Southeastern Institute publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Southeastern Institute reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The School makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the School web site at www.southeasterninstitute.edu or call their designated campus for specific information if desired.
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GENERAL INFORMATION

MISSION STATEMENT
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, VA 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, SC 29201, (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Southeastern Institute’s Professional Clinical Massage Therapy Program meets the minimum standards for training and curriculum as determined by regulation of the South Carolina Department of Labor Licensing and Regulation, South Carolina Board of Massage & Bodywork Therapy, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Columbia, SC 29210, (803) 896-4588.

Southeastern Institute’s Medical Assisting Certificate Program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

*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, VA 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, SC 29201, and (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Southeastern Institute’s Professional Clinical Massage Therapy Program meets the minimum standards for training and curriculum as determined by regulation of the South Carolina Department of Labor Licensing and Regulation, South Carolina Board of Massage & Bodywork Therapy, Synergy Business Park, Kingstree Building, 110 Centerview Drive, Columbia, SC 29210, (803) 896-4588.

Southeastern Institute’s Pharmacy Technology Program at the North Charleston Main Campus is accredited by the American Society of Heath System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 664-8644.

Southeastern Institute’s Medical Assisting Program is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503.

MEMBERSHIPS & APPROVALS

Memberships

• Association of Private Sector Colleges and Universities

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 Clinical 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 Professional Clinical Massage Therapy. In order to accommodate future growth, the Columbia campus moved to a new facility in January 2017 and the North Charleston campus moved to its new facility in June 2017.

EQUAL OPPORTUNITY STATEMENT
Southeastern Institute’s policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status 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.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Southeastern Institute hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

AMERICANS WITH DISABILITIES ACT
The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Southeastern Institute may be entitled to reasonable accommodations. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act should disclose special needs at time of enrollment or as soon as possible. Accordingly,
every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult your Campus President 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.

Applicant students who have been deemed ineligible for reasonable adjustments/accommodations under Section 504 have the right to appeal the decision with Southeastern Institute by filing a written appeal to the Executive Director stating the grounds or basis for a reversal of the decision.

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

Mona Strickland  
Regional Director of Student Services  
1900 W. Commercial Blvd., Suite 101  
Ft. Lauderdale, Florida 33309  
Tel: (803) 798-8800  
mstrickland@southeasterninstitute.edu

**Students with Disabilities**

Qualified students with disabilities who feel they have not been treated fairly under Southeastern Institute’s stated federal policies has the right to file a written complaint or appeal. A complaint or appeal should be submitted to the Campus President. These procedures apply only to complaints or appeals received in writing.

- A complaint or appeal is submitted in person, by U.S. mail, or by fax.  
- Complaints or appeals may not be submitted by email.  
- Complaints or appeals should be dated.  
- Within 15 business days after acknowledging receipt of the ADA complaint or appeal, the Campus President will inform the student regarding the institutional response to the written complaint or appeal.
SEXUAL HARRASSMENT
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.

Title IX Compliance
Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Southeastern Institute not only complies with the letter of Title IX’s requirements but also endorses the law's intent and spirit. Southeastern Institute is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Southeastern Institute forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link http://www.sec.edu/heoa and under the heading “Health & Safety Information – Title IX Compliance”.

Title IX Coordinator
Johanna Arnett, Associate Vice Chairman – HR Operations
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309
954-776-4476
OWNERSHIP AND GOVERNING BODY
Southeastern Institute is wholly owned by BAR Education, Inc., 1900 W. Commercial Blvd., Suite 101, Fort Lauderdale, FL 33309. Dr. Arthur Keiser and Belinda Keiser are the primary shareholders.

DESCRIPTIONS OF FACILITIES AND EQUIPMENT

COLUMBIA MAIN CAMPUS
Southeastern Institute is located at 1628 Browning Road, Suite 180, Columbia, SC 29210. The school is conveniently located in the Browning Business Center near the intersections of I-26 and I-20. The school encompasses 29,960 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center, student lounge 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 is located at 2431 Aviation Avenue, Suite 703, North Charleston, SC 29406. The school is conveniently located in the Aviation Business Park in the heart of N. Charleston in close proximity to Charleston International Airport, I-526 and I-26. The school encompasses approximately 19,809 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center, student lounge 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.
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 will be required to do a pre-enrollment interview with 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 student’s name, social security number, month and year of graduation, and a statement attesting that the transcript/record is unavailable from the High School's 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 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 and pay for the educational evaluation agency to evaluate the documents and provide the translation to the school.

- Students who have completed a home schooled program will also be considered for admission upon receipt of the proper state credential.

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 or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB). Institution requirements for admission are a combined score of 910 on the SAT (or the previous versions SAT examination score equivalent – see Entrance Test Concordance Table below), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the School entrance examination. An applicant must also sign a student Enrollment Agreement.

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<tr>
<th>SAT Composite Score Current Version</th>
<th>SAT Composite Score Previous Version</th>
<th>ACT Composite Score</th>
<th>ASVAB Score</th>
<th>Wonderlic Score</th>
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<td><strong>March 2016-Present</strong></td>
<td><strong>2006-February 2016</strong></td>
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Southeastern Institute reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. A current resume and appeal letter from the student (which must be typed and include a minimum of 150 words explaining why the applicant feels they will be a good fit for the program) are reviewed by the Dean of Academic Affairs and the Campus President. The applicant must also interview with the Campus President and/or Dean of Academic Affairs. If the appeal is approved an acceptance rubric is placed in the applicant’s academic file.

Southeastern Institute reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security to
Southeastern Institute and its community. This judgment will be based on individual determination taking into account any information Southeastern Institute has about a prospective student’s criminal record including the presence of secondary school students on the campus.

Additionally, Southeastern Institute reserves the right to evaluate the individual circumstances regarding registered sex offenders and in certain cases refuse admission to Southeastern Institute. When a prospective student receives a registered sex offender designation, Southeastern Institute reserves the right to place the admissions process on hold contingent upon the review and approval from a designated acceptance committee.

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*

For students enrolling at Southeastern Institute, credit for courses or degrees completed at another institution is subject to approval by the Dean of Academic Affairs. These courses must be similar in content and duration to those offered in the program for which an applicant has applied. The Dean of Academic Affairs makes a temporary evaluation from unofficial transcripts. However, only courses listed on official transcripts receive permanent official transfer credit. 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/pay period. If the course the student is wishing to transfer is scheduled within the first semester/pay period, 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. Students are responsible for having official transcripts sent to Southeastern Institute from their former institution(s).

Southeastern Institute requires that at a minimum, a student completes the final 25% of a program through the school. Transfer students are informed in writing of
any credits accepted as transferable.

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.

**Transfer of Credits from Southeastern Institute**

Students who are interested in continuing their education at an institution other than Southeastern Institute should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Southeastern Institute cannot assure transfer of credit. Students should contact the Dean of Academic Affairs for specific information.

**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/pay period. If the course the student is wishing to transfer is scheduled within the first semester/pay period, 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 s/he 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 25% 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 Dean of Academic Affairs together with a current résumé. 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 are 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 25% 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.
CONSUMER INFORMATION
The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: http://www.southeasterninstitute.edu/heoa/

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 Financial Aid Officer at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Officer 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 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 Private Loan Funding
3. Other Sources (cash, credit card, etc.)

Other sources can be discussed with the Financial Aid Officer.

**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.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
The Federal SEOG provides additional grant assistance to students. Funds are
limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor’s degree or higher are not eligible for Federal SEOG.

**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 Direct PLUS Loans**

Parents of dependent students can apply for a Parent Loan for Undergraduate Students (PLUS) loans to supplement their children’s aid package. The federal PLUS is available through the Direct Loan Program. The loan is based on the parent’s credit check. The funds borrowed are to be used to cover any costs not already covered by the student’s financial aid package, up to the full cost of attendance. There is no cumulative limit.

**Federal Work Study (FWS)**

The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Southeastern Institute provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.
**SCHOLARSHIPS**

*Southeastern Institute Scholarship Programs*

Southeastern Institute offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the school.

**Private Scholarships**

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.

The Financial Aid department can provide a listing of web sites for scholarships. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Southeastern Institute is available by contacting the Financial Aid department on the campus a student plans to attend.

**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. 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 s/he is convicted three more times for drug distribution, s/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 Direct Stafford Loan or Federal Direct PLUS Loan
- 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

**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. Students must complete a FAFSA and an appointment must be made with a Financial Aid Officer.

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 Officer submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. The Financial Aid department is the liaison between the lenders/servicing agencies and a student. The Financial Aid Officer 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.

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• Repay all student loans.
• Attend an exit interview at the school if they receive a 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

Southeastern Institute wishes to eliminate possible areas of misunderstanding before students begin class. This allows the School to devote future efforts to support our students’ education. At Southeastern Institute, tuition and fees are charged to the student by the semester/pay period. Each semester is 16 weeks in duration for credit hour programs. Each pay period is 450 hours (900 clock hour program) & 370 hours (740 clock hour program) in duration for clock hour programs. Southeastern Institute student tuition and fees are subject to annual review and modification.

**Initial Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time charge)</td>
<td>$ 50</td>
</tr>
<tr>
<td>Registration Fee (one-time charge)</td>
<td>$ 50</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$ 5</td>
</tr>
</tbody>
</table>

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Tuition Charge Per Semester/*Pay Period
(Tuition is charged and payable on the first day of the class in the semester/*pay period)
Tuition for Students attending Full Time: $9,296.00 per semester/*pay period
Professional Clinical Masasge Therapy 740 clock hour program (Columbia campus only) $7,640.00 per pay period

<table>
<thead>
<tr>
<th>Programs</th>
<th>Semesters/*Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Medical Billing and Coding Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>*Professional Clinical Massage Therapy</td>
<td>2**</td>
</tr>
<tr>
<td>Associates in Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>Associates in Occupational Therapy Assistant</td>
<td>6</td>
</tr>
</tbody>
</table>

Tuition for Students less than full time: tuition is charged based on a pro-rata calculation at the beginning of the semester/*pay period.

Education Fee per Semester/*Pay Period:

- Technology Fee: $200
- Student Service Fee: $300
- Program Fee: $200
- Lab Fee: $100

*Education Fee for students in the Associate in Applied Science Occupational Therapy Assistant $900

Tuition Charge per Semester/*Pay Period for Life Experience Credit
Tuition for life experience course is 25% of normal tuition for a semester/*pay period.

Other Fees
- Withdrawal Fee: $100
- Re-entry Fee: $25
- Returned Check Fee: $25

- This is not an all-inclusive listing of the different fees which may be charged.
- Programs that require a student kit, will be assessed a fee accordingly.
• Textbook prices are available on the student portal by course.
• Textbooks purchased from Follett will have shipping charges assessed to them.
• If applicable, students taking online courses who have the textbooks shipped will have shipping charges assessed to them.
• For students who have Cash Payments, the late fee charge is $10 per month for each month past due.

Southeastern Institute reserves the right to make any change in curriculum or any phase of its program where it is the opinion of the administration that the students or the School will benefit. Such changes may be made without further notice. Tuition is charged by the semester/*pay period as stated above. An academic transcript will not be released if the student has a balance with the institution for any reason.

* Denotes Clock Hour Program
** Retake fee for Clock Hour Programs: Retake fee for Clock Hours attempted in excess of the program’s total clock hours will be charged based on a pro-rata calculation of the additional Clock Hours scheduled.

Uniforms, Tests, Supplies, and Special Fees
Students in allied health programs are required to wear uniforms to class each day while in their major courses. These uniforms can be ordered online through the campus. 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.
SCHOOL WITHDRAWAL CFR (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 either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the School either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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 his/her 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.

This policy will affect the student’s grade based on the following:

- **Withdrawal up to** 50% completion of the course, a grade of W will be assigned
- **Withdrawal after** 50% completion of the course, a grade of F. will be assigned

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

Return of Title IV Funds (R2T4)

The requirements for Federal Student Aid (FSA) when a student withdraws is different from the Institutional Refund Policy. As such a student may still owe a balance to the institution for unpaid institutional charges. Federal regulations
specify the amount of FSA funds the student is eligible to retain for the semester/payment period.

For students who withdraw during the semester/payment period, the school will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the semester/payment period.

For example, if the R2T4 calculation showed the student had completed 30% of his/her semester/payment period, they will have earned 30% of the eligible FSA funds received/scheduled to receive for that semester/payment period. Once a student has completed more than 60% of the semester/payment period he/she has earned 100% of the FSA funds for that period with the exception of the Pell Grant which is pro-rated based on credit hours attempted prior to the R2T4 calculation being completed. Anytime a student begins attendance in at least one course, but does not begin attendance in all courses he/she was scheduled to attend, the institution must review to see if it is necessary to recalculate the student’s eligibility for funding received based on a revised enrollment status and cost of education.

**The Order of the Return of FSA Funds**
The return of FSA funds under the Federal refund policy, follow a specific order.

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

1. If a student withdraws, it is the student’s responsibility to notify the school of his/her intent to withdraw either through verbal or written communication. When requesting a withdrawal electronically, only a Southeastern Institute Email address may be used. Notification should be directed to the Dean of Academic Affairs/Campus President. For unofficial withdrawals a student’s withdrawal date is their last day of attendance. The school’s determination that a student is no longer in school if no notification is received is determined no later than 14 days after the student’s last date of 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 semester/pay period will require an R2T4 calculation. The R2T4 calculation is based on the number of calendar days completed divided by the total number of calendar days in the semester/payment period with the exception of the application fee.

5. The R2T4 calculation is used to determine the amount of FSA funds the student has earned at the time of withdrawal. If the student attends more than 60% of the semester/payment period, the Institution has earned 100% of the loans and institutional charges (Note: exception Pell Grant is prorated based on credit hours attempted prior to the calculation being completed).

6. Date of Determination: For a student who provides official notification (in writing or verbally) to the Institution of his or her intent to withdraw, the Date of Determination is the student’s withdrawal date, or the date of notification of withdrawal, whichever is later (34CFR 668.22 (1)(3)(i)).

7. R2T4 calculations and any required FSA refunds will be completed within the required time lines to meet the Federal Requirements as outlined by the Department of Education (DOE).

Return of Title IV Funds (R2T4) for Professional Clinical Massage Therapy

If a student withdraws from the Institution prior to completion of 60% of their payment period, a Return to Title IV calculation must be completed. This will determine the amount of Title IV funds the student has earned and what needs to be refunded.

The percentage of the payment period is calculated by hours scheduled to complete in the payment period as of the withdrawal date divided by the hours in the payment period.
Veterans Refund Policy
The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to the completion will be made for all amounts paid which exceed the approximate proportionate portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The refund will be determined on the ratio of the number of days or hours of instruction complied by the student to the total number of instructional days or hours in the course. Upon determination of withdrawal, all refunds will be made within a thirty day period.

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. Upon enrollment, should the school change the minimum number of students required to offer a course, students will be notified in writing of their revised start date, and will obtain written confirmation that he or she requests to cancel or continue the application. Refunds will be made in compliance with the Commission’s policy.

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 $50 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. 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 $50 will be refunded to the student. 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.
In adherence with the South Carolina Commission on Higher Education’s Regulations Governing Nonpublic Postsecondary Institutions, the institution shall keep a pro-rated portion of the tuition rounded down to the nearest 10% for students who withdraw within the first 60% of the first semester/pay period (period of financial obligation) in which they are attending; beyond 60% of the students’ first semester/pay period, students are obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. In semesters/pay periods after the first semester/pay period of enrollment, the institution will keep a prorated portion of tuition for students who withdraw within the first 20% of the semester/pay period; 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 withdraw prior to the start of the semester/pay period (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).

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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 his/her 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.

This policy will affect the student’s grade based on the following:
• Withdrawal up to 50% completion of the course, a grade of W will be assigned
• Withdrawal after 50% completion of the course, a grade of F will be assigned

For unofficial withdrawals, a student’s withdrawal date is their last day of attendance. The school’s determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

Refunds will be made within thirty days from the date of determination. 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 is held prior to the first day of each term, and 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 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 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 interview 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 résumés 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, and 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 Department 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 workforce 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 Department 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 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**
Southeastern Institute commencement ceremonies are held annually. 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 exit 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 s/he 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 President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

OFFICIAL COMMUNICATION WITH STUDENTS
The assigned School email account shall serve as the official means of communication with all students. Examples of such communication include, but are not limited to: notifications from the Institute, Campus, Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions and instructor feedback) may also be provided through the Southeastern Institute email account. Students are required to activate their School email account upon enrollment and are responsible to routinely check for updates.

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.

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.

**CAPMUS 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.

**ANNUAL SECURITY REPORT**
In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Southeastern Institute’s Annual Security Report is posted: www.southeasterninstitute.edu/safetyandsecurity/asr.html

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 and assigned licensed and uniformed security 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. The above stated policy provides an exception only in the case of Southeastern Institute students who are certified South Carolina law enforcement officers currently employed by a recognized South Carolina law enforcement agency. There are no other exceptions to this policy.
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” or 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. Day classes at the Columbia campus are generally scheduled Monday-Friday from 9:00 a.m. to 2:00 p.m. Day classes at the North Charleston campus are generally scheduled Monday-Thursday from 8:45 a.m. to 3:00 p.m. Evening classes are generally scheduled Monday, Tuesday and Thursday from 6:00 p.m. to 10:10 p.m. Some courses require Friday and/or Saturday attendance and may vary by program and campus.

STANDARDS OF CONDUCT
Commensurate with the academic atmosphere that prevails throughout the school, all students are expected and required to conduct themselves in keeping with the highest of standards.

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.

All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term.

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. Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period.

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 highly 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 having 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.

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. Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period.

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.
- Cell phones may not be used during class time and must always be kept on silent or vibrate.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on behavior 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/Coordinator, Dean of Academic Affairs or Campus President.
Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on behavior probation. The term of this probationary period will become effective in the semester/pay period the student is currently enrolled in and remain in place for the remainder of the following semester/pay period. At the completion of the following semester/pay period, the Program Director/Coordinator or Dean of Academic Affairs will assess the student’s progress and determine whether to remove the student from behavior probation or to extend the term of this probation. If the behavior probation is extended, a student action plan will be developed and signed by the student. Failure to meet the terms of this probation as outlined in the student action plan will result in dismissal from the program and the School.

Students who are dismissed based on behavior may re-apply to the School after waiting one full semester/pay period. Additional requirements for re-entry are listed under the Academic Re-Admittance Policy and Disciplinary Re-Admittance Policy.

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

Should a clinical/externship site request removal of a scheduled student due to the student’s inability or unwillingness to abide by the program’s and/or clinical/externship site’s policies and procedures, the student will receive a clinical/externship 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/externship site, the program will attempt to re-assign the student to a different clinical/externship site. However, should a second incident occur during the same clinical/externship 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/externship 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 the program not
exceeding maximum program capacity, and a review of events leading up to the
dismissal with a student action plan designed by the Program
Director/Coordinator addressing professional behavior expectations.

If a student has been re-assigned to a clinical/externship education site due to a
request for removal from a previously assigned clinical/externship site based on
inappropriate behavior and similar inappropriate behavior occurs in a subsequent
clinical/externship rotation/course, the student will not be re-assigned for
clinical/externship placement and will be permanently dismissed from the
program.

It should be noted that if the cause for removing a student from a
clinical/externship site is deemed by the Program Director/Coordinator 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;
o obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
o continued inappropriate personal appearance and hygiene;
o continued unsatisfactory attendance;
o non-payment for services provided by the School;
o failure to comply with policies and procedures listed in the current School catalog and student handbook; or
o 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

**Anti-Hazing Policy**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the School.

**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/Coordinator. Subsequent levels are the 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 of Academic Affairs, the Campus 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 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, s/he 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 s/he is convicted three or more times for drug distribution, s/he may become permanently ineligible to receive Title IV financial assistance.

**Medical Marijuana Policy**
Southeastern Institute prohibits the possession and use of marijuana on all of its campuses. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The school continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the school’s drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

**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. The institution discloses under CFR 86.100 information related to Southeastern Institute’s drug prevention program. This information is included in the Annual Crime and Safety Report.

The report can be found on Southeastern Institute’s website located at the following address: [www.southeasterninstitute.edu/safetyandsecurity/asr.html](http://www.southeasterninstitute.edu/safetyandsecurity/asr.html)

**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.
Allied Health Programs Major Courses
Students in allied health programs taking major courses must wear uniforms 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 appropriate footwear. Allied health students may not wear artificial or acrylic nails in any clinical area. Student Handbooks in each allied health program may contain additional, more stringent standards of appearance that must be followed at all times.

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 School shirts. Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cutoffs, 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, s/he may be placed on disciplinary probationary status. Disciplinary probationary status is normally for one semester/pay period or as determined by the Dean of Academic Affairs.
If a student fails to improve as required during the time period specified for his or her disciplinary probation, s/he may be continued on disciplinary 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 Request for a Grievance Committee Hearing form must be submitted to the Student Services Department by or on Thursday no later than 5 p.m. in order to hold a grievance hearing on the following Tuesday. The Grievance hearings are held on a Tuesday immediately after day classes have concluded. Requests for a Grievance Committee hearing that are received immediately prior to or during a student break are recognized as received the week following the break.

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 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 Executive Director, 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. Students may file a complaint with the South Carolina Commission on Higher Education by completing a complaint form available at the following link: [http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)
STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your Campus President or online at www.accsc.org.

Student complaints may also 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. Students may file a complaint form available at the following link: http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

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 modified 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, 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) whether in paper or web formats 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 the 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 Campus 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.

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance; enrollment status (full-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request
to the Registrar at their campus.

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 sending 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 defined as a period of 60 minutes with a minimum of 50 minutes of instruction. Break schedules are developed based on this definition. Breaks typically do not exceed 20 minutes in duration.

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

One semester credit hour equals 45 units comprised of the following academic activities:

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

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

- 37.5 clock hours = 1 semester credit hour

**TUTORING**
Southeastern Institute instructors are available for 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 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 has 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.
VACCINATION POLICY
Southeastern Institute does not require proof of vaccinations for entry into its general programs. Allied health programs do have vaccination requirements, and the requirements vary by program. Details related to these individual requirements are in each program’s handbook.

ACADEMIC LOAD
To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester/pay 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% class attendance and who have completed at least one semester/pay period as a full time student may take additional credits beyond 12 but not to exceed one course per semester/pay period. This policy does apply to students who are less than full time status. Students who are enrolled in a program that requires more than 18 credit hours per semester/pay period are not eligible to enroll in additional credit hour courses during that semester/pay period. Exceptions to this policy must be approved by the Executive Director.

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.

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, s/he will receive a failing grade (F) for the course.

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

Students achieving perfect attendance are eligible for a Perfect Attendance Award. To be eligible for this award, students must be present for all class time; if a student is tardy, leaves class early or misses a class, the student is not eligible for this perfect attendance award.

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, suspension 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.

Make-up Work

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. All make-up assignments and arrangements must be successfully completed and submitted by the last day of the class. Make-up assignments and arrangements are separate from any required coursework. If a student submits regular course work after the due date, the consequences for late assignments may vary by instructor.

In the Professional Clinical Massage Therapy program, the student shall also make up sufficient missed instructional hours to equal no less than 90% of the
instructual hours in the course. If the student fails to successfully complete make-up assignments and arrangements in order to reach 90% of attendance of the clock hours of the course, s/he will receive a failing grade for the course.

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

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

Student Intent to Return:
The student has the responsibility to notify the school of his/her intent to withdraw from a course(s) and provide written confirmation of future attendance in a Title IV eligible course later in the semester/payment period for programs offered in modules. This notification is to be directed in writing to the Dean of Academic Affairs or Campus President and must be submitted prior to the date of return.

Scheduled Gap:
A Scheduled Gap is available for students who may not be able to complete the required classes in sequence because the course(s) needed are not available, but wish to remain as an actively enrolled student. This must not exceed two modules (8 week maximum) in any one semester and must be arranged prior to the beginning of the semester/payment period. To be eligible to apply for a Scheduled Gap, a student must request a change of status in writing and provide the reason for the Scheduled Gap request. When requesting a Scheduled Gap electronically, only a Southeastern Institute student Email address may be used.
**Academic Interrupt:**
An Academic Interrupt is available for students who have posted attendance in their current course and are unable to successfully complete the course, but wish to remain as an actively enrolled student. To be eligible to apply for an Academic Interrupt, a student must have posted at least one day of attendance within the current course and must request a change of status in writing and provide the reason for the Academic Interrupt request. **When requesting an Academic Interrupt electronically, only a Southeastern Institute student Email address may be used.**

**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/pay period at the school for credit hour programs. Students in the Professional Clinical Massage Therapy program must have completed one full pay period.

**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 Campus President (form available from the Dean of Academic Affairs or Campus 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. 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. **When requesting a Leave of Absence electronically, only a Southeastern Institute student Email address may be used.**
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 a 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 that does not exceed four modules (16 week maximum) and may include winter, summer, and spring breaks that immediately precede the scheduled return date. 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 four modules 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 Officer 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 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 $25 re-entry fee when s/he 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 from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean of Academic Affairs. The student can request an “Incomplete” grade and 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 student decides to withdraw from the class, a grade of “WM” will be earned, and the class will be retaken upon return to the School. The “WM” grade will not affect the student’s satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester/pay period, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester/pay period, will not incur any charges. Upon reentry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

*Policy on Class Absences Due to Military Service*

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean of Academic Affairs. Absence due to short-term military duty in the National Guard or Active Reserve is recognized as an excused
absence. To validate such an absence, the student must present evidence to the Dean of Academic Affairs’ office. The Dean of Academic Affairs will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities, for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

**Policy on Military Stipends**

Students who are being funded by Chapter 31 Vocational Rehabilitation or Chapter 33 Post 9/11 G.I. Bill® benefits will be given the following options for any Title IV funds being used for living expenses:

1. The student can opt to have ¼ of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.*

2. The student can receive all Title IV funds once the student has posted attendance and met the 60% attendance requirement per DOE and, once the Title IV funds are processed and posted to the account.*

*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. Pell Grant recipients must start each course within the semester. If the student fails to sit for all terms within the semester, an R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and
posted to the students account and after verification of an approved VA Form 28-1905 or a current Certificate of Eligibility (COE) to ensure student has Chapter 33 benefits to cover cost of attendance. Failure to provide approved VA documentation or non-posting of Title IV funds will result in stipend requests being denied. If student has no remaining entitlement, any financial aid will be disbursed (released) to student after institutional obligations are met.

Process to request a stipend:

1. Military student completes a Military Stipends Policy Acknowledgement Form in writing and submits to the Bursar office
2. Bursar submits a work order to the Military Affairs Team and includes the following:
   a. Completed Military Stipends Form
   b. Student Name
   c. Student ID
   d. Dollar amount requested
3. The Military Affairs Team reviews request and determines if funding is forthcoming.
4. If release is determined, the approval amount will be processed internally and amount will be issued through Heartland. There will be no special checks administered.

**VA Pending Payment Policy: Student Rights and Responsibilities**

In the event the Federal Government is delayed with tuition and fee payments to the institution, for those students using Post 9/11 G.I. Bill® (Chapter 33) or Vocational Rehabilitation & Employment (VR&E, Chapter 31) benefits, students will maintain access to continued enrollment and all University resources. These include but are not limited to the library, access to the Student Services department, class attendance, and/or other functions to assure the academic success of the student. Students will not incur any penalty or late fees due to VA pending payments, or be required to obtain additional funding to cover the cost.
of attendance.

All students using Chapter 33 benefits must provide a copy of their Certificate of Eligibility (COE) to the institution prior to the first day of class. All Veterans using Chapter 31 benefits must also provide a valid VA Form 28-1905 from their VRC prior to the first day of each semester.

Should the VA not provide a complete payment on the students’ behalf, the student will be responsible for all remaining costs incurred while attending school. This could occur if the student has already received all of their approved benefits, as there would be no remaining entitlement.

**SCHOOL WITHDRAWAL CFR (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 either through verbal notification or in writing. **When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the School either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President 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 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 his/her 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.

This policy will affect the student’s grade based on the following:

- Withdrawal **up to** 50% completion of the course, a grade of W will be assigned
- Withdrawal **after** 50 % completion of the course, a grade of F. will be assigned
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.

**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 withdrawal. 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/pay period, a re-entry fee of $25 must be paid.
3. Students must contact a Financial Aid Officer 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 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 decision for re-admittance in this case is made by the Program Director/Coordinator in collaboration with the Dean of Academic Affairs.
5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.
6. If students are re-admitted under financial aid 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 re-admittance policy is as follows:

1. Students must meet the requirements of the *Academic Re-Admittance Policy*.
2. Students re-entering are placed on one semester/pay period of disciplinary probation.
3. If there are no violations of School rules and regulations during this disciplinary probation period students are removed from the disciplinary 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 POLICY

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 course assignments or final course grades.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Interpretation</th>
<th>Numerical Value</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>90.00-100.00%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>80.00-89.99%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>70.00-79.99%</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>65.00-69.99%</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.0</td>
<td>0.00-64.99%</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not Computed</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Withdraw/Failing (after 50% completion)</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed*</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Not Computed</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Not Computed</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (prior to 50% completion)</td>
<td>Not Computed</td>
<td></td>
</tr>
<tr>
<td>WNA</td>
<td>Withdrawal/No Attendance</td>
<td>Not Computed</td>
<td></td>
</tr>
<tr>
<td>WM</td>
<td>Withdrawal/Military Deployment</td>
<td>Not Computed</td>
<td></td>
</tr>
</tbody>
</table>

*Converts to grade of F if incomplete work not made up within fourteen (14) days of the beginning of the next term.

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.
Grades and reports of a student’s progress may be viewed via the student portal or given to the student at the end of each term by the instructor. Students receiving an Incomplete in any subject must meet with their instructor 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 grade and all course assignments must be completed within two (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period 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.

**Medical Assisting Program**

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

**SCHOLASTIC HONORS**

A Dean’s List and Honor Roll are published regularly. The Dean’s List is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.75-4.00. The Honor Roll is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.50-3.74. An “F” grade in any course precludes a student from being listed on the Dean’s List or Honor Roll.

**REPEATING COURSES**

A course in which a letter grade “F”, 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 for students who received a letter grade of “F” or “F.”.
A course in which a letter grade of “D” 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. If a student attempts the class for a third time, they will not be eligible for Federal Financial Aid funding.

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 (three attempts in total) at Southeastern College. **Should a student wish to seek an exception and will not exceed the quantitative standard of the Satisfactory Academic Progress Policy, s/he must submit a written request to the Dean of Academic Affairs/Campus President for approval from the Executive Director. If approved, the student will be eligible for Title IV funds.**

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.

**INDEPENDENT/DIRECTED STUDY**

An independent/directed study provides qualified students with an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. Independent/directed study necessitates a high level of self-directed learning, requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designed to measure achieved competency relative to the required
subject matter objectives. Independent/directed study requires that students meet regularly with the instructor.

The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

An independent/directed study may only be offered within a credit hour program and the number of allowable independent study credits awarded in a program is limited. No more than 15% of any program may be offered via independent/directed study. Students who transfer 75% of the required credits may not be awarded credit for independent/directed study in the remaining 25% of the program.

**SATISFACTORY ACADEMIC PROGRESS**

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

The following definitions apply throughout this policy:

- **Semester** – 16-week period for credit hour programs
- **Pay period** – 450 clock hours (900 hour program) & 370 clock hours (740 hour program) for clock hour programs

The following abbreviations apply throughout this policy:

- **SAP** – Satisfactory Academic Progress
- **AFAW** – Academic Financial Aid Warning
- **AFAP** – Academic Financial Aid Probation
- **CGPA** – Cumulative Grade Point Average
- **PACE** – quantitative standard
The qualitative standard requires that a student achieve a minimum CGPA of 2.0 after completing his/her first semester/pay period at Southeastern Institute and a 2.0 CGPA for each semester/pay period thereafter.

The CGPA continues throughout a student’s tenure at Southeastern Institute. When a student transfers from one program to another, the student’s current CGPA will transfer to the new program and the final calculation will include all courses taken at Southeastern Institute.

The quantitative standard (PACE) requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours (clock hours for clock hour programs) that meet degree requirements are considered in the determination of this 150% normal timeframe, although not in the computation of grade point average. The normal timeframe is measured in credit hours (clock hours for clock hour programs) attempted (rather than semesters/pay 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 that a student successfully complete 66.67% of the cumulative credits (clock hours for clock hour programs) attempted after completing his/her first semester/pay period at Southeastern Institute and each semester/pay period thereafter. If a student withdraws from a course, the credit hours (clock hours for clock hour programs) of that course are included in determining the PACE of SAP. All students must have completed a minimum of 66.67% of credit hours (clock hours for clock hour programs) attempted in order to graduate within 150% of the normal timeframe.

When a student transfers from one program to another, the PACE of the student is calculated based on credits (clock hours for clock hour programs) attempted and earned in the new program, as well as all credits (clock hours for clock hour programs) attempted and earned in the current program that are also applicable to the new program. All credits (clock hours for clock hour programs) that are transferred from another institution are also included in the calculation.
When determining SAP, the CGPA and the PACE are determined independently of each other and a student may be placed on AFAW or AFAP for CGPA, PACE, or both at the end of a semester/pay period.

In the event a student does not achieve a 2.0 or greater GPA in his/her first semester/pay period or a 2.0 CGPA in any semester thereafter, or earn 66.67% of the cumulative credits attempted, the student will be placed on AFAW.

If a student is placed on AFAW and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAP is lifted.

If the School determines that the student is not meeting SAP at the end of the AFAW, the student may appeal the determination. Please see the Academic Financial Aid Grievance Process. A student who fails to meet SAP requirements and who has appealed that determination and has had eligibility for aid reinstated is placed on AFAP for the following semester/pay period and continues to be eligible for Title IV funding. If the student elects not to appeal the determination of the School, the student will be dismissed from the program and the School or can continue in the program without Title IV funding on AFAP status.

If a student is placed on AFAP and achieves a CGPA of 2.0 or the required 66.67% of credits (clock hours for clock hour programs) at the end of the next semester/pay period, the AFAP is lifted.

While on AFAP, a student not earning a 2.0 CGPA or better by the end of the semester/pay period or the required 66.67% of credits (clock hours for clock hour programs) attempted will be monitored to ensure they are meeting the requirements of the approved Action Plan. If the student is making progress as required, the student will be allowed one additional semester/pay period of aid as long as the student would be able to complete the program within the maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Southeastern Institute.
A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on AFAP and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or the required 66.67% PACE at the end of the returning semester/pay period.

A student who has been dismissed may reapply to Southeastern Institute. At that time, a student's academic records are evaluated to determine if it is possible for a 2.0 CGPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted on AFAP 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.

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 AFAW beyond two consecutive semesters/pay 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 CGPA.

**Academic Financial Aid Grievance Process**

The School may only approve an appeal by a student if the School determines the student will meet SAP based on the CGPA and/or PACE standards in the next semester/pay period.

To request the opportunity to appeal a dismissal, the student must submit a written request on an Academic Financial Aid Grievance form to the Dean of Academic Affairs or Campus President. The reason for the appeal must be the result of injury, illness, death of a relative or other special circumstance. As part of the appeal, the student must document in writing why s/he did not meet SAP, what in the student’s situation has changed that will allow him/her to meet SAP by the next evaluation, and develop an action plan for improvement. Examples of special circumstances that may impact SAP include the following conditions (not all inclusive):

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• 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 President will determine the appropriateness of the special circumstance in regard to severity, timeliness, and the student’s ability to avoid the circumstance. Upon receipt of the Academic Financial Aid Grievance Form and action plan for improvement by the student, the Dean of Academic Affairs and Campus President will notify the student within twenty-four hours of the determination of the Academic Financial Aid Grievance. Any consideration of conditions outside of the list provided will be discussed with the Executive Director. Student life issues and making the transition to School are not considered special circumstances under this policy.

If the student’s appeal is granted, s/he will be placed on AFAP at the start of the following semester/pay period. As part of AFAP, the student must agree with and sign a written academic action plan for improvement developed and approved by the School which documents that s/he 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 SAP Review Period. The student is eligible to receive Title IV funding while on AFAP.

If a student appeals and is denied the appeal, s/he must remain out of school for one semester/pay period after the SAP review period in which the appeal was denied.

After one semester/pay period, the student may 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 has been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period. 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 within the maximum 150% timeframe.

If both 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.

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 register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.
Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern Institute Catalog.

During the admissions process, if a student discloses that s/he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student’s criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

**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 25% of a program at Southeastern Institute
- Resolve all financial obligations to the institution
- Complete all required exit paperwork
PROGRAMS OFFERED

CERTIFICATE

- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Professional Clinical Massage Therapy

DEGREE

- Associate in Applied Science Medical Assisting
- Associate in Applied Science Occupational Therapy Assistant
**ELECTRONIC MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE**

**Description**
Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be 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, 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. Graduates will have the opportunity to participate as an important member of the healthcare team. A Certificate will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Certificate in Electronic Medical Billing and Coding Specialist 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 Electronic Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician’s health care team. Graduates of the program will possess the skills to successfully 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 examination
- Background Check and Drug Screening where applicable
- Please see Program Handbook and Externship Manual for additional policies for this program.

Course Outline

To receive a Certificate as an Electronic Medical Billing and Coding Specialist, students must complete 31.5 credit hours (991 clock hours). This Certificate program can be completed in 8 months for full-time students and 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

Courses: 31.5 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
<th>Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBC 1101</td>
<td>Orientation to Healthcare</td>
<td>4.0</td>
<td>118</td>
<td>3.15</td>
</tr>
<tr>
<td>EBC 1224</td>
<td>Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
</tr>
<tr>
<td>EBC 1225</td>
<td>Electronic Coding for Systems: Reproductive, urinary, and nervous</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
</tr>
<tr>
<td>EBC 1226</td>
<td>Electronic Coding for Systems: Cardiovascular, blood, and lymphatic</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
</tr>
<tr>
<td>EBC 1227</td>
<td>Electronic Coding for Systems: Endocrine, digestive, and respiratory</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
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<tr>
<td>EBC 1220</td>
<td>Medical Terminology</td>
<td>4.0</td>
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<td>3.17</td>
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<tr>
<td>EBC 1221</td>
<td>Electronic Healthcare Billing</td>
<td>4.0</td>
<td>118</td>
<td>3.15</td>
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<tr>
<td>EBC 2000</td>
<td>Externship</td>
<td>3.5</td>
<td>160</td>
<td>4.27</td>
</tr>
</tbody>
</table>

For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
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. Outside work required.

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 American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- 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 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 Medical Assisting, students must complete 31.0 semester credit hours (1070 Clock Hours). This certificate program can be completed in 8 months for full-time students or in 14 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

**Courses: 31.0 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
<th>Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 120</td>
<td>Clinical Procedures</td>
<td>3.5</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 123</td>
<td>Anatomy and Physiology for Medical Assistants</td>
<td>4.5</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 133</td>
<td>Medical Terminology</td>
<td>4.0</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 125</td>
<td>Lab Procedures I</td>
<td>4.0</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 126</td>
<td>Lab Procedures II</td>
<td>4.0</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 132</td>
<td>Medical Office Management with Billing and Coding</td>
<td>4.0</td>
<td>125</td>
<td>3.33</td>
</tr>
<tr>
<td>MEA 180</td>
<td>Externship I</td>
<td>3.5</td>
<td>160</td>
<td>4.27</td>
</tr>
<tr>
<td>MEA 181</td>
<td>Externship II</td>
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<td>160</td>
<td>4.27</td>
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</tbody>
</table>

For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
Description
This program’s goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The 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. An Associate in Applied Science degree 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 American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination or the American Association of Medical Assistants (AAMA) to sit for the Certified Medical Assisting (CMA) and the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CPT – Certified Phlebotomy Technician
- CMAA – Certified Medical Administrative Assistant

The following additional certification examinations may be taken for a fee:

- CET – Certified EKG Technician
- 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 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 Associate in Applied Science degree in Medical Assisting, students must complete 36.0 semester credit hours in their major and 24.0 credit hours in the General Education courses for a total of 60.0 credit hours. This degree program can be completed in 16 months for full-time students or in 22 months for part-time students. Evening students will be required to complete the Externship portion of the program during the day.

Courses: 36.0 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA120</td>
<td>Clinical Procedures</td>
<td>3.5</td>
</tr>
<tr>
<td>MEA124</td>
<td>Medical Terminology</td>
<td>1.5</td>
</tr>
<tr>
<td>MEA130</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MEA134</td>
<td>Medical Billing &amp; Coding for Medical Assistants</td>
<td>4.5</td>
</tr>
<tr>
<td>MEA135</td>
<td>Lab Procedures I</td>
<td>4.5</td>
</tr>
<tr>
<td>MEA136</td>
<td>Lab Procedures II</td>
<td>4.5</td>
</tr>
<tr>
<td>MEA137</td>
<td>Anatomy and Physiology for Medical Assistants</td>
<td>6.0</td>
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<tr>
<td>MEA180</td>
<td>Externship I</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
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</tr>
<tr>
<td>MEA 181</td>
<td>Externship II</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*General Education Courses (24.0 credit hours)*

**Behavioral/Social Science (6.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 110</td>
<td>Strategies for Success</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3.0</td>
</tr>
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</table>

**Communications (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 101</td>
<td>Speech</td>
<td>3.0</td>
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</table>

**Computers (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 106</td>
<td>Introduction to Computers</td>
<td>3.0</td>
</tr>
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</table>

**English (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 101</td>
<td>English Composition I</td>
<td>3.0</td>
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</table>

**Humanities/Fine Arts (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AML 100</td>
<td>American Literature</td>
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**Mathematics (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT 103</td>
<td>Intermediate Algebra</td>
<td>3.0</td>
</tr>
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</table>

**Natural Science (3.0 credit hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSC 105</td>
<td>General Biology</td>
<td>3.0</td>
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</tbody>
</table>

For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
Description
Southeastern Institute’s Associate in Applied Science Degree in Occupational Therapy Assistant prepares students to work as an occupational therapy assistant under direct supervision of a licensed occupational therapist. Occupational therapy is the art and science of helping people gain skills needed to become independent in daily living activities. Students learn the therapeutic use of occupations which include self-care, work and play/leisure activities in order to maximize independent function, enhance development, prevent disability and maintain health. Intervention strategies may include adaptations to a task or environment or compensatory approaches in order to facilitate clients’ achievement of maximum independence.

Southeastern Institute will be seeking accreditation for the Occupational Therapy Assistant Program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA): 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. As the program becomes operational, data will be collected and compiled to submit for accreditation. When the program attains ACOTE accreditation status, graduates of the Associate in Applied Science Degree in Occupational Therapy Assistant program will be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification exam.

Objectives
The following objectives are designed to meet Southeastern Institute’s mission and its goals. Graduates of the program are prepared as entry-level occupational therapy assistants by:

- Demonstrating professional behaviors reflective of an ethical, competent therapist, inclusive of critical thinking, communication skills and commitment to lifelong learning required of healthcare professionals.
• Practicing emergent clinical skills in treatment techniques, methodology and rationale for implementation, including clinical documentation and reasoning skills as an entry-level professional.
• Demonstrating an academic foundation that clearly evidences occupational therapy’s unique focus on daily living activities and interventions that promote clients’ participation within a social/cultural context.

Prerequisites
• Have a high school diploma or G.E.D.
• Pass the entrance examination
• Background check and drug screening where applicable
• Completion of general education courses with a minimum grade of “C” for each course
• Cumulative grade average of 2.75 on a 4.0 scale

Please see Program Handbook for additional program policies.

Course Outline
To receive an Associate in Applied Science Degree in Occupational Therapy Assistant, students must earn a total of 56.0 credit hours in their major and 26.0 hours in the General Education courses for a total of 82.0 credit hours. This degree program can be completed in 24 months.

Courses: 56.0 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTH 107</td>
<td>Introduction to Occupational Therapy</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 120</td>
<td>Human Occupation and Development Across the Life Span</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 110</td>
<td>Kinesiology for Occupational Therapy Assistants</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 144</td>
<td>Musculoskeletal Disorders/Assessment And Treatment Strategies</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 143</td>
<td>Neurological Disorders/Assessment and Treatment Strategies</td>
<td>4.0</td>
</tr>
<tr>
<td>OTH 230</td>
<td>Psychiatric Occupational Therapy</td>
<td>4.0</td>
</tr>
</tbody>
</table>
OTH 202 Group Dynamics 1.5
OTH 212 Therapeutic Media 1.5
OTH 280 Fieldwork I 2.0
OTH 242 Occupational Therapy for Physically Disabled 4.0
OTH 252 Pediatric Occupational Therapy 4.0
OTH 260 Aging and Performance Skills 3.5
OTH 201 OT Preclinical Practicum 3.5
OTH 281 Fieldwork II 12.0

General Education Courses (26.0 credit hours)

Behavioral/Social Science (3.0 credit hours)
PSY 101 Introduction to Psychology 3.0

Communications (3.0 credit hours)
SPC 101 Speech 3.0

Computers (3.0 credit hours)
CGS 106 Introduction to Computers 3.0

English (3.0 credit hours)
ENC 101 English Composition I 3.0

Humanities/Fine Arts (3.0 credit hours)
AML 100 American Literature 3.0

Mathematics (3.0 credit hours)
MAT 103 Intermediate Algebra 3.0

Natural Science (8.0 credit hours)
BSC 205 Human Anatomy & Physiology 4.0
BSC 206 Advanced Human Anatomy & Physiology 4.0

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, wholesale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technician. A Certificate will be awarded upon successful completion of this program. Outside work required.

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 39.0
credit hours (1224 Clock Hours). This certificate program can be completed in 10 months for full-time students or in 18 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

**Courses: 39.0 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
<th>Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTN 170</td>
<td>Introduction to Pharmacy Technology</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 171</td>
<td>Pharmaceutical Calculations</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 172</td>
<td>Body Systems and Drug Therapy I</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 173</td>
<td>Pharmacy Operations</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 174</td>
<td>Sterile Products</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 175</td>
<td>Body Systems and Drug Therapy II</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 176</td>
<td>Body Systems and Drug Therapy III</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
</tr>
<tr>
<td>PTN 177</td>
<td>Body Systems and Drug Therapy IV</td>
<td>4.0</td>
<td>113</td>
<td>3.01</td>
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<tr>
<td>PTN 195</td>
<td>Pharmacy Technology Externship I</td>
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<td>PTN 196</td>
<td>Pharmacy Technology Externship II</td>
<td>3.5</td>
<td>160</td>
<td>4.27</td>
</tr>
</tbody>
</table>

For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
PROFESSIONAL CLINICAL MASSAGE THERAPY
CERTIFICATE – 900 CLOCK HOUR

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. 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.

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)).
For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone (803)896-
LLR accepts for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern Institute offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours.

Students may not practice massage for remuneration until they finish the coursework, take and pass an exam for state licensure and receive licensure from LLR.

**Objectives**
The curriculum is designed to prepare the graduate to enter the community with the 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 Southeastern Institute 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
- Background Check and Drug Screening where applicable
- Please see Program Handbook for additional program policies.

**Course Outline**

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 900 Clock Hours. This Certificate program can be completed in 8 months for full-time students and 16 months for part-time students.

**Courses: 900 clock hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<tr>
<td>PMT 102</td>
<td>Orientation to Massage Therapy</td>
<td>100</td>
</tr>
<tr>
<td>PMT 106</td>
<td>Massage and Neuromuscular Therapy I</td>
<td>100</td>
</tr>
<tr>
<td>PMT 121</td>
<td>Massage and Neuromuscular Therapy II</td>
<td>100</td>
</tr>
<tr>
<td>PMT 126</td>
<td>Massage and Neuromuscular Therapy III</td>
<td>100</td>
</tr>
<tr>
<td>PMT 131</td>
<td>Massage and Neuromuscular Therapy IV</td>
<td>100</td>
</tr>
<tr>
<td>PMT 136</td>
<td>Massage and Neuromuscular Therapy V</td>
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<td>PMT 141</td>
<td>Massage and Neuromuscular Therapy VI</td>
<td>100</td>
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<tr>
<td>PMT 146</td>
<td>Massage and Neuromuscular Therapy VII</td>
<td>100</td>
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<tr>
<td>PMT 910</td>
<td>Student Clinic I</td>
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<tr>
<td>PMT 911</td>
<td>Student Clinic II</td>
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<td>PMT 912</td>
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<tr>
<td>PMT 913</td>
<td>Student Clinic IV</td>
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</tbody>
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For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
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. 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.

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an approved school; (3) have received a passing grade on an approved examination.(Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assemble)). For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, P.O. Box 11329, Columbia, SC 29211-1329; telephone (803)896-
LLR accepts for licensing the tests of the Federation of State Massage Therapy Boards (FSMTB) http://www.fsmtb.org; and (4) be a U.S. citizen or qualified alien or nonimmigrant lawfully present in the U.S.

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

The massage therapy program curriculum Southeastern Institute offers is designated to prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx). For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689, http://www.fsmtb.org).

Students who perform massage as part of their curriculum (whether on or off the school premises) must wear a nametag identifying themselves as students and naming the school. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students must complete a minimum of 100 hours of clinical work. These 100 hours are required in addition to regularly scheduled class hours. These hours must be under the supervision of an instructor and students may not receive reimbursement or tips for these hours.

Students may not practice massage for remuneration until they finish the coursework, take and pass an exam for state licensure and receive licensure from LLR.

**Objectives**

The curriculum is designed to prepare the graduate to enter the community with the 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 Southeastern Institute 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
- Background Check and Drug Screening where applicable
- Please see Program Handbook for additional program policies.

**Course Outline**
To receive a Certificate in Professional Clinical Massage Therapy, students must complete 740 Clock Hours. This Certificate program can be completed in 8 months for full-time students and 16 months for part-time students.

**Courses: 740 clock hours**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>PMT 170</td>
<td>Orientation to Massage Therapy</td>
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<td>PMT 171</td>
<td>Massage and Neuromuscular Therapy I</td>
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<td>PMT 172</td>
<td>Massage and Neuromuscular Therapy II</td>
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<td>PMT 173</td>
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<td>PMT 174</td>
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<td>PMT 175</td>
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<td>PMT 176</td>
<td>Massage and Neuromuscular Therapy VI</td>
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<td>PMT 177</td>
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<td>PMT 950</td>
<td>Student Clinic I</td>
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<td>PMT 951</td>
<td>Student Clinic II</td>
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<td>PMT 953</td>
<td>Student Clinic IV</td>
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**COURSE DESCRIPTIONS**

*Electronic Medical Billing and Coding Specialist Program*

**EBC 1101 Orientation to Healthcare Systems: 4.0 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. Outside work required.

**EBC 1224 Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

**EBC 1225 Electronic Coding for Systems: Reproductive, urinary, and nervous: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive, urinary and nervous 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

**EBC 1226 Electronic Coding for Systems: Cardiovascular, blood, and lymphatic: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.

**EBC 1227 Electronic Coding for Systems: Endocrine, digestive, and respiratory: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Oncology 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 and ambulatory care coding emphasizing specific and correct coding procedures and techniques. This course provides an in-depth study of the ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), anesthesia procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Outside work required.
EBC 1220 Medical Terminology: 4.0 credit hours
This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. The students will identify rules, guidelines and conventions for ICD-10—CM. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms. Outside work required.

EBC 1221 Electronic Healthcare Billing: 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 HIPAA regulations as well as the False Claims Act. Outside work required.

EBC 2000 Externship: 3.5 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills taught in the didactic and supervised laboratory settings of instruction. Students will complete their externship hours in a bona fide occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. (Prerequisites: EBC 1101, EBC 1224, EBC 1225, EBC 1226, EBC 1227, EBC 1220, EBC 1221)

Medical Assisting Program - Certificate
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 covered. Course appropriate pharmacology will be presented. Outside work required.
MEA 123 Anatomy and Physiology for Medical Assistants: 4.5 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. Outside work required.

MEA 133 Medical Terminology: 4.0 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. Outside work required.

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. Outside work required.

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. Outside work required.

MEA 132 Medical Office Management with Billing and Coding: 4.0 credit hours
This course provides instruction in the fundamental operations and maintenance of a medical office. Instruction will include the use of electronic health record (EHR) software to manage the daily functions of the medical practice as well as to perform procedural and diagnostic coding. Students will learn to apply bookkeeping principles to record transactions, deposits, and file financial information as needed. Topics covered will include medical ethics, legal concepts and liabilities, professionalism and effective communication skills. Students will learn the importance of how to use different coding references to bill insurance
companies for physician services. In addition, students will learn how to obtain payment for services provided. This course is an overview of the billing and coding responsibilities of the medical assistant. Outside work required.

**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. (Pre-requisites: MEA120, MEA123, MEA125, MEA126, MEA132, MEA133)

**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. (Pre-requisite: MEA180)

**Medical Assisting Program - Degree**

**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 covered. Course appropriate pharmacology will be presented. Outside work will be required.

**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. Outside work will be required.

**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. Outside work will be required.

**MEA 134 Medical Billing and Coding for the Medical Assistants: 4.5 credit hours**
This course will provide the knowledge and skills of the usage of different coding reference books as they relate to the importance of billing for the physician services to the insurance companies, in return for payment of these services. This course is intended as an overview of the billing and coding responsibilities of the medical assistant. Outside work will be required.

**MEA 135 Lab Procedures I: 4.5 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. Outside work will be required.

**MEA 136 Lab Procedures II: 4.5 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. Outside work will be required.

**MEA 137 Anatomy and Physiology For Medical Assistants: 4.5 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. Outside work required.

**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. (Pre-requisites: MEA120, MEA123, MEA124, MEA130, MEA134, MEA135, MEA136)

**MEA 181 Externship II: 3.5 credit hours**
This course builds upon the experience learned in MA 180. It 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. (Pre-requisites: MEA180)

**Occupational Therapy Assistant Program - Degree**

**OTH 107 Introduction to Occupational Therapy: 4.0 credit hours**
This course provides general knowledge about the field of occupational therapy through a study of its history, philosophy and scope of practice. Foundations of professional development include AOTA Standards of Practice, AOTA Code of Ethics, NBCOT certification, licensure laws and healthcare regulations. Topics
include theoretical models of intervention, occupation-centered and evidence-based practice along the healthcare continuum. Outside work will be required. Prerequisites: all general education courses.

**OTH 120 Human Occupation and Development Across the Life Span: 4.0 credit hours**
This course presents the physical, cognitive, and socio-emotional components of normal human development over the course of a life span. Topics include developmental theories, stages in the lifespan, awareness of socio-cultural factors in human development, and application of observation skills. Outside work will be required. Prerequisite: OTH 107

**OTH 110 Kinesiology for Occupational Therapy Assistants: 4.0 credit hours**
This course provides the basic knowledge of the muscular and skeletal systems of the human body and principles of human movement physiology. Topics include analysis of movement during activity, kinesiology, body mechanics and concepts of ergonomics. Outside work will be required. Prerequisite: OTH120

**OTH 144 Musculoskeletal Disorders/Assessment and Treatment Strategies: 4.0 credit hours**
This course presents the etiology, typical course of symptoms, treatment, and prognoses of various disabling musculoskeletal conditions commonly treated in occupational therapy settings. Topics include assessment of muscle function and treatments such as transfer training, adaptive equipment, assistive devices, wheelchair adaptation, ergonomic modifications, safety, and accessibility factors. Outside work will be required. Prerequisite: OTH110

**OTH 143 Neurological Disorders/Assessment and Treatment Strategies: 4.0 credit hours**
This course presents an advanced overview of the development and function of the central nervous system. Topics include etiology, signs, symptoms, and prognoses of conditions involving the central nervous system. Additional topics
include assessments of neurological function, appropriate treatment/intervention and documentation. Outside work will be required. Prerequisite: OTH144

**OTH 230 Psychiatric Disorders/Assessment and Treatment Strategies: 4.0 credit hours**
This course addresses mental disorders and appropriate occupational therapy treatment techniques. Topics include recognizing needs of an individual with a mental disorder regarding performance of self-care, play/leisure, and work with knowledge of the influences of individual, family, cultural and community values. Familiarity with diagnostic criteria, according to the DSM-IV and medication side effects is developed. Outside work will be required. Prerequisite: OTH143

**OTH 202 Group Dynamics: 1.5 credit hours**
This course focuses on fundamentals of dynamic interactive processes, communication, development of observational skills and group techniques. Topics include the role and responsibilities of an OTA as a group leader, developmental stages of group treatment, self-awareness in relation to one’s own behaviors and other professional skills. Outside work will be required. Prerequisite: OTH230

**OTH 212 Therapeutic Media: 1.5 credit hours**
This course focuses on media appropriate to occupational therapy treatment. Purposeful activities are those of leisure/play, creative and expressive arts, and other tasks and activities which may be used as evaluation and treatment techniques. Emphasis is on activity analysis and adaptation and gradation of media to meet patient needs. Cultural diversity, individual values, interests and needs are incorporated in the selection of appropriate media for treatment/intervention. Outside work will be required. Prerequisite: OTH202
OTH 280 Fieldwork I: 2.0 credit hours
This course will initially provide students with exposure to clinical practice. Students observe the practical application of theoretical foundations learned in class. Program management and scope of practice issues are also observed. A fieldwork education site provides observational opportunities, hands-on experience as appropriate, feedback to students and learning tasks. Prerequisite: OTH212

OTH 242 Occupational Therapy for Physically Disabled: 4.0 credit hours
This course provides principles and practice of occupational therapy treatment techniques for individuals with physical disabilities. Topics include selection of appropriate occupational therapy interventions for the physically disabled, use of adaptive equipment, task/environmental adaptation and principles of splinting. Students are introduced to treatment strategies of NDT and PNF. Simulated treatments and role-playing are essential aspects of this applications course. Outside work will be required. Prerequisite: OTH280

OTH 252 Pediatric Occupational Therapy: 4.0 credit hours
This course presents specific issues in the practice of pediatric occupational therapy. Students learn their role is the assessment of needs regarding client performance of self-care and play/leisure activities, with emphasis on a school environment. In order to achieve treatment goals in this specialty area, common pediatric disorders, their etiology, prognoses, and appropriate occupational therapy treatment/intervention are explored, stressing the incorporation of activity analysis gradation, use of assistive technologies and adaptation of task/environment within a child’s family setting. Outside work will be required. Prerequisite: OTH242

OTH 260 Aging and Performance Skills: 3.5 credit hours
This course presents the consideration of sensorimotor, cognitive, and emotional skills experienced through senescence, death and dying. Special emphasis is placed on the aging process and the effects of community, culture, and family
environment on an aging individual. Students are instructed in the pathological
disease processes which commonly occur in an aging population. Maximizing
patient function and wellness promotion as well as balanced lifestyles specific to
the geriatric patient are explored. Outside work will be required. Prerequisite: OTH252

**OTH 201 OT Preclinical Practicum: 3.5 credit hours**
Students learn skills required for entry-level professional practice including
preparation for fieldwork experience, passage of national boards and state licensure. Professional behaviors and management skills are polished. Case studies will be used to practice competencies to support patient achievement of functional independence and performance in daily living skills task completion. Outside work will be required. Prerequisite: OTH260

**OTH 281 Fieldwork II: 12.0 credit hours**
Level II fieldwork involves the attainment of academic, professional, technical and clinical skills for a period of two, eight-week rotations under the supervision of a licensed occupational therapy practitioner. Fieldwork II is scheduled immediately following completion of academic coursework. All Fieldwork II coursework must be completed within 12 months of a student's completion of academic courses. Prerequisite: OTH201

**Pharmacy Technology Program**

**PTN 170 Introduction to Pharmacy Technology: 4.0 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. Outside work required.

**PTN 171 Pharmaceutical Calculations: 4.0 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. Outside work required.
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. Outside work required.

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 inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems will also be discussed. Outside work required.

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. Outside work required.

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. Outside work required.

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. Outside work required.
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. Outside work required.

PTN 195 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. The training will be performed at a retail or hospital environment. (Prerequisites: PTN 170, PTN 171, PTN 172, PTN 173, PTN 174, PTN 175, PTN 176, PTN 177)

PTN 196 Externship II: 3.5 credit hours
The course builds upon the skills acquired in PTN 195. This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. The training will be performed at a retail or hospital environment. (Prerequisite: PTN 195)

Professional Clinical Massage Therapy Program – 900 clock hour
PMT 102 Orientation to Massage Therapy: 100 hours
Orientation to massage therapy will introduce the students to the basic anatomy of the human body; including basic cells and tissues, fundamentals of Swedish full body massage, and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, introduction to Eastern Theory, structural bone landmarks, joints, and attachment sites of muscles, soft tissue pain and degenerative processes, basic kinesiology and various neuromuscular laws as they apply to soft tissue, introduction to basic client assessment skills, and an introduction to somatic psychology. This course will include discussions on professional ethical boundaries; instruction on proper hygiene techniques for massage therapists, directional and action terminology, introduction to assessing postural distortions, and basic indications and contraindications.
PMT 106 Massage and Neuromuscular Therapy I: 100 hours
Students will learn more in-depth practice of the Swedish massage routine during this course. Also learned will be the fundamentals of incorporating various methods of massage therapy for clients with special needs. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. Students will study various aspects of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions.

PMT 121 Massage and Neuromuscular Therapy II: 100 hours
In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. In addition, students will learn the basic structure, functions, and pathologies of the Integumentary and Skeletal Systems. Students will study various aspects of Eastern Theory. This course includes assessment of dysfunctions that cause distortions of the muscles of the Upper Extremity. Students will discuss state laws and regulations governing the practice of massage therapy, identify penalties for non-compliance, and examine requirements to work as an independent massage therapist. The legal and professional aspect of business practices of a massage therapist will be explored.

PMT 126 Massage and Neuromuscular Therapy III: 100 hours
Students will learn more in depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Circulatory, Lymphatic, and Respiratory Systems. This course also includes an introduction to Lymphatic Drainage, Medical Massage, Aromatherapy, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder and massage therapy pro-tocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS. Also included are discussions regarding the prevalence of and how to prevent medical errors, protocols for performing hydrotherapy applications, and indications and contraindications for hydrotherapy are also discussed.

PMT 131 Massage and Neuromuscular Therapy IV: 100 hours
This course will broaden the Swedish massage repertoire. Students will learn additional techniques to enhance already existing knowledge and practice abdominal massage techniques. Students will study various aspects of Eastern
Theory. Students will examine basic structures, functions, and pathologies of the Digestive and Urinary Systems. Students will also learn assessment of dysfunctions that cause distortions of the muscles of the spine and thorax. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thorax utilizing proper hydrotherapy protocol.

**PMT 136 Massage and Neuromuscular Therapy V: 100 hours**
Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positioning of a pregnant client (pregnancy massage). Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive systems. This course will also include discussions on the history of massage, assessment of dysfunctions that cause distortions of the muscles of the hip and students will design a treatment protocol for treating those distortions. In addition, students will discuss, examine and interpret ethical policies for office management in a massage therapy setting.

**PMT 141 Massage and Neuromuscular Therapy VI: 100 hours**
In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included will the demonstration and practice of joint mobilization, and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Thai Massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee utilizing proper hydrotherapy protocols.

**PMT 146 Massage and Neuromuscular Therapy VII: 100 hours**
This course will include further practice to improve the students’ Swedish massage routine. Students will be introduced to the basics of good nutrition and evaluate the impact of poor nutrition on a system of the body. 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. Students will examine basic structures, functions, and pathologies of the Endocrine System. Students will analyze basic concepts and benefits of
Reflexology. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter.

**PMT 910 Student Clinic I: 25 hours**
In this course students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients.

**PMT 911 Student Clinic II: 25 hours**
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisite: PMT 910)

**PMT 912 Student Clinic III: 25 hours**
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 911)

**PMT 913 Student Clinic IV: 25 hours**
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 912)

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**Professional Clinical Massage Therapy Program – 740 clock hour**

**PMT 170 Orientation to Massage Therapy: 80 hours**
Orientation to massage therapy will introduce the students to the basic anatomy of the human body; including basic cells and tissues, fundamentals of Swedish full body massage, and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, introduction to Eastern Theory, structural boney landmarks, joints, and
attachment sites of muscles, soft tissue pain and degenerative processes, basic kinesiology and various neuromuscular laws as they apply to soft tissue, introduction to basic client assessment skills, and an introduction to somatic psychology. This course will include discussions on professional ethical boundaries; instruction on proper hygiene techniques for massage therapists, directional and action terminology, introduction to assessing postural distortions, and basic indications and contraindications.

**PMT 171 Massage and Neuromuscular Therapy I: 80 hours**
Students will learn more in-depth practice of the Swedish massage routine during this course. Also learned will be the fundamentals of incorporating various methods of massage therapy for clients with special needs. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. Students will study various aspects of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions.

**PMT 172 Massage and Neuromuscular Therapy II: 80 hours**
In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. In addition, students will learn the basic structure, functions, and pathologies of the Integumentary and Skeletal Systems. Students will study various aspects of Eastern Theory. This course includes assessment of dysfunctions that cause distortions of the muscles of the Upper Extremity. Students will discuss state laws and regulations governing the practice of massage therapy, identify penalties for non-compliance, and examine requirements to work as an independent massage therapist. The legal and professional aspect of business practices of a massage therapist will be explored.

**PMT 173 Massage and Neuromuscular Therapy III: 80 hours**
Students will learn more in depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Circulatory, Lymphatic, and Respiratory Systems. This course also includes an introduction to Lymphatic Drainage, Medical Massage, Aromatherapy, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder and massage therapy protocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS. Also
included are discussions regarding the prevalence of and how to prevent medical errors, protocols for performing hydrotherapy applications, and indications and contraindications for hydrotherapy are also discussed.

**PMT 174 Massage and Neuromuscular Therapy IV: 80 hours**
This course will broaden the Swedish massage repertoire. Students will learn additional techniques to enhance already existing knowledge and practice abdominal massage techniques. Students will study various aspects of Eastern Theory. Students will examine basic structures, functions, and pathologies of the Digestive and Urinary Systems. Students will also learn assessment of dysfunctions that cause distortions of the muscles of the spine and thorax. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thorax utilizing proper hydrotherapy protocol.

**PMT 175 Massage and Neuromuscular Therapy V: 80 hours**
Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positioning of a pregnant client (pregnancy massage). Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive systems. This course will also include discussions on the history of massage, assessment of dysfunctions that cause distortions of the muscles of the hip and students will design a treatment protocol for treating those distortions. In addition, students will discuss, examine and interpret ethical policies for office management in a massage therapy setting.

**PMT 176 Massage and Neuromuscular Therapy VI: 80 hours**
In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included will the demonstration and practice of joint mobilization, and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Thai Massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee utilizing proper hydrotherapy protocols.
PMT 177 Massage and Neuromuscular Therapy VII: 80 hours
This course will include further practice to improve the students’ Swedish massage routine. Students will be introduced to the basics of good nutrition and evaluate the impact of poor nutrition on a system of the body. 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. Students will examine basic structures, functions, and pathologies of the Endocrine System. Students will analyze basic concepts and benefits of Reflexology. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter.

PMT 950 Student Clinic I: 25 hours
In this course students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients.

PMT 951 Student Clinic II: 25 hours
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisite: PMT 950)

PMT 952 Student Clinic III: 25 hours
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 951)

PMT 953 Student Clinic IV: 25 hours
In this course students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two core courses. Students will not be compensated for services to clients. (Prerequisites: PMT 952)
General Education Course Descriptions

AML 100 American Literature: 3.0 credit hours
This course explores select American literary texts. Historical background and social forces, which shape literature, are emphasized. Literary genres and elements are explored. Outside work will be required.

BSC 105 General Biology: 3.0 credit hours
This course is an introduction to elementary cell chemistry, structure, metabolism, and reproduction. It includes the study of energy capture and transfer by cells, DNA structure, replication and function, the nature of heredity and the genetic basis of speculation, and theories of the origin of life and evolution. Outside work required.

BSC 205 Human Anatomy & Physiology: 4.0 credit hours
This course provides basic structure, function and chemistry of the body. Topics include terminology, chemistry, cell biology, tissues, cellular respiration and body systems including skeletal, muscular, respiratory, reproductive and integumentary systems. Outside work will be required.

BSC 206 Advanced Anatomy & Physiology: 4.0 credit hours
This course continues BSC 205 (Human Anatomy & Physiology) with emphasis on circulatory, digestive, endocrine, immune, lymphatic, nervous and urinary systems. Topics include blood, sense organs, nutrition and metabolism, fluid and electrolyte balance and acid-base balance. Outside work will be required.

CGS 106 Introduction to Computers: 3.0 credit hours
This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics and email use. Outside work will be required.
ENC 101 English Composition I: 3.0 credit hours
This course is designed to develop students' writing skills in order to achieve professional life advancement and obtain skills for lifelong learning. These skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of prewriting, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods. Outside work will be required.

IDS 110 Strategies for Success: 3.0 credit hours
Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in order to develop essential academic skills for enhanced and continued learning. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal setting, self-reflection, and self-evaluation, not only in an academic environment, but for preparation for professional life advancement, as well as for lifelong learning. Outside work will be required.

MAT 103 Intermediate Algebra: 3.0 credit hours
This course covers topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots; linear and quadratic equations and linear inequalities and graphs, all with applications. Outside work will be required.

PSY 101 Introduction to Psychology: 3.0 credit hours
In this course, the student is introduced to the fundamental study of behavior, animal and human, with major emphasis placed on human behavior. Student will become acquainted with concepts such as learning, perception, intelligence measurement, personality structure, behavior disorders, human development, social pressures and research methods. Outside work will be required.
SPC 101 Speech: 3.0 credit hours
The student will be instructed on preparation and delivery of different types of speeches, as well as learn techniques to improve interpersonal communication skills, with emphasis on effective communication techniques and working in teams in order to develop essential skills for effective communication. Outside work will be required.
OFFICE OF THE CHAIRMAN

Chairman of the Board
Arthur Keiser
Ph.D., Union Institute
B.A. Degree, Tulane University

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Fred Pfeffer
B.A. Degree, Keiser University

Vice Chairman of Finance
Joseph C. Berardinelli
B.S. Degree, LeMoyne College

Ombudsman
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M.S. Degree, Theology, Fillmore Seminary
B.S. Degree, Theology, Unity Seminary

Associate Vice Chairman of Military Affairs
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M.S. Degree, University of La Verne
B.S. Degree, Mount Olive College

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B.S. Degree, The George Washington University
Office Manager
Sherronda Davis
M.B.A. Degree, Everglades University
B.A. Degree, Wesleyan University

Chief Financial Officer
Peter A. Lipinski
B.A. Degree, Monmouth College

Accounts Payable Bookkeeper
Sanya Roserie
B.A. Degree, California State University Fullerton

Regional Vice President of Student Financial Services
Matt Flowers
A.A.B. Degree, Youngstown State University

Regional Director of Financial Services
Michael Johnson
B.S Degree, Nova Southeastern University

Regional Director of Academic Affairs
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B.A. Degree, University of North Carolina

Regional Director of Accreditation and Licensure
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M.S. Degree, Florida International University
B.A. Degree, East Stroudsburg University

Regional Director of Student Services
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B.S. Degree, University of South Carolina
COLUMBIA MAIN CAMPUS

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Janet Clark
B.S. Degree, Southern New Hampshire University

Director of Admissions
Brent Folks
B.A. Degree, North Carolina State University

Dean of Academic Affairs
Ian Keogh
B.A. Degree, Stockton University

Director of Financial Aid
Tamisha Foster
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B.S. Degree, Charleston South University

Director of Student Services
Michael D. Finkley
M.Ed. Degree, Southern New Hampshire University
M.S.Ed. Degree, Southern New Hampshire University

Financial Aid Officer
Vacant

Admissions Coordinators
La’Sasha Harris
M.B.A. Degree, Keller Graduate School of Management
B.S. Degree, Morgan State University

Sherry Mack-Michael
B.S. Degree, South Carolina State University

KenJuan Herman
M.B.A. Degree, Strayer University
B.S. Degree, Clemson University
Jacqueline Rodriguez  
Diploma, Eastwick College

Registrar/Bursar  
Cora Foster  
B.B.S. Degree, Charleston Southern University

Receptionists  
Dana Funderburke

Cathy J. Phelps  
M.A. Degree, Webster University  
B.S. Degree, South Carolina State University

FACULTY

Electronic Medical Billing and Coding Specialist  
Program Coordinator  
Kimbery Oxendine  
B.A. Degree, Winthrop University  
A.S. Degree, South University

Sharrie Simons, CMRS, CBCS  
Certificate, Remington College

Medical Assisting  
Program Coordinator  
Tiffany Hart-Wilson  
M.B.A. Degree, South University  
B.A. Degree, South University  
A.S. Degree, South University

Stacey Campbell, RMA  
B.A. Degree, Newberry Lutheran College

Occupational Therapy Assistant  
Program Director  
Gejuanna H. Fletcher, OTD, OTR/L
OTD Degree, Belmont University
B.S. Degree, Fort Valley State University

**Professional Clinical Massage Therapy**
Program Coordinator
Tera Michelin, LMT
Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

Brandy Webster, LMT
Certificate in Massage Therapy, Southeastern School of Neuromuscular Massage

Krishondra Jones, LMT
Certificate in Therapeutic Massage, Southeastern School of Neuromuscular Massage

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**NORTH CHARLESTON MAIN CAMPUS**

*President*
Tim Van Horn
M.B.A. Degree, Strayer University
B.S. Degree, Defiance College

*Dean of Academic Affairs*
David Sessoms
E.D.D. Degree, Capella University
M.Ed. Degree, Campbell University
B.S. Degree, Campbell University
A.A. Degree, Miller-Motte Technical College

*Director of Student Services*
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M.B.A. Degree, Binghamton University
B.S. Degree, Florida Tech

*Director of Financial Aid*
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B.S. Degree, Stockton University

Admissions Coordinators
Annette Gersbach
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Twanya Middleton
M.B.A. Degree, Strayer University
B.S. Degree, Southern Wesleyan University

Lakeia Newsome
M.B.A. Degree, Strayer
B.A. Degree, Charleston Southern University

David B. Keener III
B.A. Degree, Western Carolina University

Financial Aid Coordinator
Kelly McAbee
B.S. Degree, Walden University
A.A.S. Degree, Millter-Motte Technical College

Registrar/Bursar/Bookstore Manager
Joanna Peterson
B.S. Degree, College of Charleston

Receptionists
Olivia Kirk
B.A. Degree, Otterbein University

Debra Macer
**FACULTY**

**Electronic Medical Billing and Coding Specialist**
Program Coordinator
Dioneesia Craven, CBCS  
A.S. Degree, Madison Area Technical College  
Certificate, Southeastern Institute

Hope Garrett, CPC  
B.S. Degree, Medical University of South Carolina

**Medical Assisting**
Program Coordinator
Quanna Shaw-Brown, RN, RMA  
A.S. Degree, Trident Technical College  
Diploma, Centura College

Richard Behlmer  
A.S. Degree, Midlands Technical College

Natasha Bratton  
B.N.S. Degree, Herbert Lehman College

Christopher Nubel  
D.C. Degree, Logan University

**Occupational Therapy Assistant**
Program Director
Twilla Parr, OTR/L  
M.S. Degree, Eastern Kentucky University  
B.S. Degree, University of Kentucky

**Pharmacy Technology**
Program Director
Brittany Hamilton, CPhT  
Doctor of Pharmacy, Hampton University
Professional Clinical Massage Therapy
Program Coordinator
Lucas Foote
Certificate, Technical College of the Rockies

James Louie
A.S. Degree, New York College of Health Professions

Allied Health Program Director
Candy Layman Ford, RMA
B.S. Degree, Strayer University
ACADEMIC CALENDAR 2019

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

01/01/2019  New Year’s Day
01/07/19-04/28/19  Winter Semester
01/07/19-02/03/19  Term A Classes Begin
01/21/2019  Martin Luther King Jr. Day
01/22/2019  Return
02/04/19-03/03/19  Term B Classes Begin
02/18/2019  President’s Day
02/19/2019  Return
03/04/19-03/31/19  Term C Classes Begin
04/01/19-04/28/19  Term D Classes Begin
04/19/19-04/22/19  Easter Break
04/23/2019  Return
04/29/19-05/05/19  Spring Break

Semester II

05/06/19-08/25/19  Summer Semester
05/06/19-06/02/19  Term A Classes Begin
05/27/2019  Memorial Day
05/28/2019  Return
06/03/19-06/30/19  Term B Classes Begin
07/01/19-07/28/19  Term C Classes Begin
07/04/2019  Independence Day
07/05/2019  Return
07/29/19-08/25/19  Term D Classes Begin
08/26/19-09/01/19  Summer Break

Semester III

09/02/19-12/22/19  Fall Semester
09/02/19-09/29/19  Term A Classes Begin
09/02/2019  Labor Day
09/03/2019  Return
09/30/19-10/27/19  Term B Classes Begin
10/28/19-11/24/19  Term C Classes Begin
11/11/2019  Veterans Day
11/12/2019  Return
11/25/19-12/22/19  Term D Classes Begin
11/28/19-12/01/19  Thanksgiving Break
12/02/2019         Return
12/23/19-01/12/20  Holiday
Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I
01/01/2020  New Year’s Day
01/13/20-05/03/20  Winter Semester
01/13/20-02/09/20  Term A Classes Begin
01/20/2020  Martin Luther King Jr. Day
01/21/2020  Return
02/10/20-03/08/20  Term B Classes Begin
02/17/2020  President’s Day
02/18/2020  Return
03/09/20-04/05/20  Term C Classes Begin
04/06/20-05/03/20  Term D Classes Begin
04/10/20-04/13/20  Easter Break
04/14/2020  Return
05/04/20-05/10/20  Spring Break

Semester II
05/11/20-08/30/20  Summer Semester
05/11/20-06/07/20  Term A Classes Begin
05/25/2020  Memorial Day
05/26/2020  Return
06/08/20-07/05/20  Term B Classes Begin
07/03/2020  Independence Day (Observed)
07/06/2020  Return
07/06/20-08/02/20  Term C Classes Begin
08/03/20-08/30/20  Term D Classes Begin
NONE  Summer Break

Semester III
08/31/20-12/20/20  Fall Semester
08/31/20-09/27/20  Term A Classes Begin
09/07/2020  Labor Day
09/08/2020  Return
09/28/20-10/25/20  Term B Classes Begin
10/26/20-11/22/20  Term C Classes Begin
11/11/2020  Veterans Day
11/12/2020  Return
11/23/20-12/20/20  Term D Classes Begin
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<tr>
<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>11/26/20-11/29/20</td>
<td>Thanksgiving Break</td>
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<tr>
<td>11/30/2020</td>
<td>Return</td>
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<tr>
<td>12/21/20-01/10/21</td>
<td>Holiday</td>
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**ACADEMIC CALENDAR 2021**

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

**Semester I**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>01/01/2021</td>
<td>New Year’s Day</td>
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<tr>
<td>01/11/21-05/02/21</td>
<td>Winter Semester</td>
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<tr>
<td>01/11/21-07/21</td>
<td>Term A Classes Begin</td>
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<tr>
<td>01/18/2021</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>01/19/2021</td>
<td>Return</td>
</tr>
<tr>
<td>02/08/21-03/07/21</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>02/15/2021</td>
<td>President’s Day</td>
</tr>
<tr>
<td>02/16/2021</td>
<td>Return</td>
</tr>
<tr>
<td>03/08/21-04/04/21</td>
<td>Term C Classes Begin</td>
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<tr>
<td>04/05/21-05/02/21</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>04/02/21-04/05/21</td>
<td>Easter Break</td>
</tr>
<tr>
<td>04/06/2021</td>
<td>Return</td>
</tr>
<tr>
<td>05/03/21-05/09/21</td>
<td>Spring Break</td>
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</tbody>
</table>

**Semester II**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>05/10/21-08/29/21</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>05/10/21-06/21</td>
<td>Term A Classes Begin</td>
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<tr>
<td>05/24/2022</td>
<td>Memorial Day</td>
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<tr>
<td>05/25/2021</td>
<td>Return</td>
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<tr>
<td>06/07/21-07/04/21</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>07/05/2021</td>
<td>Independence Day (Observed)</td>
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<tr>
<td>07/06/2021</td>
<td>Return</td>
</tr>
<tr>
<td>07/05/21-08/01/21</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>08/02/21-08/29/21</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>NONE</td>
<td>Summer Break</td>
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</tbody>
</table>

**Semester III**

<table>
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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>08/30/21-12/19/21</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>08/30/21-09/26/21</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td>09/06/2021</td>
<td>Labor Day</td>
</tr>
<tr>
<td>09/07/2021</td>
<td>Return</td>
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<tr>
<td>09/27/21-10/24/21</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>10/25/21-11/21/21</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>11/11/2021</td>
<td>Veterans Day</td>
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<tr>
<td>11/12/2021</td>
<td>Return</td>
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<tr>
<td>Date Range</td>
<td>Event</td>
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<tr>
<td>11/22/21-12/19/21</td>
<td>Term D Classes Begin</td>
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<tr>
<td>11/25/21-11/28/21</td>
<td>Thanksgiving Break</td>
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<tr>
<td>11/29/2021</td>
<td>Return</td>
</tr>
<tr>
<td>12/20/21-01/09/22</td>
<td>Holiday</td>
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</table>
### ACADEMIC CALENDAR 2022

*Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.*

#### Semester I

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>01/01/2022</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>01/10/22-05/01/22</td>
<td>Winter Semester</td>
</tr>
<tr>
<td>01/10/22-02/06/22</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td><strong>01/17/2022</strong></td>
<td><strong>Martin Luther King Jr. Day</strong></td>
</tr>
<tr>
<td>01/18/2022</td>
<td>Return</td>
</tr>
<tr>
<td>02/07/22-03/06/22</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td><strong>02/21/2022</strong></td>
<td><strong>President’s Day</strong></td>
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<tr>
<td>02/22/2022</td>
<td>Return</td>
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<tr>
<td>03/07/22-04/03/22</td>
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<td>04/05/22-05/01/22</td>
<td>Term D Classes Begin</td>
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<tr>
<td><strong>04/15/22-04/18/22</strong></td>
<td><strong>Easter Break</strong></td>
</tr>
<tr>
<td>04/19/2022</td>
<td>Return</td>
</tr>
<tr>
<td><strong>05/02/22-05/08/22</strong></td>
<td><strong>Spring Break</strong></td>
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</tbody>
</table>

#### Semester II

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>05/09/22-08/28/22</td>
<td>Summer Semester</td>
</tr>
<tr>
<td>05/09/22-06/05/22</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td><strong>05/30/2022</strong></td>
<td><strong>Memorial Day</strong></td>
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<tr>
<td>05/31/2022</td>
<td>Return</td>
</tr>
<tr>
<td>06/06/22-07/03/22</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td><strong>7/04/2022</strong></td>
<td><strong>Independence Day</strong></td>
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<tr>
<td>7/05/2022</td>
<td>Return</td>
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<tr>
<td>07/04/22-07/31/22</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td>08/01/22-08/28/22</td>
<td>Term D Classes Begin</td>
</tr>
<tr>
<td>NONE</td>
<td>Summer Break</td>
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</tbody>
</table>

#### Semester III

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>08/29/22-12/18/22</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>08/29/22-09/25/22</td>
<td>Term A Classes Begin</td>
</tr>
<tr>
<td><strong>09/05/2022</strong></td>
<td><strong>Labor Day</strong></td>
</tr>
<tr>
<td>09/06/2022</td>
<td>Return</td>
</tr>
<tr>
<td>09/26/22-10/23/22</td>
<td>Term B Classes Begin</td>
</tr>
<tr>
<td>10/24/22-11/20/22</td>
<td>Term C Classes Begin</td>
</tr>
<tr>
<td><strong>11/11/2022</strong></td>
<td><strong>Veterans Day</strong></td>
</tr>
<tr>
<td>11/12/2022</td>
<td>Return</td>
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<tr>
<td>11/21/22-12/18/22</td>
<td>Term D Classes Begin</td>
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<tr>
<td>Date Range</td>
<td>Event</td>
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<tr>
<td>11/24/22-11/27/22</td>
<td>Thanksgiving Break</td>
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<tr>
<td>11/28/22</td>
<td>Return</td>
</tr>
<tr>
<td>12/19/22-01/08/23</td>
<td>Holiday</td>
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