

We Change Lives... One Person At A Time.®



2016 Course Catalog

Daymar College Academic Catalog

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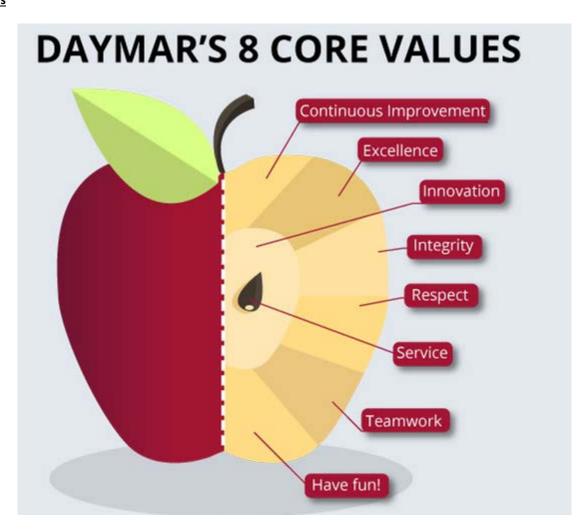
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Section One: Introduction

Statement of Mission

We Change Lives...One Person At A Time.

Values



Statement of Purpose

- To stress to all students the importance of a sound general educational background in which students can broaden their understanding of society and the complexities which affect society.
- To provide education and training to students on a group and an individual basis, helping students realize their full potential with specialized knowledge and skills.
- To help students reach a level of social maturity that will be respected in the community as well as in the business world.
- To assist graduates in securing meaningful and satisfying employment through career and job placement services.

History

The four Ohio campuses of Daymar College ("the College") were acquired by Daymar Learning of Ohio, Inc. from another institution in 2008. The Chillicothe and New Boston campuses had been in operation since 1976. The Jackson campus had been operating since 1980, and the Lancaster campus had opened in 1994.

The four campuses have flourished as part of the Daymar family. The Lancaster campus has relocated to a convenient location along one of the city's major business routes. To make room for its rapidly growing student population, the Jackson campus moved in July of 2010 to a new, larger location – with more classrooms and room for additional expansion.

The Ohio campuses strive to be positive contributors in the communities they serve. Students, faculty, and staff participate in local events, help raise funds for charitable causes. and collaborate with other local organizations on initiatives that help change lives. In 2011 alone, the campuses spearheaded numerous projects to help their respective communities prosper – including GED preparation classes for adults, outreach to help military veterans, and reading events at elementary schools.

Regulatory Information

Daymar College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street NE, Suite 980, Washington, D.C. 20002-4223. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education (However, please note that Daymar's accreditation by ACICS does not guarantee that credits earned at Daymar, even if a degree is awarded, will transfer to other institutions. For more information on transferring Daymar credits to another institution, please see Transferring Daymar Credits to Other Schools on page 41 of this catalog).

Daymar College is authorized to confer the diploma, the Associate of Applied Business, and the Associate of Applied Science with the Ohio State Board of Career Colleges and Schools at 30 East Broad Street, Suite 2481, Columbus, Ohio 43215. Registration Numbers: Daymar - Columbus 08-01-1853T; Daymar - New Boston 08-01-1854T. The main campus is located in New Boston, Ohio and the branch campus is located in Columbus, Ohio.

Certificate of Authorization received from Ohio Board of Regents.

Some of the programs offered by Daymar College have been approved by the Ohio Approving Agency for Veterans Education for the enrollment of persons eligible to receive VA educational benefits.

All campuses of Daymar College have been designated by the United States Department of Education as eligible to participate in Title IV, Part A Postsecondary Education Federal Assistance Programs under the Higher Education Act of 1965, as Amended (HEA).

Legal

Daymar College ("the College") is owned and operated by Daymar Learning of Ohio, Inc. Daymar Learning of Ohio, Inc. is owned by Daymar Holdings, Inc. The Mark A. Gabis Revocable *Inter Vivos* Trust, Kris Kemp successor trustee, and the Damien A. Gabis Trust UTD 11/6/96, Damien A. Gabis trustee, are the shareholders of Daymar Holdings, Inc. Daymar College Board Members include Damien Gabis, Terry Gabis, and Eric Evenson.

Equal Opportunity and Compliance with Americans with Disabilities Act

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, sexual orientation, or religion as to the admission or other treatment of its students, prospective students, associates, or prospective associates.

The College complies fully with the Americans with Disabilities Act of 1990. Daymar is committed to providing reasonable accommodations to qualified individuals with a disability unless providing such accommodation would result in an undue burden or fundamentally alter the nature of the program, benefit, or service provided by the school. To request an auxiliary aid or service please contact the school president or school director at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.

Statement of Policy

The College reserves the right to change any provision or requirement in this catalog at any time without prior notice.

The College provides the opportunity for students to enroll in single courses, diploma programs, associate of applied science degree programs, or programs of study leading to the bachelor of applied science degree in allied health, business, and technical fields. These courses and programs of study are taught by faculty in an appropriate learning environment with adequate instructional resources. The acquisition of knowledge and skills by any student is contingent upon the student's desire and ability to learn and his/her application of appropriate study habits; therefore, the College does not warrant or represent that any student who completes any course or program of study will necessarily acquire any specific knowledge, skills, or obtain a specific job or income. The College does not guarantee employment following graduation but does offer career planning assistance to graduates.

Subject to the procedural parameters outlined in Section 4 of this catalog, the College reserves the right to require a student to withdraw from the College for any action deemed detrimental to the College, faculty, staff, or another student as determined by the Campus President/Director. The College also reserves the right to immediately remove any student that poses a substantial threat to the campus community and/or who significantly disrupts ongoing campus instruction. Failure to read this catalog or other published and posted materials does not excuse the student from the requirements and regulations described therein.

Non-Discrimination

Admission to, employment by, and promotion in the College will be on the basis of merit, and there will be no discrimination on the basis of race, color, creed, age, sex, disability, sexual orientation, religion, or national or ethnic origin.

Professional Memberships

Columbus

American Medical Technologists

Χ

Association of Private Sector Colleges and Universities	Χ
Better Business Bureau	Χ
National Certification Board for Therapeutic Massage & Bodywork	Х
Ohio Association of Career Colleges and School	Χ

Section Two: Institutional Policies

Academic and Professional Standards

Each campus of Daymar College is committed to developing career professionals who demonstrate high levels of integrity and professionalism. All programs are designed to produce growth inducing challenges through academic rigor and soft skills development opportunities. Students must employ sustained focus and continual application of cognitive and academic skills for the duration of their tenure at Daymar College.

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Daymar College actively monitors student academic progress through a review of attendance, GPA, incremental completion rate and other means. Personal adjustment, interpersonal relationships and behavior in all settings are relevant to student progress. Daymar College endeavors to help students reach their potential to become ethical

and competent professionals.

Students are expected to conduct themselves in a manner consistent with their professional ethics and orientation at all times. The standards of professional conduct require the full commitment to all responsibilities undertaken during the course of clinical training and internships. This includes maintaining appropriate and respectful

interpersonal relations with peers, faculty and staff.

Non-Discrimination Policy

Admission to, employment by, and promotion in the College will be on the basis of merit, and not discriminate on the basis of race, color, creed, age, sex, disability, religion, sexual orientation, or national or ethnic origin. The College provides equal opportunity to everyone.

Daymar College will not retaliate against anyone bringing forward allegations of harassment or discrimination.

Daymar College provides equal opportunity in admissions and employment decisions.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment General Student

Complaint Policy

Daymar instructors and administrators are available to answer student questions and resolve student grievances. In the event that a student is unable to resolve an issue by working directly with the appropriate instructors and/or administrators, the Campus President is authorized to receive and review all student complaints. Students may contact the Campus President directly through electronic mail, telephone, or by sending a written complaint to the

campus address. The contact information for the Campus President is:

Columbus (Branch Campus):

Rey Penate 2745 Winchester Pike, Columbus, OH 73232 (614) 643-6680

rpenate@daymarcollege.edu

Students may also report issues anonymously by calling the Daymar Cares Hotline at 1-855-4DAYMAR or 1-855-432-9627.

Discrimination Complaints

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide

Effective Date: January 1, 2016

a fair, prompt and reliable determination about whether the Daymar College Non-Discrimination Policy has been violated.

- 1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with the Campus President/Director. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
- 2. The Campus President will refer the complaint to the Director of Education who will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the Director of Education after providing at least ten (10) days notice to both parties. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Daymar College's final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the Director of Education and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the Director of Education during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties. The Director of Education may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
- 3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
- 4. The decision of the Director of Education may be appealed by petitioning the Campus President's office. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director of Education. The Campus President or his/her designee, will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The Campus President's decision shall be final.
- 5. Matters involving general student complaints will be addressed according to the Student Complaint procedure. The details of the Student Complaint Procedure can be found above and in Section Four of this catalog.
- 6. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at http://www.ed.gov/ocr.
- 7. If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, OH 43215, or by calling (877) 275-4219. For procedural details on handling unresolved disputes see the Unresolved Disputes language in Section Four of this catalog.

Columbus Campus

Director of Education 2745 Winchester Pike Columbus, OH 73232

Phone: (614) 643-6680

Disability Services

The College complies fully with the Americans with Disabilities Act of 1990 and strictly prohibits discrimination on the basis of a student's disability status. Daymar is committed to providing appropriate academic adjustments and auxiliary aids and services necessary to give a disabled student an equal opportunity to participate in a Daymar program. Examples of appropriate auxiliary aids that may be provided are note takers, readers, and specialized computer equipment. To request an auxiliary aid or service, students should contact the Campus President or Director of Education at the address listed in the back of the catalog. The initial steps for students wishing to request an auxiliary aid or service include discussing the need and providing current medical evidence to support of the disability four weeks prior to the start of classes or as soon as practicable so that the school has time to address the request.

The Family Educational Rights and Privacy Act of 1974

The Family Education Rights and Privacy Act (FERPA) of 1974 is implemented at the College. Highlights of the amended act, which provides for access to student records, are included below. Additional information can be found in the Consumer Information found on the web site (http://www.daymarcollege.edu/admissions/student-information) and Student Portal.

FERPA Is a federal law that requires Daymar, with certain exceptions, to obtain a student's written consent prior to disclosing personally identifiable information from a student's education record. However, Daymar may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised Daymar to the contrary. The primary purpose of directory information is to allow Daymar to include information from student education records in certain publications. Examples of these publications include:

- Honor Roll or other recognition lists
- Graduation programs
- Campus activity lists or rosters

Daymar has designated the following information as directory information:

- Student Name
- Student Address
- Student Telephone Listing
- Student Daymar Electronic Mail Address
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of Attendance
- Campus

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. These outside organizations may include, but are not limited to, companies that manufacture class rings or publish your yearbooks. If you do not want Daymar to disclose directory information from your student records without your prior consent, you must notify Daymar in writing. Please contact the Director of Education or Student Services Coordinator for more information about FERPA.

Retention and Placement Rates

For placement, financial and other important information, visit our website at, http://www.daymarcollege.edu/placement-information

Section Three: Health/Safety Policies and Procedures

No-Harassment Policy

The College does not discriminate on the basis of race, creed, color, sex, age, disability, national or ethnic origin, sexual orientation, or religion as to the learning and working environment or other treatment of its students, prospective students, associates, or prospective associates.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent to the victim's use of drugs or alcohol.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. Daymar College prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Any student who believes he or she has been the victim of sexual harassment, violence or denied any service or benefit because of sex discrimination may follow the steps outlined here. Students may also attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

Sex Discrimination and Harassment Complaints

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Daymar College Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with

- the Campus President. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
- 2. The Campus President will refer the complaint to the Director of Education who will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding which will be convened by the Director of Education after providing at least ten (10) day notice to both parties. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Daymar College's final determination with respect to the alleged violation and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the Director of Education and inspect the documents offered as proof during the proceeding. Either party may offer any witnesses in support of their position to the Director of Education during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. Imposed restrictions on the ability of observers to speak or otherwise participate in the proceedings apply equally to all parties. The Director of Education may prohibit disruptive individuals from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
- 3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The written decision will include an evaluation of the facts and will be based on the evidence provided during the proceeding. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
- 4. The decision of the Director of Education may be appealed by petitioning the Campus President's office. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director of Education. The Campus President or his/her designee will render a written decision on the appeal within 30 calendar days from the receipt of the appeal. The Campus President's decision shall be final.
- 5. Matters involving general student complaints will be addressed according to the Student Complaint procedure. The details of the Student Complaint Procedure can be found above and in Section Four of this catalog.
- 6. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at http://www.ed.gov/ocr.
- 7. If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to the State Board of Career Colleges and Schools, 30 East Broad Street, Columbus, OH 43215, or by calling (877) 275- 4219.. For procedural details on handling unresolved disputes see the Unresolved Disputes language in Section Four of this catalog.

If desired, inquires or appeals beyond the institutional level may be directed to the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov, if you believe the school is violating Federal law. If you wish to fill out a complaint form online, you may do so at:

http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Policy Concerning Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by Daymar College. Complaints of sexual violence should be made to the Director of Education or designee.

Upon learning of possible sexual violence involving a student, Daymar College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If Daymar College determines that sexual violence may have occurred, Daymar College will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

Daymar College will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

- 1. Reporting any subsequent harassment or retaliation to the Campus President
- 2. Providing an escort to ensure the alleged victim can move safely between classes and activities
- 3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
- 4. Providing referral to counseling services or providers
- 5. Providing academic support services, such as tutoring
- 6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Reporting an Assault

In the event of an assault on campus, victims should first call 911 for immediate help. A complete report of an assault on campus should be made promptly to a campus official, preferably within 48 hours of the occurrence. Faculty, administration, and staff are required to provide immediate support and assistance to the victim. At the victim's request, the campus president or any administrator will assist victims in filing criminal charges with the appropriate law enforcement officials. In the event of an assault against a student or employee occurring off-campus, victims should call 911 to request police assistance and to report the crime in the jurisdiction in which the crime occurred. Daymar College will assist law enforcement authorities for the purposes of obtaining, securing, and maintaining evidence in connection with any alleged crime of violence committed on campus.

Reporting Health or Safety Hazard

Students should immediately report health or safety hazards to the campus president or designee. Any accident or injury, no matter how slight, must also be reported immediately.

Campus Security

The College strives to maintain a safe, crime-free environment. The College is required to have available a copy of crime statistics for distribution to every student. At each New Student Orientation the College distributes a copy of

the crime statistics. Additional copies are available and can be obtained from the Student Services office and on the College's website at http://www.daymarcollege.edu/admissions/student-information.

The Campus Sex Crimes Prevention Act (CSCPA) is a federal law that was enacted on October 28, 2000. This law facilitates the tracking of convicted, registered sex offenders who are: 1) students of, 2) employees of, or 3) volunteers at an institute of higher education.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (WETTERLNG) to require sex offenders who are already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed or carries on a vocation or is a student effective as of October 28, 2002.

The CSCPA also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY) to require institutions of higher education to issue a statement, in addition to other disclosures required under CLERY, advising the campus community where law enforcement agency information regarding convicted sex offenders is provided by their state.

Finally, the CSCPA amends the Family Educational Rights and Privacy Act (FERPA) to state that nothing in FERPA can prohibit an institute of higher education from disclosing information provided to that institution concerning registered sex offenders.

The United States Department of Justice provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at https://www.nsopw.gov/en.

The Ohio Department of Rehabilitation and Correction provides a publicly accessible database of sex offenders that are required to register. This database may be accessed at http://www.drc.ohio.gov/offendersearch/search.aspx.

Drug-Free Workplace and Campus

The unlawful possession, use, or distribution of drugs or alcohol by students or associates is absolutely prohibited on the College's premises or at any of its activities or events. Violation of this policy can lead to disciplinary action up to and including dismissal from Daymar College.

Health Risks Associated with the Use of Alcohol

Short-Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

Increased blood pressure

- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males testicular atrophy and breast enlargement
- In females increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries

- Dependence
- Overdose leading to convulsions, coma, death

The illicit possession, use, or distribution of drugs or alcohol by any of the College's students or associates on the College's premises or at any of its activities may result in the following sanctions:

- Immediate expulsion from school or termination of employment.
- Referral to a counseling agency.
- Referral for prosecution to the appropriate authorities.
- Reentry may be made only at the discretion of the Campus President/Director or the Director of Education.

Suicide Prevention Policy

Daymar College is committed to the well-being and safety of its college community. Daymar College expects and encourages students to maintain a reasonable concern for their own self-welfare and in turn, the welfare of the college community. In the event that Daymar College has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the campus may require the student to suspend their studies at Daymar College until the student can demonstrate that they have sought help or assistance from others including family, mental health professionals, support groups or any other resource that offer support around suicidality.

Students with psychological impairments that affect the student's ability to function in the college community (academically, socially or otherwise) may opt for a medical withdrawal. Students who need to be hospitalized due to a suicide attempt and/or suicidal ideation may be asked to demonstrate that they are safe by providing appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to the college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the college at its discretion may set restrictions and/or conditions for the student to return to the college including receiving outside counseling and signing a safety contract.

Daymar College cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the college and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits college officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply.

Health and Immunization Policy

The student will be required to meet and maintain academic/technical standards, all required immunizations, CPR requirements, and pass all drug screenings to remain in the respective health science programs. The student will be required to undergo a student health evaluation, submit all required immunizations*, and satisfy CPR requirements prior to attending clinical. Official documentation or proof from the students' clinician of receiving the immunization or reason for not being eligible for the particular immunization is required.

• CPR Certification: Each student must be certified in Healthcare Provider basic life support (American

Heart Association) and maintain certification throughout the nursing or health sciences program.

- Tuberculin Skin Test: Each student must have a TB skin test within the past 12 months or documentation as a previous positive reactor. If student has not had a Tuberculin skin test within the past 12 months, a two-step Tuberculin skin test will be required. If the student is positive reactor, the student will complete a TB Questionnaire and/or a chest x-ray. Students will not be allowed patient contact until written permission from a physician or healthcare agency is obtained or verification of completed drug regimen is provided.
- MMR: Each student must provide verification of MMR vaccination. Two successful MMR immunizations
 or a positive MMR titer. At least one dose must have been received after 1980.
- Varicella: Immunity, by proof of Varicella immunization or Varicella titer.
- Influenza: Flu Immunization documentation upon admission and annually thereafter. If unable to be immunized, the student will be required to wear a mask in patient care areas. Documentation is required from clinician, if student is unable to be immunized.
- **Hepatitis B:** Proof of Hepatitis B immunization series or declination of vaccine.
- **Drug Screen:** Each student must obtain a urine drug screen. This will be unannounced and student will be escorted by the administrative assistant or designee. The result must be received prior to clinical practice.
- Background Check: A national criminal background check is required for enrollment in the Cardiographic
 Technology, Criminal Justice, Dental Assisting, Medical Massage Therapy, Nursing, Pharmacy Technology,
 and Physical Therapist Assistant programs. Evidence of a criminal record may prevent prospective
 students from enrolling in these programs.
- In the event that a student experiences a legal issue, while within the program, it is their responsibility to disclose in writing, any legal issues, with the exception of a traffic violation, immediately should the student be enrolled in a program that requires licensure or certification. Failure to disclose information about previous drug use or previous criminal offenses could result in immediate dismissal. Failure to disclose this information could also result in a future inability to achieve licensure.

*Immunizations records must be completed and up to date throughout the program, including but not limited to current TB skin test and Current CPR card. It is the student's responsibility to submit items, such as CPR cards to the administrative assistant or designee prior to expiration. The student will not be allowed to attend clinical activity if immunizations and CPR are not current, and the absence policy will apply. Required immunizations or proof of immunity through titer for Measles, Mumps and Rubella, Varicella, Hepatitis B (or declination form signed), Tetanus, Diphtheria and Pertussis as well as any other requirements per the clinical site requirements. These must be supplied upon admission and ongoing while attending any clinical activity.

Medical Responsibility and Risks

When enrolling at Daymar College, the student accepts full financial responsibility for all medical treatment and care and/or disability costs for any illness and/or injury incurred while on campus or at an Daymar College-affiliated clinical training site. While on clinical training/practicum/internship, students will adhere to standard health policies at their respective facilities. The student understands that neither Daymar College nor the affiliated clinical training/ practicum/ internship facilities carry medical insurance or Workers' Compensation coverage for

students of Daymar College. Daymar will not accept responsibility for medical or other costs incurred by sick or injured students while on an Daymar College campus or on clinical training/practicum/internship.

No Smoking Policy

Daymar College provides a non-smoking work and study environment. Smoking is only allowed in designated smoking areas outside of Daymar College facilities. This no smoking policy applies to all forms of smoking including e-cigarettes and vapor devices.

Firearms Policy

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Campus Director/President.

It is the responsibility of campus leadership to enforce compliance with this policy and to take corrective action when necessary.

Conditions/Guidelines:

- a. This Policy applies to anyone on college premises, unless otherwise prohibited by law.
- b. Firearms, including concealed weapons, are not permitted on college premises and/or at college events, except by sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to Daymar College or to college vendors and contractors (where approved by Daymar College) may carry weapons.
- c. Firearms are not permitted in any vehicle while the vehicle is parked on college property, whether said property is owned or leased by the college or provided to Daymar College for its use, except where otherwise required by law.
- d. Any employee or student who becomes aware of a violation of this policy should immediately notify the Campus President/Director, a member of management, or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on college premises. Any person violating this policy may be required to leave college premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

Section Four: Student Rights and Responsibilities

Statement of Student Rights and Responsibilities

All students enrolled at Daymar College assume an obligation to conduct themselves at all times as responsible members of the campus community, to respect the personal and property rights of others, and to support the educational mission of Daymar College. Daymar College insists that its students demonstrate personal and professional integrity in addition to academic excellence.

Daymar College Ethical Code of Conduct

Students are expected to conduct themselves in an ethical, professional, and civil manner. Unprofessional behavior includes, but is not limited to, hostile or careless uses of profanity or obscenities, physical displays of anger or aggressiveness, threatening gestures or comments, violence or harassment, insubordination or persistent, disrespectful arguing, or any other illegal or unethical conduct. Unprofessional behavior may be cause for disciplinary action.

Daymar College is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. Each student, by registering, assumes the responsibility of becoming familiar with, and abiding by, the general standards of conduct expected by Daymar College, as well as those of their respective disciplines. By way of example, each student is expected to refrain from engaging in the following:

- Academic dishonesty of any kind with respect to examinations or coursework. This includes any form of cheating and plagiarism.
- Falsification or alteration of Daymar College documents, records, or identification cards.
- Forgery, issuing bad checks, or not meeting financial obligations to Daymar College.
- Theft or the deliberate damaging or misusing of property belonging to others or the property of Daymar College.
- The manufacture, possession, use, or distribution of any form of alcoholic beverages or illegal drugs while on Daymar College property.
- Possession, display, or use of any dangerous instrument, weapon, or explosives (certified law enforcement officers. required by their employer to carry a firearm are excluded).
- Disrupting the study of others or of Daymar College activities, or interfering with the freedom of movement of any member or guest of the Daymar College community.
- Deliberate interference with academic freedom, freedom of speech, or movement of any member or guest of the Daymar College community.
- Participation in any activity that disrupts or interferes with the education of others or the orderly operation of Daymar College.
- Physical abuse, threatening acts, or harassment toward others.
- Students in all programs are also required to demonstrate behavior that conforms to standard codes of conduct of their respective disciplines.

Academic Dishonest/Plagiarism

Plagiarism is the act of using the work of another author as one's own without giving full credit to that author. That is "stealing" someone else's work rather than giving full credit to the original author. Academic dishonesty includes plagiarism but also includes:

Effective Date: January 1, 2016

- Theft of someone else's work;
- Prohibited collaboration in completion of course work, including submitting someone else's creation as one's own work;
- Use of tools and resources disallowed by the instructor;
- Inappropriate submission of the same work in more than one course.

Students are expected to conduct themselves with integrity in the completion of their course work and the pursuit of their academic achievement.

The following are Daymar's policies and procedures in cases of plagiarism and academic dishonesty:

- **First Offense**: The first occurrence of plagiarism or academic dishonesty will result in a warning for the student and a grade of zero on the assignment or course work. The student will receive a written warning of the offense and a thorough explanation of plagiarism and academic dishonesty and their consequences. The warning will inform the student of the consequences of incurring further offenses.
- Second Offense: The student will receive a failing grade in the course involved and disqualification from receiving academic honors upon graduation. The offending student will receive a written warning of the offense and incurred penalty from an academic administrator. The warning will inform the student of the consequences of incurring a third offense.
- Third Offense: The student will receive a failing grade in the course involved and permanent dismissal from Daymar. The student will receive a written warning of the offense and incurred penalty from an academic administrator.

Reasons for Dismissal

Students may be dismissed from Daymar College for reasons other than those described under "Academic Dismissal" in Section Seven of this catalog. If the institution determines that a student cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student responsibility policy, or other expectations of the program, then the student may be dismissed from Daymar College. Dismissal normally occurs when the Student Conduct Committee or Campus President makes a decision for dismissal and communicates that decision to the student.

It is the responsibility of all students to be familiar with the Daymar College Ethical Code of Conduct.

Student Right to Appeal

Appeal of Disciplinary Action or Dismissal

Students have the right to appeal dismissal and disciplinary actions taken against them, as well as final decisions regarding any other dispute resolution procedure, except for dismissal due to violation of the Maximum Allowable Timeframe policy or the inability to achieve a cumulative GPA of 2.0 by the completion of their program. Students who believe they have extenuating circumstances regarding a particular matter or believe that they have been treated in an arbitrary or biased fashion and/or without adherence to Daymar College policies and procedures may file an appeal. For the purposes of this policy, "bias" shall mean inequitable treatment based upon a student's membership in a class protected from discrimination under relevant Daymar College policy, and shall not encompass personality conflicts between student and instructor/administrator. See Section 7 of this catalog for Appeals Committee procedures.

Section Five: Admission Policies

Admission Procedures and Conditions

Applicants applying for admission to Daymar College ("the College") are required to:

- Complete all enrollment documents including the application and enrollment agreement along with the College disclosure forms as applicable. Applicants under the age of 18 are required to obtain a parent or guardian signature on the enrollment agreement and other enrollment documents.
- Provide proof of high school diploma or a General Educational Development diploma (GED), or its equivalent as determined by the College. Any international transcript or diploma must be translated to English and evaluated for equivalency by a NACES approved transcript evaluation agency.
- Complete, under Program Specific Requirements, programmatic requirements as indicated below.
- Provide proof of immunization

Admission to the College is based upon the applicant's meeting the above requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. If previous academic records indicate that the College's education and training would not benefit the applicant, the College reserves the right to advise the applicant not to enroll.

It is the responsibility of the applicant to ensure that the College receives all required documentation, and all records provided become the property of the College. No action upon an application for admission will proceed without the required documentation.

Based on the College policies and class availability, you may be able to enroll beyond the first day of classes. Contact the College's Admissions Department for more information. For fully online programs Daymar College may not be authorized to accept applicants from all states, therefore, applicants are advised to check with an admissions representative to determine admission eligibility.

Proof of Graduation

Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first financial aid payment period or the student's enrollment will be cancelled and all scheduled courses will be dropped. Title IV aid will not be disbursed and charges may not be assessed until verification of graduation or completion has been received by the College. If charges are assessed and the enrollment is cancelled, the charges will be reversed.

Official High School Transcript

Official high school transcripts or official documentation of high school graduation equivalency must be obtained within the first financial aid payment period or the student's enrollment will be cancelled and all scheduled courses will be dropped. Title IV aid will not be disbursed and charges may not be assessed until verification of graduation or completion has been received by the College. If charges are assessed and the enrollment is cancelled, the charges will be reversed.

General Educational Development Diploma (GED)

General Educational Development diploma (GED) is defined as a student's standard high school general equivalency academic record and completion which contains an official signature, notation of exam scores and the

date earned. In the event a student's designated authority has been closed, the documentation of a student's official equivalency certificate may also may obtained from the Department of Education of the designated state.

Math and English Assessment Policy

All students must take the Daymar College prescribed academic skills assessment, Accuplacer, during their first quarter of matriculation. This assessment is typically completed as part of the SFS140 Strategies for Success course. Performance on this test determines a student's need for academic remediation prior to beginning the standard General Education curriculum. Any student scoring less than the identified minimum score on a section will be required take a review course in the subject area. (See Table Below)

Accuplacer Test Area	Score	Remediation Requirement
Reading & Sentence Skills*	<63; <53	ENG099 English Review
Arithmetic	<43	MTH099 Math Review

^{*}students must achieve Accuplacer scores above the cut off score in both Reading and Sentence Skills to be exempt from the ENG099 remediation requirement

Any student who has successfully completed college level English and mathematics courses at another appropriately accredited institution is exempt from the remedial course requirements.

Any student required to take either MTH099 Math Review and/or ENG099 English Review must successfully complete and pass the courses prior to proceeding to the regular General Education curriculum. As a result, a student who is required to take one or both of the review courses may extend the length of their program. No additional charges are associated with this assessment process and the cost of any remedial course work is covered within the total program costs.

English Language Proficiency Policy

As the lectures, seminars, materials, and discourse which comprise programs of study at Daymar College are presented in English, Daymar College requires that all students possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered.

A student is deemed proficient in the English language if he or she:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) a minimum of two (2) academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Completes (with passing grades in all courses) English 101 and 102 or equivalent at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents an acceptable English Language Proficiency test score meeting the minimum required levels set forth below.

Test of English as a Foreign Language (TOEFL): 500 paper or 61 Internet (iBT)

Program Specific Requirements

Medical Massage Therapy Program

Students must be licensed to practice in the field of massage therapy. Therefore, before an applicant is accepted into the **Medical Massage Therapy Program**, a criminal background check must be received by the College. In the event the criminal background check contains any evidence that the applicant has been convicted of, entered a plea of no contest or guilty to, or received deferred adjudication for crimes or offenses, the applicant may not be admitted into the Medical Massage Therapy Program.

Background Check Requirements

Before an applicant is accepted into the **Criminal Justice Program**, or **Medical Assisting – Clinical Program**, a national criminal background check must be received by the College. In the event the national criminal background check contains any evidence of a felony conviction, the applicant may not be admitted into these programs.

Immunization Requirements

Applicants enrolling are required to provide immunization documentation. Immunization is defined as measles, mumps, rubella, and varicella. An applicant my start classes after receiving the first dose of each required vaccine. The student must provide documentation of receiving the second dose prior to the start of their second term. The student may be withdrawn from Daymar for failure to provide required immunization documentation.

Furthermore, Hepatitis B is necessary for students enrolled in the Billing & Coding Specialist, Dental Assisting, Health Care Administration, Health Insurance Specialist, Medical Assisting, Medical Massage Therapy, Pharmacy Technology, and Physical Therapist Assistant programs.

Admission Decisions

Admissions Appeal Policy

Applicants who are denied admission into a program may appeal the decision in writing to the Campus President/Director within fifteen (15) business days of the date the applicant received notice of the applicant's denial of admission with the exception of Medical Massage Therapy as listed above. The decision of the appeal is made by the Campus President/Director. The decision of the Campus President/Director is final.

Application to Multiple Campuses

Applicants who are undecided with respect to the location they wish to attend should submit an application and full set of application materials to their location of first choice. Applicants who are accepted into their location of first choice and who, prior to beginning the program, determine they want to complete the same program version at a different location, should notify the initial location of record of that intent. Provided that the same program is available, all previous approvals and credits accepted will remain in force. If an individual requests to change programs, he or she will need to meet all admission requirements of the new program.

Late Admission

Daymar College recommends that applicants apply well before their expected program start date to allow sufficient time to complete all necessary requirements for admission. Daymar College may allow a student to start classes after the beginning of an academic session if the student completes all admission requirements and begins class within the add/drop period.

Readmission Process after Withdrawal/Dismissal

Students who have been withdrawn from Daymar College for a period of greater than one year must reapply for admission and will be subject to the admissions requirements in effect at the time of reapplication, including the criminal background report. These applicants must submit the materials required by the campus and program to which they are reapplying.

Students who have been dismissed from Daymar College or denied an appeal may apply for readmission one year after the quarter in which dismissal occurred or the appeal denied, but must provide demonstrable evidence of likely academic success to be considered. Students who have been dismissed from Daymar College and not readmitted to a program of study are prohibited from taking coursework at any Daymar College campus or online. Students who have been dismissed from Daymar College due to Maximum Time Requirement (MTF) or the inability to achieve the minimum required cumulative GPA may not apply for readmission.

Students who are readmitted after an absence of one year or more must complete all requirements of the program in the year of readmission. This may require additional course work, replacement of courses that have been substantially modified, and/or other academic requirements.

Reinstatement After Administrative Withdrawal for Non-Continuous Enrollment

Students who are administratively withdrawn from Daymar College for failing to remain continuously registered may request reinstatement if the period of absence is less than one year. If the request for reinstatement is granted, students will continue in their existing program of study unless changes required by accrediting or regulatory bodies have been enacted during the period of absence. In such cases, the student will be required to complete the program with any such modifications.

Readmission after Extended Absence

Students who have been withdrawn from the school for three years or more will be required to have all prior coursework re-evaluated for determination of relevancy to current practice. Faculty members appointed by the campus Director of Education or program chair will conduct the evaluation of coursework.

Early Acceptance

Early Acceptance may be granted to an applicant who is otherwise qualified for admission, but who has not yet earned the degree required for admission (e.g., a student currently enrolled in high school who is applying for a diploma or associate's or completed the TOEFL® examination. To qualify for early acceptance, the applicant must provide a transcript or other documentation that he/she is in the final year of the required diploma or degree program. Prior to starting classes, the applicant must demonstrate that all admission requirements have been satisfied and provide a transcript documenting receipt of the diploma or degree.

Section Six: Financial Policies and Assistance

Tuition and Fees

Program/Program Level	Full Time Enrollment			Part-Time Enrollment		
	Program	Terms for	Four Classes	Three Classes	Two Classes	One
	Price	Completion				Class
	@ 16 Credits	@ 16 Credits	16 Credits	12 Credits	8 Credits	4 Credits
Diploma – 60 Credits	\$23,000	4	\$6,000	\$5,000	\$3,332	\$1,666
Diploma – 64 Credits	\$24,000	4	\$6,000	\$5,000	\$3,332	\$1,666
Diploma – 72 Credits	\$27,000	5*	\$6,000	\$5,000	\$3,332	\$1,666
Associate Degree (excluding Nursing,	\$36,000	6	\$6,000	\$5,000	\$3,332	\$1,666
Paralegal and PTA programs) – 96						
Credits						
Paralegal Studies – 104 Credits	\$39,000	7*	\$6,000	\$5,000	\$3,332	\$1,666
Physical Therapist Assistant Associate	\$42,500	n/a	n/a	\$5,313	\$3,542	\$1,771
– 96 Credits						
Nursing Associate – 96 Credits	\$48,000	n/a	n/a	\$6,000	\$4,000	\$2,000
Nursing – Bachelor – 96 Credits	\$24,000	6	\$4,000	\$3,000	\$2,000	\$1,000
Bachelor (excluding Nursing) – 180	\$67,500	12*	\$6,000	\$5,000	\$3,332	\$1,666
credits						
Medical Massage Therapy – Clock	\$17,000	4	\$8,500	n/a	n/a	n/a
Hour Program						
Commercial Driver's License Program	\$4,750	1 month	n/a	n/a	n/a	n/a

^{*}Programs which require less than three courses in the final term will have courses billed at the single course rate.

- Billing for students in the Medical Massage Therapy program is based on a 6 month billing period.
- Students are approved by academics to take 16 quarter credits in a given quarter will receive a \$500 scholarship for that quarter.

Term charges are the comprehensive costs except for certain fees that may not apply to every student. Examples include, but are not limited to, proficiency exam fees, transcript fees, returned check fees, photocopy fees, unreturned test book fees, and facsimile fees. If the student withdraws from the College, all balances owed to the College are immediately due and payable, including any financial assistance funds that have not been received by the College. Any balances not paid on time are subject to late charges, collection costs, and attorney's fees. Any financial assistance the student receives will be applied to the charges for the term in which the financial assistance is received, and any overpayment will be applied to the next term's charges or in accordance to regulatory requirements. The student is expected to pay in full, before commencement of classes, including all charges for any courses retaken due to a failing grade.

Students' Financial Aid Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Financial Services
 Department.
- Students have the right to appeal financial aid decisions.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Financial Services Department of any change in their enrollment status.

⁻ Students with transfer credits or course retakes, that result in fewer than three required courses in the final quarter will be billed at the single course rate.

⁻ Students enrolled for more than four courses in a given quarter will be charged \$500 for each course over four. This will not apply to students in Medical Massage Therapy, Nursing or Physical Therapist Assistant programs.

Federal Financial Aid Programs

Financial aid programs are available at Daymar College ("the College") to provide assistance to qualifying students for their education. Grants, loans, and part-time employment may be available in a variety of combinations to meet the difference between the amount students and their families can reasonably be expected to provide and the cost of attending the College. Most financial aid programs are paid on a payment period basis, as defined by the Department of Education. Assistance in applying for these programs are provided through the Financial Services Office and visiting www.fasfa.gov

Federal Programs	Types of Aid	Program Details
Federal Pell Grant	Grant: does not have to be repaid	For undergraduates with financial need who have not earned Bachelor's or professional degrees; in some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant. A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years).
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant: does not have to be repaid	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.
Federal Work Study	Money earned while attending school; does not have to be repaid	For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage; funds depend on availability at school.
Direct Subsidized Loan	Loan: must be repaid with interest	For undergraduate students; U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be at least half-time and have financial need; First-time borrowers may not receive this type of loan for more than 150% of the length of their program of study; and U.S. Department of Education may stop paying their interest if they exceed that limit.
Direct Unsubsidized Loan	Loan: must be repaid with interest	For undergraduate and graduate students; borrower is responsible for all interest; student must be at least half-time
Direct PLUS Loan	Loan: must be repaid with interest	For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required;

More information relating to terms and interest rates for loans and/or other federal aid programs can be found at https://studentaid.ed.gov/sa/.

State Programs

Daymar participates in a variety of state sponsored grant and scholarship programs. Please visit your state postsecondary website and/or come by the College Financial Services department to determine eligibility.

Students who have a physical or mental disability which is a handicap to employment may be eligible for sponsored training services through their state government agency. Students should consult the local office of the Bureau of Vocational Rehabilitation for more information.

Private or Alternative Loans

Some private lenders provide student loan resources outside of the federal loan programs. Rules and eligibility vary so contact the specific lender or come by the College Financial Services Office for additional information.

Veteran's Administrations Benefits and Other Military Programs

The U. S. Department of Veteran's Affairs (VA) determines eligibility of each student and program of study. Application forms are available at www.benefits.va.gov/gibill/. Once eligibility has been determined by VA (Certificate of Eligibility issued), please contact the College Financial Service Office for additional information. The College participates in VA Chapters:

- Chapter 30 (Active Duty GI Bill)
- Chapter 1606 (Reserve GI Bill)
- Chapter 1607 (REAP Reserve Educational Assistance Program)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Dependents Educational Assistance DEA)
- Chapter 33 (Post 9/11 GI Bill)

The Yellow Ribbon GI Education Enhancement Program and Scholarship

The Yellow Ribbon GI Education Enhancement Program (The Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

Institutions that voluntarily enter into a Yellow Ribbon Agreement with VA choose the amount of tuition and fees that will be contributed. VA will match that amount and issue payment directly to the institutions. Most times this is done during the Summer term when VA funding has been utilized during the year.

Military Career Advancement Account (MyCAA)

The College also participates in the Military Career Advancement Account (MyCAA) more information can be found at https://aiportal.acc.af.mil/mycaa/. MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

Tuition Assistance Procedures

- Soldiers' TA enrollment requests must be submitted and approved through <u>www.GoArmyEd.com</u> prior to the course start date; any enrollments requested on or after the class start date will be approved as Soldier funded.
- 2. TA is requested on a course-by-course basis, and each course must be part of an approved degree program.
- 3. Go Army Ed will notify the Soldier, whether the TA is approved or not. If the TA request is not approved, Go Army Ed will advise the Soldier of the reason and next steps.

- 4. All drops/withdrawals must take place through Go Army Ed. Soldiers who do not successfully complete a class will be required to repay the TA. Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through Go Army Ed and complete all required steps to ensure that they will not be charged.
- 5. If the Soldier wishes to take a class with a school that does not participate in the electronic Go Army Ed class schedule, a TA Request Authorization form must be completed in Go Army Ed. The TA Request Authorization will be routed to an Army Education Counselor to be reviewed and approved. Soldiers should allow extra time for this. If the TA Request Authorization is approved, the Soldier will be notified by email. Soldiers must print the approved TA Request Authorization form in Go Army Ed, provide it to the school and enroll directly with the school.
- 6. Soldiers must acknowledge and electronically sign the TA Statement of Understanding (TA SOU) each quarter they wish to use TA.

Tuition Assistance Rates/Fees

The Department of Defense (DoD) has directed a uniform per quarter hour cap of \$166 for tuition assistance (TA) and an annual ceiling of \$2656. The Services are authorized to establish Service specific eligibility criteria to manage TA funds. The Army will pay 100 percent of tuition costs up to the DoD quarter hour cap, of \$166 per quarter hour cap, for up to 16 quarter hours of TA funded courses per fiscal year.

https://goarmyed.com/public/public money for college-tuition assistance.aspx
http://www.military.com/education/money-for-school/tuition-assistance-ta-program-overview.html

Daymar Grants

Daymar grant programs are designed to assist students who meet admissions requirements and wish to attend Daymar, but require additional financial assistance in order to be able to attend college. Grant programs listed below can be awarded concurrently unless otherwise noted. Grants will be applied to the student's account after the payment of federal, state, military and/or agency funding. The award amounts are determined by Director of Financial Services. Tuition, fees, and refund policies as described in the catalog apply to these grant programs. Applications for these grants may be found in the Financial Services Office. A student may not receive any Grant in combination with other student aid in excess of tuition and fees. Grants are part of the total Financial Aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Grant and elects to receive Federal Student Aid, including grants and loans in excess of tuition and fees, the Grant award may be reduced or revoked. The maximum timeframe for each grant awarded is 150% of the published length of the program enrolled beginning from the initial term and program in which the grant was awarded, General Requirements for each program are:

General Requirements for each program are:

- Be enrolled at Daymar in any approved program, and
- Complete the application process for Title IV assistance, and
- Complete the Grant Program Application, and
- Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar, and
- Present documentation of eligibility for specific grant programs (if applicable).

American Working Spirit Grant

The recipient must:

• Be an agency approved dislocated worker through the Workforce Investment Act.

The total grant is a minimum of \$500 per payment period and a maximum of \$5,000 per payment period. The American Working Spirit Grant has a total annual funding base of \$70,000, which is provided for in the operating budget for Daymar. The grant cannot be combined with other institutional grants.

Elevate Grant

The recipient must:

 Be partial Pell eligible under the Federal Pell Grant Program based on the calculated Expected Family Contribution number.

The total grant is a minimum of \$100 per class, up to a maximum of \$400 per payment period. The Elevate Grant has a total annual funding base of \$750, 000 which is provided for in the operating budget for Daymar.

Neighborly Grant

The recipient must:

Have applied for or missed the opportunity to apply for current award year grant from their respective
 State and/or be ineligible to receive any State issued grant funds.

The total grant is a minimum of \$50 per class, up to a maximum of \$200 per payment period The Neighborly Grant has a total annual funding base of \$1,000,000 which is provided for in the operating budget for Daymar.

Onward Grant

The recipient must:

 Be Pell ineligible under the Federal Pell Grant Program due to the calculated Expected Family Contribution number.

The total grant is a minimum of \$200 per class, up to a maximum of \$800 per payment period. The Onward Grant has a total annual funding base of \$2,500,000 which is provided for in the operating budget for Daymar.

American Pride Grant

The recipient must:

- Be on active military duty, or
- Be a Wounded Warrior*.
- Have been honorably discharged.

The exact amount of the award will be based on an individual assessment of the student's military and agency award. This grant cannot be awarded with any other military affiliated grant. The amount is not to exceed \$4000.00 per payment period The American Pride Grant Program has a total annual funding base of \$50,000.00 and is funded separately and apart from the operating budget for the College.

* A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater,

National Guard/Reservist Grant

The recipient must:

Be an active duty national guard member, or

Be a reservist.

The total grant is \$250.00 per payment period for at least a half time enrollment with a \$2,000.00 lifetime maximum per student. This grant cannot be awarded with any other military affiliated grant. The National Guard/Reservist Grant has a total annual funding base of \$50,000.00 and is funded separately and apart from the operating budget for the College.

Veteran Grant

The recipient must:

- Be a honorably discharged veteran and /or Wounded Warrior*, or
- Be a spouse/widow of a honorably discharged veteran and/or Wounded Warrior*, or
- Be a dependent child, age 25 or under, of an honorably discharged veteran and/or Wounded Warrior*.

The exact amount is \$125.00 per payment period for at least a half time enrollment with a \$1,000.00 lifetime maximum per student. The Veteran Grant Program has a total annual funding base of \$50,000.00 and is funded separately and apart from the operating budget for the College.

*A Wounded Warrior is any disabled veteran who has served since September 11, 2001, has less than 20 years of military service and has received either a Memorandum Rating of thirty percent (30%) or greater from their service Physical Evaluation Board or a VA service-connected disability rating of thirty percent (30%) or greater

Tuition Assistance Grant (TAG)

The recipient must:

- Be enrolled at the College in any approved degree program
- Be eligible for Tuition Assistance and provide approval to the College prior to signing an Enrollment Agreement
- Complete the Federal Assistance of Federal Student Aid (FAFSA) for Title IV assistance
- Remain eligible with the Department of Defense and provide the College a copy of the Tuition Assistance Statement of Understanding (TA SOU) each quarter

The student's Tuition Assistance Grant will be limited to the fiscal year (October to September) cap of \$2,656 and payment of grant will not exceed Tuition Assistance payment up to direct cost of tuition.

The exact amount of the Tuition Assistance Grant will be based on an individual assessment of the student's military award and other available funding. The grant will be applied to the student's account <u>after</u> the payment of federal and state grants, and military and/or agency funding.

The Tuition Assistance Grant has a total annual funding base of \$70,000, and is funded separately and apart from the operating budget for the College.

Daymar Scholarships

All academic scholarships are reserved for students who exhibit above average academic performance. The applicant must meet all other admissions requirements for attending the College in addition to the specific scholarship requirements. Scholarships will be awarded to the first applicants each quarter who meet all eligibility requirements. All scholarships must be approved by the College Scholarship Selection Committee, which includes the Financial Services Officer, Director of Financial Services, and the Campus President/Director. No more than one

Daymar Scholarship per payment period will be awarded to any applicant. A student may not receive any Daymar scholarship in combination with other student aid in excess of the tuition and fees. The Daymar scholarships are part of the total financial aid package, offered and monitored by the Director of Financial Services. If a student is awarded a Daymar scholarship and elects to receive federal student aid, including grants and loans in excess of the tuition and fees, the Daymar scholarship may be reduced or revoked. The maximum timeframe for each scholarship awarded is 150% of the published length of the program enrolled beginning from the initial term and program in which the scholarship was awarded.

General Requirements for each program are:

- Be enrolled at Daymar in any approved program, and
- Complete the application process for Title IV assistance, and
- Complete and Submit a Scholarship Application prior to the published drop/add period for the initial term enrolled, and
- Maintain Satisfactory Academic Progress as stated for Title IV eligibility and as defined by Daymar and
- First-time, full-time students (12 credit hours or more) enrolled in a degree programs (unless otherwise specified), and
- The student must maintain a grade point average of at least 3.0 each quarter in order to continue to receive the scholarship the following quarter. If a student falls below a 3.0 grade point average for a given term, their scholarship will be suspended until a cumulative grade point average of 3.0 is attained.

Alumni Scholarship

Application and supporting documentation for the Alumni Scholarship must be filed with the Director of Admissions upon enrollment.

The recipient must:

- Be a graduate of Daymar College in either a diploma or associate level program with a grade point average of 3.0 or higher;
- Meet admissions requirements and be admitted as a full-time degree-seeking student;
- Maintain Satisfactory Academic Progress.

Award:

- Graduates who re-enroll in a Daymar higher credential program immediately (the next term start date) after fulfilling graduation requirements are eligible for up to \$1,500 per academic year.
- Graduates who re-enroll in a Daymar higher credential program within one (1) calendar year after fulfilling graduation requirements are eligible for up to \$1,000 per academic year.
- Graduates who re-enroll in a Daymar higher credential program greater than one (1) calendar year after fulfilling graduation requirements are eligible for up to \$500 per academic year.

Scholarship is non-transferable.

Director's Scholarship

The recipient must:

- Be a high school student entering the College immediately (within one academic year) following high school graduation, and
- Have a minimum high school grade point average of 3.25 to a 3.4 (on a 4.0 scale), or
- Have an ACT score of 23 or higher, and

Receive a written recommendation from the high school principal or guidance counselor and at least one
 (1) teacher on school letterhead.

The exact amount for the award is \$500.00 per payment period. The maximum award is \$5,000 per student.

Learn and Earn Scholarship

The recipient must:

- Present an unofficial copy of all non-Daymar transferrable college course work upon initial admission into Daymar
- Must be enrolled at least Half time

The exact amount for the award is \$100 per course accepted as transfer credit. Official transcript must be received by the end of the first term of enrollment to be officially awarded by the institution. Total award will be determined by the Director of Financial Services and prorated during term(s) of enrollment and will only be offered once to an individual student. The maximum award is \$3000 per student.

Presidential Scholarship

The recipient must:

- Be a high school student entering the College immediately (within one academic year) following high school graduation, and
- Have a minimum high school grade point average of 3.5 (on a 4.0 scale), or have an ACT score of 23 or higher, or
- Be in the top 10 percent of the high school graduating class, and
- Receive a written recommendation from the high school principal or guidance counselor and at least one
 (1) teacher on school letterhead.

The exact amount for the award is \$1000 per payment period. The maximum award is \$10,000 per student

Private Scholarships and Grants

Many foundations, corporations, churches, and service organizations provide funds for student financial aid. Students generally apply directly to the potential donor. The College will be happy to work with any organization. Please visit your Financial Services Department for more details.

Financing Options

The College offers in-school and out- of school payment plans to help ease the cost of education. Please visit the Financial Services Department for terms and conditions.

Financial Aid Policies

Refund Adjustment Policy

Refund Policy for First-Term Students

Students enrolling in any Daymar program are permitted to withdraw within twenty-one (21) days of the first day of the student's first term or within twenty-one (21) days of the student's first day of class for the student's first term, whichever is latest in time, at the Daymar institution in which the student enrolled. If the student's first term is a six-week mid-start term, students shall be permitted to withdraw within fourteen (14) days of the first day of the student's first mid-start

term or within fourteen (14) days of the student's first day of class for the student's first mid-start term, whichever is latest in time. For students enrolled in a program measured in clock-hour increments, students shall be permitted to withdraw within the first one hundred (100) clock hour increments of their first payment period for the program. Daymar will not charge any student who withdraws pursuant to this paragraph for any tuition and fees associated with attending classes during the twenty-one (21) day, 100 clock-hour, or fourteen (14) day grace periods outlined in this paragraph. Daymar will not request Title IV funds on behalf of any student who withdraws pursuant to this paragraph and will return to grantors or lenders any grants and financial aid received for or on behalf of the student.

Refund Schedule for First-Term Students Only

Percentage of Tuition Owed by a Withdrawing Student for a Student Beginning at the Start of a Full Term		Percentage of Tuition Owed by a Withdra	wing Student for
		a Student Beginning at a Start of a Mid-Term	
First Week	0%	First Week	0%
Second Week	0%	Second Week	0%
Third Week	0%	Third Week	50%
Fourth Week	33%	Fourth Week and thereafter	67%
Fifth Week	42%	Fifth Week through end of term	100%
Sixth Week	50%		
Seventh Week	58%		
Eighth Week through end of term	100%		

Refund Schedule for First-Time Medical Massage Therapy Students

Percentage of tuition owed by all first-time Medical Massage Therapy students in their first payment period within each clock hour increment earned at Daymar:

0-50 Hours	0%
51-100 Hours	0%
101-150 Hours	33%
151-200 Hours	44%
201-250 Hours	55%
251-267 Hours	59%
268-450 Hours	100%

Refund Policy for Continuing and Returning Students

Institutional and State Grant refunds are determined by the schedules below. No refund will be given upon withdrawal from individual courses after Drop/Add Period. If a student withdraws from a course, they do not receive a refund for that course as long as they continue their enrollment. Under the pro-rata term tuition refund schedule, Daymar retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. The refund computation is based on the students last day of attendance. If the student withdraws from Daymar and therefore withdraws from all courses, then a Return to Title IV funds calculation is performed to determine the correct refund based on the date of withdrawal. All refunds will be made within thirty (30) days from the time Daymar determines the student has withdrawn.

Refund Schedule for Continuing and Returning Students

Percentage of Tuition Owed by a Withdrawing Student		Percentage of Tuition Owed by a Withdrawing Student	
for a Student Beginning at the Start of a Full Term		for a Student Beginning at a Start of a Mid-Term	
First Week	8%	First Week	17%
Second Week	17%	Second Week	33%
Third Week	25%	Third Week	50%
Fourth Week	33%	Fourth Week and thereafter	67%
Fifth Week	42%	Fifth Week through end of term	100%
Sixth Week	50%		
Seventh Week	58%		
Eighth Week through end of term	100%		

Refund Schedule for Continuing Medical Massage Therapy Students

Percentage of tuition owed by all <u>continuing and returning</u> students within each clock hour increment of the 900 clock hour schedule:

0-50 Hours	11%
51-100 Hours	22%
101-150 Hours	33%
151-200 Hours	44%
201-250 Hours	55%
251-267 Hours	59%
268-450 Hours	100%

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Daymar is required to calculate refunds for Indiana residents using the Indiana Commission on Proprietary Education's Uniform Refund Policy. See the Campus President/Director for a copy of this refund policy.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of

enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

Return of Title IV Aid

All institutions participating in the United States Department of Education Student Financial Aid Programs (SFA) are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance. The Higher Education Act of 1998, as amended, in general, requires that if a recipient of SFA Program assistance withdraws from Daymar during a payment period or period of enrollment in which the recipient began attendance, Daymar must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal from Daymar. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds. The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment (denominator) for which assistance is awarded, divided into the number of calendar days completed in that period as of the day the student withdrew (numerator). Scheduled breaks of at least five (5) consecutive days are excluded for the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period. Daymar must return the lesser of the amount of SFA Program funds that the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, any SFA funds in accordance with the terms of the loan as well as the remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Please note that the student may have an outstanding balance due to the school that is greater than that which was owed prior to withdrawal and refund calculations. Individual calculations are available upon request in the financial aid office.

Verification Policy

Students may be selected on a random basis by the federal government or the Financial Services Department to verify certain items that were submitted on their Free Application for Federal Student Aid (FAFSA). Failure to submit the requested documentation will cause the student to forfeit entitlement to the financial aid. Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified. The student has 14 days business days to submit verification documents. Once documentation is received, the financial services department will compare data elements and correct elements (if necessary). If the EFC and other Title IV aid amounts changes as a result of verification, the financial services department will notify the student immediately.

Payment/Document Delinquency Policy

Students must satisfy all their financial obligations to the school prior to the last day of the current term in which they are enrolled. It is expected that the student will comply by providing all necessary financial aid paperwork requested. If monthly payments are budgeted, payment(s) are to be made on or before the statement due date to

maintain satisfactory financial progress. Satisfactory financial progress is defined as on time payment (s) of all financial obligations to the school.

If a student fails to meet his/her financial obligations, he/she will receive a warning by both letter and e-mail, and the student has seven (7) calendar days to cure. If the financial situation is not immediately satisfied, the student will be placed on Financial Probation. Should the terms and conditions of the probation not be met, the student can be withdrawn for financial reasons. The student may appeal being financially withdrawn within two (2) business days by submitting a written request to the Director of Financial Services which includes the following applicable information:

- A reason for the delinquent payments/documents with supporting documentation.
- A written plan outlining how payments will be brought current.
- A reason financial aid paperwork was not submitted timely.
- A written plan outlining when financial paperwork will be received.

The appeal will be reviewed within two (2) business days by the Financial Appeals Board. The Financial Appeals Board is comprised of the Campus President/Director, Director of Education, Director of Financial Services, and Accounts Receivable Specialist. The Financial Appeals Board decisions are delivered in writing to the student via mail within three (3) business days. If the appeal is approved, the student may return to class immediately, if not approved, the student's withdrawal stands.

Textbooks and Workbooks Policy

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition for students who enroll in programs with all-inclusive pricing. Textbooks are provided to students either in an ebook or physical format. Detailed information, relating to textbooks, workbooks, and course materials are available online via the College's Student Portal. All questions and inquires on textbooks should be directed to the campus Director of Education or the Instructor.

Unreturned Textbook Policy

Any student cancelled in a given term has 30 days from the term start to return all books and supplies to the bookstore. Failure to return books and supplies may result in a \$500 Unreturned Textbook Fee.

Course Add/Drop Refund Policy

The Drop/Add Period for Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar for Drop/Add period dates.

Application Cancellation Policy

The applicant may cancel the enrollment agreement within 72 hours (until midnight of the third day excluding Saturday, Sunday, and legal holidays) after the agreement is signed. Notice of cancellation must be in writing and received or postmarked before the end of the 72 hour period. Any advanced tuition will be refunded.

Application Not Accepted Policy

If the applicant is not accepted, any advanced tuition will be refunded.

Cancellation Prior to Registration Policy

If the applicant is accepted, but cancels before registration, any advanced tuition will be refunded.

Cancellation Prior to Commencement of Classes Policy

If the applicant is accepted and registers for classes but fails to attend class, any advanced tuition will be refunded.

Section Seven: Academic Policies and Procedures

ACADEMIC CALENDAR

Fall	2015	2016
New Student Orientation – Fall Full Start	September 24	September 22
Fall Full Start – First Day of Classes	September 28	September 26
Last Day to Drop/Add Classes	October 5	October 3
New Student Orientation – Fall Mid Start	October 29	October 27
Fall Mid Start – First Day of Classes	November 2	October 31
Last Day to Drop/Add Classes	November 6	November 6
Veteran's Day	November 11	November 11
Thanksgiving Break	November 26-28	November 24-25
Last Day of Classes	December 14	December 12
Winter	2016	2017
New Student Orientation – Winter Full Start	January 7	January 5
Winter Full Start – First Day of Classes	January 11	January 9
Martin Luther King, Jr. Day	January 18	January 16
Last Day to Drop/Add Classes	January 19	January 17
New Student Orientation - Winter Mid Start	February 11	February 9
Winter Mid Start – First Day of Classes	February 15	February 13
Last Day to Drop/Add Classes	February 18	February 16
Good Friday	March 25	,
Last Day of Classes	March 28	March 27
·		
Spring	2016	2017
Spring New Student Orientation – Spring Full Start	2016 March 31	
New Student Orientation – Spring Full Start	March 31	March 30
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes	March 31 April 4	March 30 April 3
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes	March 31	March 30 April 3 April 10
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday	March 31 April 4 April 11	March 30 April 3 April 10 April 14
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start	March 31 April 4 April 11 May 5	March 30 April 3 April 10 April 14 May 4
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes	March 31 April 4 April 11 May 5 May 9	March 30 April 3 April 10 April 14 May 4 May 8
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes	March 31 April 4 April 11 May 5 May 9 May 12	March 30 April 3 April 10 April 14 May 4 May 8 May 11
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day	March 31 April 4 April 11 May 5 May 9 May 12 May 30	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day Last Day to Drop/Add Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4 July 5	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4 July 3
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day Last Day to Drop/Add Classes New Student Orientation – Summer Mid Start	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4 July 5 July 28	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4 July 3 July 27
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day Last Day to Drop/Add Classes New Student Orientation – Summer Mid Start Summer Mid Start – First Day of Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4 July 5 July 28 August 1	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4 July 3 July 27 July 31
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day Last Day to Drop/Add Classes New Student Orientation – Summer Mid Start Summer Mid Start – First Day of Classes Last Day to Drop/Add Classes Last Day to Drop/Add Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4 July 5 July 28 August 1 August 4	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4 July 3 July 27 July 31 August 3
New Student Orientation – Spring Full Start Spring Full Start – First Day of Classes Last Day to Drop/Add Classes Good Friday New Student Orientation – Spring Mid Start Spring Mid Start – First Day of Classes Last Day to Drop/Add Classes Memorial Day Last Day of Classes Summer New Student Orientation – Summer Full Start Summer Full Start – First Day of Classes Independence Day Last Day to Drop/Add Classes New Student Orientation – Summer Mid Start Summer Mid Start – First Day of Classes	March 31 April 4 April 11 May 5 May 9 May 12 May 30 June 20 2016 June 23 June 27 July 4 July 5 July 28 August 1	March 30 April 3 April 10 April 14 May 4 May 8 May 11 May 29 June 19 2017 June 22 June 26 July 4 July 3 July 27 July 31

This Academic Calendar is subject to change at the discretion of the College. Exams are typically held the last day of class unless specified otherwise.

Drop/Add Period

The Drop/Add Period for Full Start of a term begins the first day of the term and ends after eight (8) calendar days. The Drop/Add Period for Mid-start of a term begins the first day of the term and ends after three (3) calendar days. Continuing students not attending classes during the Drop/Add Period risk being withdrawn from the College after the Drop/Add Period. In the event the student fails to attend the first scheduled class meeting, the student may be administratively unregistered from the class(es) unless an exception is granted by the College. Please refer to the Academic Calendar for Drop/Add period dates.

Unofficial Withdrawal

The College may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holidays on the academic calendar do not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays do count. Academic intersessions, when courses are not scheduled, do not count in the fourteen (14) calendar days. Additionally, a student who specifically requests to not be unofficially withdrawn due to extenuating circumstances may exceed the fourteen days. Categories of acceptable extenuating circumstances are listed below. Student requests to remain enrolled must be in writing and approved by the campus Director of Education.

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student's spouse
- Military permanent change of station (PCS)

Academic Advising

The College provides each student with an academic advisor in each program of study. Students are encouraged to seek advice from their academic advisor prior to registration. The advisors are normally the Academic Program Directors for each program of study and are available on registration days to help students with the scheduling of their classes. The Director of Education and Registrar are typically available on a daily basis to advise students on academic matters. The Director of Student Services/Student Services Coordinator, Campus President/Director, or

Director of Education assist students with general concerns that they may encounter during college and assist in the interpretation of the College's rules and regulations and their implementation.

Course Availability/Cancellation

While Daymar College makes every effort to provide sufficient course sections for students, the College reserves the right to cancel any course. Students enrolled in canceled courses will be granted a full refund and will be allowed to add a course until the end of the drop/add period. Enrollment in a particular course section or with a specific instructor is not guaranteed. Course instructors may change at the discretion of Daymar College.

Course Types and Delivery Methods

Face-to-Face: The course instruction is delivered in a classroom, laboratory, or clinical setting, whereby the student and faculty member are both physically present at the location where the learning experience is being facilitated. Non-traditional face-to-face instruction may also be delivered during synchronous (live) student-faculty engagement utilizing technology (e.g. Skype), whereby the student-faculty may not be in the same physical location (e.g. Campus). Only schools with written approval to utilize non-local synchronous tools, such as Skype, may use such technology to count as face-to-face instruction.

Hybrid: The course instruction is delivered using a combination of face-to-face and online instructional methods. Students meet weekly for face-to-face instruction, and also then complete additional course requirements via the online classroom platform (e.g. Canvas).

Online: The course instruction is delivered entirely in an online classroom, which may include a combination of asynchronous (non-live) and synchronous (live) activities in an e-learning environment. Neither students nor faculty will be in the same physical location.

Directed-Study: These courses are completed on a one-to-one and/or small group basis with a faculty member. Directed-Study courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact format and requirements.

Independent Study: These courses are completed one-to-one with a faculty member. Directed-Study courses follow an existing and approved course syllabus, which is provided to students prior to the course start date. Students are required to maintain weekly contact with the instructor. The course syllabus contains specific instructions regarding weekly contact format and requirements.

Waiver/Course Substitution

The College may, on a rare occasion, allow a student to substitute a course in his/her particular curriculum for another course of a common nature. The student must request this in writing, to the Campus President/Director and Director of Education for approval of a substitution.

Transferring Credits to Daymar

College-level credits earned from a regionally or nationally accredited institution will be considered for transfer. Credits and degrees from institutions that are nationally accredited by agencies recognized by both the US Department of Education (ED) and the Council for Higher Education Accreditation (CHEA) are considered for transfer. The College will evaluate all previous education, training, and experience and award appropriate credit

and clock hours toward a student's educational objective, and will notify the student. The College will consider credits and clock hours from any accredited institution as long as:

- The course is equivalent in content to a course offered by the College
- The number of credit and clock hours awarded meets or exceeds the number awarded for the equivalent course:
- The student earned a grade of "C" or better, and
- The student earned the credits prior to enrolling at the College.

Credits and clock hours so transferred will be entered on the student's academic transcript.

Transfer of credit from military training and experience may be applied toward programs at the College. Transfer of credit from military training, military experience, and/or military educational courses may be awarded for military educational courses and experiences based on the recommendations of the American Council on Education (ACE) Guide. The academic staff of the College will determine comparability of courses and appropriateness and applicability of the credit to the student's program by reviewing the full description of the service school or Military Occupational Specialty (MOS) as found in the appropriate volume of the ACE Guide. Official documentation of military educational experiences, such as the DD Form 295, DD Form 214, AARTS, transcripts, etc., must be submitted directly to the Director of Admissions. Official transcripts will be requested by the Academic Affairs Department.

Transfer credits are not computed in determining grade point average, these are transferred credit grades. However, these transfer credits are computed in completion rate.

Transfer credit hours completed at another school and accepted by the College will count in the SAP evaluation as credits attempted and earned. Transfer credit will not affect the CGPA. Advanced placement credit is treated the same as transfer credit. Transfer clock hours completed at another school and accepted by the College will count in the SAP evaluation as clock hours attempted and earned. Transfer credit will not affect the CGPA.

American Council on Education (ACE)

Credits earned from coursework or training that has been recommended for college credit by the American Council on Education (ACE) may also be accepted. This includes both credits for military training, as well as non-military coursework or training unless otherwise limited by a state regulatory agency. Students should refer to the ACE Military Guide available online at http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx and ACE College Credit Recommendation Service (CREDIT) available online at http://www2.acenet.edu/credit/?fuseaction=browse.main to determine whether their military or workplace learning experiences are identified in the respective guide.

National College Credit Recommendation Service

Credits earned from coursework and training that has been recommended for college credit by the National College Credit Recommendation Service (NCCRS) may be accepted.

Standardized Examinations

For associate's level and bachelor's level degree programs, national testing credit is accepted for commonly administered and accepted tests such as:

- College Level Examination Program (CLEP)
- DSST (formerly known as Dantes Subject Standardized Tests)
- Excelsior College Examinations (ECE)
- International Baccalaureate (IB) and
- Advanced Placement (AP).

Exam scores must meet or exceed minimum qualifying scores established by the American Council on Education (ACE) or similar agency. Students should contact their academic advisor for a description of the type and amount of credit that can be applied toward their program of study.

Prior Learning

The Prior Learning Assessment (PLA) process determines if learning acquired outside of a university classroom is equivalent to academic learning and is eligible for college credit. Examples of learning that may be eligible for Prior Learning Assessment include recognized professional licenses and certifications, corporate professional development, and other informal learning opportunities. Credit is only awarded for demonstrated learning. Unless otherwise limited by a state regulatory agency a maximum of 50% of required program credits can be earned via prior learning.

Prior Learning Assessment can only be requested by matriculated students enrolled in associate's or bachelor's degree programs. Credit awards may be applied to elective, general education and core requirements as appropriate to the content of the learning and as approved by the Vice Chancellor of Academic Affairs.

For more details, students should contact their Director of Education.

Transferring Daymar Credits to Other Schools

It is UNLIKELY that any credits earned at Daymar (even if a degree is awarded) will be transferable to, or accepted by, any institution other than a Daymar School. Daymar cannot guarantee acceptance of its credits by other institutions. Acceptance of credits is determined by the receiving institution. Students who are planning to transfer credits should contact the receiving institution about its transfer credit policies.

The transferability of credits you earn at Daymar College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Daymar College to determine if your credits or degree, diploma or certificate will transfer.

Students considering transferring to an unaffiliated school should determine whether that school will accept Daymar College credits. Daymar College encourages students to initiate discussions with the potential transfer school as early as possible. Daymar College does not imply, promise, or guarantee transferability of its credits to any other institution.

Transcripts and Student Records

The Academic Affairs Office maintains academic records for each student. The department will release official transcripts only when students have met all their financial obligations to Daymar College. Grade reports are mailed to students and/or made available via the Student Portal. Students that meet the degree requirements of the program in which they are enrolled will receive an official diploma.

A full and complete record of every course that students attend is maintained on a transcript. The record of all credits, attempted and earned, are posted to this form concurrent with the issuance of quarterly grade reports to students. A signed, sealed, and dated copy of this form represents an official transcript. One official transcript is provided free of charge to each graduate. Upon written request to the Registrar, additional transcripts will be furnished at a charge of \$5.00 each.

Relocation to another Daymar College Campus

A student who wants to attend a different Daymar College campus may change their campus of record if he or she is currently enrolled and in good academic and financial standing at the time the transfer is requested unless a program is limited by accreditation or state regulatory requirements.

Students who are relocating but also applying for a new degree program may be required to submit additional materials required for admission to the new degree/program. The Admissions Department at the new location will notify the transferring student if additional documents are required.

Internal transfers across programs are not guaranteed; however, relocations from one campus to another within a specific degree program for students in good standing are automatic except where state regulatory requirements or program accreditation requirements differ. Similarly, all credits and grades earned at the initial campus are applicable at the new campus unless state regulatory requirements or campus-specific programmatic accreditation restricts such movement. Students must fulfill all financial obligations at their current campus before a relocation or transfer is complete.

Courses taken at another Daymar College campus will be applied to the student's overall GPA and will be included in calculations of satisfactory academic progress.

VA benefit recipients may jeopardize their eligibility for benefits by transferring.

Students transferring to another Daymar campus will have financial aid packaged in association with the new campus.

Non-Degree Seeking

In some circumstances and with permission of the Director of Education, students who wish to take courses without completing the admission application requirements may enroll as students at-large (non-degree students). Applicants for student-at-large status must provide transcripts for the highest degree attained and any subsequent coursework. An immunization form may also be required. Students-at-large pay the standard fees and tuition rate and are ineligible for financial aid.

Should a non-degree seeking student elect to change his/her status to that of a matriculated student, any credits transferred to the College will be subject to the same conditions and requirements applicable to degree seeking students.

Auditing of Courses

Auditing allows a student to enroll in a course for the purpose of reviewing course content without being required to demonstrate fulfillment of the course objectives. The audited course will be reported on a student's official transcript but no grade will be received and the audited course will not affect a student's GPA or Satisfactory Academic Progress calculation. Audited courses do not result in college credit and therefore will not apply toward the fulfillment of degree requirements unless in SAP Audit status.

The student's intention to audit a class must be made clear by the student at the time of enrollment. No change from audit to credit status or from credit to audit status may be made after the beginning of a class.

Anyone may audit a course and will not be charged tuition associated with the course. However, those who audit a course may be responsible for the cost of books and supplies associated with the course.

Attendance

Students are expected to attend all scheduled courses in order to achieve the learning goals of their program. Prospective employers are often as concerned with applicants' school attendance records as with their academic records. Attendance has a direct bearing on the students' final grade in each course. If a student has been out of school for fourteen (14) consecutive days, the student may be withdrawn from school. Refer to the Unofficial Withdrawal policy in this section of the catalog for additional details and extenuating circumstances.

Some courses at the College require additional laboratory time, outside of class, for successful completion. Students are expected to complete all laboratory time in order to achieve the learning goals of their program. Laboratory time will be scheduled at various times throughout the week. Check with your instructor to get a listing of those days and times.

Students attending courses online are expected to log-in to their course(s) and perform academic assignments each week that school is in session.

Additional information related to absences, class cuts, tardiness, and make-up work may be addressed by the instructor and course syllabi.

The instructional programs at the College are based on year-round attendance. Classes are in session year-round, with the exception of legal holidays, and breaks between terms.

The College classes may be scheduled from 7:30 a.m. to 10:00 p.m., Monday through Thursday; 7:30 a.m. to 10:00 p.m., Friday; 8:00 a.m. to 4:30 p.m. Hours may vary slightly per campus. Some classes may require additional laboratory attendance. The number of class hours each day may vary because of class scheduling. Students meet a definite, predetermined schedule each class day. Full-time students are expected to attend at least three (3) courses per quarter. Courses may not be offered if fewer than ten students are scheduled for the course.

Withdrawal Policy

Students who withdraw from a course during the Drop/Add Period do so with no penalty, fee, or grade. A student is permitted to withdraw from a course with a grade of "W" provided the student withdraws at or before the midpoint of the term. After the midpoint of the term, any student withdrawing from a course will receive a grade of "F". A grade of "W" is not computed in determining CGPA, but is computed in determining hours toward

completion. A grade of "F" is computed in determining CGPA and in determining hours toward completion. Academic status and eligibility for student financial aid may be affected if the student reduces his/her course load.

The date the student notifies the College officially becomes the student's date of determination, and appropriate change in status and Return to Title IV calculation will be completed. The student must notify a Campus President/Director, Director of Education, or Director of Financial Services. If a student is unable to officially notify the college due to military, medical, or incarceration, the College may take official written notification from a family member in regard to why the student is unable to notify the college as well as notification of the student's intent to withdraw.

The College may unofficially withdraw a student after fourteen (14) consecutive calendar days of absence from all classes. The date of determination becomes the 15th day from the last date of attendance, and the College will complete a Return to Title IV calculation for the United States Department of Education. The withdrawal date will remain the student's last date of attendance for the calculations, and the date of determination is the 15th day absent. Legal holiday's and term breaks on the academic calendar does not count in the fourteen (14) consecutive calendar days; however, Saturdays, and Sundays count during an academic term.

Unit of Credit

A quarter credit hour is defined as a minimum of ten (10) classroom lecture periods of not less than 50 minutes each and which assumes outside reading and/or preparation; twenty (20) laboratory clock hours where classroom theory is applied and explored, or manipulative skills are enhanced; thirty (30) hours of external discipline-related work experience with indirect instructor supervision or employer assessment; or an appropriate combination of all three (3).

Grade Scale

Upon the completion of each term, students are given a letter grade in each course based upon examinations, oral reports, readings, research topics, attendance, or other exercises required by the instructor. A grade report showing the final grade in each course, the term grade point average and cumulative grade point average is provided to students at the end of each term. All courses attempted, excluding courses dropped during Drop/Add and course cancellations prior to commencement, appear on students' official transcripts. Each course entered on students' transcripts is assigned a letter grade evaluation.

Letter Grade	Definition	Numeric Grade	Quality Points
Α	Superior	90-100	4
В	Above Average	80-89	3
С	Average	70-79	2
D	Below Average	65-69	1
D-PR	Core Prerequisite Failed	<65	0

F	Failed	<65	0
XA	Credit for Exam	n/a	4
ХВ	Credit for Exam	n/a	3
A*	Transfer Grade	n/a	n/a
B*	Transfer Grade	n/a	n/a
C*	Transfer Grade	n/a	n/a
AP	Advanced Placement	n/a	n/a
CE	Credits Earned	n/a	n/a
I	Incomplete	n/a	n/a
W	Withdrawal	n/a	n/a
Pass	Passed	n/a	n/a
Fail	Failed	n/a	n/a
AU	Audit Complete	n/a	n/a
AD	Audit Drop	n/a	n/a

Grade Point System

Grade points earned for one course taken are the product of the quarter credit hours for that course times the figure in the grading scale as shown previously; for example, a four (4) credit hour course with a grade of "B" earns 4x3 =12 grade points.

Grade points earned in one term are the sum of the grade points earned in all the individual courses taken in that term. The Grade Point Average (GPA) for each term is computed by dividing the total grade points earned in that term by the total quarter hours attempted in that term.

The cumulative GPA is the average for all courses attempted in all terms in which the student has registered in the College. This cumulative average is computed by dividing the total of earned grade points by the total quarter credit hours earned. In the case of a student repeating a course, only the grade and quarter hours earned in the last attempt are counted toward the cumulative GPA.

Letter Grade	Grade Point Equivalent

Α	4
В	3
С	2
D	1
D-PR	0
F	0
XA	4
XB	3

Additional Grades

Credit (Pass/Fail)

Pass/Fail credits count as credits attempted but do not count as Cumulative Grade Point Average (CGPA) when determining Satisfactory Academic Progress.

Incomplete (I)

A grade of "I" is given at the faculty member's discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the "I" grade. Any course for which a student receives an "I" must be completed within ten days after the end of the course. Failure to complete the required coursework within the designated time will result in a course grade assigned based on the coursework completed prior to the end of the quarter.

Transfer Credit (TC)

This represents a passing grade for earned transfer credit. This grade is not included in computing Cumulative Grade Point Average (CGPA) or Incremental Completion Rate (ICR). It is included in computing the Maximum Time Frame (MTF).

Withdrawal (W)

Students withdrawing from a course by the end of the drop/add period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger as a withdrawn course. Students who officially drop after the end of the drop/add period and before 67 percent of the academic session has elapsed will receive a "W" on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a "W" grade. The grade of "W" is included in the computing the Incremental Completion Rate and Maximum Time Frame but does not impact his/her CGPA. Academic status and eligibility for student financial aid may be affected if the student reduces his or her course load.

Failure Due to Late Withdrawal (F)

Students who complete more than 67 percent of a course but do not complete the remaining portion and either are not approved for or do not request an "I" will be assigned the grade "F". The "F" is included in both the total credit hours attempted and the CGPA for purposes of evaluating Satisfactory Academic Progress and computing Incremental Completion Rate and in the Maximum Time Frame.

Grade Appeal Procedures

Students who have a concern about a course grade are initially encouraged to consult with the faculty member who issued the grade to resolve the matter. Students wanting to pursue the matter further may appeal the grade in the following manner.

The student must file a written grade appeal to the academic department director. Students may appeal a grade or an evaluative comment only during the session following issuance of the grade or evaluative comment. The written appeal must include the grounds upon which the student believes the grade is not correct. Those grounds include the following:

- the application of nonacademic criteria in the grading process,
- the assignment of a grade to the student for reasons other than the student's academic performance in the course, or
- miscalculation of the grade according to grading criteria contained in the course syllabus or other posted or distributed course information.

The student should include any relevant written evidence, which may include the syllabus, exams, papers, and anything else that supports the student's claim.

The academic department director shall review the appeal and issue a written response.

If, after receiving a written response to the grade appeal from the Academic Program Director, the student who does not agree with the response and wishes to pursue the issue, he/she must, within 14 calendar days, request in writing further investigation from the campus Director of Education. The campus Director of Education will review the findings and issue a written response. The final authority rests with the Director of Education of the campus and is not subject to the grievance procedure policies described elsewhere in this catalog. After following the policies and procedures above, students who believe further recourse is needed should consult the appeals policies and procedures outlined in the Student Rights and Responsibilities section of this catalog.

If the faculty member involved is the academic department director, the written grade appeal is submitted to the campus Director of Education. If the faculty member involved is the campus Director of Education, the written grade appeal is submitted to the campus president/director.

A student on SAP Audit status will have the ability to petition to have a grade changed. After completing the SAP Auditing Plan, the instructor will evaluate the student's work and assign the grade earn. Only the teacher of record can change the grade if appropriate. Should a student have a different instructor for the audited course(s), the original instructor of record must be included on the approval for a grade change. If teacher of record is no longer with at Daymar, the audit teacher is the only one who can change the grade with all appropriate documentation as stated above for an earned grade change.

The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student's academic file. A copy of the report will be given to the student.

Criteria for Honor Designation

To promote academic excellence and to recognize exemplary academic achievement at the undergraduate level, the following system is used for honor designations on a quarter basis and upon graduation.

Quarter Honor Designation

Any student who enrolls for and completes 8 quarter credits or more in a quarter and meets the following criteria may receive the corresponding designation:

Quarter Honor Designation Quarter GPA

President's List 4.0

Dean's List 3.70-3.99

Honor's List 3.50-3.69

Honor Designation at Graduation

Any student who achieves a cumulative grade point average (CGPA) that meets or exceeds the following levels will receive the corresponding honor designation at graduation:

Graduation Honor Designation CGPA

Summa Cum Laude 4.0

Magna Cum Laude 3.70-3.99

Cum Laude 3.50-3.69

Standards for Satisfactory Academic Progress

All programs except Massage Therapy Diploma.

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. SAP is determined by measuring the student's CGPA and the student's rate of progress toward completion of the academic program at the end of each quarter. In no case can a student exceed the maximum time frame as a degree seeking student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter after grades have been posted, each student's rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

A student in a diploma, associate degree, or bachelor degree program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter, the student will be removed from Financial Aid Warning if

they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the tables below. A student may appeal in writing, as outlined below, within five (5) business days of receiving written notification that the student is not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter and will need an academic plan. Students will then have SAP evaluated at the end of the next quarter and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed from active status in their program if they continue to fall below the published rates unless they have met the terms of their academic plan. A student facing SAP withdrawal may be placed in SAP Audit Quarter status only after a SAP Advisement Plan is developed and approved by the Director of Education. A student will audit courses as identified in their plan. A student must follow all guidelines and policies as matriculated students. Students will have SAP evaluated at the end of the next quarter and will be removed from SAP Audit Quarter status and placed in Financial Aid Probation if they meet or exceed the minimum standards or the student is withdrawn due to SAP dismissal.

Maximum Time Requirements

Full-time students or students enrolled in a program must progress at least at the rate listed on Attempted credits/clock hours table below for SAP to remain eligible and continue enrollment. The maximum time frame is a period equal to 1.5 times the number of hours required by the students' programs. Students who exhibit patterns of course withdrawals, course failures, course incompletes, and course repetitions will be unable to complete their objectives within the maximum period allowed. When the maximum time requirement has been exceeded, eligibility for financial aid and continued enrollment will be terminated.

Satisfactory Academic Progress for Massage Therapy: Clock-Hour Diploma Program

All students must maintain Satisfactory Academic Progress (SAP) toward completion of their chosen program. Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each quarter (225 scheduled clock hours). In no case can a student exceed the *maximum* time frame as a regular student and receive the original academic credential for which the student is enrolled.

At the evaluation point at the end of each quarter (225 scheduled clock hours) after grades have been posted, each student's rate of progress and CGPA will be reviewed to determine if the student is meeting the SAP requirements as outlined in this section.

A student in the Massage Therapy Diploma program who is not making SAP will be placed on Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial Aid Warning if they meet or exceed the minimum requirements or if they continue to fall below the minimum requirements are subject to dismissal unless they successfully appeal to maintain enrollment. Students who continue to fall below the minimum requirements are required to submit an appeal in order to maintain enrollment and eligibility for federal financial aid. Unless a student successfully appeals, they will be dismissed if their CGPA or rate of progress falls below the rates specified in the table below. A student may appeal in writing, as outlined below, within 5 (five) business days of receiving written notification they are not making SAP. Students who have their appeal approved will be on Financial Aid Probation for the quarter (225 scheduled clock hours) and

will need an academic plan. Students will then have SAP evaluated at the end of the very next quarter (scheduled 225 clock hours) and will be removed from Financial Aid Probation if they meet or exceed the minimum standards or will be dismissed from active status in their program if they continue to fall below the published rates unless they have met the terms of their academic plan. A student facing SAP Withdrawal may be placed in SAP Audit Quarter status only after a SAP Advisement Plan is developed and approved by the Director of Education. A student will audit courses as identified in their plan. A student must follow all guidelines and policies as matriculated students. Students will have SAP evaluated at the end of the next quarter and will be removed from SAP Audit Quarter status and placed in Financial Aid Probation if they meet or exceed the minimum standards or the student is withdrawn due to SAP dismissal.

Satisfactory Academic Progress Guidelines

Bachelor of Applied Science Degree Programs

Academic Warning

Attempted Credit Hours	CGPA Less Than	Completion Rate Less Than
12-48	1.25	50%
49-90	1.50	60%
91-135	1.75	65%
136-180	2.00	65%
270	n/a	n/a

Associate of Applied Science Degree Programs

Academic Warning

Attempted Credit Hours	CGPA Less Than	Completion Than	Rate	Less
12-24	1.25	50%		
25-48	1.50	60%		

Effective Date: January 1, 2016

49-72	1.75	65%
73-96	2.00	65%
144	n/a	n/a

Diploma Programs

Academic Warning

Attempted Credit Hours	CGPA Less Than	Completion Rate Less Than
12-24	1.25	55%
25-48	1.50	60%
49-72	2.00	65%
108	n/a	n/a

Massage Therapy Diploma Program

Academic Warning

Attempted Clock Hours	CGPA Less Than	Completion Rate Less Than
225	1.25	100%
450	1.50	100%
675	2.00	100%
900	n/a	n/a

Maximum Time Frame				
	Attempted Hours			
Program	Standard	Maximum		
	(Credit Hours)	(Credit Hours)		
Bachelor of Applied Science Degree	180	270		
Associate of Applied Science Degree	96	144		
Diploma	72	108		
Diploma	64	96		

Medical Massage Therapy Program			
Program	Standard	Maximum	
	(Clock Hours)	(Clock Hours)	
Diploma	900	1350	

Completion rates and CGPA are calculated on an individual program basis; that is, only the hours attempted and the grades obtained during the specific program for which students are enrolled are included in the computation of completion rates or CGPA. If a student returns to the College to seek an additional credential, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. If a student changes his/her program, the only courses from previous programs that are included in determining completion rates and CGPA are those courses that transfer from the previous program/credential into the current program/credential. All attempts at those courses are included in determining completion rates. This policy does not in any way alter the provisions of the paragraphs on "Academic Dismissal" and "Reinstatement After Academic Dismissal."

Completion rate is determined by dividing the cumulative hours successfully completed by the cumulative hours attempted.

A student in a diploma, associate, or bachelor program who is not making SAP will be placed on a Financial Aid Warning. At the end of the next quarter (225 scheduled clock hours), the student will be removed from Financial

Aid Warning if he/she meet or exceed the minimum requirements. If he/she continues to fall below the minimum requirements the student is subject to dismissal unless they successfully appeal to maintain enrollment. Students on Financial Aid Warning status are eligible for financial aid. All courses taken during a warning quarter will be calculated in the student's SAP at the end of that quarter.

Financial Aid Warning

Students who fail to meet SAP and who have successfully appealed that determination may be placed on Financial Aid Probation. Financial Aid eligibility will be reinstated for one (1) payment period and the student may receive Title IV funding while in this status. At the end of the payment period, the student must meet the standards of SAP or meet the requirements of the academic plan developed by the College and the student to qualify for further financial aid. All courses taken during a probation quarter will be calculated in the student's SAP at the end of that quarter.

Financial Aid Probation

Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed from active status in their program. These students are eligible to reapply to continue their program at the College in a subsequent quarter. Students who exceed the maximum completion rate according to the SAP Tables are academically dismissed. These students are ineligible to continue their program at the College.

Academic Dismissal

Students who do not meet the requirements for SAP and who do not appeal or whose appeal is not approved will be academically dismissed. These students are eligible to reapply to continue their program at the College in a subsequent quarter.

Students who exceed the maximum completion rate according to the Standards for Satisfactory Academic Progress are academically dismissed. These students are ineligible to continue their program at the College.

Appeal of Academic Dismissal and Reinstatement After Academic Withdrawal

Students have the right to appeal an SAP dismissal. Students must submit the appeal in writing. The written appeal should describe the extenuating circumstances that contributed to the dismissal. Examples of extenuating circumstances include but are not limited to the following:

- Death of an immediate family member
- Student illness requiring hospitalization
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding

- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student's spouse
- Military permanent change of station (PCS)

Students must provide documentation to support validation of their extenuating circumstances. The written appeal must state the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the written appeal, the student must describe what has changed that will allow the student to be academically successful and, ultimately, meet the standards for Satisfactory Academic Progress. The Director of Education will determine if a basis for an appeal has been sufficiently supported. If sufficient support for the appeal has been provided the Appeals Committee will gather and reviews relevant information in order to make its decision.

Appeals Committee Procedures

Students have up to 5 calendar days from the date of dismissal to file a written appeal with campus Director of Education, or in the absence of a campus Director of Education, the Campus Director/President. Students should provide documentation to support the allegations in the appeal. The written appeal will be reviewed by the Campus Director/President and/or the Campus Director of Education to determine if the circumstances of the appeal meet one or more of the extenuating circumstances described above. If the student's appeal meets one or more of the extenuating circumstances may be re-admitted if it is determined that Satisfactory Academic Progress standards can be met within two academic quarters.

Failed Course Policy

Students may repeat failed courses in order to improve their grades. Both grades will appear on the student's official transcript, and both attempts will be computed in determining the student's completion rate. The last grade in a repeated course is the grade used in the calculation of students' CGPA. Tuition will be charged for the repeated course at the tuition rate in force at the beginning of any quarter. For students receiving VA educational benefits, special rules govern the repetition of courses. Consult the VA Coordinator for specifics.

Graduation Requirements

Each student is responsible for meeting the requirements of the curriculum as outlined in the catalog at the time of the first registration in that program. However, if in a subsequent catalog the curriculum requirements for that program have been changed, the active student may have a choice between the two catalog requirements. The minimum requirements as to the number of courses taken and also as to the number of quarter credit hours earned must be met whichever catalog is used. See the Director of Education for more information.

Candidates for graduation must:

- Successfully complete all credit hours required and all specific program requirements including maintaining SAP for the diploma, associate degree, or bachelor degree.
- Earn a cumulative grade point average of at least 2.00, a "C" average.
- Take a minimum of fifty percent (50%) of the total required credits for any program at the College.

Students who are active-duty service members, active-duty Reservist, or active-duty National Guardsmen are required to complete twenty-five percent (25%) of the degree requirements in residence for all degrees. Academic residency can be completed at any time while active-duty service members are enrolled.

Physical Facilities and Equipment

Daymar College - Columbus is located at 2745 Winchester Pike Columbus, OH. The administrative offices are representative of today's business operations. The school provides well-lighted lecture rooms, computer labs, a bookstore, and a student lounge. The College's computer labs are equipped with computer hardware and software necessary for "hands on" instruction.

<u>Instructional and Information Technology</u>

The College provides adequate instructional materials and equipment to support all programs of study. Traditional audio- visual equipment, visuals, and the Internet are available to enhance and support classroom instruction. In addition to the traditional instructional aids, the College has up-to-date computers as well as up-to-date computer business software for each program of study, as applicable.

Section Eight: Student Life

Enrollment Verification

Students may obtain a letter from the Academic Affairs Department verifying their enrollment as documentation for student discounts, insurance, loan deferments, or other purposes. The request must be made in writing and must indicate the student's name, address, phone number, and student identification number, as well as the information to be released, the reason for the release, and the location to which the letter should be sent.

Student Support Services

Using a customer-friendly approach Student Services assists students by providing exceptional support to positively impact their ability to attend the College and complete required programs. Student Services assists students with removing educational barriers. Student Services also provides leadership opportunities to students on campus to learn beyond the classroom. Please see Student Services for a list of campus events, activities, and leadership opportunities. Be involved in your education, you get back what you invest.

Student Activities

Every effort is made by the College to expose students to social and cultural events. Programs and activities are typically planned as a beneficial contribution to personal growth and development. Student involvement in activities contributes to a friendly atmosphere and can provide the opportunity for development of self-confidence and leadership.

Students Matter Hotline

At the College, students matter! The College views our school as an extended family to students and their loved ones. We encourage students to voice their comments, experiences, stories, and concerns. If you would like to share, you may contact campus associates or the Daymar Students Matter Hotline toll free at 1-855-4DAYMAR or 1-855-432-9627, or write us at studentsmatter@daymarcollege.edu.

Retention

Standards for acceptable academic progress at the College are established to assist students in assessing the quality of their performance. A student status committee meets on a regular basis to review at-risk student indicators and typically contacts students regarding their performance. Instructors generally call students when they are absent and Student Services will follow up with the desired assistance for the student as applicable.

Tutoring Services

Tutoring is available upon request and is provided via individualized in-person sessions with campus support staff or through Daymar College's online tutoring and academic support services.

Career Services

It is the goal of the College to see that all graduates secure meaningful employment in their field of study or be able to use the skills acquired through their academic program in a related field. Through the Professional Seminar and Internship or Capstone Project (INT142), a course required as part of most programs, mock interviews will typically be held at the end of the quarter prior to graduation. Individual assistance is given to students and they

are instructed in resume preparation, job search, interview skills, and dressing for success. Resumes are sent in response to employers in search of prospective graduates as applicable.

In addition to helping find positions after graduation, the Director of Career Services assists current students in finding part-time employment. Opportunities from employer call-ins and classified ads are listed in the "Hot Tips" sheets typically available in the student lounge. Students interested in part-time employment should see the Director of Career Services for information on available opportunities.

The Director of Career Services also assists with data collection for use in updating curricula. Typically, thirty (30) days after employment a contact is made with both the employer and the graduate. The data collected at the time of the contact often helps the progress and performance of the graduate and can provide feedback necessary for future curricula and program revisions.

Daymar does not guarantee employment or salary. Information about Daymar's placement rates may be found at Daymar's website under Placement Information (http://www.daymarcollege.edu/placement-information)

Books

Please note that students are not required to purchase his/her books from the College. Initial sets of books per term are included with tuition. Books will be provided as an ebook unless that book is unavailable in ebook format. In those cases, a hard copy of the book will be provided.

For convenience, students may purchase additional books from the College's bookstore. Detailed information, relating to textbooks, workbooks, and course materials are available online via the College's Student Portal. All questions and inquires on textbooks should be directed to the Director of Education or the Instructor.

Library Resources

The Learning Resource Center at the College is located conveniently to all classrooms and is open for day and evening classes. The Learning Resource Center collections include materials in allied health, liberal arts, business areas, and technical areas. The Learning Resource Center materials are selected to support the College's programs of study. Students have access to all materials and are encouraged to use the Learning Resource Center. All Learning Resource Centers are under the direction of qualified staff.

Section Nine: Online Programs

Verification of Student Identity for Online Programs:

Daymar College abides by the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, that requires the verification of student identity in distance education.

During the enrollment process all students will be required to provide a copy of a driver's license or other state or federally approved identification along with a copy of a signed social security card in order to verify the student's identify for financial aid purposes.

When enrolling in credit bearing online courses and programs all students will be assigned an individual secure login and password. Additionally, each student is assigned a student information system identification number (sis id) which is used to match each student's identity between the Daymar College student information system and the Daymar College learning management system.

All users of the Daymar College learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials. An account is given to an individual for the exclusive use by that individual. Attempts to gain unauthorized access to any student or employee account is strictly prohibited. No user of any Daymar College information system is allowed to give out his/her access password or to allow anyone but himself/herself to utilize his/her account.

Any student who fails to comply with this policy will be subject to discipline through the Daymar College Code of Conduct outlined in this catalog. Failure to comply with this policy may also be a violation of civil/criminal law and may cause the violator to be subject to prosecution.

Effective Date: January 1, 2016

Section Ten: General Education Curriculum

Purpose

The General Education program at Daymar College is designed to provide our students with a foundational and ongoing framework of learning and study within which their core or vocational/professional program is supported. The General Education program provides a scope of learning and knowledge building that provides ongoing skill development in the following academic areas:

- Communication
- Mathematics
- Arts and Humanities
- Natural Sciences
- Social and Behavioral Sciences

Within each subject area, students are challenged in the "soft skill" development of collaboration, critical thinking, problem solving, information literacy, and various forms of communication. These global outcomes are outlined below in a list of ten "General Program Outcomes" that are focused on throughout and across the General Education curriculum. Throughout the General Education curriculum at Daymar College, students are challenged to increase their understanding of the scientific, physical and socio-political world around them. Daymar students will be encouraged to understand the importance of self and the individual mind in valuing and empowering full participation in life through professional work, ongoing development, and engagement with the community. The General Education Program at Daymar College is designed to prepare students holistically for their place in the world and in their chosen career.

While each course within the program has its own description, learning outcomes, and assessment rubrics, the program as a whole also has global outcomes that provide a framework for every course and within which the success of the student is assessed overall. The course outcomes are tied to the program outcomes, so that instructors and students are focused on developing global as well as specific learning outcomes in each course. The overall goal, then, is not only to provide a general education for our students but to ensure the kinds of skills are developed that will help our students to be successful and to become ongoing learners and critical thinkers.

Course Requirements and Curriculum Description

Students in Associate level programs must complete a minimum of 24 General Education quarter credits. Bachelor level students must complete a minimum of 56 General Education quarter credits. The program specific general education requirements are provided in the program specific sections of this catalog.

General Education credits must be completed in each of the following areas:

- Humanities
- Mathematics
- Natural Sciences
- Social Sciences

Section Eleven: Business Programs

Diploma Programs

BUSINESS MANAGEMENT DIPLOMA

Program Overview

The Business Management Diploma Program is designed to prepare the graduate for entry-level employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to help manage business practices in an ever-changing, market-driven economy. Students will have been exposed to concepts designed to help work with higher-level associates regarding marketing, inventory control, and finance matters. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months. All credits earned in this program are applicable to the Business Management Associate of Applied Science and Bachelor of Applied Science Degree Programs.

Program Course Requirements

College Readiness Requirement		Quarter Credit Hours
SFS140	Strategies for Success	4
Core Program Requirer	ments	
ACC103	Accounting	4
BMG124	Management	4
BMG126	Business Law	4
BMG128	Retail Management	4
BMG270	Leadership	4
BMG290	Finance	4
BUS101	Human Resource Management	4
BUS111	Business Communication	4
BUS122	Business Math	4
BUS201	Marketing	4
BUS211	Small Business Management	4
BUS212	Supervision	4

Computer Literacy Requirements

	Total Quarter Credit Hours Required	64
INT142	Professional Seminar and Internship or Capstone	4
Internship or Capstone	Requirement	
ENG101	General English	4
General Education Req	uirements	
CIS106	Computer Applications	4

Program Overview

ASSOCIATE OF SCIENCE BUSINESS MANAGEMENT

The Business Management Associate of Applied Science Degree Program is designed to prepare the graduate for employment in administrative office positions. The graduate will be provided the opportunity to obtain practical business theory and practical software applications to assimilate the diverse skills required to manage a business in an ever-changing market-driven economy. The program provides the graduate with specialized courses in organizational human resources and administrative office management. This degree program also gives graduates the general education necessary to manage interpersonal and social situations by preparing them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months. All credits earned are applicable to the Business Management Bachelor of Applied Science Degree Program.

Program Course Requirements

College Readiness Requirement		Quarter Credit Hours
SFS140	Strategies for Success	4
Core Program Requirer	ments	
ACC103	Accounting	4
BMG124	Management	4
BMG126	Business Law	4
BMG128	Retail Management	4
BMG250	Economics	4
BMG270	Leadership	4
BMG290	Finance	4

BUS101	Human Resource Management	4
BUS111	Business Communication	4
BUS112	Personal Finance	4
BUS122	Business Math	4
BUS201	Marketing	4
BUS211	Small Business Management	4
BUS212	Supervision	4
Computer Literacy Rec	quirements	
CIS106	Computer Applications	4
CIS107	Computer Applications II	4
General Education Rec	quirements	
COM200	Digital Communications	4
COM208	Public Speaking	4
ENG101	General English	4
MTH103	College Math	4
POL109	Political Science	
SCI201	Environmental Science	4
Internship or Capstone	e Requirement	
INT142	Professional Seminar and Internship or Capstone	4

Section Twelve: Criminal Justice & Legal Programs

Associate of Applied Science

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Program Overview

The Criminal Justice Associate of Applied Science Degree Program is designed to prepare students for entry-level positions within the criminal justice system. These entry-level fields include, but are not limited to: police patrol, law enforcement operations, private investigation, corrections officer, victim's advocacy and assistance programs, juvenile corrections, private and industrial security, court administration, loss prevention and entry-level investigative compliance. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months.

Program Course Requirements

College Readiness Requirement		Quarter Credit Hou	rs	
	SFS140	Strategies for Success	4	
	Core Program Requiren	nents		
	BMG270	Leadership	4	
	BUS112	Personal Finance	4	
	CRJ100	Corrections	4	
	CRJ110	Criminal Justice	4	
	CRJ115	Rules of Evidence	4	
	CRJ120	Private and Industrial Security	4	
	CRJ135	Ethics and Professionalism for Criminal Justice	4	
	CRJ175	Law Enforcement Operations	4	
	CRJ200	Criminal Investigations	4	
	CRJ245	Juvenile Delinquency	4	
	CRJ250	Police Report Writing	4	
	CRJ275	Victimology	4	
	CRJ280	Chemical Dependency and Abuse	4	
	LAW210	Criminal Law	4	

	Total Quarter Credit Hours Required	96	
INT142	Professional Seminar and Internship or Capstone	4	
Internship or Capstone Requirement			
SCI201	Environmental Science	4	
POL106	Political Science	4	
MTH103	College Math	4	
ENG211	Composition I	4	
ENG101	General English	4	
COM208	Public Speaking	4	
General Education Req	quirements		
CIS106	Computer Applications	4	
Computer Literacy Req	quirements		
LAW256	Legal Research	4	

Section Thirteen: Health Sciences Programs

Diploma Programs

DIPLOMA IN MEDICAL ASSISTING, CLINICAL

Program Overview

The Diploma program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. The Medical Assisting Diploma program is designed to prepare graduates to apply to take the Registered Medical Assistant (RMA) Exam, available through American Medical Technologists (AMT), an independent certification organization. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 12 months. All credits earned in this program are applicable to the Medical Assisting Associate of Applied Science Degree.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Applied Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Applied Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.

Program Course Requirements

College Readiness Requirement		Quarter Credit Hours
SFS140	Strategies for Success	4
Core Program Requirer	nents	
MED103	Medical Terminology	4
MED153	Anatomy and Physiology I	4
MED154	Anatomy and Physiology II	4
MED188	Medical Office Procedures/Emergencies	4
MED227	Electronic Medical Records and Reimbursement	4
MED250	Exam Room Procedures	4
MED255	Pathophysiology	4
MED266	Pharmacology	4

	Total Quarter Credit Hours Required	64		
INT142	Professional Seminar and Internship or Capstone II	4		
INT122	Professional Seminar and Internship or Capstone	4		
Internship or Capstone Requirement				
ENG101	General English	4		
General Education Req	uirements			
MED295	Medical Law and Ethics/Exam Review Prep	4		
MED294	Cardiac Monitoring Procedures	4		
MED292	Laboratory Procedures	4		
MED288	Medical Office Administration	4		

DIPLOMA IN MEDICAL MASSAGE THERAPY

Program Overview

The Medical Massage Therapy Diploma Program is designed to provide the student with the skills to perform various modalities of massage therapy to include sports, pre-natal, therapeutic, Swedish, hot stone therapy, and hydrotherapy massages. Successful students are expected to be prepared to work as a massage therapist in areas such as sports, pre-natal, therapeutic, Swedish, hot-stone therapy, and hydrotherapy. Upon completion of the program, the successful student may apply to take the state examination to become a Licensed Massage Therapist (LMT). Licensure is a requirement in the field of massage therapy. If a student successfully earns 16 credits per quarter, this program is designed for fulltime students to complete in 12 months.

Program Course Requirements

College Readiness Requirement		Clock Hours		
SFS140	Strategies for Success	40		
Core Program Requirements				
MMT101	Anatomy & Physiology/Medical Terminology I for Massage Therapy	105		
MMT102	Anatomy & Physiology/Medical Terminology II for Massage Therapy	105		
MMT103	Anatomy & Physiology/Medical Terminology III for Massage Therapy	105		

	Total Quarter Credit Hours Required	900
MMT244	Massage Therapy Business and Ethics	40
MMT234	Massage Therapy Clinic	80
MMT204	Anatomy & Physiology/Massage Theory/Exam Prep for Massage Therapy	105
MMT133	Massage Therapy Lab III	80
MMT132	Massage Therapy Lab II	80
MMT131	Massage Therapy Lab I and Ethics	80
MMT123	Pathology II for Massage Therapy	40
MMT122	Pathology I for Massage Therapy	40

Associate of Science Programs

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING, CLINICAL

Program Overview

The Associate of Applied Science Degree program provides students with learning experiences to help develop those skills and attitudes necessary to excel in medical assisting. The program covers areas such as medical terminology; anatomy and physiology; medical office and exam room administration and procedures; pharmacology; phlebotomy; cardiographic monitoring and procedures; medical law and ethics; electronic health records; medical office management; and two internship courses. This degree program also provides graduates the opportunity to enhance their general education and computer knowledge, which are necessary to manage interpersonal and social situations and prepare them to advance in their professional and personal life. If a student successfully earns 16 credits per quarter, this program is designed for full-time students to complete in 18 months.

Completion of Basic Cardiopulmonary Resuscitation (CPR) is required of all Diploma and Associate of Applied Science Degree Medical Assisting students. The Medical Assisting Diploma and Associate of Applied Science Degree programs are designed to prepare students to apply to take three (3) national certification exams: National Certified Medical Office Assistant (NCMOA), National Certified Insurance and Coding Specialist (NCICS), and the National Certified Medical Assistant (NCMA). These exams are available through the National Center for Competency Testing (NCCT), an independent certification organization.

Program Course Requirements

College Readiness Requirement

Quarter Credit Hours

SFS140	Strategies for Success	4		
Core Program Requirements				
BUS112	Personal Finance	4		
MED103	Medical Terminology	4		
MED153	Anatomy and Physiology I	4		
MED154	Anatomy and Physiology II	4		
MED188	Medical Office Procedures/Emergencies	4		
MED227	Electronic Medical Records and Reimbursement	4		
MED250	Exam Room Procedures	4		
MED255	Pathophysiology	4		
MED266	Pharmacology	4		
MED288	Medical Office Administration	4		
MED292	Laboratory Procedures	4		
MED294	Cardiac Monitoring Procedures	4		
MED295	Medical Law and Ethics/Exam Review Prep	4		
Computer Literacy Req	uirements			
CIS106	Computer Applications	4		
CIS107	Computer Applications II	4		
General Education Req	uirements			
COM208	Public Speaking	4		
ETH103	Ethical Decision Making	4		
ENG101	General English	4		
ENG211	Composition I	4		
MTH103	College Math	4		
SCI201	Environmental Science	4		
Internship or Capstone Requirement				

	Total Quarter Credit Hours Required	90
INT142	Professional Seminar and Internship or Capstone II	2
INT122	Professional Seminar and Internship or Capstone	2

Section Fourteen: Commercial Driver's License Program

Program Overview

Daymar Truck Driving Academy provides an opportunity for students to gain the knowledge needed to start down the road to a new career. The experienced instructors work with student drivers to help them develop their skills in the classroom, on practice pads, and on the road. The students will train and test, behind the wheel, on and off the highway, and in modern equipment comparable to those operated by trucking fleets today. The program prepares the successful student to take their Commercial Driver's License (CDL) Exam with 160 hours of training comprised of 50 hours of classroom instruction, 50 hours of range training, and 60 hours of road training, over a four (4) week period. Upon completion of the program, the successful student will have been provided the opportunity to receive all classroom training required by Rule 4501-7-28 of the Ohio Administrative Code. Additionally, the College will provide the successful student with a vehicle to take the CDL Exam.

Driver training schools are licensed by the Department of Public Safety through the Ohio Traffic Safety Office, 1970 West Broad Street, Columbus, Ohio 43223. The training listed above is non-credit-bearing and not eligible for Federal Title IV financial aid. This training is not included in the scope of the review or approval by the College's state authorization or accrediting body. All approvals are separate from Daymar College programs and listed as such where applicable.

Program

The classroom portion of the program covers the following areas:

Orientation **Control Systems** Vehicle Systems Vehicle Inspections **Basic Controls** Shifting Backing Coupling & Uncoupling Visual Search Communications **Speed Management** Space Management **Night Driving Extreme Driving Conditions Hazard Perception** Rail Road Crossings **Emergency Maneuvers** Skid Control & Recovery

Special Rigs Preventative Maintenance Diagnosing & Reporting Problems

Handling Cargo Cargo Documentation Hazardous Materials

Hours of Service International Driving Trip Planning

Accident Procedures Security of Cargo Personal Health & Safety
Public & Employer Relations Basic Business Practices for Truck Financial Responsibility

Drivers

FMCSA Rules & Regulations PUCO Regulations Special Taxes IRP, IFTA, SSRS

The pad/range training portion of the program covers the following areas:

Pre-Trip Inspection Straight Line Backing Off Set Backing

Parallel Parking Alley Dock

During the road training portion of the program students each student will have a total of 60 hours of training time with a minimum of 10 hours behind the wheel.

Section Fifteen: Course Listing

The course numbering system uses six characters, three letters identifying the area of study followed by three numbers to identify the particular course. In general, course numbers in the 100 and 200 range indicate basic courses, and course numbers in the 300 and 400 range indicate advanced courses. Prerequisites will usually have lower course numbers than the course for which a prerequisite is required.

ACC103 Accounting

This course introduces students to the accounting cycle including journalizing, posting, adjusting, and closing of the books. It also introduces students to preparing a trial balance, income statement, balance sheet, and a work sheet for a business. Prerequisite: None. (4 Quarter Credit Hours)

ACC113 Accounting II

In Accounting II, students continue covering accounts receivable, accounts payable, bad debts, depreciation, and merchandising inventories. Students prepare special journals for cash, assets and depreciation, inventories, and long-term liabilities. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC210 Federal Income Tax Accounting

This course is a comprehensive explanation of the federal tax structure with training in the application of tax principles to specific programs related to the preparation of individual, partnership, and corporation tax returns. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC211 Intermediate Accounting

This is a review of fundamental processes and precedes a detailed study of accounting for the asset items on a balance sheet. Emphasis is placed on investments, receivables, and their presentation of the balance sheet, inventory cost and valuation, and plant and tangible assets acquisition, utilization, and retirement. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC212 Advanced Accounting

This course includes an in-depth study of liabilities and owner's equity items. Competencies include keeping financial records for accounts receivable, uncollected accounts, plant assets, notes receivable, notes payable, and vouchers. This course develops skills and analyzing, interpreting, summarizing and reporting information, preparing formal statements and supporting schedules, and using inventory control systems. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC213 Cost Accounting

This course is a study of the elements of cost, labor, material, and overhead. Inventory and production control procedures and apportionment of overhead are given special attention. Job costs, process costs, and standard costs are studied in detail. Prerequisite: Accounting II, ACC113. (4 Quarter Credit Hours)

ACC214 Payroll Accounting

This course presents the fundamentals of accounting as applied to compensation programs including the calculation of payroll, payroll taxes, and the preparation of records and reports. State and federal taxation is also discussed. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC215 Computerized Accounting

Accounting software is used to automate, analyze, and interpret financial information while applying Accounting concepts and principles. Activities include company setup, preparing a chart of accounts, journalizing and posting transactions, entering payroll data, and producing financial statements. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

ACC216 Managerial Accounting

The study of the uses of accounting information in managerial planning and control of organizations. Prerequisite: Intermediate Accounting, ACC211. (4 Quarter Credit Hours)

ACC217 Corporate and Partnership Taxation

The study of federal and state laws applying to corporations, partnerships, and other entities will be emphasized. Prerequisite: Advanced Accounting, ACC212. (4 Quarter Credit Hours)

BMG124 Management

In this course business techniques and management theory are explored. Principles of Management is centered on the management functions of planning, decision-making, organizing, leading, and controlling. Prerequisite: None. (4 Quarter Credit Hours)

BMG126 Business Law

This course covers the basic legal principles relating to contracts involving personal property, bailments, hotel, sales, agency, employment, insurance, and real property. Prerequisite: None. (4 Quarter Credit Hours)

BMG128 Retail Management

In this course the exciting, challenging, and rewarding opportunities facing both retailers and firms that sell their products and services to retailers, such as IBM and Proctor & Gamble are explored. Specific topics that are discussed are retailing which is a high-tech, global, growth industry that plays a vital economic role in society, strategic issues facing the retail industry, key strategic issues with an emphasis on financial considerations, and implementation through merchandise and store management. These strategic and tactical issues are examined for a broad spectrum of retailers, both large and small, domestic and international, selling merchandise and services. Prerequisite: None (4 Quarter Credit Hours)

BMG250 Economics

This course covers such topics as the free enterprise system, the Gross Domestic Product, macroeconomics, microeconomics, and fundamentals of the monetary policy. Prerequisite: None. (4 Quarter Credit Hours)

BMG270 Leadership

This course is a study of the current understanding of leadership theory and practice with a goal of developing the student's personal theory of leadership. Prerequisite: None. (4 Quarter Credit Hours)

BMG290 Finance

This course analyzes the nature and scope of business finance. Emphasis is placed on forecasting, capital budgeting, sources and costs of capital, financial instruments, financial analysis, and interpretation. Prerequisite: Accounting, ACC103. (4 Quarter Credit Hours)

BUS101 Human Resource Management

This course presents an examination of the fundamental principles of personnel management as they apply to the employee, employer, and society. Specific topics discussed include managing human resources, understanding the internal and external environment of human resources management, managing changes, staffing, training, appraising, compensating, occupational safety and health, unionization, and collective bargaining. Prerequisite: None. (4 Quarter Credit Hours)

BUS111 Business Communication

This course encompasses various forms of business communication such as business letters, memoranda, business reports, and is designed to polish and refine students' abilities to solve numerous business communication problems. Prerequisite: None. (4 Quarter Credit Hours)

BUS112 Personal Finance

This course is designed to serve the personal finance needs of the student, regardless of their major field of study. Practical applications in personal and family financial planning, including budgeting, buying, borrowing, banking, and home ownership are covered in this course. Prerequisite: None. (4 Quarter Credit Hours)

BUS113 Finance for Non-Financial Managers

This course focuses on improving communication with people in financial areas, contribute to financial decisions, and better understand financial statements and the impact of strategic decisions on shareholder value. The course focuses on both accounting and finance to help students develop a well-rounded understanding of language and requirements of financial expectations and performance. Participants learn how to evaluate a project's financial attractiveness from the shareholder's perspective and to better understand and predict the impact of business decisions. Prerequisite: None. (4 Quarter Credit Hours)

BUS122 Business Math

This course is a review of arithmetical operations, decimals, ratios and proportions, percentages, interest, and discounts. Subjects covered include finance charges, payroll computations, merchandise inventory valuation, depreciation, and computing different types of interest. Prerequisite: None. (4 Quarter Credit Hours)

BUS201 Marketing

This course covers all activities involved in pricing, distribution, and promotion of a product. Emphasis will be placed on marketing for small to medium sized business. Internet marketing will also be discussed. Prerequisite: None. (4 Quarter Credit Hours)

BUS210 Managing Information

This course is designed to provide a real-world understanding of information systems technologies. This course provides exposure to information age, information technology, information technology in management, information systems in decision making, and planning, acquisition, and controls. Prerequisite: None. (4 Quarter Credit Hours)

BUS211 Small Business Management

This course presents a contemporary treatment of the start-up and management of small fi rms. Strong emphasis is placed on entrepreneurial opportunities and the new-venture activities needed for the successful operation of small fi rms. Prerequisite: None. (4 Quarter Credit Hours)

BUS212 Supervision

This course is designed to help those who will be supervisors, team leaders, coaches, or coordinators and incorporates the four functions of management including planning, organizing, leading, and controlling. Also discussed are modern supervisory challenges including quality management, ethical behavior, motivating employees, improving productivity, problem solving, and decision making. Prerequisite: None. (4 Quarter Credit Hours)

CIS106 Computer Applications

This is an introductory course designed to acquaint the successful student with the world of microcomputer applications in business, industry, education, and home use. During this course, the successful student will be introduced to Microsoft Office Products such as Word, Excel, Access, and PowerPoint. Prerequisite: None. (4 Quarter Credit Hours)

CIS107 Computer Applications II

This is an advanced course designed to acquaint the student with the world of microcomputer applications in business, industry, education and home use. This course provides an introduction to additional applications in Microsoft Office Products which include Word, Excel, Access and PowerPoint. Prerequisite: Computer Applications, CIS106. (4 Quarter Credit Hours)

COM208 Public Speaking

This course is a study of verbal and nonverbal communication strategies and the preparation and delivery including these types of speeches introduction, impromptu, informative, persuasive, and commemorative. Prerequisite: None. (4 Quarter Credit Hours)

COM310 Interpersonal Communications

This course provides a study of communication theory and its value in interpersonal relationships. Special emphasis is given to the development of the communication process, appropriate techniques, and skills. (4 Quarter Credit Hours)

CRJ100 Corrections

This course will provide the criminal justice student with an overview of corrections and its place in the system. An overview of the corrections system and its overall effectiveness will be addressed. Prerequisite: None. (4 Quarter Credit Hours)

CRJ110 Criminal Justice

This course is designed to introduce the students to the basic elements and requirements of the Criminal Justice field. Students will learn the core components of police, courts, corrections, law and private and public industrial security. Prerequisite: None (4 Quarter Credit Hours)

CRJ115 Rules of Evidence

This course is designed to instruct the student on the rules, both state and federal, which govern the presentation of evidence at hearings and trials. Ethical considerations in the presentation of evidence are also discussed. Prerequisite: None. (4 Quarter Credit Hours)

CRJ120 Private and Industrial Security

This course is designed to prepare the student for entry level work in the private and public sector security field. Students will be introduced to public and private security management functions, training, budgeting, security classification of companies, industrial assets and protection measures. Students will be introduced and will participate in competency-based skill-building activities associated with the private and public sector industrial security field requirements. Prerequisite: None (4 Quarter Credit Hours)

CRJ135 Ethics and Professionalism for Criminal Justice

This course is designed to prepare students in ethical and professional decision making, while ensuring that the integrity of their work is preserved legally and professionally. Students will be introduced to TPI concepts that are specific to the ethics and professional code for first responders and legal professionals. Students will participate in competency-based, skill-building activities that challenge them through the use of scenarios and situations commonly seen in the justice studies fields of police, courts, corrections and private industrial security. Prerequisite: None (4 Quarter Credit Hours)

CRJ175 Law Enforcement Operations

This course introduces students to the operations of various enforcement entities. It includes how police departments are organized, what police officers do, the different problems encountered in policies and what happens to them during the course of their career. Prerequisite: None. (4 Quarter Credit Hours)

CRJ200 Criminal Investigations

This course reinforces and strengthens the students' acquired skill levels pertaining to criminal investigations. Protocol and procedures involving crime scene investigations and interrogations are emphasized. Prerequisite: None. (4 Quarter Credit Hours)

CRJ245 Juvenile Delinquency

This course is designed to instruct the student on the special issues and procedures involving the processing and treatment of juvenile offenders, including status public and youthful offenders. Prerequisite: None. (4 Quarter Credit Hours)

CRJ250 Police Report Writing

This course prepares students in the composition of police narrative writing, primarily in terms of organization and language of such reports. Prerequisite: Criminal Investigations, CRJ200. (4 Quarter Credit Hours)

CRJ275 Victimology

This course will introduce students to the elements of victims' assistance programs, roles, policies and procedures specific to programs that work with offender and victim rehabilitation. Students will also be introduced to the elements of criminal psychology, the classification of crimes and how it relates to specific victim and offender scenarios. HIPAA laws and case sensitivity will also be introduced in this course, as it relates to victim protection policies and procedures in life and in death situations. Prerequisite: None. (4 Quarter Credit Hours)

CRJ280 Chemical Dependency and Abuse

This course is a survey of drug and alcohol use and abuse, and their relationship to the criminal justice system and society. The use of alcohol, tobacco, caffeine, prescription drugs, and illicit drugs are explored, including explanations for misuse and dependence with emphasis on the economic and social costs to society. The role of the criminal justice system as an agent of social control in the containment of chemical dependence and abuse are also considered. Prerequisite: None (4 Quarter Credit Hours)

CRT210 Critical Thinking

This course places emphasis on solving workplace problems by using teamwork and individual approaches to problem-solving and decision making to find solutions that would be acceptable in diversified workplace settings. Prerequisite: None. (4 Quarter Credit Hours)

ENG099 English Review

This course is designed to build students basic writing skills and prepare them for a college-level composition course. The topics covered in this course include grammar, parts of speech, sentence construction, punctuation, and spelling and proofreading. Prerequisites: Academic Skills Assessment, not for college credit (0 Quarter Credits)

ENG101 General English

This introductory course in effective college-level composition introduces a variety of writing situations and effective ways of composing, developing, outlining, revising, editing, and using research skills. Prerequisite: SFS140 Strategies for Success. (4 Quarter Credit Hours)

ENG206 Introduction to Literature

This course focuses on Greek, Victorian, and Modern Literature and includes literary genres: the short story, poetry, and drama. Prerequisite: None. (4 Quarter Credit Hours)

ENG211 Composition I

Composition I encompasses expository writing of essays and opinion papers. Critical thinking skills will be utilized as students explore their values, attitudes, ideas and experiences, and enhance their research skills. Prerequisite: General English, ENG101. (4 Quarter Credit Hours)

ENG212 Composition II

Composition II emphasizes research methods and writing using the appropriate documentation style. Students will develop research strategies and prepare a research paper. Prerequisite: Composition I, ENG211. (4 Quarter Credit Hours)

ETH102 Ethics and Supervision

This course introduces students to the fundamentals of business ethics while helping those who will be supervisors, team leaders, coaches, or coordinators and incorporates the five functions of management including planning, organizing, staffing, leading, and controlling. Students learn about the decision-making process to solve ethical dilemmas, understanding barriers, and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise. Course activities also cover identifying common managerial ethical issues, being proactive with ethical issues, addressing subordinates' ethical issues, identifying causes of unethical behavior, recognizing unethical behavior, and ending unethical behavior in the workplace. Students will also learn about organizational ethical principles, and the four categories of corporate social responsibility. Finally, this course reviews how to develop a code of ethics and execute an internal ethical audit. Prerequisite: None. (4 Quarter Credit Hours)

ETH103 Ethical Decision Making

This course is an examination of professional ethics and common ethical dilemmas in administrative settings. Models of ethical decision making are applied in case vignettes. Prerequisite: None. (4 Quarter Credit Hours)

HIS300 American History

This course introduces students to the history of the United States since 1865, commencing with the reconstruction and the aftermath of the Civil War. The course goes on to explore the influence of industrialism at the turn of the century and the rise of America on the world politico-economic stage amidst two world wars and a great depression in the first half of the twentieth century. This course also examines the wide range of social change and turmoil happening in the latter half of the twentieth century. Successful students may gain a more solid appreciation of the multiculturalism and globalization that have dominated American history in the last decades of the twentieth century and the first years of the twenty-first. Prerequisite: None (4 Quarter Credit Hours)

HRM101 Personal Interviewing

This course provides an in-depth study of the legal aspects of interviewing, various types of interviews conducted in business, and interviewing techniques. Students participate as both an interviewer and an interviewee, in selection, counseling, disciplinary, exit, and performance appraisal interview simulations. Interviewing techniques and skills are evaluated using videotape playback. Prerequisite: None. (4 Quarter Credit Hours)

HRM102 Union and Employee Relations

This course focuses employee relations and communications, employee rights and discipline, OSHA and workplace safety and health. Also included in this course will be the history of the labor union. Unions in organizations, their structure and strategies will be introduced. This course also reviews collective bargaining, agreements, and negotiating. Prerequisite: None. (4 Quarter Credit Hours)

HRM201 Managing Cultural Diversity

This course focuses on the management of persons from diverse countries and cultures. Culture-specific issues and issues of diversity in the workplace are introduced. Problems, cases, and research assignments associated with managing in a multicultural and international work environment are focal points of this course. Prerequisite: None. (4 Quarter Credit Hours)

HRM202 HR Policy and Procedure Writing

This course provides an in-depth study of employment law, the recruiting process, and the selection process. A transition from "term paper writing" to formal policy writing and the application of employment law, business grammar, and policy writing skills through the development of an employment policy, procedure, and employee handbook summary of the policy. Prerequisite: None. (4 Quarter Credit Hours)

HRM203 Compensation and Benefits Management

This course provides an in-depth study of the history, principles, and theories of monetary compensation and benefits package. The laws governing monetary compensation and application of these principles through the development of monetary compensation policies and procedures are introduced. Students can learn about the laws governing benefits and the application of these principles and theories, through the development of plan descriptions for benefit programs such as health, life, disability, pension/ retirement, etc. Prerequisite: None. (4 Quarter Credit Hours)

HRM204 Administration of Human Resource Management

This course focuses on problems, issues, policies, and practices as related to managing people in working organizations. This course also reviews ways to solve human problems and make appropriate decisions by working with others and getting results through the efforts of others. Role playing and critical thinking activities will allow students to participate in simulations of situations likely to be encountered in businesses by managers, supervisors, and human resource personnel. Prerequisite: None. (4 Quarter Credit Hours)

HRM205 Employment Law

This course introduces the student to labor and employment law topics and concepts. All major labor law topics are covered in this course, which include sexual harassment, Americans with Disabilities Act, Age Discrimination in Employment Act, and Sarbanes-Oxley Act. Prerequisite: None. (4 Quarter Credit Hours)

INT122 Professional Seminar and Internship or Capstone Project

This course is designed to help students gain additional practical work experience, further enhance their job skills, and promote valuable networking contacts through an additional internship with a local business, agency, or community organization. This course reviews additional business protocol, professional communication, work ethics and problem-solving skills through an additional professional seminar. Each program of study will require program-specific competencies, which are included with each program's syllabus. Prerequisite: Student must be in the next to last quarter of study. (4 Quarter Credit Hours).

INT142 Professional Seminar and Internship or Capstone Project

This course is designed to help students gain practical experience, enhance their job skills, and discover valuable networking contacts with a local business, agency, or community organization. This course reviews business protocol, professional communication, work ethics, and problem-solving skills through a professional seminar. Each program of study will require program-specific competencies, which are included with each program's syllabus. Online students whose state of residence is outside Kentucky will complete the capstone project. Prerequisite: Student must be in the last quarter or next-to-the last quarter of study. (4 Quarter Credit Hours)

LAW114 Introduction to Law and Paralegal Studies

This course gives a general prospective of the legal system and the role of the paralegal within the system with regard to structure of the court system, administrative agencies, private law firms, and the public sector. Prerequisite: None (4 Quarter Credit Hours)

LAW115 Ethics and Office Procedures for Paralegals

This course focuses on ethical principles relating to paralegals including the unauthorized practice of law and client confidentiality. Correct procedures used by paralegals in a legal setting will also be included. Prerequisite or concurrent: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW157 Civil Litigation

This course provides instruction on the principles of litigation, the organization of the court system and how to interview clients and witnesses, draft legal documents, and prepare materials for discovery and trials. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW158 Probate Administration and Estate Planning

This course introduces students to wills, trusts, and intestacy and gives an analysis of estate administration and

accounting. This course also reviews interviewing clients and obtaining information for drafting documents. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW210 Criminal Law

This course surveys basic principles of criminal law including rights of the accused, certain constitutional issues, and the relationship of practices of the law office with those issues. Prerequisite: None (4 Quarter Credit Hours)

LAW212 Tort Law

This course is designed to give students general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts, and the various forms of damages. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW214 Real Estate Law

This course provides students with basic concepts of the law of real property and with the opportunity to perform legal office duties relating to the transactions occurring with real estate including basic title examination. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW216 Family Law

This course introduces family law practice principles relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship, paternity, and other aspects of family law. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

LAW256 Legal Research

In this course, students can gain a working familiarity with the major resource books found in law libraries. Students are taught the practical approach to finding and interpreting administrative regulations and statutes, as well as researching and analyzing case law. Students are given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, handbooks, and other legal materials. Prerequisite: None. (4 Quarter Credit Hours)

LAW257 Legal Writing and Analysis

This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda, and other formal documents and reference citations in legal libraries as well as drafting legal memoranda. Prerequisite: Introduction to Law and Paralegal Studies, LAW114. (4 Quarter Credit Hours)

MED103 Medical Terminology

Medical Terminology presents students with prefixes, suffixes, and acquaints the students with medical word building. The course introduces body systems, word roots, medical terms, and teaches students to recognize widely used terms, their meanings and spellings. Prerequisite: None. (4 Quarter Credit Hours)

MED153 Anatomy & Physiology I

This course is designed to provide the student with the basic knowledge of the anatomy of the body to assist in their understanding of how the structure of the body has an impact on the body as a whole and to assist the student in understanding of the structure of the body as related to the disease process. Prerequisite: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED154 Anatomy & Physiology II

This course consists of anatomy and physiology of the cardiovascular, immune, digestive, respiratory, urinary, and reproductive systems functions during health and disease. Prerequisite: Anatomy & Physiology I, MED153. (4 Quarter, Credit Hours)

MED165 Medical Law and Ethics

This course covers professional ethics regarding conduct between patient and physician and confidentiality of patient information. Federal and state laws regarding malpractice, negligence, and the Good Samaritan Law are discussed. Prerequisite: None. (4 Quarter Credit Hours)

MED188 Medical Office Procedures/Emergencies

This course will prepare the student with skills to work in a medical office. This includes such clinical procedure skills as: vital signs (temperature, pulse, respiration, and blood pressure), and patient examination room preparation such as patient positioning and patient draping. Students will learn professional cardiopulmonary resuscitation and receive their certification. In addition, students begin acquiring administrative medical office skills such as scheduling, fi ling, office communication, and patient records. Prerequisite or Concurrent: Medical Terminology, MED103. (4 Quarter Credit Hours)

MED227 Electronic Medical Records and Reimbursement

This course is designed to introduce the student to Electronic Health Records and medical insurance. Students will learn to create and maintain a patient chart with practice entering patient data as well. Application of HIPAA privacy policy in the medical office is reviewed. An introduction to the basic concepts of medical coding and reimbursement, including ICD and CPT codes and claim preparation, are also included. Several types of insurances such as Blue Cross/Blue Shield, Medicare, TRICARE, and Workers Compensation are introduced. Prerequisite: None (4 Quarter Credit Hours)

MED250 Exam Room Procedures

This course is designed to provide students with the basic procedures of preparation of a patient in the examining room and assisting the physician with the general and specific examinations. This course reviews how to take vital signs and other vital measurements. Return demonstrations are required. Prerequisite: None. (4 Quarter Credit Hours)

MED255 Pathophysiology

Pathophysiology is a study of the basic pathophysiologic process of the human body with emphasis on the anatomic systems and disease entities. Prerequisites: Anatomy & Physiology II, MED154. (4 Quarter Credit Hours)

MED266 Pharmacology

This course teaches routes of drug delivery, drug indications, actions, and contradictions. Included are common medications such as analgesics, antihypertensives, antianginal, calcium blockers, and antibiotics. Prerequisite: None. (4 Quarter Credit Hours)

MED288 Medical Office Administration

This course offers students extensive practice and training as a medical receptionist, in preparing appointment records, compiling patient records, billing, simple accounting, and banking responsibilities. Prerequisite: Electronic Medical Records and Reimbursement, MED227. (4 Quarter Credit Hours)

MED292 Laboratory Procedures

This course will prepare the student to perform routine specimen collections in the clinical laboratory. This will include venipuncture, skin puncture, and urine drug screen collections. In addition, the student will be given the necessary instruction for an understanding of the most common laboratory tests ordered, including laboratory department, specimen requirements, proper handling and complications/consequences of improper collection. Prerequisite: Medical Terminology, MED103 (4 Quarter Credit Hours)

MED294 Cardiac Monitoring and Procedures

This course is an introduction to the anatomy/physiology of the cardiac cycle, the electrical system of the heart. The student will be introduced to the normal sinus rhythm, atrial arrhythmia, junctional rhythm, ventricle rhythm. The student will be introduced to 12 lead EKG lead attachment. Prerequisite: None. (4 Quarter Credit Hours)

MED295 Medical Law and Ethics/Exam Room Prep

This course is designed to provide a review for the graduating student and prepare the student for a comprehensive certification examination. This course will review Anatomy and Physiology, with the understanding of the human body structures, systems, and functions. This course will review Pathophysiology with the understanding of the disease processes, treatments, and contraindications. Review of emergency preparedness such as first-aid techniques, shock, myocardial infarction, and environmental emergencies will be provided. This course covers review of federal and state laws regarding malpractice, negligence, HIPAA, and the Good Samaritan Law. This course will review medical office interpersonal communications, completing and submitting various insurance forms, and office management exercises. This course will include an overview of Pharmacology. Prerequisite: This course should be taken in the student's last term. (4 Quarter Credit Hours)

MMT101 Anatomy & Physiology/Medical Terminology I for Massage Therapy

This course gives an overview of medical, anatomical, physiological, and clinical vocabulary of the basic prefixes, suffixes, and acquaints the Massage Therapy student with basic word building as well as providing basic knowledge of developing skills in usage, spelling, and proper applications of vocabulary of the human body for systems including organization of the human body, chemical level, cellular level, tissue level, integumentary system, bone tissue, axial skeleton, appendicular skeleton, articulations, and muscle tissue of the human body. The levels of structural organization of the systems of the human body, the chemical level, the cellular level, the tissue level, the integumentary system, the bone tissue, the axial skeletal system, the appendicular skeletal system, articulations, and muscular tissue are also covered. This course discusses selected clinical connections and pathologies of these systems. Prerequisite: None. (105 Clock Hours)

MMT102 Anatomy & Physiology/Medical Terminology II for Massage Therapy

Anatomy & Physiology/Medical Terminology II for Massage Therapy is a continuation of the anatomy, physiology, and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for systems including axial skeleton, appendicular skeleton, articulations and the musculoskeletal system. This course also reviews the axial skeleton and includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will be covered. The appendicular skeleton includes the muscles that originate, insert, and activate the axial skeleton; nerve innervations of these muscles will also be covered. An emphasis will be placed upon signs and symptoms of selected pathologies of the skeletal system and muscular system. Prerequisite: Anatomy & Physiology/ Medical Terminology I for Massage Therapy, MMT101. (105 Clock Hours)

MMT103 Anatomy & Physiology/Medical Terminology III for Massage Therapy

This course is a continuation of the anatomy, physiology, and clinical vocabulary of the basic prefixes, suffixes; acquaints the student with basic words of the human body for systems including nervous tissue, spinal cord, spinal nerves, brain, cranial nerves, automatic nervous system, somatic and special senses, endocrine system, the blood, and the heart. This course is designed to provide a fundamental understanding of the nervous system including nervous tissue, spinal cord and spinal nerves, brain and cranial nerves, and the automatic nervous system. An emphasis will be placed upon signs and symptoms of selected pathologies of the nervous system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. This course is designed to provide a fundamental understanding of the nervous system including somatic and special senses; the endocrine system, blood tissue, and the heart. An emphasis will be placed upon signs and symptoms of selected pathologies of the special senses, endocrine system, blood tissue, and cardiovascular system. Selected muscles and their action, origin, insertion, and nerve innervations will be reviewed. Prerequisite: Anatomy & Physiology/Medical Terminology II for Massage Therapy, MMT102. (105 Clock Hours)

MMT122 Pathology I for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with an emphasis on recognizing the indications and contraindications of massaging a variety of pathologies in categories including cells and tissues, integument system, skeletal system, joints, and muscular system. Pharmacology is explored in this course under categories including antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/antithrombolytics, and analgesics. Prerequisite: Anatomy & Physiology/Medical Terminology I for Massage Therapy, MMT101. (40 Clock Hours)

MMT123 Pathology II for Massage Therapy

This course is designed to provide the student with the knowledge of the structure of the human body and how it relates to pathology and the origin, progress, and the cause of disease. An understanding of the role of a professional massage therapist is introduced with an emphasis on recognizing the indications and contraindications of massaging a variety of pathologies in categories including nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Pharmacology is explored in this course under the categories of antipyretics, skeletal muscle relaxants, non-steroidal anti-inflammatory drugs (NSAIDS), anti-hypertensive, anticoagulants/ antithrombolytics, and analgesics. Prerequisite: Pathology I for Massage Therapy, MMT122. (40 Clock Hours)

MMT131 Massage Therapy Lab I and Ethics

This course is an introduction to the professional practice of therapeutic massage including hygiene, touch, friction, kneading, and joint movements. This course will review the rules of massage, the basics of the above listed procedures as well as their therapeutic applications and physiological effects. Appropriate patient positioning, bolstering, and draping are developed in this course. Emphasis is placed upon indications and contra-indications for massage. The student will use a wide array of ethical issues that include personal and professional boundaries, limits of practice, and parameters of professional conduct for massage therapists. Prerequisite: None. (80 Clock Hours)

MMT132 Massage Therapy Lab II

This course is a continuation of MMT131 providing additional practice of massage therapy. Joints movements are reviewed and vibration, percussion, and stroking are introduced well as the physiological effects and therapeutic

applications. Emphasis is placed upon using the correct basic massage procedures and applying them to general full body massage which includes massage of the arms, legs, head, neck, face, shoulders, chest, abdomen, back, and hips. Further discussions of the basic procedures, their applications, physiological effects and therapeutic effects focusing on bones, muscles, circulation, heat processes, digestion, immune system, and elimination. An introduction to advanced therapeutic massage techniques is explored. Prerequisite: Massage Therapy Lab I and Ethics, MMT131. (80 Clock Hours)

MMT133 Massage Therapy Lab III

This course is a continuation of Massage Therapy Lab II. An understanding of the role as a professional massage therapist is introduced with an emphasis on analyzing and massaging a variety of pathologies in categories including skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Specific massage techniques are applied and combined, with the therapeutic intent of relieving various types of soft tissue pain and dysfunction. This course also combines orthopedic massage principles and techniques for treatment of various types of soft tissue injuries. Pregnancy massage is explored. The use of hydrotherapy pertaining to hot and cold as therapeutic modalities, stretching are introduced, pressure touch and cross-fiber friction are reviewed. The student will continue to study and explore the principles of therapeutic application and physiological effects of reflex stroking and reflex percussion with emphases upon neuropathways. Charting for the massage therapy practice will be explored. Selected muscles will be reviewed this quarter. Prerequisite: Massage Therapy Lab II, MMT132. (80 Clock Hours)

MMT204 Anatomy & Physiology/Massage Theory/Exam Prep for Massage Therapy

This course is designed to provide a fundamental understanding of the cardiovascular system including blood vessels, and circulation, dynamics of the lymphatic system, respiratory system, digestive system, and urinary system. The course is also designed to review the entire anatomy and physiology courses and is designed to prepare the student for a comprehensive final exam for graduation and is a tool in helping prepare the graduating student for the massage therapy exam. This course will review hygiene, touch, friction, kneading, percussion, vibration, stroking, joint movements, and their therapeutic applications and physiological effects. Review of the physiological effects and therapeutic applications of bones, muscles, circulation, heat production, digestion, respiration and elimination, and neuropathways. Review the use of hydrotherapy pertaining to hot and cold as therapeutic modalities. Review pathologies in categories including cells and tissues, integument system, skeletal system, joints, muscular system, nervous system, cardiovascular system, lymphatic system, respiratory system, and gastrointestinal system. Review pharmacology in categories including antipyretics, skeletal muscle relaxants, nonsteroidal anti-inflammatory drugs (NSAID), antihypertensive, anticoagulants/ antithrombolytics and analgesics. Review selected muscles and their origin, insertion, action, and nerve innervations. Review the state regulations as well as the AMTA Code Ethics. Review appropriate patient positioning, bolstering, and draping are developed in this course. Review indications and contra-indications for massage. Prerequisite: Anatomy & Physiology/Medical Terminology III for Massage Therapy, MMT103 and Massage Therapy Lab III, MMT133. (105 Clock Hours)

MMT234 Massage Therapy Clinic

This course is designed to provide the students with the opportunity to demonstrate basic Swedish massage techniques and advanced modalities in a supervised setting. The student will demonstrate documentation of SOAP charting. The student is to perform a minimum of 25 massages on the public and a minimum of three (3) massages on a Licensed Massage Therapist. The student will demonstrate an understanding of how to answer the phone, make appointments, and do basic bookkeeping, and general every day running of a business. Prerequisite: Massage Therapy Lab III, MMT133. (80 Clock Hours)

MMT244 Massage Therapy Business and Ethics

The course covers a broad spectrum of business policies, procedures, and ethical issues vital to establishing and maintaining a successful massage therapy practice. Detailed discussion of finances, marketing, business forms, and a business plan are all designed to prepare the student therapist for managing business aspects of a career in massage therapy. It also explores the rules and regulations for the field of massage therapy and how it relates to business practices and the required documentation for the practice of massage therapy. HIPAA release disclosure regulations are also covered. Prerequisite: Massage Therapy Lab II, MMT132. (40 Clock Hours)

MTH099 Mathematics Review

This course is a review of basis mathematical concepts and skills for solving simple problems involving whole numbers, integers, fractions, decimals, ratios, rates, proportions, and percentages. Basic algebraic skills are reviewed which include simplification, evaluating expressing, and solving simple equations. Prerequisites: Academic Skills Assessment, not for college credit. (0 Quarter Credits)

MTH103 College Math

This course teaches students not only how to solve basic algebra problems, but more importantly how to apply what they've learned to problem solving in everyday situations. College Math covers a range of mathematical topics, including: polynomials, rational expressions, quadratic and linear equations, conic sections, functions, and systems of equations. Students will take the insights and skills learned and practiced in this course and apply them in career-related subject areas such as mechanics, health, and electronics, as well as personal finance. Prerequisite: SFS140 Strategies for Success. (4 Quarter Credit Hours)

POL109 Political Science

This course explores political, economic, and social issues that are in the news at the time the course is in session. As a core for background knowledge, the course acquaints students with political/geographical data and maps and encourages discussions and formal debates utilizing the information acquired through the course. Lectures are supplemented with magazines, books, films, and computer software relevant to the course. Prerequisite: None. (4 Quarter Credit Hours)

PSY202 Principles of Psychology

This course includes the study of human behavior with special references to research methods, sensation, perception, learning, cognition, mental abilities, personality traits, therapies, mental disorders, and differences in intelligence, aptitude, and social actions. Prerequisite: None. (4 Quarter Credit Hours)

SCI201 Environmental Science

This course offers an integrative approach to global environmental issues. Topics of study include the analysis of environmental challenges confronting contemporary, global society against a political, geographical, cultural and economical backdrop. Students are instructed on how to apply a systematic problem solving approach in reviewing the issues and the related policies and recommendations for confronting those challenges. Prerequisite: None. (4 Quarter Credit Hours)

SCI305 Technology and Society

This course provides a study of technology's impact on individuals, groups, and institutions. Special emphasis is given to worker displacement, computer illiteracy, environmental and health issues, depersonalization, computer

crime, intellectual property, invasion of privacy and other ethical/legal issues. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

SCI312 Earth Science

This course is designed to help students learn the concepts of ecosystem structure and processes, including the role of energy in natural systems and how patterns of evolutionary shifts, ecological succession, and biogeochemical cycling represent natural change in ecosystems. Students identify the causes of adverse environmental change—both natural and human-induced—and critically examine methods for dealing with these changes. Earth Science investigates global warming; ozone destruction; threats to biodiversity; natural resource management and mismanagement; and conventional and alternative energy use. The theme of environmental sustainability as a societal goal ties the course units together. Prerequisite: All 100 and 200 level courses must be completed prior to enrolling in the 300 and 400 level courses. (4 Quarter Credit Hours)

SFS140 Strategies for Success

This course is designed to provide an introduction to important processes associated with the student experience at Daymar College. Additionally, this course helps students build the skills necessary for academic and personal success during their time as a Daymar College student and beyond. Important skills developed in this course include but are not limited to effective use of email, goal setting, time management, leveraging learning styles, note taking, utilizing electronic resources, and managing stress. Prerequisite: None (4 Quarter Credit Hours or 40 Clock Hours)

SOC201 Introduction to Sociology

This course will introduce the student to the basic concepts and principles of the study of sociology. Focus on the characteristics of group life and the interrelationships between society, culture, and the individual. This course fulfills a general education requirement. Prerequisite: None. (4 Quarter Credit Hours)

Section Sixteen: Staff & Faculty

Administrative Staff

Columbus

Karl Federspiel Program DirectorZachary Galilei Director of AdmissionsJohnny Linton Financial Services OfficerKelly Maffit Director of First Impressions

Michael McMurray Campus Dean
Rey Penate Campus Director

Tracey Searcy Program Director Medical Massage Therapy

Brittainy Shinabery Program Director Medical Assistant
Horace Simons Assistant Director of Admissions
John Strock Associate Director of Admissions
Eric Womeldorf Career Services Coordinator

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Effective Date: January 1, 2016

Faculty

Karl Federspiel

General Education
M.A. English, California State University, Fresno
B.A. English, Ohio State University
B.A. History, Miami University

Brittainy Shinabery

Allied Health M.H.A., Ohio University B.H.A., Ohio University AS, Ohio University

Tracey Searcy

Medical Massage Therapy B.A. Speech and Hearing Science, Ohio State University A.A.S Massage Therapy, Columbus State Community College

* Only full-time faculty and staff are listed. Periodically there are faculty and staff changes. This information provided is current, as of February 1, 2016. See your local campus for the most up-to-date faculty and staff