binding upon the administration as well as the student who filed the grievance.

Grievances not resolved on the institutional level may be forwarded to the South Carolina Commission on Higher Education, Nonpublic Postsecondary Institutional Licensing, 1122 Lady Street, Suite 300, Columbia, SC 29201, (803) 737-2260.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan

for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President at (954) 938-1958.

Arbitration

As stated on the Southeastern Institute enrollment agreement, it is agreed that in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section S.C. Code Ann., Title 15, Chapter 48. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration; however, if Southeastern Institute prevails in the arbitration proceeding, Southeastern Institute will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modi-

fied except in writing by the parties.

INTELLECTUAL PROPERTY POLICY

Southeastern Institute defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, and appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the institution. Such property is the exclusive property of an employee if no school funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the school. Courseware (syllabi, lecture notes, class handouts and other such materials) are property of the institution.

All work completed or submitted toward fulfillment of course requirements by students is the property of Southeastern Institute. Southeastern Institute reserves the right to utilize any work so submitted in any way it believes appropriate.

PRIVACY OF STUDENT RECORDS

Policies and procedures concerning the privacy of student records maintained by Southeastern Institute and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by campus Registrar's Office (academic records), Financial Services

Department (financial aid records) and Bursar's Office (accounts receivable records).

Student records are maintained by the school in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). Records are supervised by the Vice President. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

TRANSCRIPTS

A request for a Southeastern Institute transcript must be in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the School seal will be forwarded directly to other schools, to prospective employers, or to other agencies at the request of a student. Typically, schools only consider a transcript "official" if forwarded directly from the send-

ing institution. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student's first transcript. All other transcripts will require a fee of \$5.00 to be paid with an application. (NOTE: All financial obligations to the school must be paid before transcripts are released).

Academic Policies

CLOCK HOUR/CREDIT HOUR CONVERSION

A Clock Hour is a period of 60 minutes with a minimum of 50 minutes of instruction.

Break schedules at the School are developed to ensure that students complete a minimum of 50 minutes of instruction per 60 minutes. Breaks (including lunch and dinner breaks) typically do not exceed 20 minutes in duration.

Academic credit for Southeastern Institute courses is calculated on a semester credit hour basis.

15 lecture clock hours	= 1 semester credit hour
30 laboratory clock hours	= 1 semester credit hour
45 externship clock hours	= 1 semester credit hour

Financial Aid Credit for Southeastern Institute courses is calculated as follows:

37.5 clock hours	= 1 semester credit hour
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TUTORING

Southeastern Institute instructors are available for special tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help

which is offered at no extra cost.

AVERAGE CLASS SIZE

Southeastern Institute is proud of its small classes and individualized attention. Although class size will obviously vary, Southeastern Institute monitors class size to ensure that program objectives are met. Class size will generally not exceed 25 students in either the classroom or laboratory setting. Class size may also vary according to programmatic requirements.

FIELD TRIPS

Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

SCHEDULE CHANGES

Students who register for a class that is canceled or have scheduling errors are given schedule change assistance by the Dean of Academic Affairs. Dates and times for schedule changes are posted as far in advance as possible.

ACADEMIC LOAD

To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester/payment period which is a normal academic load.

It is a policy of Southeastern Institute that students maintaining a 3.2 cumulative GPA or higher, with 90 percent class attendance and who have completed at least one semester/payment period as a full time student may take additional credits beyond 12; but not to

exceed one additional course per semester/payment period. Students who are enrolled in a program that requires more than 18 credit hours per semester/payment period are not eligible to enroll in additional credit hour courses during that semester/payment period. Exceptions to this policy must be approved by the Vice President of Academic Affairs.

ATTENDANCE

Regular class attendance is essential to proper academic progress and is expected. At Southeastern Institute, satisfactory attendance is considered to be a vital part of each student's performance. Excessive absences for a particular course or a program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course.

Students who are absent/tardy/or leave early in excess of 10% of the total clock hours for the Professional Clinical Massage Therapy program **will be required to make up any hours missed over the maximum permissible hours in any course.** Make-up assignments are available from the course instructor and may include attending a make-up session, completing additional assignments, or completing tutoring. The length and academic rigor of the make-up assignment is directly proportional to the amount of time missed in the course. If the student fails to complete any make-up assignments he/she will receive a failing grade for the course. All make-up assignments are due the next classroom session after the assignment was given to the student. Late make-up assignments will not be accepted.

A student may be reinstated to classes following an instructor's evaluation of their abilities and performance. Such determinations are made on an individual, case-by-case basis. Students must be in attendance by the third class meeting or they are not permitted to begin a course.

Excessive absences in a course or continued excessive absences

throughout a program will result in the following administrative actions:

- Attendance warning
- Probation
- Dismissal

Externship/Internship/Clinical

Students in externship/internship/clinical courses must attend all clinical hours. Any student absent from externship/internship/clinical may be allowed to make-up the missed hours only at the discretion of the school and/or clinical site with verifiable documentation provided to the school in a timely manner. Failure to complete all necessary clinical hours could result in a failing grade for the externship/internship/clinical course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Absences will only be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the school. Excused absence(s) allow a student to make up coursework or other classroom assignments. However, the student is still subject to attendance warning, probation, or dismissal if the excused absences for an individual course or the program are excessive. Faculty members may establish more rigorous attendance standards for their individual courses.

Veteran Students:

The Veterans Affairs Department will be notified of unsatisfactory attendance, and Veteran benefits will be terminated for any Veteran student's in excess of twenty (20) percent of class hours.

HONOR CODE

Enrollment in Southeastern Institute and the completion of the enrollment agreement represents a student's pledge to respect the rights and property of the School and fellow students and to adhere to general principles of academic honesty.

LEAVE OF ABSENCE POLICY 34CFR 682.604 (C)(4)

To be eligible to apply for a leave of absence, a student must have completed one full semester/payment period at the school for credit hour programs. For students in the Professional Clinical Massage Therapy program must have attended 90 clock hours.

Procedure

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request **with all required documentation** to the Dean of Academic Affairs or Vice President (form available from the Dean of Academic Affairs or Vice President). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. The student must provide the reason for requesting the LOA and indicate their expected date of return to class. If unforeseen circumstances; such as a medical emergency, prevent a student from submitting a written and signed request prior to the start of the LOA, the College may still grant the LOA if the College is **able to document** the unforeseen circumstances, and also receives the student's signed written request at a later date. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Approval

A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If a LOA is not granted by the College, the student is required to register for and attend classes, or withdraw from the program. A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one LOA in any twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circum-

stances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

Financial Obligations

Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, the student is required to meet with a Financial Aid Administrator to discuss the effects of the student's failure to return from a LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, he/she must make appropriate arrangements with the Bursar to ensure his/her account remains current.

Return from Leave of Absence

Upon the student's return from the LOA, he/she is permitted to continue the coursework he/she began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, he/she is withdrawn from the College and will be charged a \$150 re-entry fee when he/she enrolls. The student's withdrawal date is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 120 days for an approved leave of absence.

MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for

deployment; if a student attended class, they will receive a grade of "W". The student has the option to complete class if 75% or more coursework has been completed. The student can request an "Incomplete" grade. Students will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis. If the withdrawal is during the semester, no withdrawal fee will be charged.

Upon re-entry, admissions re-entry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

SCHOOL WITHDRAWAL

CDR (Code of Federal Regulations) Title 34: Education, Part 668, Subpart B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw and indicate in writing (using the Withdrawal Form) the date of the withdrawal and the date he/she plans to return. This should be directed to the Dean/Vice President of the campus via letter, fax or email (received from a school email account or an email account on file with the school) and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of their intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

ACADEMIC RE-ADMITTANCE POLICY

A student must apply for re-admittance to the institution after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic with-

drawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Dean of Academic Affairs to re-enroll.
2. Students must obtain the Bursar's signature on the re-entry form indicating that all financial obligations to the school have been met. If a student has been out of school for more than one (1) semester/payment period, a re-entry fee of \$100 must be paid.
3. Students must contact a Financial Aid Administrator to re-apply for financial aid and set up a payment schedule.
4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The decision for re-admittance in this case is made by the Program Director/Coordinator. The student may be required to take a written or practical examination to determine if his/her hands-on skills and program knowledge are adequate for program re-entry. The Dean of Academic Affairs may grant approval for re-admittance if a student has been out of school for more than one (1) semester/payment period.
5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.
6. If students are re-admitted under academic probation, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.
7. After obtaining required signatures on a re-entry form, a re-entering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

Students who drop then re-enter a program will be subject to the current curriculum, texts, and policies in effect.

DISCIPLINARY RE-ADMITTANCE POLICY

A student must apply for re-admittance to the School after being withdrawn for disciplinary reasons. The student must wait one semester before they are eligible to re-apply. The re-admittance pol-

icy is as follows:

1. Students re-entering are placed on one semester/payment period of disciplinary probation.
2. If there are no violations of student rules and regulations during this period, at the conclusion of the probationary semester/payment period, students are removed from the probation.

The School reserves the right to deny re-admittance to any student dismissed due to disciplinary reasons.

TESTING

A certain amount of classroom testing is necessary for each course. It is a Southeastern Institute policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

ASSIGNMENTS

Out-of-Class Assignments

Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include (but not all inclusive) reading, writing, completing a project, or research paper.

GRADING

Students are awarded letter grades for work undertaken at Southeastern Institute. Academic work is evaluated and grades are

assigned at the end of each term to indicate a student's level of performance. A criterion upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by recitation, written tests, lab assignments, practical exams, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale. Southeastern Institute does not round grades for assignments or final course grades.

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	70.00-79.99%
D	Poor	1.0	65.00-69.99%
F	Fail	0.0	0.00-64.99%
		(or failure to complete a course after 50% completion)	
AU	Audit	Not Computed	
I	Incomplete	Not Computed*	
W	Withdrawal	Not Computed (prior to 50% completion)	
WNA	Withdrawal/No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	

*Converts to grade of F if incomplete work is not made up within specified timeframe.

For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

Medical Assisting Program

For students in the Medical Assisting program, successful completion of the following courses: MEA 123 Anatomy & Physiology for Medical Assistants, MEA 120 Clinical Procedures, MEA 125 Lab Procedures I, and MEA 126 Lab Procedures II is a grade of "C" (70.00%-79.99%) or better.

Grades and reports of a student's progress may be viewed via the student portal or given to a student at the end of each term. Students receiving an Incomplete in any subject must meet with their instruc-

tor to discuss satisfactory arrangements to fulfill course requirements. The opportunity to be allowed to make up incomplete work is granted on a case-by-case basis. Arrangements for an Incomplete must be made within two (2) weeks of the beginning of the next term. Failure to make arrangements for an Incomplete without administrative approval results in a failing grade.

NOTE: A "D" grade earned in a course may not satisfy transfer requirements. Further, students with a "D" grade should contact the Dean of Academic Affairs for assistance in determining what courses with a grade of "D" must be retaken.

SCHOLASTIC HONORS

A Dean's List is published at the end of each semester (Fall, Winter and Summer). It lists those students who have completed an entire semester with a grade point average of 3.75 - 4.00. The Honor Roll is published at the end of each semester (Fall, Winter and Summer). It lists those students who have completed an entire semester with a grade point average of 3.50 - 3.74. An "F" in any course precludes a student from being listed on Dean's List or Honor Roll.

REPEATING COURSES

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern Institute. Students may only receive federal financial aid funding for one repetition of a previously passed course. There is an exception for courses which require repeats (see examples below).

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the

number of attempts allowable if the student does not receive a passing grade and is in compliance with Satisfactory Academic Progress.

Allowable: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a “D” in a course which requires a minimum grade of “C” for his/her major.

Not permissible: Student receives a “D” in a course which does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

Regardless if a student is eligible or not eligible for Federal Financial aid funding no course may be repeated more than two (2) times at Southeastern Institute.

Students who repeat a course for which they have received a letter grade of “D” or “F” must notify the Registrar’s Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., “A”, “B”, “C”) has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation.

NOTE: Veterans’ Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a “D” grade. Students should speak with the Financial Services Department for further details.

SATISFACTORY ACADEMIC PROGRESS

Students at Southeastern Institute are expected to maintain satisfactory academic progress (SAP) and to make ongoing progress toward graduation. There are two standards that must be met: a **qualitative standard** and a **quantitative standard**.

The **qualitative standard** requires that a student achieve a minimum grade average of 2.0 after completing his/her first semester/payment period and every semester/payment period thereafter with a Cumulative Grade Point Average (CGPA) of at least 2.0 in order to graduate from Southeastern Institute. Each payment period is four months long in duration.

For the following programs; Southeastern Institute reviews each student’s academic progress at the **midpoint** of each semester/payment period; as opposed to the completion of the semester/payment period as stated above for all other programs.

(2 months)	Professional Clinical Massage Therapy
(2 months)	Medical Assisting
(2 months)	Medical Billing and Coding

A student whose cumulative grade average (CGPA) falls below 2.0 after the first semester/payment period of the program (or for the programs listed above after the first two months of the program), is placed on **Financial Aid Warning (FAW)** for the next semester/payment period. For the programs listed above students would be placed on Financial Aid Warning for the next two months. This status may be assigned for a single consecutive semester/payment period (or two month review period for the programs listed above) without an appeal and students may receive Title IV funding while in this status for one semester/payment period (or two months for the programs listed above) despite the determination the student did not maintain SAP.

Students on Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing his/her cumulative grade average to 2.0 by the next SAP review (Semester/Payment Period or two months for the programs listed

above). Students who meet the SAP standards at the next SAP review have the Financial Aid Warning lifted. If the School determines that the student is not meeting SAP, the student may appeal the determination. Please see the Financial Aid Grievance Process. If the student elects not to appeal the determination of the School he/she will be dismissed from the program and the School or can continue in the program without Title IV funding.

A student who fails to achieve a CGPA of 2.0 and *who has appealed that determination* and has had eligibility for aid reinstated is placed on **Financial Aid Probation (FAP)**. This status may be assigned for a single consecutive semester/payment period (or two months for the programs listed above) and the student may receive Title IV funding while in this status. At the end of the semester/payment period (or two month review period for the programs listed above), the student must achieve a CGPA of 2.0; or meet the requirements of the academic action plan developed by the institution and the student, to continue to qualify for further Title IV funding.

If a student is placed on FAP and achieves a CGPA of 2.0 by the next semester/payment period (or two month review period for the programs listed above) or meets the terms of his/her Academic Action plan then the FAP is lifted.

If a student is placed on FAP and the student fails to achieve a CGPA of 2.0 by the next semester/payment period (or two month review period for the programs listed above); or fails to comply with the academic action plan designed by the institution to achieve a CGPA of 2.0 by the end of the next SAP review, then the student is deemed ineligible to receive Title IV funding, and the institution cannot make further aid disbursement until the student re-establishes eligibility. A student who fails to achieve a 2.0 CGPA at the next SAP review period will be dismissed from the program and School.

A student who has been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed with the maximum 150% time-

frame. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters/payment periods. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average.

The **quantitative standard** requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet program requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters/payment periods) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Southeastern Institute requires students to successfully complete 67% of credit hours attempted the first semester/payment period and each semester/payment period thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

For the programs listed below, students must maintain a minimum cumulative clock hour completion ratio (CHCR) of 67%. Students must earn a passing grade (A, B, C, or D) in 67% of the clock hours attempted in each two month review period.

Cumulative completion percentage is derived by dividing the number of credits/clock hours attempted into the number of credits/clock hours earned. Transfer credits are counted as both attempted and completed credits towards the completion percentage.

Maximum Time Frame

Students must complete their academic program within 150% of the published length of the program as expressed in clock hours:

1125 Clock Hours	Professional Clinical Massage Therapy
Not applicable	Medical Assisting
Not applicable	Medical Billing and Coding

A student whose cumulative completion rate falls below 67% after the first semester/payment period (or for the programs listed above after the first two months of the program), is placed on **Financial Aid Warning (FAW)** for the next semester/payment period. For the programs listed above students would be placed on Financial Aid Warning for the next two months. This status may be assigned for a single consecutive semester/payment period (or two month review period for the programs listed above) without an appeal and students may receive Title IV funding while in this status for one semester/payment period (or two month review period for the programs listed above) despite the determination the student did not maintain SAP.

Students on Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing his/her cumulative completion rate to 67% by the next SAP review (Semester/Payment Period or two months for the programs listed above). Students who meet the SAP standards at the next SAP review have the Financial Aid Warning lifted.

If the School determines that the student is not completing the program within the maximum 150% timeframe, the student may appeal the determination. Please see the Financial Aid Grievance Process. If the student elects not to appeal the determination of the School he/she will be dismissed from the program and the School.

A student who fails to complete 67% or more of credit hours attempted (or clock hours for the programs listed above) and *who has appealed that determination* and has had eligibility for aid reinstated is placed on **Financial Aid Probation (FAP)**. This status may be assigned for a single consecutive semester/payment period (or two months for the programs listed above) and the student may receive Title IV funding while in this status. At the end of the semester/payment period (or two month review period for the programs listed above), the student must complete 67% or more of credit hours attempted (or clock hours attempted); or meet the requirements of the academic action plan developed by the institution and the student to continue to qualify for further Title IV funding.

If a student is placed on FAP and completed 67% or more of the credit hours attempted (or clock hours attempted) by the next semester/payment period (or two month review period for the programs listed above); or meets the terms of his/her Academic Action plan then the FAP is lifted.

If a student is placed on FAP and the student fails to complete 67% or more of the credit hours attempted (or clock hours attempted for the programs listed above) by the next semester/payment period (or two month review period for the programs listed above); or fails to comply with the academic action plan designed by the institution to achieve SAP by the end of the next SAP review, then the student is deemed ineligible to receive Title IV funding, and the institution cannot make further aid disbursement until the student reestablishes eligibility. A student who fails to complete 67% or more of the credit hours attempted (or clock hours attempted for the programs listed above) at the next SAP review period will be dismissed from the program and School.

After one semester, the student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show school readiness that reliably predict success. A student who is readmitted after dismissal for failure to meet the quantitative standard is readmitted on academic probation. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and

if the program can be completed with the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and/or qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon completing 67% or more of the credit hours attempted (or clock hours attempted for the programs listed above).

Financial Aid Grievance Process

The School may only approve an appeal by a student if the School determines the student will meet Satisfactory Academic Progress, based on the qualitative and/or quantitative standards, the next semester/payment period (or two month review period for the programs listed above).

To request the opportunity to appeal a dismissal; the student must submit a written request on a Financial Aid Grievance form and an Action Plan for Improvement form to the Dean of Academic Affairs or Campus Vice President. The reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided to the School in addition to the student's plan for improvement. As part of the appeal, the student must document in writing why he/she did not meet SAP and what in the student's situation has changed that will allow him/her to meet SAP. Mitigating Circumstances that may impact Academic Progress including the following (not all inclusive):

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental

health issues)

- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- A letter from a Counselor stating that the student's condition is contrary to satisfactory progress

The Dean of Academic Affairs and Campus Vice President will determine the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Upon receipt of the (1) Financial Aid Grievance Form, (2) the supporting documentation, and (3) Action Plan for Improvement by the student the Dean of Academic Affairs and Campus Vice President will notify the student within twenty four (24) hours of the determination of the Financial Aid Grievance. Any consideration of conditions outside of the list provided will be discussed with the Vice President of Academic Affairs. Student life issues and making the transition to school are not considered mitigating circumstances under this policy.

If the student's appeal is granted, he or she will be placed on Financial Aid Probation at the start of the following term. As part of Financial Aid Probation, the student must agree with and sign a written academic action plan developed and approved by the School which documents that he/she will be required to attain a 2.0 CGPA and/or complete his or her program within 150% of the maximum timeframe by the next evaluation point or how the student will complete his/her remaining coursework within a new maximum time-

frame; as well as how the student's progression will be monitored. The student is eligible to receive Title IV funding while on probation. Failure to meet the 2.0 CGPA or complete coursework within the maximum timeframe will result in dismissal from the program and the School.

If a student appeals and is denied the appeal, he or she must remain out of school for one semester after the semester/payment period (or two month review period for the programs listed above) in which the appeal was denied.

After one semester, the student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show school readiness that reliably predict success.

Effect on Satisfactory Academic Progress

	Quantitative (Time and a Half)	Qualitative (GPA)
Course Withdrawal: 1. Withdrew No Attendance (WNA) 2. Withdrawal (W)	1. Is <i>not</i> considered when calculating quantitative Satisfactory Academic Progress 2. Is considered when calculating quantitative Satisfactory Academic Progress	1. Not computed 2. Not computed prior to 50% completion
Incomplete Course Grades	Converts to a grade of "F" if incomplete work is not completed within specified timeframe. Is considered when calculating quantitative Satisfactory Academic Progress.	Converts to a grade of "F" if incomplete work is not completed within specified timeframe. Is considered when calculating qualitative Satisfactory Academic Progress.
Course Repeats	Is considered when calculating quantitative Satisfactory Academic Progress. All attempts at taking a course are factored into the quantitative measure.	The higher grade is used in computation of a CGPA and is considered when calculating qualitative Satisfactory Academic Progress.
Courses with Pass/Fail: 1. Pass 2. Fail	1. A passing grade is only used in computation of quantitative progress. 2. A failing grade is used in computation of quantitative progress.	1. Not computed. 2. A failing grade is used in computation of qualitative progress.

CGPA = Cumulative Grade Point Average

REGISTRY AND LICENSURE EXAMINATIONS

It is a policy of Southeastern Institute that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Southeastern Institute.

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The school will submit required paperwork in advance for each graduating class. **Students are required to sit for the examination(s) within 30 days of official notification of a sit date provided by the testing agency.**

GRADUATION REQUIREMENTS

In order to graduate from Southeastern Institute and participate in Commencement exercises, students must:

- Successfully complete a designated program of study by completing all required courses and program requirements.
- Achieve a minimum cumulative grade average of 2.0. If at the time of graduation the student does not have a cumulative grade point average (CGPA) of 2.0, the student must make arrangements with the Dean of Academic Affairs to re-take a course(s) for CGPA purposes if eligible.
- Complete the last 50% of a program at Southeastern Institute
- Resolve all financial obligations to the institution
- Complete all required exit paperwork
- Make application, sit for required licensure/certification, and **provide documentation** having tested for the licensure/certification exam as applicable
- Complete all externship/clinical hours (if applicable)

Programs Offered

CERTIFICATE

- Human Resource Administration
- Medical Assisting
- Medical Billing and Coding
- Pharmacy Technology
- Professional Clinical Massage Therapy

HUMAN RESOURCE ADMINISTRATION *Certificate*

Description

Human Resource Administration focuses on securing, maintaining, and utilizing an effective work force within organizations. It involves many activities, which include recruitment, and screening of prospective employees, the study of training needs, preparing human resource forecasts, and the development of compensation systems. Human Resource Administration is used to promote effective employee performance, staff development and job satisfaction. Students are exposed to an interdisciplinary curriculum, which requires the integration of knowledge from the liberal arts, social and behavioral sciences, and business. A certificate will be awarded upon successful completion of this program. The program leading to a certificate in Human Resource Administration is an occupational preparation program, the purpose of which is enhancement of employability in human resources; it is not intended for transfer.

Objectives

The Human Resource Administration program will prepare students who already have a degree and want to obtain a position as a Human Resource Specialist or specialize in the fields of Compensation and Benefits, Training and Development, or recruitment. Students will train in multi-discipline fields to develop the skills to demonstrate basic business communication skills, understand basic business operations, human resource management, records management, recruitment and staffing concepts and techniques, compensation and benefits administration, basic employment law, training techniques, and conflict resolution methodology.

Prerequisites

Official Transcript of Baccalaureate Degree from an institution which holds recognized accreditation

Pass the entrance exam

Criminal Background check

Please see Program Handbook for additional program policies.

Course Outline

To receive a certificate in Human Resource Administration, students must complete 65.0 credit hours (1000 clock hours). This program can be completed in 10 months for full-time day students and 20 months for part-time evening students.

Human Resource Administration Courses (65.0 credit hours)

		Credit Hours	Clock Hours	Federal Student Aid
OST 233	Business Communications	6.5	100	2.667
GEB 101	Introduction to Business	6.5	100	2.667
MAN 230	Human Resource Management	6.5	100	2.667
OST 138	Employee Relations & Conflict Resolution	6.5	100	2.667
MNA 234	Human Resource Recruitment and Staffing	6.5	100	2.667
MNA 235	Compensation Management	6.5	100	2.667
PLA 247	Introduction to Human Resource Management Law & Regulations	6.5	100	2.667
MNA 232	Benefits Administration	6.5	100	2.667
MAN 115	Leadership and Performance	6.5	100	2.667
MAN 132	Training for Organizational Development	6.5	100	2.667
	Total	65.0	1000	26.66

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo

MEDICAL ASSISTING

Certificate

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A certificate will be awarded upon successful completion of this program.

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Assisting from Southeastern Institute are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination and;

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Assisting from Southeastern Institute are eligible to have their names submitted to the National Healthcareer Association to sit for the following certifications:

- CCMA - Certified Clinical Medical Assistant
- CET - Certified EKG Technician
- CPT - Certified Phlebotomy Technician
- CMAA - Certified Medical Administrative Assistant
- CEHRS - Certified Electronic Health Records Specialist
- CPCT - Certified Patient Care Technician

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including, EKG, patient assisting, vital signs, injections, venipuncture and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

Prerequisites

Have a High School Diploma or a GED
Pass the entrance examination
Background Check and Drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a certificate in Medical Assisting, students must complete 34.5 credit hours for a total of 920 clock hours. This certificate program can be completed in 8 months) for full-time day students or in 14 months for part-time evening students. * **Part-time evening students will be required to complete the Externship portion of the program during the day.**

Medical Assisting Courses (34.5 credit hours) Certificate

		Credit Hours	Clock Hours	Federal Student Aid
MEA 123	Anatomy & Physiology for Medical Assistants	6.0	100	2.667
MEA 130	Medical Office Management	4.5	75	2.000
MEA 131	Medical Billing & Coding for Medical Assistants	4.0	100	2.667
MEA 124	Medical Terminology	1.5	25	0.667
MEA 120	Clinical Procedures	3.5	100	2.667
MEA 125	Lab Procedures I	4.0	100	2.667
MEA 126	Lab Procedures II	4.0	100	2.667
MEA 180	Externship I	3.5	160	4.267
MEA 181	Externship II	3.5	160	4.267
	Total Credits/Hours	34.5	920	24.5

For evening students the Externship consists of five courses.

MEA 182	Externship I	0.5	25	0.667
MEA 183	Externship II	0.5	25	0.667
MEA 184	Externship III	0.5	25	0.667
MEA 185	Externship IV	3.5	160	4.267
MEA 186	Externship V	2.0	85	2.267

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo

MEDICAL BILLING AND CODING Certificate

Description

This program is intended for those who wish to gain employment in medical billing and health information management in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, electronic health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. A certificate will be awarded upon successful completion of this program.

Students who have successfully met all educational *and* institutional requirements for a Certificate in Medical Billing and Coding from Southeastern Institute are eligible to have their names submitted to the National Health Career Association to be considered as a candidate for the Certified Billing and Coding Specialist (CBCS) examination.

Objectives

The Medical Billing and Coding program is designed to train the student for an entry level position as a medical biller and coder; and to function effectively as an integral member of the physician's health care team. Graduates of the Medical Billing and Coding Program will possess the skills to competently perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.

Prerequisites

Have a high school diploma or G.E.D.
Pass the entrance exam
Background Check and Drug Screening where applicable

Please see Program Handbook for additional program policies.

Course Outline

To receive a certificate in Medical Billing and Coding, students must complete a total of 32.5 credit hours (860 clock hours). This certificate program can be completed in 8 months for full-time day students or in 15 months for part-time evening students. **Part-time evening students will be required to complete the internship portion of the program during the day.**

Medical Billing and Coding Courses (32.5 credit hours)

Certificate

		Credit Hours	Clock Hours	Federal Student Aid
HIM 126	Healthcare Billing & Coding Technology with Career Skills	5.0	100	2.667
HIM 127	Medical Terminology/Human Anatomy I with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	2.667
HIM 128	Medical Terminology/Human Anatomy II with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	2.667
HIM 129	Medical Terminology/Human Anatomy III with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	2.667
HIM 130	Medical Terminology/Human Anatomy IV with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	2.667
HIM 131	Medical Terminology/Human Anatomy V with ICD-9, CPT4, and HCPCS Coding Systems	4.0	100	2.667
HIM 132	Medical Office and Billing Procedures	4.0	100	2.667
HIM 133	Internship	3.5	160	4.267
	Total Credits/Hours	32.5	860	22.93

For evening students the Internship consists of four courses.

HIM 181-HIM 183 are taken on campus in a mock office environment.

HIM 181	Internship I	0.5	25	0.667
HIM 182	Internship II	0.5	25	0.667
HIM 183	Internship III	0.5	25	0.667
HIM 184	Internship IV	2.0	85	2.267

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo

PHARMACY TECHNOLOGY

Certificate

Description

This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, whole-sale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A certificate will be awarded upon successful completion of this program.

Students who have successfully met all educational *and* institutional requirements for a Certificate in Pharmacy Technology at Southeastern Institute are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be considered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). In addition, students who have successfully met all educational *and* institutional requirements for a Certificate in Pharmacy Technology at Southeastern Institute are eligible to have their names submitted to the South Carolina Department of Labor, Licensing, and Regulation, South Carolina Board of Pharmacy to register as a Pharmacy Technician.

Objectives

This program prepares students for an entry-level position as a pharmacy technician. The course will provide students the basic health care skills students can use as pharmacy technicians.

Prerequisites

Have a high school diploma or G.E.D.

Pass the entrance examination

Background check and drug screening where applicable

Please see Program Handbook and Externship Manual for additional program policies.

Course Outline

To receive a Certificate in Pharmacy Technology, students must

complete 43.0 credit hours for a total of 1120 clock hours. This certificate program can be completed in 10 months for full-time day students or in 18 months for part-time evening students. ***Part-time students will be required to complete the Externship portion of the program during the day.**

***Pharmacy Technology Courses (43.0 credit hours)
Certificate***

		Credit Hours	Clock Hours	Federal Student Aid
PTN 170	Introduction to Pharmacy Technology	6.0	100	2.667
PTN 171	Pharmaceutical Calculations	6.0	100	2.667
PTN 172	Body Systems and Drug Therapy I	4.0	100	2.667
PTN 173	Pharmacy Operations	4.0	100	2.667
PTN 174	Sterile Products	4.0	100	2.667
PTN 175	Body Systems and Drug Therapy II	4.0	100	2.667
PTN 176	Body Systems and Drug Therapy III	4.0	100	2.667
PTN 177	Body Systems and Drug Therapy IV	4.0	100	2.667
PTN 195	Pharmacy Technician Externship I	3.5	160	4.267
PTN 196	Pharmacy Technician Externship II	3.5	160	4.267
	Total Credits/Hours	43.0	1120	29.87

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo

**PROFESSIONAL CLINICAL MASSAGE THERAPY
Certificate**

Description

The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician’s offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. The program includes 100 hours of practical clinical experience. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational *and* institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern Institute are eligible to have their names submitted to the FSMTB to be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx). Upon passing, the student may apply to The South Carolina Department of Labor, Licensing, and Regulation-South Carolina Board of Massage/Bodywork Therapy, which is the stage agency authorized to determine if the applicant qualifies to become a Licensed Massage Therapist in South Carolina. **A criminal record may prevent the student from obtaining employment in the field.**

Objectives

The curriculum is designed to prepare the graduate to enter the community with the advanced skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry-level massage therapist. Upon graduation, students of the Southeastern School will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.

Prerequisites

Have a High School Diploma or GED

Pass the entrance examination.

Please see Program Handbook for additional program policies.

Course Outline

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 29.5 credit hours (ACCSC)/20.0 credit hours (Title IV) for a total of 750 Clock Hours. This certificate program can be completed in 8 months for full-time students.

Professional Clinical Massage Therapy Program

29.5 Semester Credit hours (ACCSC)/20.0 Semester Credit hours (Title IV)

	Credit Hours	Clock Hours	Federal Student Aid
PMT 001 Orientation to Massage Therapy	5.5	100	2.667
PMT 252 Massage Principles & Practice I	0.5	20	0.533
PMT 253 Massage Principles & Practice II	1.0	20	0.533
PMT 254 Massage Principles & Practice III	1.0	20	0.533
PMT 255 Massage Principles & Practice IV	0.5	20	0.533
PMT 262 Massage Principles & Practice V	0.5	20	0.533
PMT 263 Massage Principles & Practice VI	0.5	20	0.533
PMT 265 Massage Principles & Practice VII	0.5	20	0.533
PMT 151 Anatomy & Physiology I	1.0	20	0.533
PMT 152 Anatomy & Physiology II	1.0	20	0.533
PMT 154 Anatomy & Physiology III	1.0	20	0.533
PMT 155 Anatomy & Physiology IV	1.0	20	0.533
PMT 156 Anatomy & Physiology V	1.0	20	0.533
PMT 157 Anatomy & Physiology VI	1.0	20	0.533
PMT 158 Anatomy & Physiology VII	1.0	20	0.533
PMT 160 Structural Anatomy & Kinesiology I	1.0	20	0.533
PMT 163 Structural Anatomy & Kinesiology II	1.0	20	0.533
PMT 164 Structural Anatomy & Kinesiology III	1.0	20	0.533
PMT 165 Structural Anatomy & Kinesiology IV	1.0	20	0.533
PMT 166 Structural Anatomy & Kinesiology V	1.0	20	0.533
PMT 167 Structural Anatomy & Kinesiology VI	1.0	20	0.533
PMT 168 Structural Anatomy & Kinesiology VII	1.0	20	0.533
PMT 510 Clinical Neuromuscular Therapy I	0.5	20	0.533
PMT 511 Clinical Neuromuscular Therapy II	0.5	20	0.533
PMT 512 Clinical Neuromuscular Therapy III	0.5	20	0.533
PMT 513 Clinical Neuromuscular Therapy IV	0.5	20	0.533
PMT 514 Clinical Neuromuscular Therapy V	0.5	20	0.533
PMT 515 Clinical Neuromuscular Therapy VI	0.5	20	0.533
PMT 516 Clinical Neuromuscular Therapy VII	0.5	20	0.533
PMT 801 Massage Therapy Clinical Practicum I	1.0	45	1.200
PMT 802 Massage Therapy Clinical Practicum II	1.0	45	1.200
Total Credits/Hours	29.5	750	20.0

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo

Course Descriptions

Human Resource Administration Program

OST 233 Business Communications: 3.0 credit hours

This course develops effective oral and written business communications skills to create successful human relations. Communication skills are taught in the areas of listening, reading, writing, and speaking. Studies include grammar, proofreading, editing, and business communication composition.

GEB 101 Introduction to Business: 3.0 credit hours

This course is an introductory course in business activities and operations. Major topics include the evolution of business organizations, ethics and social responsibilities of organizations, entrepreneurship, leadership and management theories, marketing, accounting, finance, as well as current issues in business enterprise.

MAN 230 Human Resource Management: 3.0 credit hours

The purpose of this course is to explore the theories and practices relating to the management of human resources. The role of the human resource department will be discussed in regards to its role in the corporate personnel goals and objectives. The course will also explore human resource relationship with functional departments, departmental supervisors, as well as middle and executive management. The principles of job analysis, job description, job skills, recruitment and selection techniques, and motivation and performance evaluation will be explored in depth.

MNA 232 Benefits Administration: 3.0 credit hours

This course explores various benefit plans, related legal issues, the administration of benefits, and the business concepts utilized in the benefits area.

MNA 234 Human Resource Recruitment and Staffing: 3.0 credit hours

This course provides a detailed overview of staffing activities crucial to organization performance. Within the context of current law and regulations, the focus will be on the assessment of staffing

needs, recruitment strategies, interviewing techniques, selection tools and methods, planning and implementation of staffing policies.

MNA 132 Training for Organizational Development:

3.0 credit hours

This course provides practical experience in Organizational Behavior and effective mentoring and training methods used in organizations today. Emphasis is placed on analyzing the methods through student practice-teach presentations.

PLA 247 Introduction to Human Resource Management

Law and Regulations: 3.0 credit hours

Students will discover an understanding of selected legal issues involved in Human Resource Management. Legal issues to be addressed include; labor relations, employee rights, sexual harassment, diversity, and compensation and benefits law. The primary focus of the course will be to enable students to recognize the purpose of the legal framework to prevent major disasters.

OST 138 Employee Relations and Conflict Resolution:

3.0 credit hours

This course is an introduction to the basics of employee relations. Students will learn how to focus building rapport with managers and employees and building their communication skills. In addition, students will learn how to listen to employee issues and effectively handle difficult situations. Students will also study interpersonal conflict, conflict management within the workplace, the nature of conflict, negotiations, and transformation will also be discussed. Students will also learn how to conduct and document investigations, and the escalation levels for employee conflicts.

MNA 235 Compensation Management: 3.0 credit hours

This course explores various compensation plans, related legal issues, the administration of compensation, and the business and ethical concepts utilized in the compensation area.

MNA 112 Leadership and Performance: 3.0 credit hours

Students will develop and demonstrate skills necessary for advance-

ment to supervisory roles in business, including identifying and communicating performance objectives and standards, motivating, and coaching teams and individuals, and developing strategies to improve on-the-job performance.

Medical Assisting Program

MEA 123 Anatomy and Physiology for Medical Assistants:

6.0 credit hours

This course provides an introduction to the various systems of the body and principles of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems, integumentary and lymphatic systems.

MEA 124 Medical Terminology: 1.5 credit hours

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms.

MEA 130 Medical Office Management: 4.5 credit hours

This course provides instruction in the fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for a medical office. Students will learn to apply bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethics, legal concepts and liabilities, professionalism and communication skills will also be covered.

MEA 120 Clinical Procedures: 3.5 credit hours

This course will provide skills and knowledge for the student to assist the practitioner with all aspects of the clinical practice. These skills will include patient care and preparation for examinations, procedures and treatments. Where appropriate, students will perform diagnostic testing. In addition, students will gain and apply principles of aseptic technique and infection control in the medical office. Equipment use, care and routine maintenance will be cov-

ered. Course appropriate pharmacology will be presented.

MEA 125 Lab Procedures I: 4.0 credit hours

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing on urine and serum. The student will learn through laboratory experience and lecture the physical, chemical and microscopic examination of urine. The student will learn proper techniques of collection of specimens for laboratory testing. Pharmacology appropriate to the module will be presented.

MEA 126 Lab Procedures II: 4.0 credit hours

The course introduces the student to the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The student will also receive instruction both in the laboratory and lecture as to the proper collection, testing, and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

MEA 180 Externship I: 3.5 credit hours

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility.

MEA 181 Externship II: 3.5 credit hours

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility.

MEA 182 Externship I: 0.5 credit hours (Part Time Program)

This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice.

The student will be supervised by the physician or other qualified health care practitioner and will focus on practicing Administrative medical assisting skills and effective communication in the office setting.

MEA 183 Externship II: 0.5 credit hours (Part Time Program)

This course builds upon the experience learned in MEA 182. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will focus on practicing non-invasive basic medical assisting skills.

MEA 184 Externship III: 0.5 credit hours (Part Time Program)

This course builds upon the experience learned in MEA 183. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility.

MEA 185 Externship IV: 3.5 credit hours (Part Time Program)

This course builds upon the experience learned in MEA 184. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner and will experience all aspects of the medical facility.

MEA 186 Externship V: 2.0 credit hours (Part Time Program)

This course builds upon the experience learned in MEA 185. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health care practitioner.

tioner and will experience all aspects of the medical facility.

Medical Billing and Coding Program

HIM 126 Healthcare Billing and Coding Technology with Career Skills: 5.0 credit hours

This course will introduce students to the healthcare delivery system and provide an overview about the roles and responsibilities of healthcare technology professionals. Students will develop a broad understanding of health information and medical records management including the related career paths and required skills. Students will also develop an understanding of wellness and disease concepts. Basic math, science and computer skills will also be covered. Students will also study principles and strategies of effective written communications as well as medical keyboarding. Students will study effective oral communication and interpersonal skills as related to the medical environment. The course will explore web-based communications and messaging technologies. The ethical and intercultural issues pertaining to the medical field will also be discussed. Appropriate and affective professional and career development skills will also be covered. Additionally, students study CPR and blood borne diseases including HIV/AIDS.

HIM 127 Medical Terminology & Human Anatomy I with ICD-9, CPT 4 and HCPCS Coding Systems: 4.0 credit hours

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the integumentary, skeletal, and muscular systems; and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the integumentary, skeletal and muscular systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In

addition, coding for medical, Medicare and Medicaid supplies will be covered.

HIM 128 Medical Terminology & Human Anatomy and Physiology II with ICD-9, CPT 4 and HCPCS Coding Systems: 4.0 credit hours

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the cardiovascular, blood and lymphatic systems, and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the blood, cardiovascular and lymphatic systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered.

HIM 129 Medical Terminology & Human Anatomy and Physiology III with ICD-9, CPT 4 and HCPCS Coding Systems: 4.0 credit hours

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the endocrine, and male/female reproductive systems and the diseases associated with each system. Oncology, radiology, and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the endocrine and male/female reproductive systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition,

coding for medical, Medicare and Medicaid supplies will be covered.

HIM 130 Medical Terminology & Human Anatomy and Physiology IV with ICD-9, CPT 4 and HCPCS Coding Systems: 4.0 credit hours

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the digestive, respiratory, excretory and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the digestive, respiratory, and excretory systems will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be covered.

HIM 131 Medical Terminology & Human Anatomy and Physiology V with ICD-9, CPT 4 and HCPCS Coding Systems: 4.0 credit hours

This course provides the student with knowledge and skill in medical terminology and human anatomy. This course focuses on the nervous system, auditory system and ophthalmic systems, and the diseases associated with each system. Oncology, radiology, and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital inpatient and ambulatory care coding emphasizing specific and correct coding procedures and techniques. An in-depth study of the ICD-9-CM (Internal Classification of Diseases) for the nervous, auditory, and ophthalmic will be covered. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Also included is coding for emergency rooms, hospitals, physician's offices and outpatient facilities. In addition, coding for medical, Medicare and Medicaid supplies will be

covered.

HIM 132 Medical Office and Billing Procedures:
4.0 credit hours

Students will develop skills in performing basic office functions, specific office procedures, and be introduced to professionalism in the work environment. In addition, this course will focus on health insurance and reimbursement programs, billing procedures used for physicians' charges accounts receivable/payable activities and appointment setting. The student will learn appropriate responses to a variety of medico legal situations regarding bill collection, release of patient information/records and confidentiality, subpoenas, workers compensation cases, and Medicare regulations for reimbursement. Students explore medical ethics, law, and federal standards governing the field. Students will also study compliance and HIPPA regulations as well as the False Claims Act.

HIM 133 Internship: 3.5 credit hours

The student will be exposed to a simulated physician's office in order to practice and enhance their medical billing, coding, and administrative skills. Students may also shadow medical billing and coding specialists in hospitals, doctor's offices, or billing departments to observe and participate in billing and coding exercises. The student will experience all aspects of the medical facility and how medical billing and coding relates to it.

HIM 181 Internship I: 0.5 credit hours (Part Time Program)

The student will participate in scenarios encountered in the field of Medical Billing & Coding in a mock office setting. The student will demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will begin to demonstrate knowledge about billing and coding terminology and the use of terms integrated/used in the industry. (Prerequisite: None)

HIM 182 Internship II: 0.5 credit hours (Part Time Program)

This course builds on the skills acquired in HIM 181. The student will participate in scenarios encountered in the field of Medical Billing & Coding in a mock office setting. The student will contin-

ue to demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will advance their knowledge about billing and coding terminology and the use of terms integrated/used in the industry. (Prerequisite: HIM 181)

HIM 183 Internship III: 0.5 credit hours (Part Time Program)
This course builds on the skills acquired in HIM 182. The student will participate in scenarios encountered in the field of Medical Billing & Coding in a mock office setting. The student will continue to demonstrate the ability to enter patient's information into the different computer Software, and charting techniques. In addition the student will advance their knowledge about billing and coding terminology and the use of terms integrated/used in the industry. (Prerequisite: HIM 182)

HIM 184 Internship IV: 2.0 credit hours (Part Time Program)
The student will be exposed to a simulated physician's office in order to practice and enhance their medical billing, coding, and administrative skills. The student will experience all aspects of the medical facility and how medical billing and coding relate to it. (Prerequisite: All core classes and HIM 183)

Professional Clinical Massage Therapy Program

PMT 001 Orientation to Massage Therapy: 5.5 credit hours
This course is a prerequisite for all other modules in the program. Orientation to massage therapy will introduce the students to the basic anatomy of the human body, fundamentals of Swedish full body massage, draping techniques, introduction to Eastern Theory, structural boney landmarks and attachment sites of muscles, soft tissue pain and degenerative processes, basic client assessment skills, and an introduction to somatic psychology. Also included is training in basic cardiopulmonary resuscitation and first aid.

PMT 252 Massage Principles & Practice I: 0.5 credit hour
Students will be exposed to more in-depth practice of the Swedish massage routine during this course. Also covered will be the fundamentals of Health, Hygiene, Sanitation and Safety of a massage

practice. This course will include lecture and discussion on Professional Standards, Boundaries, and Therapeutic Relationships (Somatic Psychology).

PMT 253 Massage Principles & Practice II: 1.0 credit hour
During this course, students will be exposed to more in-depth practice of the Swedish massage routine. In this course the students will examine the effects of massage on the various systems of the body (Massage Physiology). The students will explore therapist/client communication (Somatic Psychology).

PMT 254 Massage Principles & Practice III: 1.0 credit hour
This course will expose students to more in-depth practice of the Swedish massage routine. Students will step away from the traditional Swedish massage routine and become more creative, implementing their own touch to their Swedish massage. The students will also be exposed to the history of traditional westernized massage theory and discuss the history and creation of touch therapies.

PMT 255 Massage Principles & Practice IV: 0.5 credit hour
This course will broaden the Swedish massage routine. Students will be exposed to additional subroutines that may be added to their Swedish massage routine. The student will also be introduced to the benefits, disadvantages and situations where chair massage can be used within a massage session. The students will learn the indications, contraindications, strokes and positioning of a client that is pregnant (pregnancy massage).

PMT 262 Massage Principles & Practice V: 0.5 credit hour
This course will expose students to more in-depth practice of the Swedish massage routine. Also included are the proper techniques and methods used in the application of water in its many forms to the human body. Students will also be introduced to the methods of hydrotherapy used within a Spa setting. The students will be exposed to somatic emotional releases through lecture and open discussion; and learn appropriate methods to make the client feel comfortable and safe during such a release.

PMT 263 Massage Principles & Practice VI: 0.5 credit hour

This course will broaden the Swedish massage routine. This course will explore the legal and professional aspect of business practices of a massage therapist. Also included will be various techniques used for pre and post event sports massage.

PMT 265 Massage Principles & Practice VII: 0.5 credit hour

This course will include further practice to improve the students' Swedish massage routine. Students will be introduced to the adaptive massage and management issues. Students will learn to adapt to each massage client's condition and become familiar with the Americans with Disabilities Act. Also included will be client documentation techniques such as client intake, assessment and treatment notes.

PMT 151 Anatomy & Physiology I: 1.0 credit hour

Students will examine the circulatory system. Included will be the anatomy, physiology and common pathologies found in this system. Students will also examine the fundamental theories of Eastern philosophy applicable to massage therapy.

PMT 152 Anatomy & Physiology II: 1.0 credit hour

This course will cover the integumentary system, including the anatomy, physiology and common pathologies of the skin. Students will learn what certain pathologies look like in order to protect their client. This course will also include an expansion on the fundamental theory of Eastern philosophy applicable to massage therapy.

PMT 154 Anatomy & Physiology III: 1.0 credit hour

The anatomy, physiology and common pathologies of the nervous system are covered in this course. Students will learn about the structure and types of nervous tissues. The students will also learn about the effects of stress on the nervous system.

PMT 155 Anatomy & Physiology IV: 1.0 credit hour

This course will include instruction on the respiratory system anatomy, physiology and common pathologies. The student will explore all levels of the respiratory tract from the nasal and oral pharynx to the oxygen exchange in the lungs. In addition, this course includes an expansion on the fundamental theory of Eastern philosophy applicable to massage therapy.

PMT 156 Anatomy & Physiology V: 1.0 credit hour

During this course, students will examine the anatomy, physiology and common pathologies of the muscular system. This course will cover the attachment sites, types of muscular tissues, degrees of injuries to muscular tissues and superficial muscular nomenclatures.

PMT 157 Anatomy & Physiology VI: 1.0 credit hour

The endocrine system anatomy, physiology and common pathologies are presented in this course. Students will explore the chemical and hormonal exchanges throughout the entire body. Also included is an expansion on the fundamental theory of Eastern philosophy applicable to massage therapy.

PMT 158 Anatomy & Physiology VII: 1.0 credit hour

This course will cover the digestive system anatomy, physiology and common pathologies. Students will follow food as it passes from the oral cavity until it is expelled from the body. There will also be a thorough investigation into the precautions used for clients with contractible diseases such as HIV and AIDS. Students will also discuss the common medical errors performed by massage therapists.

PMT 160 Structural Anatomy & Kinesiology I:

1.0 credit hour

This course will cover the muscles of the anterior torso compartment. The students will learn the names, attachment sites, actions and nerve innervations of the muscles from the anterior pubic bone to the top of the head. This course will also cover the joints and specific movements of the joints found within this region.

PMT 163 Structural Anatomy & Kinesiology II:

1.0 credit hour

During this course, the students will be exposed to the muscles of the lateral lower extremity compartment. Students will learn the names, attachments, actions and nerve innervations of muscles found in the lateral ankle, leg and thigh. This course will also cover the hip joints planes of motion. Students will also learn the processes, effects and contraindications of proprioceptive neuromuscular facilitation stretching.

PMT 164 Structural Anatomy & Kinesiology III:

1.0 credit hour

The muscles of the anterior lower extremity are covered in this course. Students will learn about the names, actions, attachments and nerve innervations of the muscles of the dorsal foot, anterior leg and anterior thigh. Students will also be exposed to the bones, ligaments and tendons that form, secure and attach at the knee. The student will also learn how Chiropractic and Massage therapy is integrated in the workforce.

PMT 165 Structural Anatomy & Kinesiology IV:

1.0 credit hour

During this course, the students will be exposed to the muscles of the upper extremity. Students will learn the names, actions, attachments and nerve innervations of the muscles of the hand, forearm, and arm. Along with the muscles, students will learn about the bones and joints of the hand, wrist, elbow and shoulder. Also in this course, students will learn about the ethical responsibilities of a massage therapist.

PMT 166 Structural Anatomy & Kinesiology V:

1.0 credit hour

This course will cover the names, actions, origins and insertions of the muscles found within the posterior torso compartment; more specifically, the muscles of the posterior torso as well as the names and classifications of the joints they cross. Also included in this course is a business class covering common marketing skills used to enhance or begin a massage practice.

PMT 167 Structural Anatomy & Kinesiology VI:

1.0 credit hour

During this course, the students will learn the muscles of the posterior torso compartment; to be more specific, the muscles of the rotator cuff and shoulder girdle, as well as the names and classifications of the joints they cross. Students will also be introduced to cranio-sacral therapy, the cranial-rhythm, and benefits of cranio-sacral therapy.

PMT 168 Structural Anatomy & Kinesiology VII:

1.0 credit hour

The muscles of the posterior lower extremity are covered in this course. The classes will consist of lecture and discussion of the names, attachments, actions, and nerve innervations of the muscles of the posterior lower extremity. This course will also include business legalities, client confidentiality, and responsible documentation (HIPPA).

PMT 510 Clinical Neuromuscular Therapy I: 0.5 credit hour

This course will cover the anterior torso compartment. In this compartment, the instructor will discuss the pain, distortions, and pathologies created by the muscles of the anterior torso. The students will be able to assess their client's posture to determine the distortions created by these muscles. Students will be taught proper treatment protocols for the muscles of the anterior torso. The students will also learn ethical touch and draping, along with somatic emotional issues associated with the anterior torso compartment and muscles.

PMT 511 Clinical Neuromuscular Therapy II: 0.5 credit hour

This course will cover the lateral lower extremity compartment. In this compartment, the instructor will discuss the pain and pathologies, distortions, and degenerative process created by the muscles of the lateral lower extremity. The students will be able to assess their client's posture to determine the distortions created by these muscles. Students will learn proper treatment protocols for the muscles discussed in class. This course will also cover proper application of ice to the muscles in this compartment (Hydrotherapy). The students will learn communication with the client, client comfort, prevention and methods of dealing with somatic emotional releases associated with this muscle group.

PMT 512 Clinical Neuromuscular Therapy III:

0.5 credit hour

This course will cover the anterior lower extremity compartment. In this compartment, the instructor will discuss the pain and pathologies associated with distortions and the degenerative process created by the muscles of the anterior lower extremity. The student will learn to assess their client's posture and distortions associated with

the muscles of the anterior lower extremity, as well as learn the proper treatment protocols for these muscles. The students will also learn communication with the client, client comfort, prevention and methods of dealing with somatic emotional releases associated with this muscle group.

PMT 513 Clinical Neuromuscular Therapy IV:

0.5 credit hour

This course will cover the upper extremity compartment. In this compartment, the instructor will discuss the pain referrals and pathologies, distortions, and degenerative process created by the muscles of the upper extremity. The students will learn to assess their client's posture and distortion created by the muscles of the upper extremity, as well as the treatment protocols for these muscles. This course will also cover proper application of ice to the muscles in this compartment post-treatment (Hydrotherapy).

PMT 514 Clinical Neuromuscular Therapy V:

0.5 credit hour

This course will cover the posterior torso compartment. In this compartment, the instructor will discuss the pain, distortions, degenerative processes and pathologies created by the muscles of the posterior torso. The students learn to assess their client's posture and distortion created by the muscles of the posterior torso, as well as the treatment protocols for these muscles. This course will also cover proper application of ice to the muscles in this compartment post-treatment (Hydrotherapy). The students will also learn communication with the client, client comfort, prevention and methods of dealing with somatic emotional releases associated with this muscle group.

PMT 515 Clinical Neuromuscular Therapy VI:

0.5 credit hour

During this course, the students will cover the posterior torso compartment; specifically the rotator cuff and muscles of the shoulder girdle. In this compartment, the instructor will discuss the pain, distortions, degenerative processes and pathologies created by the muscles of the rotator cuff. Students will learn to assess the posture and distortions created by these muscles. This course will also include the proper application of ice to the muscles of this compart-

ment (Hydrotherapy). The instructor will also lecture and discuss the state laws and requirements for licensure as a massage therapist. The students will learn communication with the client, client comfort, prevention and methods of dealing with somatic emotional releases associated with this muscle group.

PMT 516 Clinical Neuromuscular Therapy VII:

0.5 credit hour

This course will cover the posterior lower extremity compartment. In this compartment, the instructor will discuss the pain, distortions, degenerative processes and pathologies created by the muscles of the posterior lower extremity. The students will learn to assess their client's posture and distortion created by the muscles of the posterior lower extremity, as well as the treatment protocols for these muscles. This course will also include the proper application of ice to the muscles of this compartment (Hydrotherapy). Students will learn communication with the client, client comfort, prevention and methods of dealing with somatic emotional releases associated with this muscle group.

PMT 801 Massage Therapy Clinical Practicum I:

1.0 credit hour

During the clinical practicum, students provide massage therapy under faculty supervision to clients. This setting affords students the opportunity to develop their practical skills while applying the various techniques learned throughout the program. Students must perform a minimum of 90 hours as a graduation requirement. The students are responsible for signing up for clinical appointments which are scheduled on Fridays and/or Saturdays. Students will not be compensated for services to clients.

PMT 802 Massage Therapy Clinical Practicum II:

1.0 credit hour

During the clinical practicum students will expand upon techniques learned in PMT 801, students provide massage therapy under faculty supervision to clients. This setting affords students the opportunity to develop their practical skills while applying the various techniques learned throughout the program. Students must perform a minimum of 90 hours as a graduation requirement. The students are

responsible for signing up for clinical appointments which are scheduled on Fridays and/or Saturdays. Students will not be compensated for services to clients.

Pharmacy Technology Program

PTN 170 Introduction to Pharmacy Technology:

6.0 credit hours

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations.

PTN 171 Pharmaceutical Calculations: 6.0 credit hours

This course will cover the necessary mathematical concepts and skills used on the job by the pharmacy technologist. Basic knowledge of mathematics essential for the understanding of drug dose calculations will be covered.

PTN 172 Body Systems and Drug Therapy I:

4.0 credit hours

The student will learn the relationships between chemistry, microbiology, anatomy, physiology, disease states and pharmaceutical therapy. This course will also include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the integumentary system, skeletal system and muscular system.

PTN 173 Pharmacy Operations: 4.0 credit hours

This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations. The technical aspects of drug distribution in both inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems will also be discussed.

PTN 174 Sterile Products: 4.0 credit hours

The student will learn the proper application of aseptic techniques and use the laminar flow hood in the preparation of sterile products.

PTN 175 Body Systems and Drug Therapy II:

4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states and pharmaceutical therapy. It will also include the origins, dosage forms, indications, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system, endocrine system and respiratory system.

PTN 176 Body Systems and Drug Therapy III:

4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in disease of the visual and auditory system, cardiovascular system, urinary tract and the reproductive system.

PTN 177 Body Systems and Drug Therapy IV:

4.0 credit hours

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs to include anti-infective, anti-inflammatory and anti-histamines, vitamins and minerals, vaccines, oncology agents and how the circulatory and lymphatic systems work.

PTN 195 Pharmacy Technology Externship I: 3.5 credit hours

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

PTN 196 Pharmacy Technology Externship II:

3.5 credit hours

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

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B.A. Degree, East Stroudsburg University

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B.S. Degree, South University

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M.A. Degree, Webster University

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Kimberly Mintz
M.B.A. Degree, South University
B.S.B.A. Degree, South University

Stephanie Rose
M.B.A. Degree, Middle Tennessee State University
B.B.A. Degree, Middle Tennessee State University

Carolynn Skiro
B.S.B.A. Degree, King's College

Bursar/Registrar

Nicole Monteiro
A.S. Degree, South University

FACULTY

Medical Assisting

Erica Albritton, CMA
M.S. Degree, Webster University
B.S. Degree, South University
A.S.M.A. Degree, South University

Pam Chapman
A.S. Degree, South University

Medical Billing and Coding

Karen Hart, CPC, PCS
Certificate, Midlands Technical College

Professional Clinical Massage Therapy

Debra Gallup, LMT

A.S. Degree, Midlands Technical College

Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

Mary Lou Kelley, LMT

Certificate in Massage Therapy, Health Choices Center for the Healing Arts

A.S. Degree, Ocean County College

Tera Michelin, LMT

Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

Ja'Mel Morant

Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

B.S. Degree, Clafin University

Lacey Ray, LMT

Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

B.A. Degree, University of South Carolina

Elan Schacter, LMT

Diploma, West Coast College of Massage Therapy

Renee Shaffer, LMT

Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

M.Ed. Degree, University of South Carolina

B.A. Degree, Wingate College

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LaQuilla Simmons

B.S., South Carolina State University

FACULTY**Massage Therapy**

Jen Bierbower, LMT

B.A., Gettysburg College

Certificate, Lancaster Schools of Massage

Margaret Cohen, LMT
B.A., Niagara University
Certificate, Florida School of Massage

Tricia Miller, LMT
Certificate, Southeastern Institute

Medical Assisting
Ja'quet Green, CMA
A.S., Miller-Motte Technical College

Holly Horton
B.S., Strayer University
Diploma, The Bryman School

Joseph Horvath, CMA
Certificate of Medical Service, U.S. Air Force

Medical Billing and Coding
Suzie Green, CPC

Pharmacy Technology
Kierstin Flores, CPhT
Certificate of Pharmacy, U.S. Air Force

Term Calendar 2011

Semester I

01/01/11

01/03/11-01/28/11

01/17/11

01/18/11

01/31/11-02/25/11

02/21/11

02/22/11

02/28/11-03/25/11

03/28-11-04/22/11

04/23/11-05/01/11

Semester II

05/02/11-05/28/11

05/30/11

05/31/11

05/31/11-06/25/11

06/27/11-07/23/11

07/04/11

07/05/11

07/25/11-08/20/11

08/21/11-08/28/11

Semester III

08/29/11-09/24/11

09/05/11

09/06/11

09/26/11-10/22/11

10/24/11-11/19/11

11/21/11-12/17/11

11/24/11-11/25/11

11/28/11

12/18/11-01/01/12

New Years Day

Term A Classes Begin

Martin Luther King Jr. Day

Return

Term B Classes Begin

President's Day

Return

Term C Classes Begin

Term D Classes Begin

Spring Break

Term A Classes Begin

Memorial Day

Return

Term B Classes Begin

Term C Classes Begin

Independence Day

Return

Term D Classes Begin

Summer Break

Term A Classes Begin

Labor Day

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

Thanksgiving Break

Return

Holiday Break

Term Calendar 2012

Semester I

01/01/12

01/02/12

01/03/12

01/02/12-01/28/12

01/16/12

01/17/12

01/30/12-02/25/12

02/20/12

02/21/12

02/27/12-03/24/12

03/26/12-04/21/12

04/06/12-04/09/12

04/10/12

04/21/12-04/29/12

Semester II

04/30/12-05/26/12

05/28/12

05/29/12

05/28/12-6/23/12

06/25/12-07/21/12

07/04/12

07/05/12

07/23/12-08/18/12

08/18/12-08/26/12

Semester III

08/27/12-09/22/12

09/03/12

09/04/12

09/24/12-10/20/12

10/22/12-11/17/12

11/19/12-12/15/12

11/22/12-11/23/12

11/26/12

12/15/12-01/06/13

New Years Day

New Years Day Observed

Return

Term A Classes Begin

Martin Luther King Jr. Day

Return

Term B Classes Begin

President's Day

Return

Term C Classes Begin

Term D Classes Begin

Easter Break

Return

Spring Break

Term A Classes Begin

Memorial Day

Return

Term B Classes Begin

Term C Classes Begin

Independence Day

Return

Term D Classes Begin

Summer Break

Term A Classes Begin

Labor Day

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

Thanksgiving Break

Return

Holiday Break

Term Calendar 2013

Semester I

01/01/13

01/07/13-02/02/13

01/21/13

01/22/13

02/04/13-03/02/13

02/18/13

02/19/13

03/04/13-03/30/13

03/29/13-04/01/13

04/02/13

04/01/13-04/27/13

04/27/13-05/05/13

Semester II

05/06/13-06/01/13

05/27/13

05/28/13

06/03/13-06/29/13

07/01/13-07/27/13

07/04/13

07/05/13

07/29/13-08/24/13

08/24/13-09/01/13

Semester III

09/02/13-09/28/13

09/02/13

09/03/13

09/30/13-10/26/13

10/28/13-11/23/13

11/25/13-12/21/13

11/28/13-12/01/13

12/02/13

12/21/13-01/05/14

New Years Day

Term A Classes Begin

Martin Luther King Jr. Day

Return

Term B Classes Begin

President's Day

Return

Term C Classes Begin

Easter Break

Return

Term D Classes Begin

Spring Break

Term A Classes Begin

Memorial Day

Return

Term B Classes Begin

Term C Classes Begin

Independence Day

Return

Term D Classes Begin

Summer Break

Term A Classes Begin

Labor Day

Return

Term B Classes Begin

Term C Classes Begin

Term D Classes Begin

Thanksgiving Break

Return

Holiday Break

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All applicants will do a pre-enrollment interview with an Admissions Coordinator to determine the necessary requirements for entrance into the program and to determine his/her qualifications.

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The period of financial obligation is the time the student is enrolled (a semester/payment period). Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

Page 29

[Addition]

Students who wish to purchase textbooks at locations other than the campus bookstore must ensure that the textbooks purchased are the same as the textbooks currently being used at the school. Students are encouraged to speak with the school bookstore to obtain proper textbook information.

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CAMPUS SAFETY

Southeastern Institute maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to School administration.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

Page 41

[Correction]

.....or approved College School shirts.

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~~Students who are absences/tardy/or leave early in excess of 10% of the total clock hours for the Professional Clinical Massage Therapy program **will be required to make up any hours missed over the maximum permissible hours in any course.** Make up assignments are available from the course instructor and may include attending a make-up session, completing additional assignments, or completing tutoring. The length and academic rigor of the make-up assignment is directly proportional to the amount of time missed in the course. If the student fails to complete any make-up assignments he/she will receive a failing grade for the course. All make-up assignments are due the next classroom session after the assignment was given to the student. Late make-up assignments will not be accepted.~~

To receive credit in a course for the Professional Clinical Massage Therapy program, the student shall attend no less than 80% of the instructional hours of the course. If a student does not attend 80% or more of a course he/she will receive a failing grade (F) for the course. **Students will be required to make up hours missed due to tardiness, absences, or leaving early to equal no less than 98% of the instructional hours in the course.** Make-up assignments are available from the course instructor and may include attending a make-up session, completing additional assignments or papers, or attending tutoring. The length and academic rigor of the make-up assignment is directly proportional to the amount of time missed in the course. Students will have one (1) week to complete the make-up assignment; the maximum grade for any make-up assignment is seventy (70%) percent. Assignments not made up within one (1) week will result in a grade of zero (the assignment must still be turned in to be eligible to complete the course) and attendance points for the time missed will be deducted from his/her final grade. If the student fails to complete any make-up assignments he/she will receive a failing grade for the course.

Page 50-52

[Correction]

LEAVE OF ABSENCE POLICY

34CFR 682.604 (C) (4)

To be eligible to apply for a leave of absence, a student must have completed one full semester at the school for credit hour programs. For students in the Professional Clinical Massage Therapy program must have attended 90 clock hours.

Procedure

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request **with all required documentation** to the Dean of Academic Affairs or Vice President (form available from the Dean of Academic Affairs or Vice President). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. The

student must provide the reason for requesting the LOA and indicate their expected date of return to class. If unforeseen circumstances; such as a medical emergency, prevent a student from submitting a written and signed request prior to the start of the LOA, the School may still grant the LOA if the School is **able to document** the unforeseen circumstances, and also receives the student's signed written request at a later date. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Approval

A leave of absence may be granted at the sole discretion of the School if the School is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If an LOA is not granted by the School, the student is required to register for and attend classes, or withdraw from the program. A leave of absence may be granted for a period not to exceed 120 days. Generally students are limited to one LOA in any twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed 120 days in any twelve month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

Financial Obligations

Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the School granting the LOA, the student is required to meet with a Financial Aid administrator to discuss the effects of the student's failure to return from an LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the School, s/he must make appropriate arrangements with the Bursar to ensure his/her account remains current.

Return from Leave of Absence.

Upon the student's return from the LOA, s/he is permitted to continue the coursework s/he began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, s/he is withdrawn from the School and will be charged a \$100 re-entry fee when he/she enrolls. The student's withdrawal date is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal. A major consequence of this for students who have received federal student loans is the most of a student's grace period may be exhausted and student loan repayment may begin immediately.

If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 120 days for an approved leave of absence.

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Effective: February 2011

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Copyright Infringement and Peer-to-Peer File Sharing Policy

Copyright Law

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works.

Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the U.S. Copyright Office: www.copyright.gov

Copyright Infringement

The copyright law provides the owner of a copyright the exclusive right to the following:

- Reproduce the work in copies
- Prepare derivative works based upon the work
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease or lending
- Perform the work publicly
- Display the copyrighted work publicly
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings

The copyright law states, "anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author."

Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on a student's computer, the student may be sharing someone else's copyrighted materials without realizing they are doing so. As a user of the School network, recognizing the legal requirements of the files that a student may be sharing with others is important. A student should be careful not to download and share copyrighted works with others.

The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Violations and Penalties under Federal Law

In addition to school sanctions under its policies as more fully described below, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may be award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

School Plans to Effectively Combat Unauthorized Distribution of Copyrighted Material; Student Sanctions

The School may monitor traffic or bandwidth on the networks utilizing information technology programs designed to detect and identify indicators of illegal P2P file-sharing activity. In addition to, or as an alternative, the School may employ other technical means to reduce or block illegal file sharing and other impermissible activities.

The School will also provide for vigorous enforcement and remediation activities for those students identified through the School Copyright Act policy as potential violators or infringers of copyright. Disciplinary sanctions will be based on the seriousness of the situation and may include remediation based on a comprehensive system of graduated responses designed to curb illegal file sharing and copyright offenses through limiting and denial of network access or other appropriate means. These sanctions may be in conjunction with additional sanctions through the School Student Code of Conduct, its Acceptable Use Policy and any other School policy applicable to the particular situation.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

As required by CFR 86.100 Southeastern Institute publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this important subject matter.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct

The School community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Southeastern Institute. If an individual associated with the school is apprehended for violating any drug-or alcohol-related law when on school property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As you can see from the above there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Pell Grant

Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related to controlled substances during the period covered by the grant.

Effective January 31, 2012

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study)? If you answer "yes," the School will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

More information about federal penalties and sanctions is located at

<http://www.justice.gov/dea/agency/penalties.htm>

Penalties for Drug Convictions

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

How to Regain Eligibility

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must:

- Include at least two unannounced drug tests;

AND

- Have received or be qualified to receive funds directly or indirectly under a federal, state or local government program.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Effective January 31, 2012

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Convictions During Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Southeastern Institute immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

Drug and Alcohol Counseling

Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support to individuals who need drug and alcohol counseling.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.

Biennial Review

A biennial review of this program will be conducted to determine its effectiveness and to implement changes to the program if they are needed.

Vaccination Policy

Southeastern Institute does not require proof of vaccinations for entry into our general degree programs. Our Allied Health programs do have vaccination requirements, and the requirements vary by program. Details related to these individual requirements are in each programs handbook.