



2014-2015 CATALOG

THE INTENTION OF THE STAFF AND FACULTY OF BLUE CLIFF COLLEGE IS ROOTED IN THE VERY NAME ITSELF. "BLUE CLIFF" IS TAKEN FROM AN ANCIENT ZEN TEXT, "BLUE CLIFF RECORDS", CONTAINING DIALOGUES BETWEEN ZEN MASTERS AND THEIR STUDENTS. "BLUE CLIFF" HAS COME TO SYMBOLIZE THE ROLE OF THE TEACHER IN BRINGING PERSONAL KNOWLEDGE AND INSIGHT TO A STUDENT, WHILE SIMULTANEOUSLY KINDLING THE FLAME OF HIS OR HER PERSONAL DEVELOPMENT AND PERSONAL AWARENESS.

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*Effective: July 2014*

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# CAMPUS LOCATIONS

## LOUISIANA CAMPUSES:

### Blue Cliff College – Alexandria

#### A Branch of Metairie

1505 Metro Drive, Suite I, Alexandria, LA 71301 | (318) 445-2778

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2601*

### Blue Cliff College – Houma

#### A Branch of Metairie

803 Barrow Street, Houma, LA 70360 | (985) 601-4000

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2527*

### Blue Cliff College – Lafayette

#### A Branch of Metairie

120 James Comeaux Road, Lafayette, LA 70508 | (337) 269-0620

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2287*

### Blue Cliff College – Metairie

#### Main Campus

3200 Cleary Avenue, Metairie, LA 70002 | (504) 456-3141

### Blue Cliff College – Metairie

#### Satellite Location

4436 Veterans Memorial Boulevard, Metairie, LA 70006 | (504) 293-0972

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2290*

### Blue Cliff College – Shreveport

#### A Branch of Metairie

8731 Park Plaza Drive, Shreveport, LA 71105 | (318) 798-6868

*Licensed by the Louisiana State Board of Massage Therapy, License No. E2624*

## MISSISSIPPI CAMPUS:

### Blue Cliff College – Gulfport

#### A Branch of Metairie

12251 Bernard Parkway, Gulfport, MS 39503 | (228) 896-9727

*Licensed by the Mississippi State Board of Massage Therapy, License No. 9803*

*Mississippi Commission on Proprietary School and College Registration, License No. C-110*

## ARKANSAS CAMPUSES:

### Blue Cliff College – Fayetteville

#### A Branch of Metairie

3448 N. College Avenue, Fayetteville, AR 72703 | (479) 442-2914

*Arkansas State Board of Massage Therapy, School No. 1006*

### Blue Cliff College – Fayetteville

#### Satellite Location

2503 Hiram Davis Place, Fayetteville, AR 72703 | (479) 521-2550

*Arkansas State Board of Massage Therapy, School No. 1006*

Visit our web site at

[WWW.BLUECLIFFCOLLEGE.EDU](http://WWW.BLUECLIFFCOLLEGE.EDU)

# MISSION STATEMENT AND PHILOSOPHY

## MISSION AND PHILOSOPHY

Principle and Purpose:

**“Commitment... Competency... Career...”**

## MISSION STATEMENT

Blue Cliff College is committed to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Blue Cliff College is developing a high level of competency, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the career of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

## INSTITUTIONAL PHILOSOPHY

**“Our Philosophy is to inspire students to strive for excellence and to achieve maximum personal potential.”**

Blue Cliff College (BCC) encourages each student to aspire to be the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience, we hope to ensure that the Blue Cliff College graduate has been meticulously prepared.

# HISTORY

## THE HISTORY OF BLUE CLIFF COLLEGE

Blue Cliff College (BCC) was founded in 1987 with the goal of becoming one of the most respected and innovative Massage Therapy training centers in the nation. In June of 1989, the College received its Proprietary School License from the state of Louisiana. In 1998, the College was proud to receive accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC). In August of 1999, Education Management, Inc. (EMI) purchased the Blue Cliff College (BCC) system. Several years later Quad Partners, an educational investment group, became 49% owners, and in April 2008 they assumed full 100% ownership.

The first Blue Cliff campus location was in New Orleans, Louisiana, and campuses were soon established in Lafayette and Shreveport, Louisiana, as well as, in Gulfport, Mississippi. In 2000, BCC-Gulfport became an ACCSC accredited school. In December 2004, EMI acquired the Massage Therapy College of Baton Rouge (MTCBR), which became BCC-Baton Rouge and in 2005 a campus was opened in Houma, Louisiana as a branch of BCC-Metairie. Also in 2005, EMI added the White River School of Massage in Fayetteville, Arkansas (which is now BCC-Fayetteville) to its family of schools as a branch of BCC-Shreveport. Since 2005 BCC began the process of program diversification, to include programs in Allied Health, Cosmetology and Heating, Ventilation and Air Conditioning. In 2007 a new BCC campus was opened in Alexandria, Louisiana as a branch of BCC-Lafayette. As a result of BCC's continued success serving the various communities that we are a part of, satellite campuses were recently added in Fayetteville, Arkansas and Metairie, Louisiana. Today, BCC-system includes 7 campuses and 2 satellite locations which are branches of our main school in Metairie, LA.

Blue Cliff College has a history of offering community service to cities in our communities. Some events the College has participated in include: the Crescent City Classic 10K race and the Cajunman Triathlon, Tulane and Nicholls State Universities athletic programs and the Mardi Gras Marathon. The College has also participated in various hospital health fairs such as Ochsner's Medical Foundation. The institution's goal is to provide academic and hands-on excellence in all training programs offered. EMI, d.b.a. Blue Cliff College will continue to strive for excellence in training.

## FACILITIES

The Blue Cliff College campuses include classrooms for lecture, technique, computer and lab classes, as well as administrative offices and break areas. Equipment at each campus is appropriate for the programs offered and classroom instruction. Depending on the campus and programs offered, equipment can include, but is not limited to, massage tables and chairs, hydrocollators, skeletons, charts, massage tools, TV/VCRs, ECG machines, overhead projectors, microscopes, dialysis machines, cosmetology work stations, and equipment for HVAC programs.

### Louisiana

**Alexandria:** The Blue Cliff College-Alexandria campus is located in a 23,225 square foot facility. There are 12 lecture classrooms, a computer lab with Internet accessible computers, two Massage Therapy technique labs and three equipped medical labs. The Massage Therapy technique rooms also serve as a clinic facility serving the public and the Cosmetology clinic houses 30 work stations for students.

The facility also houses a campus store, a lounge area for students, a lounge area for faculty and a resource room with Internet-accessible computers, books, videos and periodicals. The computers provide access to the EBrary™ on-line collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/ VCR/DVD technology.

**Houma:** The Blue Cliff College-Houma campus is housed in a 30,497 square foot facility. There are 19 lecture classrooms, one computer lab with Internet-accessible computers, two Massage Therapy technique labs, one HVAC practical lab, and fully-equipped Medical Assisting and Dialysis Technician clinical labs. The Massage Therapy technique rooms also serve as a clinic facility serving the public and the cosmetology clinic houses 30 work stations for students. The facility also houses a campus store, a lounge area for students, a lounge area for faculty and a resource room with internet-accessible computers, books, videos and periodicals. The computers provide access to the EBrary™ on-line collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

**Lafayette:** The facility measures 19,600 square foot and is located on a main thoroughfare allowing for easy access to the school. There are 11 classrooms that are available for lecture. Two of the classrooms are designed for Cosmetology, seven for Massage Therapy, one for Dialysis Technician, which also serves as a lab as well as a lecture room. There are two Massage Therapy clinic rooms with 24 work stations, one equipped Cosmetology clinic which has 21 work stations, one fully equipped Esthetics lab/clinic which has three work stations and one nail lab/ clinic which has six work stations. The campus has one resource room which has a variety of resource materials including computers, books, videos, and periodicals, covering all of students' research needs. The computers provide access to the EBrary™ online collection of resources. Instructors have access to PowerPoint projectors and TV/VCR/DVD technology.

The facility also houses a campus store, three break room areas which include one for Massage and Dialysis students, one for faculty and staff, and one for Cosmetology students. This location has three restrooms, a separate restroom for Cosmetology students, and a separate restroom for client use. There are two separate entrances to the building each having a waiting area and receptionist desk. One is used for Massage and Cosmetology clinics and one for the general public.

**Metairie:** The Blue Cliff College-Metairie campus is located in a 19,800 square foot two story, stand-alone facility in the Greater New Orleans area. There are five lecture classrooms, two computer labs with Internet accessible computers, and two fully equipped Medical Assisting clinical labs. The Massage Therapy technique rooms also serve as a clinic facility serving the public. There is also a Dental Assisting lab with an x-ray room with x-ray equipment and a lab designed for a Dialysis Technician program. The facility also houses a campus store, a lounge area for students, a lounge area for faculty and a library with Internet-accessible computers, books, videos and periodicals. Computers provide access to the EBrary™ online collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

The Blue Cliff College-Metairie, Satellite Campus is conveniently located in the Clearview Shopping Mall in Metairie, Louisiana. The 9,800 additional square foot were acquired to accommodate the growing student population in the Massage Therapy Diploma and Massage Therapy Associate in Occupational Studies (AOS) Degree programs. The facility will accommodate the offering of these programs from an increased space perspective. The Satellite location is comprised of 3 standard lecture rooms, 1 lecture room with computer stations for each student, 2 large Massage Therapy clinic labs and a Massage Therapy spa lab room. The Satellite location offers an on campus store for students and for the public featuring massage supplies, books, uniforms and a variety of aromatherapy and spa products. The space houses administrative offices, a student library, and a student break room. There is parking space for current and future needs.

The satellite location has since expanded to accommodate the Cosmetology Diploma program. The total space for the Cosmetology program is 4,487 in square footage. This square footage consists: 72 square feet of office space, 2 lecture/theory rooms, 1 lab room, 1 Esthetics room, 1 Cosmetology lab clinic, cutting/styling floor room with 10 stations, and Cosmetology shampoo clinic floor room with 10 stations. The learning resource center is adjacent to the Cosmetology program which has 18 desktops for students to utilize daily.

**Shreveport:** The Blue Cliff College-Shreveport campus is housed in a 19,105 square foot facility. The campus has two equipped Massage Therapy technique rooms and eight lecture rooms. The facility offers a multi-station computer lab and Medical Assisting and Dialysis Technician clinical labs. The campus offers an equipped Cosmetology lab providing a simulated salon environment with 22 working stations. The campus' massage therapy technique rooms provide a relaxing clinical environment for student therapy services offered to the public. The Shreveport campus offers an on-campus store for students and the public featuring Massage Therapy supplies, books, uniforms, Medical Assisting supplies, as well as a variety of aromatherapy and spa products. The Shreveport facility also offers a student lounge area and a kitchen for students' convenience. Computers provide access to the EBrary™ online collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

## Mississippi

**Gulfport:** The Blue Cliff College-Gulfport campus is conveniently located on two floors of a stand-alone building and occupies a total of 22,670 square foot of useable space. The first floor contains six lecture rooms, one computer lab with internet accessible computers, two Massage Therapy technique labs, a hydrotherapy lab, and a Cosmetology lab with skin and nail clinics. The College also provides weekly clinics for the public in Massage Therapy and Cosmetology. This floor also houses a lounge and kitchen area for students' convenience, a retail area, and a learning resource center that includes an electronic library, books, and periodicals. The second floor contains lecture rooms used for Medical Assisting and Dialysis Technician classes, medical clinical labs, a student lounge and restrooms. Computers provide access to the EBrary™ online collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

## Arkansas

**Fayetteville:** Blue Cliff College-Fayetteville is housed in two free standing buildings with a total of approximately 14,605 square foot in convenient commercial locations. The main campus located on N. College Avenue, a main thoroughfare in Fayetteville, houses five lecture classrooms, two medical clinical labs, a library and seven administrative offices. The main campus encompasses approximately 9,000 square feet and includes a fully enclosed atrium for students to enjoy as an outside break area. The Satellite facility located on Hiram Davis Place provides approximately 6,000 square feet of space that includes lecture classrooms and technique classrooms. There are indoor and outdoor student break areas. The Massage Therapy technique rooms also serve as a clinic facility serving the public. The facilities also house campus stores and resource rooms with Internet-accessible computers, books, video and periodicals. Computers provide access to the EBrary™ online collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.



## ACCREDITATION, LICENSES, AFFILIATIONS AND APPROVALS

**Blue Cliff College is accredited by the Accrediting Commission of Career Schools and Colleges, (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.**

**Fayetteville, AR:** Arkansas State Board of Massage Therapy, Arkansas Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), Arkansas State Board of Private Career Education, Associated Bodywork & Massage Professionals, American Massage Therapy Association Council of Schools, (AMTA-COS), and National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB).

**Gulfport, MS:** Mississippi State Board of Massage Therapy (License number 9803) Mississippi Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), Mississippi State Board of Cosmetology, Mississippi Commission on Proprietary School and College Registration, Associated Bodywork & Massage Professionals, American Massage Therapy Association Council of Schools, (AMTA-COS), and National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB).

**Louisiana Campuses (Alexandria, Houma, Lafayette, Metairie, and Shreveport):** Louisiana State Board of Massage Therapy, Louisiana Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), Louisiana Board of Regents, Louisiana State Board of Cosmetology, Associated Bodywork and Massage Professionals, American Massage Therapy Association Council of Schools, (AMTA-COS), and National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB).

**Note:** Documents relating to accreditation, licensure or affiliations can be reviewed by contacting the Campus Director.

### Licensed by the Louisiana State Board of Massage Therapy License Numbers:

Campus Location	License Number
Alexandria	E2601
Houma	E2527
Lafayette	E2287
Metairie	E2290
Shreveport	E2624

# ADMISSION TO BLUE CLIFF COLLEGE

## VERIFICATION OF HIGH SCHOOL GRADUATION OR EQUIVALENCY

All efforts on the part of the prospective student, prior to acceptance, to provide proof of high school completion or the equivalent must be made as required for admission to the school and for receipt of financial aid.

Acceptable proof of graduation or the equivalent is defined as a transcript or diploma from an entity that is recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the State's Department of Education or the U.S. Department of Education. In lieu of a high school diploma or transcript of GED, an official transcript from a post-secondary institution verifying completion of a minimum a 2-year diploma or degree program is acceptable.

Acceptable proof of graduation must be received by Blue Cliff College prior to the acceptance of the student through the full execution of the enrollment agreement (e.g., signed by the Campus Director) and before allowing a student to start classes. A student is not considered to be fully enrolled or allowed to start classes without the requisite documentation.

Upon receipt of a transcript/diploma, the Director of Education will assess it to determine if it meets the criteria outlined in the Blue Cliff College Catalog for admittance to the school. If it does, it will be placed in the student's academic file with no further action necessary.

If no confirmation of proof of graduation can be obtained, the student will be recorded as denied admission.

**Starting January 2014, the Louisiana High School Equivalency Diploma will be based on the HiSET test from the Educational Testing Service (ETS) instead of the GED test from GED testing service (GEDTS).**

## TRANSCRIPTS FROM FOREIGN COUNTRIES

Transcripts from foreign countries must be translated and evaluated by an Independent Agency to certify the equivalency to the credential of a U.S. high school diploma.

## ADMISSION REQUIREMENTS

**In order to be admitted to any program at Blue Cliff College, an applicant must:**

- a. Provide proof of high school completion or the equivalent. A college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
- b. Complete a personal interview with an Admissions Representative.
- c. Review of the program of interest.
- d. Be in good health and physically able to perform the duties and techniques required for employment in the student's field of interest.
- e. Have the financial resources necessary to complete the program of study.
- f. Accept issuance of and review a copy of the college catalog.
- g. Applicants must successfully complete the Wonderlic Scholastic Level exam with a minimum acceptable score.

## ADMISSION / APPLICATION PROCEDURES

1. Complete and sign an application for admission.
2. Provide valid proof of high school completion or the equivalent recognized by the State's Department of Education or by any national or regional accrediting body that is recognized by the U.S. Department of Education. A college transcript showing completion of an academic degree from an accredited institution may also be accepted in lieu of high school graduation to fulfill this requirement.
3. Disclose any and all felony convictions to the College during the application process; additional information may be required.
4. Complete a medical health questionnaire that will be used to assist in determining each prospective student's health condition. The school may also require written documentation from a physician regarding an applicant's health.
5. Demonstrate the availability of financial resources (including financial aid) for meeting tuition and fees obligations.
6. Applicants must successfully complete the Wonderlic Scholastic Level Exam with the minimum acceptable scores for the program of interest (*see table below for the minimum acceptable Wonderlic Scholastic Level Exam score by program*).

Program	Score
Cosmetology – Diploma	12
Clinical Medical Assisting – Diploma	12
Cosmetology Instructor Training – Diploma	12
Dental Assisting – Diploma	12
Dialysis Technician – Diploma	12
Esthetics - Diploma	12
HVAC Technician – Diploma	12
Massage Therapy – Diploma	12
Massage Therapy – AOS	15

## NOTIFICATION OF ADMISSION ACCEPTANCE

Following the Admissions Interview and after Admission/Application Procedures have been fulfilled; an Admission decision can be made. Students will then:

1. Complete the Enrollment Agreement defining the tuition and fees for the program, the refund policy, program length, and other essential information.
2. Be scheduled to attend a mandatory orientation session.

## TRANSFER STUDENTS

Students who have attended another accredited College may be considered for admission with advanced placement by receiving credit for certain Blue Cliff College courses. Credit for courses presented by transfer students will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the Blue Cliff College curriculum. Other factors evaluated will include the prior institution and/or program's approvals/accreditations, the syllabus of the course(s) in question, the grade achieved by the student, and the length of time intervening.

### At a minimum:

1. The student must have earned at least a grade of "C".
2. The course must have been completed within the last 7 years.
3. The course must have had course content and units of measurement similar to those in the student's program.

Students who plan to transfer to Blue Cliff College are encouraged to contact Admissions as soon as possible so that course planning may take place. Applicants wishing to receive transfer credits must provide all required materials to the designated Blue Cliff College personnel before starting classes..

Transfer of courses completed at other colleges is determined on a case-by-case basis by the Campus Director after consulting with the program faculty and/or Director of Education. There are limits on the amount of transfer credits; at a minimum, the final 50% of the program must be completed at Blue Cliff College.

A student wishing to transfer from an accredited college (by an accrediting agency recognized by the U.S. Department of Education) follows the admission and application procedures outlined above and will also provide, as needed, the following documentation:

1. Official Transcript of the attended college.
2. Catalog or other published description of the course(s) being transferred.
3. Syllabus of each course to be transferred.
4. Approvals, Licensure and Accreditation of Transfer College or program on college letterhead.

After the application materials have been evaluated, students will receive notification of acceptance and academic status that are assigned following the policies governing all students at Blue Cliff College.

Financial credit may be given in these cases. Credits transferred "in" do not affect the student's grade point average and a grade of "T" will be given for these courses. Credits awarded a grade of "T" will count as credits attempted and credits earned. The College may require that some or all of the courses accepted for transfer credit be audited at the College to ensure appropriate knowledge and understanding of the course material.

## ADDITIONAL ADMISSION REQUIREMENTS FOR CLINICAL MEDICAL ASSISTING (CMA)

In addition to being in good health and physically able to perform the duties and techniques for employment in the medical assisting field, Clinical Medical Assisting applicants are required to provide verification that their immunizations are current, including the Hepatitis B series, or sign an Acknowledgment, Release and Requisition/Declination Form attesting to their understanding that immunizations must be current before certain courses can be taken or activities performed.



## ADDITIONAL ADMISSION REQUIREMENTS FOR DENTAL ASSISTING (DA)

Dental Assisting students must be in good health and physically able to perform the duties and techniques required for employment in the Dental Assisting field. In addition, female students in the Dental Assisting program must be informed that radiotherapy procedures are an integral part of the curriculum, and they will be presented with Blue Cliff College's Pregnancy Disclosure for review and signature during the admissions process.

## ADDITIONAL ADMISSION REQUIREMENTS FOR DIALYSIS TECHNICIAN (DT)

In addition to being in good health and physically able to perform the duties and techniques required for employment in the Dialysis Technician field, Dialysis Technician students are required to provide verification that their immunizations are current, including the Hepatitis B series or sign an Acknowledgement, Release and Requisition/Declination Form attesting to their understanding that immunizations must be current before certain courses can be taken or activities performed. The institution does not pay for any fees associated with either receiving immunizations or their verification. This form will be presented for review and signature during the admissions process. The cost of the Hepatitis vaccination is included in the student's tuition.

## ADDITIONAL ADMISSION REQUIREMENTS FOR DIALYSIS TECHNICIAN (DT) – (GULFPORT, MS CAMPUS ONLY)

Students must complete the Dialysis Student Disclosure Form during the Admissions process, at the second interview with the Program Chair, at the Academic Orientation, and prior to Externship.

## ADDITIONAL ADMISSION REQUIREMENTS FOR MASSAGE THERAPY (MT)

Applicants must be at least 18 years of age. In addition to being in good health and physically able to perform the duties and techniques required for employment in the massage therapy field, if a student is pregnant, it is recommended that she avoid receiving massages during her pregnancy.

## ADDITIONAL ADMISSION REQUIREMENTS FOR COSMETOLOGY

In addition to being in good health and physically able to perform the duties and techniques required for employment in the Cosmetology field, Cosmetology students must be 16 years of age and meet all state registration requirements per Louisiana and Mississippi State Cosmetology Board regulations.

## ADDITIONAL ADMISSION REQUIREMENTS FOR COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

In addition to being in good health and physically able to perform the duties and techniques required for employment in the Cosmetology instruction field, the students must:

- Possess a current and valid Cosmetology license issued by the respective State Board of Cosmetology
- In Louisiana, in order to enroll in a Cosmetology Instructor Training program, the prospective student must have a minimum of 36 months of practical experience.

## ADMISSION FOR APPLICANTS WITH DISABILITIES

Each campus provides a number of special facilities and services for disabled individuals who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study. The physical facilities available for disabled students include disabled student parking and convenient accessibility to classrooms, laboratories, the Library/Resource Center, student lounge, restrooms, and all support service areas at the college for those students confined to a wheelchair. Students with a qualified impairment of sensory, manual or speaking skills may be assisted with the provision of auxiliary educational aids within the limits of school or outside agency resources. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. The school expressly allows for third-party payment for auxiliary aids and services from agencies such as rehabilitation services and/or charitable organizations.

Additionally, the school has a grievance procedure and has designated the Campus Director to function as the "Section 504 Coordinator" to assist affected students and employees who have a discrimination complaint regarding handicap issues and to coordinate campus compliance efforts.

## RE-ADMISSION

Students who have been suspended, terminated or withdrawn from Blue Cliff College may seek re-admission under certain circumstances by submitting a new application. The School Director/Director of Education, will meet with the student and have final say as to whether readmission is granted. Previous coursework taken at Blue Cliff College will be evaluated for decisions concerning placement in classes. The College may require additional documentation and is not obligated to readmit a student. New financial aid documentation may be requested. All re-entering students may be required to pay a non-refundable re-admission fee and will enter at the prevailing tuition and fee rates and under all policies and program requirements current at the time of re-entrance. Any student returning after any period of non-attendance greater than six months must attend another orientation session before starting classes.

## STATEMENT OF NON-DISCRIMINATION

Blue Cliff College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the States in which Blue Cliff schools are located.

## TUITION AND FEES

### FINANCIAL INFORMATION

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the College receives all necessary documents and signatures and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

Program	Number of Quarter Credit Hours(QCH)/ Clock Hours	Tuition	Program Fees	Graduation Fee	Total Costs
<b>Clinical Medical Assisting Diploma</b>	53/780	\$ 13,197	\$ 1,800	\$ 50	\$ 15,047
<b>Cosmetology* Diploma</b>	NA/1500	\$ 16,500	\$ 1,500	\$ 50	\$ 18,050
<b>Cosmetology Instructor Training* Diploma</b>	NA/750	\$ 8,300	\$ 500	\$ 50	\$ 8,850
<b>Dental Assisting Diploma</b>	59/958	\$ 16,402	\$ 1,500	\$ 50	\$ 17,952
<b>Dialysis Technician Diploma</b>	72/1020	\$ 18,432	\$ 1,800	\$ 50	\$ 20,282
<b>Esthetics Diploma</b>	NA/780	\$ 8,600	\$ 2,000	\$ 50	\$ 10,650
<b>HVAC Diploma</b>	NA/900	\$ 13,410	\$ 1,500	\$ 50	\$ 14,960
<b>Massage Therapy Diploma (GPT Only)</b>	NA/775	\$ 13,144	\$ 1,500	\$ 50	\$ 14,694
<b>Massage Therapy Diploma (FYT Only)</b>	NA/775	\$ 13,144	\$ 1,200	\$ 50	\$ 14,394
<b>Massage Therapy Diploma (Except FYT &amp; GPT)</b>	NA/775	\$ 13,356	\$ 1,200	\$ 50	\$ 14,606
<b>Massage Therapy AOS</b>	NA/1390	\$ 25,075	\$ 1,500	\$ 50	\$ 26,625

\* Cosmetology and Cosmetology Instructor Training programs offered in the state of Louisiana, must add the Louisiana Board of Cosmetology registration fee of \$10 to the total cost.

### REPEATING A COURSE

Tuition is charged for repeated courses involving "W" or "F" grades. The last grade received in the repeated course becomes, and will remain the grade of record.

## FEES AND REQUIRED EXPENSES:

<b>Graduation Application Fee</b> .....	\$ 50
<b>Louisiana Board of Cosmetology registration fee</b> .....	\$ 10
<b>Program Fees</b> .....	Varies by program – see chart above
<i>Textbooks, materials and equipment</i>	
<b>National Medical Assisting exam fee</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	
<b>State and National Massage Therapy exam fees</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	
<i>Each massage therapy student will be issued a massage table or chair within their third quarter for day students, and within the fifth quarter for night students</i>	
<b>State and National Cosmetology exam fees</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	
<b>State and National Esthetics exam fees</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	
<b>National Dialysis exam fees</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	
<b>EPA Type 1 Certification exam fees for HVAC</b> .....	Included in tuition
<i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	

**Note:** To receive this benefit, all other graduation requirements must have been fulfilled and the exam must be taken within 90 days of graduation.

## OTHER FEES:

Student ID replacement	\$ 5
Official transcript (beyond two issued upon completion)	\$ 10
Re-admission fee (non-refundable)	\$ 50
Louisiana Board of Cosmetology registration fee	\$ 10
Graduation Application Fee-All programs	\$ 50

**Note:** Tuition for repeated courses is based on the cost per credit or clock hour at the time of the repeat.

**Note:** The above are charges in effect as of the publication date of this catalog. Blue Cliff College reserves the right to change the tuition and/or fees without giving prior notice. Please check with Blue Cliff College staff to confirm current tuition and fees.





## CANCELLATION AND TUITION REFUND POLICY

This section of the catalog outlines the obligations and entitlements of both the College and the student, should the student withdraw or be terminated from the College before completing the full course of study. Refund amounts due will be refunded within 45 days of the date of determination of withdrawal, or the date of dismissal for cause, or by established U.S. Department of Education regulations if the days for refunds to be returned are less. A student who is accepted but does not begin classes will be refunded all tuition and fees paid. The refund will be made within 45 days after the start of the term. Tuition and fees will be credited and refunded according to the following policies and in accordance with applicable state requirements, as well as the requirements of accrediting agencies and the U.S. Department of Education regulations.

### General Policies

If a student withdraws from the college, any refund of tuition charges will be based on the portion of attendance completed during the previous and current terms or payment periods of attendance.

**Refund for applicants whose applications are rejected:** All monies paid by the student will be refunded to applicants whose applications are rejected.

**Cancellation within three business days:** If at any time within three business days after the date of the signing of the enrollment agreement the student requests cancellation of this agreement, the College will refund all monies paid by the student.

**Cancellation of classes by the college:** If tuition, fees and/or other charges are collected in advance of the starting date and the College cancels the class, one hundred percent (100%) of the tuition, fees and/or other charges paid by the student shall be refunded.

**Cancellation after three business days but prior to the commencement of classes:** Even after the three day period, if the student withdraws from college prior to the commencement of classes, the college will refund all monies paid by the student.

**Cancellation by students who have not visited the College facility prior to enrollment:** Students who have not visited the College facility prior to enrollment have the opportunity to withdraw without penalty within the three days following either attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of the College equipment. In these cases, the college will refund all monies paid by the student.

**Withdrawal after the commencement of classes:** The following sections apply to students who begin a course of study but do not graduate due to voluntary or involuntary withdrawal. Any student who begins classes is obligated for a certain percentage of the tuition. If the tuition has already been paid, the College will refund the excess tuition paid based on the schedule outlined below. If the student is obligated for part or all of their tuition via an installment loan contract, the College will issue a credit to the student based on the schedule outlined below, but any remainder due on the installment loan contract remains the responsibility of the student.

## ARKANSAS

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students canceling, voluntarily or involuntarily withdrawing will be asked to complete a withdrawal form and complete an Exit Interview. The College will provide a full refund to any applicant rejected by the school. Students who withdraw or are dismissed from the College will be entitled to a refund of tuition as follows:

1. The registration fee not to exceed one hundred dollars (\$100) paid to the College by the student may be retained as an enrollment or application fee.
2. All tuition paid in excess of the registration fee of not more than one hundred dollars (\$100) shall be refundable.
3. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
  - a. At completion of less than 25% of the program the refunds shall be made on a pro rata basis.
  - b. At completion of 25% but less than 50% of the program the student shall be refunded not less than 50% of the tuition.
  - c. At completion of 50% but less than 75% of the program the student shall be refunded not less than 25% of the tuition.
  - d. At completion of 75% or more of the program no refund is due the student.

In the case of withdrawal, if the student has paid money in excess of the tuition obligated, the College will refund the excess within 45 days of the date of determination of withdrawal. If the student is obligated for tuition beyond the amount of the principal paid under an installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. If the College cancels or discontinues a scheduled program, the College will refund all tuition, fees and other charges paid by the student.

For information concerning refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third party funding agency, please see the Financial Aid Office.

## LOUISIANA

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students canceling, voluntarily or involuntarily withdrawing will be asked to complete a withdrawal form and complete an Exit Interview. The College will provide a full refund to any applicant rejected by the College. Students who withdraw or are dismissed from the College will be entitled to a refund of tuition as follows:

1. After a student has completed less than 15% of the term/payment period, the College shall refund at least 80% of tuition, thereafter;;
2. After a student has completed less than one-fourth of the term/payment period, the institution shall refund at least 70% of tuition, thereafter;
3. After a student has completed one-fourth but less than one-half of the term/payment period, the College shall refund at least 45% of tuition, thereafter;
4. After a student has completed one-half or more of the term/payment period, the College may retain 100% of tuition.

In the case of withdrawal, if the student has paid money in excess of the tuition obligated, the College will refund the excess within 45 days of the date of determination of withdrawal. If the student is obligated for tuition beyond the amount of the principal paid under an installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. If the College cancels or discontinues a scheduled program, the College will refund all tuition, fees and other charges paid by the student. The Louisiana Refund policy applies to financial obligation periods less than 300 clock hours in length.

For information concerning refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third party funding agency, please see the Financial Aid Office.



## MISSISSIPPI

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. Students canceling, voluntarily or involuntarily withdrawing will be asked to complete a withdrawal form and complete an Exit Interview. The College will provide a full refund to any applicant rejected by the College. Students who withdraw or are dismissed from the College will be entitled to a refund of tuition as follows:

### Massage Therapy Program Only

The total tuition charges shall be divided evenly among the quarters.

**If a student withdraws or is discontinued after instruction has begun during the first 25% of any program, the school may retain no more than:**

1. (0%) of the quarter's tuition if the termination is during the first week of instruction; or
2. (25%) of the quarter's tuition if the termination is during the second week of instruction; or
3. (50%) of the quarter's tuition if the termination is during the third week of instruction; or
4. (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
5. (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.

**If a student withdraws or is discontinued after instruction has begun during the second or any subsequent quarter of a program the College may retain no more than:**

1. (25%) of the quarter's tuition if the termination is during the first week of instruction; or
2. (50%) of the quarter's tuition if the termination is during the second week of instruction; or
3. (75%) of the quarter's tuition if the termination is during the third week of instruction; or
4. (100%) of the quarter's tuition if the termination occurs after the third week of instruction.

For information concerning refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third party funding agency, please see the Financial Aid Office.

## ALL OTHER PROGRAMS

### Refunds for Students after Instruction has Begun

Contractual obligations beyond 12 months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of 12 months or less shall be as follows:

- After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition;
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

## WITHDRAWAL FROM THE COLLEGE

Although no written notice of withdrawal is required, students who wish to withdraw from Blue Cliff College should contact either the Director of Education, Student Services Coordinator or Campus Director to begin the withdrawal process. Especially important to students is a formal Exit Interview with the Financial Aid Office in order to prevent problems in applying for state or federal financial aid at a later date. If the student states that they will attend the next module within the same term they must have a written confirmation of intent to attend a later mini session or module. Students who withdraw before the completion of 50% of any payment term will have their tuition charges adjusted based on the time they have attended classes as specified by individual State refund requirements.

The amount of tuition adjustment is based on the percentage of the payment term that has not been completed (*see "Cancellation and Tuition Refund Policy"*). Financial aid will be refunded to the respective sources (federal, state, and institution) using the percentages dictated by federal, state or institutional policies. Examples of the application of the refund policy are available upon request from the Financial Representative. If funds have been refunded to the student because of a credit balance, the student may be required to repay some of the federal loan disbursed to the student. Failure to return federal funds as required may result in loss of eligibility for aid at other schools and colleges. This policy is subject to federal regulations. Contact the Financial Aid Office for details and to learn of any changes to this policy.

## REFUND POLICY FOR STUDENTS ON DEPARTMENT OF VETERANS AFFAIRS (DVA) BENEFITS

A pro-rata refund policy, as required by Title 38 U.S. Code, Section 3676(e)(13), is administered in the event a veteran or other eligible person fails to enter, withdraws, or discontinues attendance.

For more details and to download the refund forms from the Veterans Affairs (VA) Website go to:  
[http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp)

## RETURN OF TITLE IV FUNDS

The Blue Cliff College Office of Financial Aid and Financial Services, in accordance with federal regulations calculates the return of Title IV Funds for any student receiving Title IV Funds and who withdraws prior to the end of the payment period or period of enrollment. The following types of aid will be considered in the Return of Title IV calculation: Pell Grant, Federal Direct Subsidized Loans, Federal Direct Unsubsidized Loans, and Federal Direct PLUS Loans.

## OFFICIAL WITHDRAWALS

Students requesting to withdraw from the College should contact the Registrar's Office to obtain a Blue Cliff College Official Student Status Change form. The official withdrawal date used to determine the return of Title IV Funds calculation is maintained in the Registrar's Office. The withdrawal date is also maintained in the Financial Aid Management System, CampusVue. The Office of Financial Aid receives copies of the withdrawal forms from the Registrar's Office.

The student's official withdrawal date is the student's last day of class attendance (LDA).

In the event that a student signs the official withdrawal form, and delays in withdrawing and submits the withdrawal form later, the withdrawal date is the documented date of the student's last date of attendance at an academic related event. Examples of an academic related event include an exam, a tutorial, class assignment completed, attending a required study or lab session, etc.

## UNOFFICIAL WITHDRAWALS

Because some students may cease attendance in all of their classes and fail to complete the official withdrawal process, the withdrawal date will be determined by review of the Daily Attendance Report or the student's last date of attendance at a documented academically related activity. Students are administratively withdrawn by the Director of Education if they do not attend class for 14 consecutive days. The Campus Director and Office of Financial Aid ensure that a Return of Title IV has been calculated and processed for all students for whom a calculation is required.

## RETURN OF TITLE IV CALCULATION

When a Title IV Funds recipient withdraws (officially or unofficially), the College is required by federal regulations to calculate the amount of Title IV Funds earned prior to withdrawing. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the Title IV Programs. A copy of the "Return to Title IV Funds" worksheet used for this calculation can be obtained upon request from the Blue Cliff College Office of Financial Aid.

## CALCULATING EARNED AID CREDIT HOUR (TERM BASED)

The amount of Title IV Funds earned is calculated on a daily basis from the first day of classes. The calculation uses calendar days rather than business days.

The percentage of Title IV Aid earned is calculated as follows: The number of days attended by the student divided by the total number of days in the payment period or period of enrollment. The percent of the payment period or enrollment period completed is the percentage of Title IV Funds earned by the student. The total number of calendar days of enrollment excludes any scheduled breaks of more than five days.

The Return of Title IV Policy applies to students that withdraw on or before the 60% point in the payment period or period of enrollment. Withdrawal after this date will not result in any adjustments to student financial aid. Once a student has completed more than sixty (60) percent of the payment period or period of enrollment, they have earned one hundred (100) percent of their Title IV aid for the payment period or period of enrollment.

## CALCULATING EARNED AID CLOCK HOURS (NON-TERM BASED)

The percentage of Title IV Aid earned is calculated as follows: The number of clock hours the student was scheduled to complete in the payment period or enrollment period, as of the date of withdrawal, divided by the total number of clock hours in the same payment period or period of enrollment. The percent of the payment period or enrollment period completed is the percentage of Title IV Funds earned by the student.

The Return of Title IV Policy applies to students that withdraw on or before the 60% point in the payment period or period of enrollment. Withdrawal after this date will not result in any adjustments to student financial aid. Once a student has completed more than sixty (60) percent of the payment period or period of enrollment, they have earned one hundred (100) percent of their Title IV Aid for the payment period or period of enrollment.

## CALCULATING UNEARNED AID

The percentage of the Title IV Aid unearned (the amount to be returned to the appropriate Title IV Program) is: 100%, minus the percent earned. There are two categories of unearned aid: unearned aid by the institution and unearned aid by the student.

## CALCULATING RETURN OF TITLE IV AID AMOUNT

Blue Cliff College must return the unearned aid to the Title IV Programs or lender by debiting the student's account. The calculation is as follows:

**Total Required Institutional Charges x Unearned Aid Percentage = Amount to Return to Programs**

Once the dollar amount of the school portion of the Return is determined, it is compared to the total amount of all unearned aid. If the school portion is less than the total unearned aid, then Blue Cliff College must return the amount of the school portion.

If the calculated school portion exceeds the total unearned aid, then Blue Cliff College must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came within 45 days of Blue Cliff College's knowledge that the student withdrew. If returned to a loan program, the student's outstanding balance will be reduced by the amount of the return. Aid will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Direct PLUS Loan
4. Pell Grant
5. Other Title IV Aid

## STUDENT PORTION OF RETURN OF TITLE IV FUNDS

After the school returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the Return. The student portion of the Return is calculated by subtracting the amount of the school Return from the total unearned aid.

**Total Unearned Aid - School Return Amount = Student Portion of Return**

Depending on the remaining sources of aid after the school Return, the student portion of the Return is distributed back to the aid program from which it was awarded as follows:

1. Pell Grant

Any amount of the Return allocated to loans is repayable by the student after the student leaves Blue Cliff College and enters repayment according to the terms and conditions of those loans. The student will not be billed for these funds upon withdrawal.

The amount of grant funds due to be returned is the initial amount of grants for the student to return, minus 50% of grant aid disbursed. A student does not have to repay grant overpayments of \$50 or less per program. If the student is identified as withdrawing under circumstances outlined in the Heroes Act of 2003 or the student is deceased, the student portion of unearned grant aid is not returned.

## HOW TO HANDLE OVERPAYMENT

An overpayment occurs when the student receives more aid than he or she was eligible to receive. One kind of overpayment, traditionally called an over award, results from changes in the student's aid package; a second occurs when a student withdraws.

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified that they owe this overpayment. During the 45 day period, students will remain eligible for Title IV Funds.

If no positive action is taken by the student within 45 days of being notified, Blue Cliff College will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV Funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45 day period, the student can make full payment to Blue Cliff College of the overpayment. The college will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV Funds. Please make check payable to Blue Cliff College, Attn: Office of Financial Aid. Please include student ID number on the check or money order to assure proper credit.

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this please contact the Blue Cliff College Office of Financial Aid. The student will need to make sure that Blue Cliff College has referred the student's situation to the U.S. Department of Education before any repayment plan can be set up.

A student may contact the U.S. Department of Education at:

### **U.S. Department of Education Student Financial Assistance Programs**

P.O. Box 4222 | Iowa City, IA 52245

Phone: 1-800-621-3115

E-Mail: [DCS\\_HELP@ed.gov](mailto:DCS_HELP@ed.gov)

For questions regarding the overpayment policy, please contact the Office of Financial Aid.





## POST WITHDRAWAL DISBURSEMENT

If the student has accepted his/her Title IV Funding and it has not disbursed, the reason for the non-disbursal will be determined. If any of the following conditions have been met, the aid will be included in the “Aid That Could Have Disbursed” section of the calculation to determine if a post-withdrawal disbursement is due:

- a. Federal Pell Grant – ISIR received date with an “official” EFC preceding the withdrawal date and student meets all other eligibility criteria.
- b. PLUS, Subsidized, and Unsubsidized Loans – Loan had originated prior to withdrawal date and Master Promissory Note was signed prior to R2T4 calculation date.

If the post-withdrawal disbursement calculation indicates that a post-withdrawal disbursement is due from grant funds and the student has outstanding institutional charges, the funds are automatically applied to the student's account. If the calculation indicates that a post-withdrawal disbursement is due from loan funds or grant funds remain available after being applied to outstanding institutional charges, the student/parent is sent a letter notifying him/her of the amount available. The student/parent is asked to return the letter within 14 days indicating whether he/she wishes to receive the aid and if so, the amount. When a loan is offered, the letter contains language reminding the student of the loan obligation should he/she chooses to receive it.

If the letter is not received within 30 days but is received within applicable late disbursement provisions outlined in 34 CFR 168.164 and the student/parent is requesting disbursement of the funds, Blue Cliff College will disburse the funds.

## NOTIFICATION

In addition to notifying students of potential eligibility, letters are mailed to all students and parents (PLUS only) any time aid is returned as a result of the Return to Title IV calculation. Students and parents (PLUS only) are also notified when the aid is adjusted as a result of non-attendance hours. The letters are mailed to the students' permanent address.

Note: For students receiving Title IV Federal Student Assistance, in the event of withdrawal, it is possible for the college to earn more of a student's tuition than the student earns in Title IV Assistance under the “Return of Title IV Funds” calculation. In this case, the student is responsible for the difference.

## FINANCIAL STANDING

No student will be issued a diploma/degree, a transcript or receive job placement assistance unless all of the student's financial obligations to the College have been satisfied.

## FINANCIAL AID

### APPLYING FOR FINANCIAL AID

The objective of the Blue Cliff College Financial Aid Office is to assist students in finding ways to make their educational goals a reality. It is important for students to consider their education financing options and understand their obligations when using government financial aid sources. Applications for financial aid should be filed well in advance of the class start. Financial Representatives are available to explain the various forms of aid and to assist students through the application process. If financial assistance is needed beyond the funds that a student or their family are able to provide (including Federal Financial Aid), the necessary loan applications should be filed well in advance of the desired class start date. Documentation of student age, residency, and financial standing will be required and the amount and type of aid will depend in part on documented need.

All financial aid applicants must complete a FAFSA (Free Application for Federal Student Aid) and submit all necessary supporting documentation. Representatives in the Financial Aid Office are available to advise students on all available sources of financial assistance known and/or possibly available.

All students wishing to apply for Federal Financial Aid must:

1. Complete a FAFSA and required attachments.
2. Provide financial aid transcripts from previously attended post-secondary institutions if requested.
3. Provide all other forms requested by the school's Financial Aid office or the United States Department of Education.

### FINANCIAL AID RESOURCES

Blue Cliff College has several financial aid resources available to students including Federal Financial Aid Funds (Title IV), for those who qualify. Blue Cliff College can also finance a portion of the tuition for qualified students. A variety of financial plans are available. Blue Cliff College participates in the Federal Financial Aid Programs listed below.

If a prospective or continuing student wishes to apply for financial assistance beyond direct costs of tuition and fees, Blue Cliff College offers a seminar on financial literacy to ensure that the student understand the implications of taking on more debt to complete their education. More information may be obtained from the Financial Planning Office.

### FEDERAL PELL GRANT

Federally funded grants, including the Federal Pell Grant are awarded to those who qualify. Students use the Free Application for Federal Student Aid (FAFSA) to apply and should submit the application to the Financial Aid Office at the College.

### FEDERAL DIRECT LOAN PROGRAM (SUBSIDIZED)

This is a loan for students enrolled at least half time. No principal or interest payments are due until six months after the student graduates or withdraws from the College. The loan carries a fixed interest rate, at 4.66 percent. Direct Subsidized loans have different fixed interest rates depending on the date the first loan disbursement is made (*see your Entrance Counseling Guide*). Students must complete a needs analysis that shows demonstrated need, and must maintain satisfactory academic progress. Students use the FAFSA to apply and should submit the application to the Financial Aid Office at the College.

### FEDERAL DIRECT LOAN PROGRAM (UNSUBSIDIZED)

These loans enable students who do not qualify for interest subsidies to obtain a student loan. A FAFSA must be filed to establish eligibility. The interest rate is fixed at 6.21 percent. The interest is paid by the student or deferred while the student is in college.

## FEDERAL DIRECT PLUS LOAN PROGRAM

This long-term fixed interest rate loan is at 7.21 percent, and is available to parents of dependent students. Repayment begins within 60 days after final disbursement of the loan. Students use the Federal PLUS Loan Application form to apply and should submit the application to the Financial Aid Office at the College. A FAFSA must be filed to establish eligibility.

## FEDERAL DIRECT CONSOLIDATION LOANS

Students who have educational loans may apply for a consolidation loan upon graduation or withdrawal from the College. Information regarding Consolidation Loans will be provided during the exit interview. For questions prior to the exit interview, students should contact the College's Financial Aid Office.

## TOPS SCHOLARSHIP PROGRAM

TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

### Who is eligible for TOPS?

- ACT score 20-27
- High School GPA above 2.50
- Specified High School Courses
- Receives a TOPS AWARD Letter
- FAFSA by July 1st of High School Grad Year

### Award:

- Eligible for Opportunity, Performance, Honors
- Four Year Award

The College is also eligible to participate in other financial aid assistance programs including the Workforce Investment Act, U.S. Department of Veterans Affairs, AmeriCorps, and State Vocational Rehabilitation Services. Students who are interested in these programs should contact these agencies directly to see if they qualify. Contact information can be obtained from the Financial Aid Office.

**Note:** Financial aid regulations are subject to change. Contact the Financial Aid Office for current information.

## VETERANS FINANCIAL ASSISTANCE POLICY

Students who are eligible for financial assistance from the U.S. Department of Veterans Affairs should notify the Admissions Office of their intention to register. The Financial Representative will assist veterans with certification procedures. Veterans are required by the VA to maintain satisfactory academic progress in pursuit of their educational program and to meet attendance requirements.

## FINANCIAL AID ADJUSTMENTS

Adjustment to financial aid can be related to three factors:

1. Receipt of new information concerning a student's financial aid application or clarification of existing information.
2. Voluntary or involuntary withdrawal.
3. Failure to attend an individual course.

Students receiving Federal Aid who withdraw before the end of the refund period, or before 60% of the payment period, or period of enrollment, will have their financial aid adjusted on the basis of federal regulations governing Title IV Financial Aid Programs (*see "Return of Title IV Funds"*). If federal funds have been over-disbursed, they will be returned in the following order:

1. Direct Student Loan (unsubsidized)
2. Direct Student Loan (subsidized)
3. Direct PLUS Loan
4. Pell Grant
5. Other Grants and Scholarships
6. Other State and Federal Funds
7. Student, if a credit remains from personal payments.

Students may request a full disclosure of funds returned to Title IV from the Financial Aid Office.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

To remain eligible for financial aid, a student must meet the Standards of Satisfactory Academic Progress (*see "Satisfactory Academic Progress"*). Students who fail to maintain satisfactory academic progress may be required to return federal funds as required by Department of Education regulations. The student will be responsible to pay back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress. In addition, students must complete the program within 1.5 times the normal completion time for the program in order to maintain eligibility for Federal Financial Aid. Students who exceed the 1.5 times requirement will be withdrawn from the program.

## BLUE CLIFF COLLEGE STUDENT LOAN CODE OF CONDUCT

On August 14, 2008, the Higher Education Opportunity Act was signed into law. In order to comply with this Act and all federal and state law and standards, the College has prepared this Student Loan Code of Conduct. In the interest of providing students and families with full, fair, and effective information and assistance pertaining to student loans, Blue Cliff College and its officers, employees, and agents (hereinafter "personnel") shall comply with the following standards in all aspects of student loan operations.

1. **Revenue Sharing Restrictions:** Blue Cliff College and its personnel may not receive anything of value from any lending institution in exchange for any advantage sought by the lending institution. Lenders are not permitted to pay a fee or provide other material benefit in order to be included in Blue Cliff's preferred lender list.

- 2. Gift Restrictions:** Blue Cliff personnel who are employed in the financial aid office or who otherwise have responsibilities with respect to student loans may not solicit or accept any gratuity, favor, discount, entertainment, hospitality, loan, or other item of more than nominal value from any lending institution. This includes gifts of services, transportation, lodging, or meals, whether provided in kind, by reimbursement, or by other means. It does not include such items as food, refreshments, training, or informational material furnished as part of professional development activities, or philanthropic contributions to the college that are unrelated to education loans. The same restriction applies to a family member of Blue Cliff College personnel, or to any other individual based on that individual's relationship with personnel, if the gift is given with the knowledge and consent of the personnel, and the personnel has reason to believe the gift was given because of the official position of the personnel.
- 3. Contracting Restrictions:** Blue Cliff College personnel who are employed in the financial aid office or who otherwise have responsibilities with respect to student loans shall not accept from any lender or affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services relating to education loans.
- 4. Loan Assignment and Certification Restrictions:** Blue Cliff College and its personnel shall not assign, through award packaging or other means, a first-time borrower's loan to a particular lender, nor refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- 5. Prohibition on Offers of Funds for Private Loans:** Blue Cliff College and its personnel shall not request or accept from any lender any offer of funds to be used for private education loans in exchange for Blue Cliff College providing concessions or promises to provide the lender with a specified number of loans made, insured, or guaranteed; a specified loan volume; or a preferred lender arrangement.
- 6. Staffing Assistance Restrictions:** Blue Cliff College and its personnel shall not request or accept from any lender any assistance with call center staffing or financial aid staffing. No employee or agent of a lender may be employed by Blue Cliff's financial aid office, nor may such employees or agents identify themselves to students as Blue Cliff employees. This does not prohibit Blue Cliff from requesting or accepting professional development training for financial aid employees, written materials to inform borrowers (provided that such materials disclose the identification of any lender involved in their preparation), or services on a short-term, non-recurring basis to assist the college with financial aid-related operations during declared local, state, or federal emergencies.
- 7. Advisory Board Compensation Rules:** Blue Cliff College personnel who are employed in the financial aid office or otherwise have responsibilities with respect to student financial aid may serve on an advisory board, commission, or group established by lenders or guarantors. However, such personnel are prohibited from receiving anything of value from the lenders or guarantors for such service, other than reimbursement for reasonable expenses incurred in providing such service.
- 8. Preferred Lender List Restrictions:** Blue Cliff College is a preferred lender lists are based solely on the best interests of the students and families who may use the list, without regard to financial interests of the college. On all lists, the college will clearly and fully disclose the criteria and process used to select preferred lenders. Students will be told that they have the right and ability to select the lender of their choice regardless of the preferred lender lists.
- 9. Loan Resale Disclosure:** Blue Cliff College will not permit a lender to appear on a preferred lender list unless the lender agrees to disclose to the student at the time of the loan any pre-existing agreement to sell the loan to another lender.

## ATTENDANCE

### BLUE CLIFF COLLEGE ATTENDANCE POLICY

**Attendance Requirement** – Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of the module hours for clock hour programs or 20% of class days for credit hour programs. A student who hits either of these triggers will not receive a passing grade for that module or class. \*1 (*See Arkansas Attendance Requirements at the end of this section*)

Once a student misses 10% accumulated absences of a course or module (whether excused or unexcused), the student is to be placed on heightened attendance monitoring (HM). During the heightened attendance monitoring period the Director of Education may develop a plan for make-up of hours missed. A make-up time may be developed prior to hitting the attendance dismissal triggers stated above.

A student who misses more than 20% of the module hours or course days will receive a failing grade for that course. Students may retake the course during the next cycle the course is offered.

**Attendance Requirement – Cosmetology Students** – Cosmetology students are required, by law, to successfully complete 1500 hours of approved instruction in order to be eligible for program completion. Consequently, BCC students must complete 100% of the 1500 program hours. Students who do not have the required 1500 hours at their successful completion of the course work will be allowed no more than three additional months from their course completion date to meet the hour requirements. Students not meeting this requirement will be withdrawn from the program.

\*1 (For Arkansas Students: The Arkansas State Board of Private Career Education requires students to complete 85% of all hours of all classes in order to receive a passing grade. The Arkansas State Board of Massage requires students to complete 90% of all hours of all classes in order to receive a passing grade.)

**P = Present – student attends class** – arrives within 10 minutes of scheduled class start.

**A = Absent** – student who does not attend scheduled class for reason other than leave of absence. Students who miss more than  $\frac{3}{4}$  of the scheduled class either through tardiness or leaving early will be considered absent.

**T = Tardy** – student arrives to class 10 minutes after the scheduled start time.

**L = Leave Early** – student who leaves class at any time ahead of the printed schedule for the period.

**Attendance Warning** – verbal warning given by classroom instructor and documented on class roster.

**HM** – A student who has reach 10% accumulated absences based on length of the class or module will be placed on heightened attendance monitoring. During this period, a student is expected to be in attendance during all scheduled hours and may be placed on a make-up plan at the discretion of the Director of Education. Heightened Attendance Monitoring requires written notification to the student and signed documentation placed in the student's academic file.

### Attendance Policy for the Mississippi Campus:

**Attendance Policy for the Mississippi Campus' Massage Therapy Program** – If a student misses more than 10% of any course for any reason, the specific coursework missed must be repeated.

## Attendance Policy for the Arkansas Campus:

**Attendance Policy for the Arkansas Campus' Massage Therapy program:** A student may not miss more than 20% of any class for any reason or the class must be repeated. If a student has missed more than 10%, but has not exceeded 20%, all missed hours and all missed coursework must be made up before a student can be considered to have completed the class.

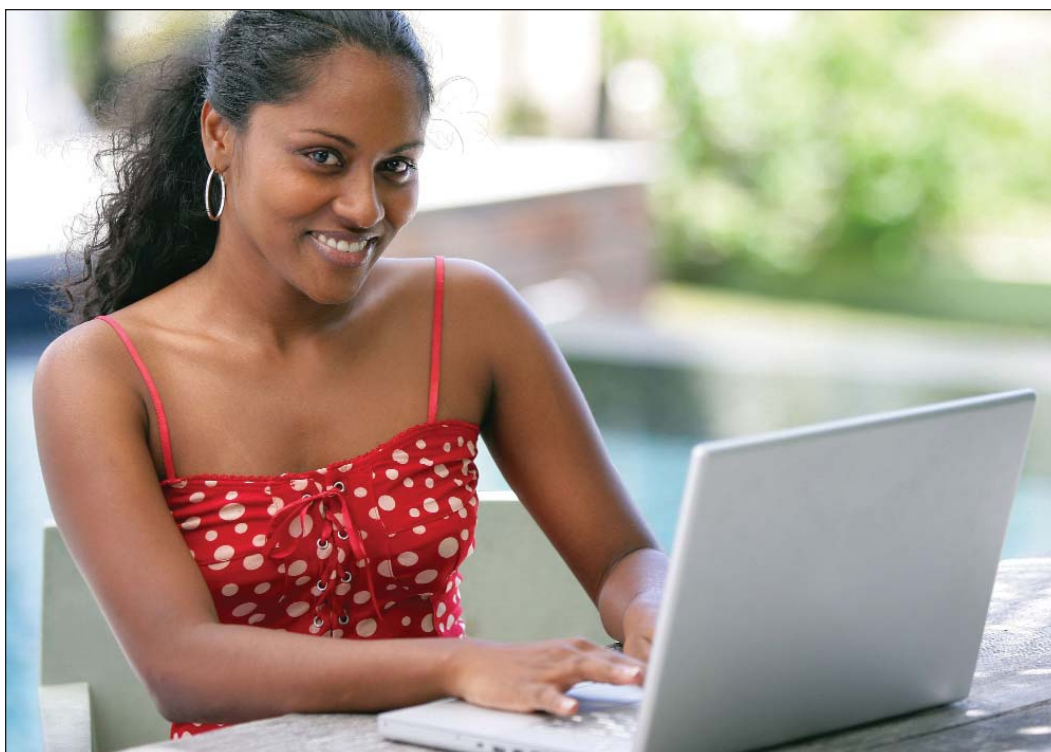
**Attendance Policy for the Arkansas Campus' Non-Massage Therapy programs:** A student may not miss more than 15% of any class for any reason or the class must be repeated. (Reference Source: Arkansas State Board of Private Career Education, Rules and Regulations, XVI, (1), (C)). Students may makeup time for absences at the discretion of the Director of Education. All missed hours and all missed coursework must be made up before a student can be considered to have completed the class.

## VETERAN'S ATTENDANCE POLICY

Whenever a veteran's absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the academic term in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.

VA and other eligible students in receipt of VA education benefits are also subject to all of the other rules, policies and procedures of Blue Cliff College that are contained in this catalog; i.e., attendance, grading, Satisfactory Academic Progress, conduct, etc.

For more information on VA absentee policies visit the following website: [www.gibill.va.gov](http://www.gibill.va.gov).



# ACADEMIC STANDARDS AND POLICIES

## 2014 ADMISSIONS START CALENDAR

### Admissions Start Dates Calendar – 2014 (Arkansas, Louisiana & Mississippi)

#### Winter 2014

Start Dates	Day of Week	Campus	Programs
January 13, 2014	Monday	ALL	ALL
February 11, 2014	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
February 25, 2014	Tuesday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
March 17, 2014	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)

#### Spring 2014

Start Dates	Day of Week	Campus	Programs
April 14, 2014	Monday	ALL	ALL
May 12, 2014	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
May 27, 2014	Tuesday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
June 10, 2014	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport	Cosmetology (Day)

#### Summer 2014

Start Dates	Day of Week	Campus	Programs
July 14, 2014	Monday	ALL	ALL
August 11, 2014	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
August 25, 2014	Monday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
September 9, 2014	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)

#### Fall 2014

Start Dates	Day of Week	Campus	Programs
October 7, 2014	Tuesday	ALL	ALL
November 4, 2014	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
November 18, 2014	Tuesday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
December 8, 2014	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)



## 2015 ADMISSIONS START CALENDAR

### Admissions Start Dates Calendar – 2015

(Arkansas, Louisiana & Mississippi)

#### Winter 2015

Start Dates	Day of Week	Campus	Programs
January 12, 2015	Monday	ALL	ALL
February 10, 2015	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
March 2, 2015	Monday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
March 16, 2015	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)

#### Spring 2015

Start Dates	Day of Week	Campus	Programs
April 13, 2015	Monday	ALL	ALL
May 11, 2015	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
May 27, 2015	Wednesday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
June 9, 2015	Tuesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport	Cosmetology (Day)

#### Summer 2015

Start Dates	Day of Week	Campus	Programs
July 8, 2015	Wednesday	ALL	ALL
August 5, 2015	Wednesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
August 19, 2015	Wednesday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
September 2, 2015	Wednesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)

#### Fall 2015

Start Dates	Day of Week	Campus	Programs
October 5, 2015	Monday	ALL	ALL
November 2, 2015	Monday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)
November 16, 2015	Monday	ALL	Cosmetology (Evening); Clinical Medical Assisting; Dental Assisting
December 2, 2015	Wednesday	Alexandria, Gulfport, Houma, Lafayette, Shreveport, Metairie	Cosmetology (Day)

For more information about graduation rates and other important information, please visit the college's website at <http://bluecliffcollege.edu/about/frequently-asked-questions/>.

## CLASS HOURS

Day classes are generally held Monday through Friday from 8:00 a.m. to 5:00 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.

Evening classes are generally held Monday through Friday from 6:00 p.m. to 10:00 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.

The length of each class period can vary and the student's program of study ultimately dictates the number and frequency of classes attended.

### All programs:

1. If a student is late for class or leaves class early by 10 minutes or more, it shall constitute a tardy or early departure. If a student comes into class after the halfway point or leaves prior to the halfway point, it shall be considered an absence.
2. Three tardy arrivals and/or early departures in a class shall constitute an absence. In other words, three tardy arrivals and/or early departures in a four hour class is considered four hours of missed time, or three tardy arrivals and/or early departures in a two hour class is considered two hours of missed time, etc.
3. All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Director of Education (*see "Assessment"*).
  - a. All exams, course work, papers, etc., must be completed prior to taking final exams.
  - b. It is the responsibility of the student requesting the make-up exam to contact the instructor as soon as possible to request arrangements for testing.
4. Students who do not follow the sign-in/sign-out attendance procedures for each class will not receive credit for attending classes.
5. Students who do not wear appropriate attire will not be allowed in class and therefore will not receive credit for attendance.
6. Classes postponed or cancelled by the College will be held at a later date. The College reserves the right to use term breaks or days off to make-up these classes.
7. It is the student's responsibility to know what the attendance requirements are for individual courses, as there may be different attendance policies for specific classes.

## VETERAN'S ATTENDANCE POLICY

Whenever a veteran's absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the academic term in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.

VA and other eligible students in receipt of VA education benefits are also subject to all of the other rules, policies and procedures of Blue Cliff College that are contained in this catalog; i.e., attendance, grading, Satisfactory Academic Progress, conduct, etc.

For more information on VA absentee policies visit the following website: [www.gibill.va.gov](http://www.gibill.va.gov).

## ASSESSMENT

Various types of assessment methods are used throughout each class at the discretion of the instructor. The criteria upon which the student will be evaluated will be presented at the beginning of each course in the syllabus. Each student must take all the examinations required in each class. All exams must be taken as scheduled unless prior approval is granted, or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Director of Education, in which case, exams must be made-up within three days of the student's return unless otherwise stipulated.

A loss of academic points and/or an examination fee may be applicable (*see "Tuition and Fees"*).

## LEAVE OF ABSENCE (LOA)

Blue Cliff College's institutional philosophy is to inspire students to strive for excellence and to achieve maximum personal potential. However, life circumstances can often temporarily pause this journey toward maximum personal potential. We want all students to know that the College stands behind you 100% and looks forward to your expeditious return.

A leave of absence (LOA) refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program.

A student may request to interrupt his/her training for personal or medical reasons. A Leave of Absence Application may be obtained from the school's Director of Education or designee. The application must be completed and signed by the student, and documentation must accompany the application. Then both documents should be submitted to the school's Director of Education or designee and is subject to approval by the school's Director. A student on academic probation is not eligible for a Leave of Absence.

A handwritten letter from the student or guardian is not acceptable documentation. Students in programs such as Massage Therapy, Dialysis Technician, and Clinical Medical Assisting (evening) can take a LOA after the student has completed the 12 week term during which the LOA has been requested. Students in all other programs can request a LOA after she /he has completed the module (6 week, or 4 weeks) during which the LOA has been requested. In the case where a student requests a LOA before the end of the term, the student will be withdrawn from all courses currently attending, and scheduled courses will be unregistered.

## Approved Leaves of Absence

**A leave of absence is an "approved" leave of absence if:**

- It is the only leave of absence granted to the student in a 12 month period;
- The student followed the school's policy in requesting the leave of absence;
- The school approved the student's request in accordance with the school's policy;
- The leave of absence does not involve additional charges by the school;

## Number of Leaves of Absence in a Twelve (12) Month Period

Only one leave of absence may be granted to a student in a Twelve (12) month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances that are listed below.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any Twelve (12) month period, the school may treat as an approved leave of absence if they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

A student who is granted an approved leave of absence is considered to remain in an in-school status for Title IV Loan repayment purposes. If a student does not return from an approved leave of absence, the student's withdrawal date, and the beginning of the student's grace period, is the last date of academic attendance as determined by the school from its attendance records. One consequence of this is that some or all of a student's grace period will be exhausted for a Title IV Program Loan. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment. The school will report to the loan holder the student's change in enrollment status as of the withdrawal date.

## DEFINITION OF ACADEMIC TERM, ACADEMIC YEAR AND CONTACT HOUR

An academic term is measured in weeks and may contain any number of courses whose grade is entered at the end of the academic term. Academic standing is measured at the end of each term. Courses are measured in contact hours and, as used here, a contact hour represents 60 minutes of possible classroom time, with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

An Academic Year consists of 36 weeks, approximately nine months or 900 clock hours.

## FULL-TIME AND PART-TIME STATUS

Programs offered by Blue Cliff College are designed to be pursued on a full-time basis. Blue Cliff College considers a student to be in full-time attendance for any particular 12 week term when carrying a class load of 12 or more credit hours (for credit hour programs) or 24 or more clock hours (for clock hour programs) per week. Below 12 credit hours or 24 clock hours constitutes three-quarter, one-half, or less than half-time status depending on the number of credit hours attempted. Any student pursuing less than 12 credit hours or 24 clock hours is considered a part-time student by BCC.

## DEFINITION OF CLOCK HOUR

Courses are measured in contact/clock hours and, as used here, a contact/clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

## UNIT OF CREDIT

In credit hour programs, each subject is given an academic measurement in quarter hours credit. Quarter hours attempted and earned are shown on the student's transcript. See individual program descriptions for the credits necessary to fulfill graduation requirements. Classes at Blue Cliff College are given credit based upon the following calculations:

- In lecture classes, one-quarter hour credit is given for every 10 classroom hours
- In lab settings, one-quarter hour credit is given for every 20 classroom hours.
- During externships, one-quarter hour credit is given for every 30 hours of practical application.

## GRADING SYSTEM AND STANDARDS

A complete record of academic accomplishments is maintained for each student. A copy of the student's academic progress is given to each student at the end of each term. This report contains the current term and cumulative grade point averages (CGPA). Transcripts and/or grade reports of the student's progress may be mailed, posted or given to the student. Students may also obtain a copy of their grades from the Registrar. If a student wishes to contest a final grade, the challenge must be submitted in writing to the Director of Education or Campus Director within seven days of the end of the term in which the grade was earned. After the seven days, no grade changes will be allowed. The challenge must include a detailed explanation of why the student believes the posted grade is incorrect. Documentation such as graded copies of assignments, tests, and quizzes may be submitted to support the claim of an inaccurate grade.

Grades are assigned and recorded at the end of each academic term. Grades of "W" or "F" are not considered passing and must be repeated. Grades of "D" are considered passing for prerequisite purposes and the class may be repeated. Where the "D" is repeated, both grades remain on the student's transcript, but only the last grade is used in determining the student's CGPA.

The program must be completed within 150% of the original program length and repeated courses are applied toward this requirement.

Blue Cliff College uses a four-point grading system and each letter grade has a numerical equivalent called quality points. Blue Cliff College also employs a 10 point grading scale with grades being determined as follows:

Grade	Grading Scale	Quality Points
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	Below 60	0.0
I	Incomplete	—
T	Transfer Credit	—
S	Successful Completion	—
U	Unsuccessful Completion	—
W	Withdrawal	—
X	Exempt via exam	—

## GRADING SYSTEM AND STANDARDS-APPLIES TO THE GULFPORT, MISSISSIPPI CAMPUS ONLY

To meet the minimum objective to sit for testing with the Mississippi Cosmetology State Board, Cosmetology students must obtain an overall grade point average of 85%.

To meet the minimum requirements to sit for testing with the Mississippi Board of Massage, Massage Therapy students must obtain at least a C in every course of instruction.

(Reference Source: Mississippi State Board of Cosmetology Rules and Regulations, Rule 401.1 B.3., last revision March, 2007. Mississippi Board of Massage Laws, 2001, ch. 549, § 11; Laws, 2002, ch. 482, § 1; reenacted and amended, Laws, 2004, ch. 476, § 11; Laws, 2005, ch. 346, § 1; reenacted and amended, Laws, 2008, ch. 451, § 11, eff from and after July 1, 2008.)

## GRADING SYSTEM AND STANDARDS-APPLIES TO THE FAYETTEVILLE, ARKANSAS CAMPUS ONLY

“Applicants for licensing are considered for those who have completed at least 500 in-classroom hours of Massage Therapy classes, unless proof is given of completion of the specific classes and hours taken as required in Arkansas massage schools.”

Each course must have a passing grade 75% or higher.

(Reference Source: Arkansas State Board of Massage Therapy, Adopted Rules and Regulations, Revised June 6, 2008, Effective July 1, 2008)

### CALCULATING GRADE POINT AVERAGE (GPA)

Student Grade Point Averages are computed at the end of each academic term. The credits earned for a course are multiplied by the grade's value earned in the course to produce the course's Quality Points. Quality Points for the term are added together and then divided by the total credits to yield the Term GPA.

For example:

Course	Credits	Grade	Grade Value	Quality Points
MT116	2	B	3.0	6 (2 X 3)
MT114	3	A	4.0	12 (3 X 4)
MT113	4	C	2.0	8 (4 X 2)
MT112	2	D	1.0	2 (2 X 1)

\* GPA for this term would be 2.5 (28 total QP divided by 11 total credits)

**Note:** Cumulative GPA (CGPA) is computed the same way, involving all courses taken to date.

**Note:** All Massage Therapy students from Blue Cliff College-Fayetteville must pass all classes with a grade of at least 75% to meet the law as required for licensure. Any class that is not completed with 75% pass rate must be repeated. (Source: Arkansas State Board of Massage Therapy, Article Two, Section 10)

### INCOMPLETE GRADES (I)

An Incomplete “I” is awarded when work in a course is incomplete, but the instructor believes that a student can receive a passing grade with the completion of the missing requirements. In order to receive an “I”, an extension must have been granted by the instructor prior to the end of the term. A student who receives an “I” at the end of a course must submit the missing work by the fifth day of the next term, or in the time specified by the instructor (not to extend beyond the fifth day of the next term), or the “I” automatically becomes an “F.” In the event that the “I” is received in a prerequisite, the student will not be able to begin the next course until the “I” has been changed to a passing grade. If the “I” occurs in a course for which there is supervised clinical practice, the student will not be permitted to participate in supervised clinical practice until all requirements of the course have been satisfied. Students are responsible for contacting their instructor and arranging for time to complete missed work or to take missed examinations.

### COURSE SUBSTITUTION

Blue Cliff College reserves the right to substitute courses. Course substitutions are at the discretion of the Campus Director and must be approved prior to the change being made.

## TRANSFER CREDITS (T)

Credits accepted from study at other institutions (*see "Transfer Students"*) are recorded as "T". There is no academic value for the "T" grade and it does not affect academic standing except that it may count toward pursuit of program and may reposition a student on the academic standing GPA chart (*see "Satisfactory Academic Progress"*).

## INDIVIDUAL COURSE WITHDRAWAL (W)

Accepting a schedule is a commitment to pursuing the assigned courses to completion. Because the program is highly structured, withdrawing from a course is only permitted during the following schedule:

- Classes 1-3 weeks in length: two days after the class begins.
- Classes 4-6 weeks in length: ten days after the class begins.
- Classes 7-9 weeks in length: four weeks after the class begins.
- Classes 10-13 weeks in length: six weeks after the class begins.

Should a student stop attending a course during the above schedule for whatever reason, a "W" grade will be assigned. In cases where the student is only scheduled for one course, the student will be withdrawn from the college. This "W" grade has no value and does not affect the Grade Point Average (GPA); however, it is considered an attempted class and can impact academic standing when evaluating Satisfactory Academic Progress (SAP) completion percentages (*see "Satisfactory Academic Progress - Pursuit of Program Section"*).

A maximum of three "W"s per course will be allowed with a maximum of five "W"s for the duration of the program.

## CREDIT BY EXAMINATION (X)

Blue Cliff College recognizes that in exceptional situations, students may have acquired significant knowledge of subject matter, and very well developed skills that are not otherwise evidenced through previous academic experience. In these rare instances, students may be exempt from taking a course through credit by examination.

Students may request credit by examination through their Faculty, with requests approved by the campus Director of Education, and examinations proctored by the campus Program Chair. Examination versions/updates will be approved by the Corporate Vice President of Academics.

The examination will be comprised of a comprehensive written and/or practical examination for the course, and the student must achieve a score of 75% or better to receive credit. Examinations will be attempted by the end of the first scheduled class period of the course being challenged; no exemption exams will be proctored after the beginning of the second scheduled class period. Credit by examination may be attempted one time for any approved course. Credit by examination will not be allowed during the last term of studies required for graduation in any program. Credit by examination may not be attempted in any course in which the student has previously earned credit, or been enrolled.

For exempted classes, students will be awarded academic credit with a grade of "X", with no financial credit. Credits awarded due to credit by examination do not affect the student's grade point average, but do count as credits attempted and earned.

## PREREQUISITES

Prerequisites for a course are those courses, tests or requirements that must be completed or fulfilled prior to starting or taking a subsequent course. Prerequisites may also refer to acceptable class standing, prior academic standing, permission of instructor, section determined competencies, or other requirements. Students should check to see that prerequisites have been fulfilled before starting new courses each term.

## REPEATING A COURSE

Grades are assigned and recorded at the end of each academic term. Grades of “W” or “F” are not considered passing and must be repeated. Grades of “D” are considered passing for prerequisite purposes and the class may be repeated. Where the “D” is repeated, both grades remain on the student’s transcript, but only the last grade is used in determining the student’s CGPA.

Tuition is charged for repeated courses involving “W” or “F” grades. The last grade received in the repeated course becomes, and will remain the grade of record.

**Note:** The program must be completed within 150% of the published program length and all grades are used when determining compliance with Satisfactory Academic Progress - Pursuit of Program requirements.

## DROP/ADD PERIOD

Students may request schedule changes through the third day of the term for day students and the first week of the term for night students. Any class time missed during the add/drop period is counted toward the fulfillment of the attendance policy. The assigned credit hour value of any course a student is registered for after this period will be used when determining the number of credits attempted. Students who fail to establish attendance by the end of the drop/add period in a particular course may not be allowed to start the course. Students who fail to establish attendance in any of their courses by the end of the drop/add period may be withdrawn from the school.

## CHANGE OF PROGRAM

When a student elects to change from one Blue Cliff College Program to another, the transcript is evaluated to determine which classes attempted in the previous program that are also required in the new program will be used for determining the student’s GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition adjustments will be made accordingly.

## EXTERNSHIP REQUIREMENTS

Successful completion of all other required courses, as well as, final clearance from the Program Chair, Director of Education or Campus Director is required prior to starting any externship. Being that externships are generally offered during the day only and placement into a particular externship is based upon availability, there is no guarantee that the student’s externship hours will be the same as his or her class hours. The exact times and number of externship hours to be completed weekly by a student will be determined by the externship site, Director of Education/ Campus Director and the number of externship hours required to be completed during the term. While it is preferred that all externship hours be completed within the term for which the student is scheduled, extensions may be granted with the permission of the Director of Education/Campus Director. Program completion dates may vary based upon the weekly hours in the externship and the ultimate completion of the externship hours.

Student evaluation in the Externship Course is based upon a number of components including skill competencies, workplace competencies and school and workplace attendance, quiz and test grades, as well as professionalism.

## GRADE POINT AVERAGE FOR COMPLETION

To be eligible for graduation and the awarding of a diploma/degree, a student must have a cumulative GPA of at least 2.0 (“C”) (*See Graduation Requirements*).

## DIPLOMA/DEGREE REQUIREMENTS

To be eligible to receive a Blue Cliff College diploma/degree, the student must have completed the prescribed curriculum for each program as outlined in this catalog (*See Graduation Requirements*).





## GRADUATION/COMPLETION REQUIREMENTS

All candidates must meet the graduation requirements of the catalog in effect at the time of graduation. Blue Cliff College reserves the right to make changes in curricula and/or graduation requirements. However, any time a change is made either in course or program offerings, appendices will be made available to students reflecting alternatives to programs or courses, which have undergone significant changes. Students are ultimately responsible for meeting the graduation requirements as indicated in this catalog.

### A student is eligible for graduation if:

- They have completed all required coursework, seminars and special projects with a passing grade.
- They have accumulated the total number of credits required for the program of study being pursued within 150% of the published program length.
- They have completed, at a minimum, the final 50% of the program at Blue Cliff College.
- They have a cumulative grade point average (CGPA) of at least 2.0 for required courses; they have met all financial obligations to Blue Cliff College.
- They have returned any and all school materials, equipment, and/or resource materials.
- They have submitted all paperwork required of any department or employee of Blue Cliff College.
- They have received, completed and returned a graduation application.
- They have successfully completed an exit counseling session.

### Program Specific Graduation Requirements

- Massage Therapy students in Mississippi must pass the Mississippi State Board of Massage Therapy Licensure Exam.
- Cosmetology students must have made up all time missed and completed 1500 hours.
- Massage Therapy students in Mississippi must have at least a “C” in every course.
- Massage Therapy students in Arkansas must have at least a 75% in every course.

For more information about graduation rates and other important information, please visit the College’s website at <http://bluecliffcollege.edu/about/frequently-asked-questions/>.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

All students, including those who participate in Federal Student Aid Programs, must make continued progress in their educational program. This requirement is called Satisfactory Academic Progress (SAP) and will be monitored by the Academic Department. All information from the SAP reporting will be forwarded to the Financial Aid Office to determine the eligibility of Title IV. In accordance with Federal Regulations, Blue Cliff College's policy will be to check Satisfactory Academic Progress minimally at each payment period. Students who fail to maintain satisfactory academic progress for two consecutive payment periods are not eligible to participate in the federal student aid programs unless an appeal of the standards is granted due to mitigating circumstances.

### STANDARDS

The Federal Government has established both qualitative and quantitative SAP requirements. All students must meet both qualitative and quantitative standards in order to satisfy SAP requirements.

### QUALITATIVE STANDARD

At the end of each payment period (regardless of how many credits/clock hours the student has accrued); the student must have a minimum 2.0 ("C") grade point average (GPA).

### QUANTITATIVE STANDARD

The institution must set a maximum time frame in which a student is expected to finish a program and a measure to determine the percentage of credit/clock hours completed versus those attempted. All students must complete a minimum of 67% of the credit/clock hours attempted at the end of each payment period to satisfy the quantitative standard. Under no circumstances may a student attempt more than 150% of the published program length credits/clock hour programs. Students who have transferred in credits or clock hours from another institution may be challenged by the SAP metric depending on the number of remaining terms (payment period). All students must complete the program within 150% of the published length for the program in which he or she enrolled. Students who exceed 150% of the published program length will be withdrawn from the College.

### ACADEMIC STANDING

Blue Cliff College has established benchmarks for a student to achieve during his or her academic program. Report cards are made available to students throughout their program. At a minimum, a student's progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (*see Tutoring in this catalog*) and/or the student may be required to attend an additional section of the class if available.

The first time a student fails to meet SAP requirements he or she will be placed on Academic Warning; however, he or she remains eligible for Financial Aid (Title IV). Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Academic Dismissal and eventually dropped and terminated if the student fails to meet the minimum GPA requirements. However, a student on Academic Dismissal, may appeal his or her dismissal status to the Director of Education and consideration will be given for mitigating circumstances, (*See Appeal Process in this catalog*).

**Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid.**

The benchmarks are as follows:

Credit Hour Programs – Day/Evening		
By the End of the Payment Period	Minimum Acceptable Cumulative GPA (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Period	2.0	67%
2nd Payment Period	2.0	67%
3rd Payment Period	2.0	67%

Clock Hour Programs – Day/Evening		
By the End of the Payment Period	Minimum Acceptable Cumulative GPA (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Period	2.0	67%
2nd Payment Period	2.0	67%

## MAXIMUM TIME FRAME ALLOWED FOR PROGRAM COMPLETION (QUANTITATIVE)

The Academic Department will review the quantitative progress after each payment period. The Financial Aid Office will be notified if the student did not meet SAP. In order to continue to receive financial aid, a student must:

### Credit Hour Programs

- Complete a program of study within 150% of the credits required to graduate. For example, if a program requires 53 credit hours for graduation; a student must complete the program in no more than 79.5 credit hours.
- Successfully complete at least 67% of all attempted credits.
- Must have a 2.0 (C) GPA after each payment period.

### Clock Hour Programs

- Complete a program of study within 150% of the clock hours required to graduate. For example, if a program requires 1,500 clock hours for graduation, a student must complete the program in no more than 2,250 clock hours.
- Successfully complete at least 67% of all attempted clock hours.
- Must have a 2.0 (C) GPA after each payment period.

<b>Program</b>	<b>Credits/Units (Published Program Length)</b>	<b>Maximum Attempted Credit/Hours Allowed (150% of the Published Program Length)</b>
<b>Cosmetology</b> Diploma	1500 clock hours	2250 clock hours
<b>Cosmetology Instructor Training</b> Diploma	750 clock hours	1125 clock hours
<b>Dental Assisting</b> Diploma	59.0 credit hours	88.5 credit hours
<b>Dialysis Technician</b> Diploma	68 credit hours	102 credit hours
<b>Esthetics</b> Diploma	780 clock hours	1170 clock hours
<b>HVAC</b> Diploma	900 clock hours	1350 clock hours
<b>Massage Therapy</b> Diploma	775 clock hours	1162.5 clock hours
<b>Massage Therapy</b> AOS	1390 clock hours	2085 clock hours
<b>Clinical Medical Assisting</b> Diploma	53 credit hours	79.5 credit hours

### ACADEMIC WARNING (QUALITATIVE AND QUANTITATIVE)

Failure to achieve both qualitative and quantitative benchmarks after the first payment period places a student on an Academic Warning. During this first level of probation, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) will be monitored by the Academic Department. All information from the SAP reporting will be forwarded to the Financial Aid Office for review.

### ACADEMIC PROBATION (QUALITATIVE AND QUANTITATIVE)

Failure to achieve both qualitative and quantitative benchmarks, for a second consecutive payment period, results in the student's ineligibility for Financial Aid and Academic Dismissal. The student can appeal the SAP standing, and based on the appeal decision, the student may be approved to return and will be placed on Academic Probation, (*see the appeal process in this catalog*).

### ACADEMIC DISMISSAL (QUALITATIVE AND QUANTITATIVE)

Students failing to re-establish good standing after an Academic Warning or Probation is placed on Academic Dismissal. If there are extenuating circumstances that led to the continuing poor academic performance, the student may file an appeal. If the appeal is accepted and it is determined that the student can complete the program within 150% of the published program length, the student may continue to pursue the program with eligibility for financial aid. Failure to return to good standing after the appeal has been granted will lead to dismissal. The Campus Director, in consultation with the Director of Education, may also dismiss a student for failing the same course twice, regardless of GPA.

## NOTIFICATION

Students who fail either the quantitative or qualitative benchmark for academic progress will be notified in writing. Students who are in their first payment period and are failing to meet Satisfactory Academic Progress requirements are placed on Academic Warning for the next payment period. Students with the Academic Warning status do not need to submit an appeal. Academic progress for Academic Warning students will be measured again at the end of their next payment period.

Students who are in their second payment period and are failing to meet Satisfactory Academic Progress (SAP) are denied Financial Aid (Title IV). The student will be academically dismissed; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. **Students will not be eligible for financial aid during an academic dismissal.**

## LETTER GRADES, WITHDRAWALS, INCOMPLETES, TRANSFERS, REPEATS, AND REMEDIAL COURSES

All attempted credits include all graded credits (A, B, C, D, F, S), withdrawn credits (W), incomplete credits (I), unsatisfactory credits (U), exempt courses (X) and audited courses. Once grades are in for Incompletes (I), Satisfactory Academic Progress (SAP) will be recalculated on the student. Transfer credit/clock, remedial and repeated courses will be counted as credit/clock hours attempted.

## CHANGE OF PROGRAM

If a student elects to and is approved to change from one Blue Cliff College Program to another, the transcript is evaluated to determine which classes attempted in the previous program are also required in the new program. These transferred courses (attempted or completed) will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition Adjustments will be made accordingly.



## APPEAL PROCESS SUMMARY

A student who loses financial aid eligibility due to failure to meet Satisfactory Academic Progress standards will regain eligibility when the institution determines that he or she is again meeting the standards. Eligibility may also be regained if the student is approved through the appeal process. The student has five business days from the date of the letter to submit the appeal.

If a student has experienced a significant circumstance and feels the event has impacted his or her ability to make Satisfactory Academic Progress; he or she has the opportunity to file an appeal with the Director of Education. Please see Appeal Process.

### Significant circumstances include:

1. Death of student's close relative
2. Injury or illness of student
3. Personal tragedy or event

A completed Academic Progress Appeal Form must be submitted along with documentation supporting the significant event or circumstance. As part of the appeal process, students must meet with the Director of Education to review the completed plan of work. The Plan of Work requires that the transcript is reviewed and all remaining classes are mapped out.

An appeal form is available in the Director of Education's Office. The appeal form and all supporting documentation will be reviewed by the Director of Education and the student will receive a written response within 10 business days.

All students who failed SAP in the prior payment period are reviewed at the midpoint of the next payment period, to ensure that students are progressing in their academic standing.

## REGAINING ELIGIBILITY

Students who lose their financial aid eligibility because they fail to meet Satisfactory Academic Progress will regain eligibility when it is determined that they are again meeting both the qualitative and quantitative standards. The student is responsible for the payment of tuition and fees until financial aid eligibility is regained.

## STUDENT SERVICES

The goal of Blue Cliff College is to see students succeed while in school and after they graduate. Some of the services that are available to support the educational and job search process follow:

### ADVISING

The Student Services Coordinator, Director of Education and/or Campus Director are available to assist students with academic and non-academic problems that may impede their educational progress. They work with the faculty to arrange make-up work and tutoring and are the persons to see if a period of non-attendance becomes necessary. The Registrar and Director of Education also monitor satisfactory progress and attendance. Information can be provided concerning agencies and organizations that provide assistance with daycare, housing, health, welfare, and crisis intervention services. Students with academic and/or attendance problems should consult regularly with the school's Director or Director of Education to address issues relating to the problem. Students are welcome to discuss problems or issues such as make-up exams, program or schedule changes, attendance, tardiness, etc. The College makes this service freely available. In addition to the above, all Blue Cliff College students have the ability to reach out to a support service called Student Resource Services® (*please see details below*).

#### It is the student's responsibility to:

- Learn the name and office location of the Student Services Coordinator, Director of Education and/or Campus Director as early as possible in the program,
- Become familiar with general education requirements, graduation requirements, and program requirements,
- Schedule appointments to assure needs are addressed more quickly,
- Consult with an Instructor or the Director of Education when he or she is experiencing academic difficulty, or before changing schedules or programs, transferring to another college, or withdrawing from the College.

### WELLCONNECT

Student Resource Services is a partner with Blue Cliff College. WellConnect gives students access to support services provided by one of their expert, licensed counselors, 24-hours a day. They assist with any challenges that may arise during a student's time at Blue Cliff College- from time management and test anxiety, to feelings of depression or the loss of a loved one. WellConnect counselors also provide coaching support, whether to help students start a budget or find local resources to help with daily living needs such as housing, food and childcare. WellConnect also has attorneys and financial experts on staff to consult with the students on legal issues, such as divorce, contract language, or child custody questions. Support with a counselor is available 24/7 (<http://www.studentlifetools.com/>), and is just a phone call away at 1-866-640-4777. These services are free and confidential for students enrolled at Blue Cliff College.

### TUTORING

Tutoring is available for all courses subject to scheduling. The school may require tutoring for students who are not meeting minimum attendance or academic standards. This service is meant to help students who are experiencing academic difficulty to become independent learners or to satisfy the academic policies. Tutors are available for students who need assistance with either the theory or the technique portion of their classes. Students needing tutoring should see their Instructor, the Director of Education, the Student Services Coordinator or Campus Director.

## REFRESHER PRIVILEGES

Graduates who are in good standing have the privilege of returning to refresh their knowledge and skills in coursework previously taken in their program of study. This privilege is available as space permits and the graduate is responsible for the cost of books and/or any other materials. The graduate must abide by all rules and policies that apply to regularly enrolled students.

## FINANCIAL AID SERVICES

Financial Representatives are available to provide information relating to financing tuition and meeting ongoing personal expenses.

## ORIENTATION

All incoming students or students returning after a period of non-attendance greater than six months are required to attend an orientation session. This session is designed to review institutional policies and procedures in an effort to help the student prepare for his/her upcoming educational experience.

## CAREER SERVICES

Blue Cliff College has a Career Services Coordinator to assist with all aspects of the job search process and career development; including, but not limited to, resume writing assistance and interviewing techniques. Placement services are always available for graduates in good standing should they suffer job loss or would like further job search advice.

**Note:** Students enrolling in any program at Blue Cliff College should be aware that they may be subjected to a criminal background check when applying for employment positions.

**Note:** Students should know that the Massage Therapy and Cosmetology programs at Blue Cliff College is geared toward licensure/certification/employment in Arkansas, Louisiana and Mississippi and that the requirements in other states may vary.

Although offering the above mentioned assistance, Blue Cliff College specifically disclaims any guarantee of job placement for the student upon graduation. For more information about graduation rates and other important information, please visit the College's website at

<http://bluecliffcollege.edu/about/frequently-asked-questions/>.

## BOOKSTORE AND SUPPLY CENTER

Blue Cliff Colleges feature Bookstores and Supply Centers, which provide an assortment of books and supplies pertaining to the individual campus' programs of study. Massage and health-related products such as tables, chairs, oils, shirts, books, and aromatherapy supplies are available to students; massage therapists and the general public. Specialized supplies for other programs may also be available at different campuses.

## STUDENT/INSTRUCTOR RATIO

**Massage Therapy programs:** The student/instructor ratio for theory/lecture classes shall not exceed 20 to one with a maximum of 35 students. The ratio for skills training, laboratory or clinical instruction classes shall not exceed 15 to one with a maximum of 30 students. Any class that exceeds the stated student/instructor ratios will have the presence of an instructor assistant, but at no time will the aforementioned maximum number of students be exceeded.

**Cosmetology program:** The school will maintain a faculty of at least one instructor per 20 students enrolled, with a maximum of 35 students per instructor per class.

**All other programs:** The maximum number of students in a theory/lecture class will not exceed 35. The maximum number of students in a skills training, laboratory or clinical instruction class will not exceed 25.



## TRANSCRIPT REQUESTS

Current or past students, as well as graduates may request, in writing, that a transcript of grades be sent to any party or institution. The College provides two transcripts at no cost to each graduating student. All subsequent transcripts will be sent at a cost of \$10.00 each (see *"Tuition and Fees"*). Transcripts will not be provided for persons with outstanding financial obligations to the College. Upon receipt of a properly authorized request and payment of transcript fee, transcripts will be sent by mail within 30 business days. Transcripts will not be made at the time course grades and reports are being processed.

## RECORDS AND CONFIDENTIALITY

The Family Education Rights and Privacy Act of 1974, a federal law, provides that students in post-secondary institutions be extended the right to inspect and review records, files, documents and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances. Blue Cliff College is in full compliance with the federal law pertaining to student records (see *"Student Privacy: Family Educational Rights and Privacy Act (FERPA)"*).

## TRANSFERRING BLUE CLIFF COLLEGE CREDIT

The granting of credit is an institutional prerogative and each institution's policies differ. Therefore, Blue Cliff College cannot and does not guarantee the policies of other colleges relative to accepting our credit. The Director of Education or Campus Director will assist in providing course descriptions and/or other necessary information, which may be useful to graduates wishing to have Blue Cliff College credits evaluated for transfer consideration by other institutions.

## LIBRARY/RESOURCE CENTER

The library/resource centers located at each facility offer a range of library and media services. Students should regularly use the library to enhance the training received in class, and to gain exposure to different methods of instruction. The library's resources include the school catalog, and services such as the Internet and *EBrary™*, which gives one direct route to an extensive online database of informational resources. Other services and resources provided by the library include books, periodicals, information literacy instruction, magazine subscriptions, computer network access, and material on various media formats, including videotapes, CDs and cassettes. Students are encouraged to suggest titles they would like to see added to the library's resources. Theft or defacement of print and non-print library materials may result in disciplinary actions. The resources of *EBrary™*, may be accessed by students from off-campus locations as well. Certain books/resources may be checked out for home use.

## PARKING

Students are required to abide by campus parking policies, as well as, local and state laws. Use of parking facilities may require registration and, if so, registration tags must be displayed on all vehicles. Parking tickets or towing fees associated with illegally parked vehicles are the responsibility of the student.

**Note:** See Campus Safety and Security on the following page.

## CAMPUS SAFETY AND SECURITY

Blue Cliff College campuses do not have designated Security Officers. Students should report any criminal activity to college officials, who are responsible for reporting any criminal activity to the police or other appropriate authorities. The College has set up policies for securing the building, its classrooms and offices. These policies include securing the facility after the completion of classes and administrative operations and everyone has left the building.

Blue Cliff College does not accept liability for a student's car, personal belongings or safety while on campus or in parking and/or off-site locations. Students are expected to carry their own medical and personal property insurance and to act accordingly to ensure their own safety.

## CAMPUS SECURITY AND CRIME INFORMATION

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the school to provide information on the campus security policies and procedures, specific statistics on criminal incidents and arrests on campus, and make information and statistics available to prospective students and employees upon request. This information may be obtained from the Campus Director.

For a PDF of Blue Cliff's Crime Awareness and Campus Security brochure use the following URL:

[http://bluecliffcollege.edu/wp-content/uploads/2014/04/BCC\\_CrimeAwarenessBro-COMBO-ltr-2.pdf](http://bluecliffcollege.edu/wp-content/uploads/2014/04/BCC_CrimeAwarenessBro-COMBO-ltr-2.pdf)

For the most current PDF of each campus-specific safety and security statistics, please use the following URLs:

### Louisiana

- **Alexandria:**  
<http://bluecliffcollege.edu/wp-content/uploads/014/03/Final-Crime-stats-ALX-8-24-13.pdf>
- **Houma:**  
<http://bluecliffcollege.edu/wp-content/uploads/2014/03/Final-Crime-stats-HOU-8-24-13.pdf>
- **Lafayette:**  
<http://bluecliffcollege.edu/wp-content/uploads/2014/03/Final-Crime-stats-LAF-8-24-13.pdf>
- **Metairie:**  
<http://bluecliffcollege.edu/wp-content/uploads/2014/03/Final-Crime-stats-MET-8-24-13.pdf>
- **Shreveport:**  
<http://bluecliffcollege.edu/wp-content/uploads/2014/03/Final-Crime-stats-SHR-9-24-13.pdf>

### Mississippi

- **Gulfport:**  
<http://bluecliffcollege.edu/wp-content/uploads/2014/03/Final-Crime-stats-GPT-8-24-13.pdf>

### Arkansas

- **Fayetteville:**  
<http://bluecliffcollege.edu/wp-content/uploads/2013/12/Fayetteville.pdf>

## DRUG PREVENTION PROGRAM

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226), the school is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substance Act, 21 U.S.C. Sections 801, et seq.). The Drug-Free Schools and Communities Act requires that, as a condition of receiving any federal funds or form of financial assistance, that schools must certify, adopt, and implement a program to prevent the unlawful possession, use, or distribution of illegal drugs or alcohol.

## BLUE CLIFF COLLEGE DRUG PREVENTION POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol is prohibited on any Blue Cliff College campus. It is the intent of Blue Cliff College to provide a drug-free, safe and secure work and learning environment for its employees and its students. No student will be allowed to report for class or as an employee for work, evidencing any effects of illegal drug or alcohol use.

Any violation of the above policy by a student may lead to the imposition of sanctions, up to and including suspension or expulsion. Any employee violating this policy is subject to disciplinary actions up to and including termination of employment. Employees and students may appeal any such decisions to the Board of Directors of the College for review. In addition to the sanctions imposed by the College, there are legal penalties under federal and state laws to which employees and students may be held accountable. The College supports programs aimed at the prevention and treatment of substance abuse by College employees and students. Employees and students are encouraged to seek assistance for substance-dependency problems. Employee counseling and leaves of absence to attend rehabilitation programs are permitted and encouraged as appropriate means of dealing with these problems. Please contact the Student Services Coordinator or Campus Director for the names of appropriate agencies to contact.

## HOUSING

Blue Cliff College does not provide or have arrangements with anyone to provide housing or housing assistance to students. However, the Student Services Coordinator can assist students in finding information on furnished and unfurnished apartments, condos, and houses to rent or buy that are available near campus and throughout the surrounding areas from local realtors.

## CONTINUING EDUCATION UNITS (CEU'S) FOR PROGRAMS

As part of the College's commitment to education, some Blue Cliff campuses offer continuing education opportunities. Please check with the Continuing Education Liaison at the individual campuses for more information.

Blue Cliff College attempts to schedule workshops on the weekends as a convenience to the professionals. Call the campus nearest you to obtain a list of the upcoming workshops or check the website at [www.bluecliffcollege.edu](http://www.bluecliffcollege.edu).

Massage Therapy training falls under the regulations of the Arkansas State Board of Massage, the Louisiana State Board of Massage Therapy, the Mississippi State Board of Massage Therapy, and the National Certification Board of Therapeutic Massage and Bodywork. Dialysis continuing education training falls under the regulations of The Board of Nephrology Examiners, Nursing and Technology (BONENT) and the National Association of Nephrology Technicians (NANT) associations.

**Note:** These sessions are not within the scope of ACCSC accreditation.

# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT CONDUCT

The submission of an application for admission to Blue Cliff College represents a voluntary decision by a prospective student. Acceptance for admission to the College represents the extension of the privilege to join the Blue Cliff College academic community. Students may remain part of the College as long as they fulfill academic and behavioral expectations as outlined in the catalog, as announced by College authorities, and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.

Blue Cliff College maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by College policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in the College include: reprimand, probation and dismissal (*see "Disciplinary Standards"*).

The general policy of Blue Cliff College is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the Instructor and Campus Director will determine an appropriate penalty, up to and including dismissal from the College. *Depending on the nature and severity of the offense, the College reserves the right to impose the maximum penalty even in the case of a first offense.*

### The College defines the following as disciplinary offenses:

1. **Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a college academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
2. **Falsification:** willfully providing college offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person college-issued identification; forging, or altering without proper authorization, official college records or documents or conspiring with or inducing others to forge or alter without proper authorization college records or documents.
3. **Identification and Compliance:** willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized college official.
4. **College Facilities and Services:** acting to obtain fraudulently-by deceit, by unauthorized procedures, by bad checks, by misrepresentation-goods, services, or funds from college departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of college properties or facilities.
5. **Disorderly Conduct on the Campus:** threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the Blue Cliff College community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized college activities; vandalism.
6. **Theft and Property Damage:** theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the college, a member of the college community, or a campus guest.

7. **College Rules:** violating college policies and rules, which have been posted or publicized and announced, provisions contained in college contracts with students shall be deemed “rules” under this code.
8. **Weapons on Campus:** possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the college community.
9. **Violations of Federal or State Laws of Special Relevance to the College:** When the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against the college. If a student is suspected of being under the influence of drugs while on Campus or participating in a college sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director.
10. **Disruptive Noise:** Making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized college activities.
11. **Food and drink:** Except for water during clinics, there is no food or drink allowed in any classroom at any time. The Clinic Supervisor or other school personnel have the right to discontinue the keeping of water during clinics should it become necessary to do so.
12. **Attempt to Injure or Defraud:** To make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by the college when done with intent to injure, defraud, or misinform.
13. **Persistent Violations:** Repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in the college.

The expectation of professionalism begins when the student makes an application to the college for admission. In addition, Blue Cliff College students are expected to conduct themselves at all times as professional, mature ladies and gentlemen, ethical in their actions, manners, and dress.



## CLASSROOM AND CAMPUS CODE OF CONDUCT

1. No discussions of the affinity orientation or sexual preferences of the students, staff or faculty of the College will take place, or be tolerated, in the classroom, or on the campus.
2. If classroom or campus discussions turn toward questionable subject matter, ask these questions: Is it the truth? Is it respectful? Is it germane to the discussion? Does it foster learning? If the answer to any of the above questions is 'no', immediately change the topic.
3. Misogynistic, racist, sexist, anti-religious, intolerant or discriminatory comments will not be allowed in the classroom, or on the campus, and may result in immediate dismissal from class and campus, and further disciplinary action.
4. Classes will begin on time. Early dismissal is forbidden, unless expressed permission is granted by the Program Chair, or Director of Education.
5. Blue Cliff College is an alcohol and illegal substance / drug-free environment. Any use of controlled substances on campus is forbidden. Suspected intoxication will result in immediate dismissal from class and campus, and may result in further disciplinary action.
6. Physical threats, threatening or intimidating language, or the use of profanity of any kind is forbidden, and may result in immediate dismissal from class and Campus, and further disciplinary action.
7. Any behaviors that interfere in the learning process will not be tolerated in the classroom, or on the campus.
8. Children are not allowed in the classroom or on campus during instruction, unless expressed permission is granted by the campus Director.
9. The college remains a sanctuary of academic freedom and collegiality; as such, divergent viewpoints and folkways will be tolerated.
10. Faculty and staff members are not allowed to use their personal pages to 'friend' active students via social networking websites.

The Faculty controls the classroom at all times, with no exceptions.

## WORKPLACE VIOLENCE POLICY

### Student Policy

Blue Cliff College is committed to preventing any form of campus violence and to maintaining a safe learning environment for our students and faculty.

Blue Cliff College has adopted a zero tolerance for any form of campus violence.

Therefore, any student that engages in any form of fighting or other conduct that may be dangerous to others will be immediately expelled from Blue Cliff College. Students will be subject to expulsion from school as specified in the Student Handbook, Student Rights and Responsibilities, under Student Conduct and Classroom and Campus Code of Conduct, pages 48, 49 & 50.

In addition, any conduct that threatens, intimidates or coerces another student or faculty member will not be tolerated.

Blue Cliff College strongly believes that all students should be treated with courtesy and respect at all times and without exception.

## GENERAL DRESS CODES FOR STUDENTS

Modesty and good taste are considered the principle guidelines for students while on campus. It is the student's responsibility to himself or herself with the dress code and standards of grooming policies of specific programs, especially those relating to clinic interactions that have been established by the College. It is the student's responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation; suspension, dismissal, and/or required compliance (see "Student Rights and Responsibilities"). There will be no exceptions, and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance.

## PROGRAM SPECIFIC DRESS CODES

- **Clinical Medical Assisting/Medical Assisting:** Proper attire includes scrubs and lab coat, as well as white closed heel and toe athletic shoes.
- **Cosmetology:** Proper attire includes a black smock/lab coat, white shirt, black trousers and enclosed heel and toe shoes. Each student must wear a badge signifying his/her status (i.e., Freshman = less than 240 hours, Sophomore = 240 to 749 hours or Senior = 750 to 1500 hours). A red smock will be worn by students who pass the written test.
- **Dialysis Technician:** Proper attire includes scrub pants, top and lab coat, as well as white closed heel and toe athletic shoes.
- **Dental Assisting:** Proper attire includes scrubs, pants and top, as well as white closed heel and toe athletic shoes.
- **Massage Therapy:** Proper attire includes scrubs and/or a Blue Cliff College golf shirt or t-shirt for all classes, as well as closed heel and toe shoes.
- **HVAC:** Proper attire includes school issued brown shirts, as well as work shoes.

## CLINIC DRESS CODE

A specific dress code exists for Supervised Clinical Practice in the Massage Therapy and Cosmetology programs and must be followed at all times. There will be no exceptions and anyone not following the dress code will not be allowed to participate in the clinic and will not receive credit for attendance. All jewelry will be removed for hygiene and safety reasons when in clinic or technique classes.

## DISCIPLINARY STANDARDS

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see "Appeals of Student Discipline").

1. **Reprimand:** An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. **Probation:** A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
3. **Dismissal:** An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well being of students, faculty, and College property, the Campus Director believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and college property, he or she will immediately dismiss/suspend a student from school.

**Note:** The College will confiscate any goods used or possessed in the violation of College regulations, rules or policies or local, state, or federal laws.

## VIOLATIONS AND APPEALS OF STUDENT DISCIPLINE

If the College receives accusations or allegations from students, faculty, staff, or guests of the College about alleged violations of any disciplinary standard, the complainant will be directed to first attempt resolution, informally and directly, with the person who is at the source of the complaint. If that attempted informal/mediated resolution is not productive or acceptable to the complainant, the complainant should proceed with the steps outlined below:

1. File a written, signed and dated complaint against the student, instructor, or school official. The Campus Director will respond in writing within 14 days of receipt of the original complaint to the complainant and copy the supervisor of the instructor or school official. Should this not satisfactorily resolve the complaint, the complainant should:
2. File a written, signed and dated complaint with the Blue Cliff College Corporate Office at the following address: 11744 Haymarket Ave, Suite D, Baton Rouge, LA 70816. The Corporate Office shall be composed of the Vice-President of Academics, the Director of Financial Aid, and one other corporate official. The Vice President of Academics and the Director of Financial Aid will collect all documentation relevant to the matter, meet as appropriate and respond in writing within 14 days of receipt of the original complaint, with a copy sent to the Campus Director. Should this not satisfactorily resolve the complaint, the complainant may consider:
3. Contacting the appropriate accrediting agency and/or the state agency that licenses the school. Names, addresses and phone numbers are listed in following sections.

## STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to ACCSC at the address listed below. A copy of the Commission's Complaint Form is available and may be obtained by contacting the Campus Director.

Issues may arise about which reasonable people will disagree. Blue Cliff College has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the College or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within 10 calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

- **Classroom Matters:** Students with grade complaints or grievances related to classroom matters must first discuss their concerns with the instructor. If the matter is not resolved, students may bring the complaint to the attention of the Director of Education or Campus Director, who will meet with all parties involved for resolution.
- **Other Academic Matters:** Students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with their Director of Education or Campus Director.
- **Non-Academic Matters:** Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all the parties concerned, and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.



- **For All Matters:** If unsatisfied with the decision of the Campus Director, students may write to the Vice President of Academics of the Blue Cliff College system, 11744 Haymarket Ave., Suite D, Baton Rouge, LA 70816. If still unsatisfied students may write to the relevant State licensing body or national accrediting agency, as follows:
  - **Accrediting Commission of Career Schools and Colleges of (ACCSC):** Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. [www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form may be obtained from the Campus Director.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

- **Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 | (703) 247-4212 | [www.accsc.org](http://www.accsc.org)
- **Blue Cliff College Corporate Office**  
11744 Haymarket Avenue, Suite D, Baton Rouge, LA 70816 | (225) 292-7078
- **State of Arkansas:** Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. [www.accsc.org](http://www.accsc.org)
  - **Massage Therapy**  
**Arkansas State Board of Massage Therapy**  
101 E. Capitol Avenue #206, Little Rock, AR 72201 | (501) 683-1448
- **State of Louisiana:** Student complaints relative to actions of school officials may be addressed to the Louisiana Board of Regents, Division of Planning, Research and Performance, Proprietary Schools Section, 1201 North Third Street, Suite 6-200, Baton Rouge, LA 70802, (225) 342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.
  - **Cosmetology**  
**Louisiana Board of Cosmetology**  
11622 Sunbelt Court, Baton Rouge, LA 70809 | (225) 756-3404
  - **Louisiana Board of Massage Therapy**  
2645 O'Neal Lane, Bldg. C, Ste E, Baton Rouge, LA 70816 | (225) 756-3488
- **State of Mississippi:** Student complaints should be directed in writing to the State of Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, (601) 432-6185.
  - **Mississippi State Board of Cosmetology**  
239 N. Lamar Street, Suite 301, Jackson, MS 39201 | (601) 432-6185
  - **Mississippi State Board of Massage Therapy**  
PO Box 20, Morton, MS 39117 | (601) 732-6038

## SEXUAL HARASSMENT POLICY

Sexual harassment is illegal and will not be tolerated. Blue Cliff College is committed to providing a learning environment that is free from unlawful harassment and that is in compliance with our Company policy. Blue Cliff College's sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior and ensures a commitment on the part of the school to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student is not considered sexual harassment, it is prohibited. All employees and students are required to comply with this policy. Below are brief descriptions of topics related to sexual harassment, including a legal definition, prohibited conduct, how to report sexual harassment, informal and formal resolutions, and the appeal process. This section also addresses non-reprisal for filing sexual harassment charges and the consequences of filing false and malicious complaints.

1. Legal Definition: Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive working environment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Students and Employees are prohibited from harassing other students and employees whether or not the incidents of harassment occur on campus or corporate premises and whether or not the incidents occur during work hours;
2. Submission to such conduct made either explicitly or implicitly as a term or condition of an individual's educational experience;
3. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
4. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile, or offensive educational environment.
5. Prohibited Conduct: Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, and involving other persons having business with, visiting the office or educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. Blue Cliff College's policy on sexual harassment prohibits, but is not limited to, the following conduct:
  - Unwelcome sexual flirtations, advances or propositions.
  - Unwelcome actions, words or comments based on an individual's gender.
  - Sexually suggestive or offensive personal references about an individual. Subtle pressure or requests for dates or sexual activities.
  - Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement.
  - Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.

6. Reporting Suspected Sexual Harassment: An initial course of action for any student who feels that he or she is being sexually harassed is to inform the harasser that the conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be feasible but unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, Blue Cliff College provides several channels of communication for formal or informal complaint resolution.
7. Informal Complaint Resolution, Information and Advising: Anyone may seek information or advising on matters related to sexual harassment, without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with instructors or other members of the school's management at their location. When the informal resolution process is used, typically, the third party will meet privately with each person involved; try to clarify their perceptions and attempt to develop a mutually acceptable understanding that can insure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with the Campus Director, also may be explored in appropriate cases. Possible outcomes of informal complaint resolution include explicit agreements about future conduct, changes in teaching or classroom assignments and/or other relief, where appropriate.
8. Formal Complaint Resolution: Formal complaints of sexual harassment should be reported first to the Campus Director of Education, then to the Campus Director. If results of the grievance are not satisfactory at this point, please contact the Chief Executive Officer at 11744 Haymarket Ave, Suite D, Baton Rouge, LA, 70816.
9. While not a requirement, filing a written complaint is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing. The Campus Director will be responsible for thoroughly investigating the complaint. During the course of the investigation, the Campus Director will meet with and hear the complainant, the respondent, and witnesses identified by each party. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution.
10. The Campus Director will make a determination as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The Campus Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal from school or employment or any other appropriate remedial action.
11. Appeal of Formal Complaint Resolution and Disciplinary Action: Either the complainant or person accused may file a written appeal to the Corporate Designee within five days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason(s) for the appeal. The Corporate Designee will review the Campus Director's written record of the investigation, as well as, the Campus Director's determination and may either affirm, amend, or return the recommendation for further investigation and deliberation by the Campus Director. The Corporate Designee review and decision will be the final decision. Written records relating to a finding that sexual harassment has occurred may be placed in the accused student or employee's official file.
12. Non-Reprisal: No employee, student, or member of the public may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of sexual harassment complaint.
13. False and Malicious Accusations: A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination/dismissal from school.

## STUDENT PRIVACY:

### Family Educational Rights and Privacy Act (FERPA):

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), students have the right to examine certain files, academic records and documents maintained by the College, which pertain to them. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1. The Registrar supervises records. Students may request a review of their records at the Registrar's office. Such review will be allowed during regular business hours under appropriate supervision. A copy of the records may be obtained for a fee of \$1 per page. When grades are included, the transcript fee applies.
2. Students may request that the School amend its education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.
3. Challenging records for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. Grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenges must be made within 90 days of the student's last date of attendance. The procedure is:
  - a. The Director of Education and/or Campus Director will review the written challenge and meet with the student to allow the student a full and fair opportunity to present evidence relevant to the disputed issues. The school's Director will then make the final recommendation.
  - b. A copy of the challenge and/or written explanation of the contents will then be included as part of the student's permanent record.
  - c. "Directory Information" listing name, address, telephone number, date and place of birth, program of study, dates of attendance and diploma/degree awarded may be provided to third parties by the school unless the request to omit such information is presented in writing within 10 days of enrollment.
  - d. The following items are exempt from FERPA:
    - i. All Parents' financial information and other financial need data.
    - ii. All Records about students made by teachers or administrators are maintained by and accessible only to the teachers or administrators.
    - iii. All Campus security records.
    - iv. All Employment records for school employees who are not also current students.
    - v. All Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and which are available only to persons providing the treatment.
  - e. The College will not disclose academic, personal, or financial information to any entity or individual outside the college without first receiving a written release from the student, unless permitted by the FERPA, with the exception of the accrediting commissions and government agencies as authorized by law.

## DRUG-FREE AND SMOKE-FREE SCHOOL

Blue Cliff College is designated a drug-free and smoke-free school. As such, the following activities are prohibited while the student is on the College premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances of any matter during school hours whether or not consumed on College premises and whether or not consumed outside of school hours.

A student who engages in such behavior will be subject to disciplinary action up to and including expulsion from the College.

As a condition of receiving the Federal Pell Grant and other federal financial aid, students are required to maintain a drug free environment. Failure to do so will jeopardize the student's eligibility for funding.

Exceptions: Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy.

Smoking is prohibited inside all college buildings.



## PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

Program	Quarter Credit	Clock Hours	Month to Complete
<b>Diploma</b>			
<b>Clinical Medical Assisting (CMA) Diploma (Day)</b>	53	780	9
<b>Clinical Medical Assisting (CMA) Diploma (Evening)</b>	53	780	12
<b>Cosmetology (Day)</b>		1500	12
<b>Cosmetology (Evening)</b>		1500	19
<b>Cosmetology Instructor Training Program (Day)</b>		750	6
<b>Cosmetology Instructor Training Program (Evening)</b>		750	9
<b>Dental Assisting (Day)</b>	59	958	12
<b>Dental Assisting (Evening)</b>	59	958	18
<b>Dialysis Technician (Day)</b>	72	1020	12
<b>Dialysis Technician (Evening)</b>	72	1020	15
<b>Esthetics (Day)</b>		780	6
<b>Esthetics (Evening)</b>		780	9
<b>Heating, Ventilation and Air Conditioning Technician (Day)</b>		900	9
<b>Heating, Ventilation and Air Conditioning Technician (Evening)</b>		900	12
<b>Massage Therapy (Day)</b>	53	775	9
<b>Massage Therapy (Evening)</b>	53	775	15
<b>Associate in Occupational Studies</b>			
<b>Massage Therapy (Day)</b>	96	1390	18
<b>Massage Therapy (Evening)</b>	96	1390	27

# DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA)

(Currently available at the Alexandria, Fayetteville, Gulfport, Houma, Metairie and Shreveport campuses)

The Diploma in Clinical Medical Assisting program provides an in-depth study of the medical science of the human body including anatomy, physiology and pathology of the body systems, clinical techniques including examining room procedures, medical lab procedures, medical terminology, pharmacology, and administrative procedures. The diploma program prepares the graduate for entry-level positions in the health-care field as a medical assistant working in a clinical and/or administrative setting. An externship provides an opportunity to practice skills in a workplace environment. Graduates can sit for a medical assistant certification examination and work in single or multi-physician practices, outpatient centers and hospitals. The normal completion time for the day program is nine (9) months and for the evening program, fifteen (15) months. Upon successful completion of 53 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Clinical Medical Assisting Diploma.

## Required Courses in the Diploma in Clinical Medical Assisting (CMA)

Content Courses		
MED101	Introduction to the Healthcare Workplace	(30/3)
MED102	Medical Terminology	(30/3)
MED104	Introduction to Clinical Procedures	(50/4)
BIO101	Anatomy and Physiology I	(30/3)
IT101	Computer Fundamentals	(40/2)
MOA101	Medical Office Procedures I	(50/4)
MED103	CPR / First Aid	(10/1)
MED105	Medical Techniques and Procedures I	(50/3)
MOA102	Medical Coding and Insurance	(50/4)
BIO102	Anatomy and Physiology II	(30/3)
MED106	Phlebotomy / Laboratory Procedures I	(50/4)
MED107	Pharmacology for the Medical Assistant	(50/4)
MED205	Medical Techniques and Procedures II	(50/3)
MED206	Phlebotomy / Laboratory Procedures II	(50/3)
MED244	Professional Development for the Medical Assistant	(30/3)
MED299	Medical Assisting Externship	(180/6)

## DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA) COURSE DESCRIPTIONS

### MED 101 Introduction to the Health Care Workplace

#### 30 Contact Hours - 3 Credits

This course introduces the unique world of the health care workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of health care institutions and the roles of professionals at all levels including communication and reporting relationships and protocols. Teamwork, professionalism and the ethics of patient care are emphasized and attention is paid to the importance of documentation at every level. The clinical and administrative roles of medical assistants are discussed in detail.

### MED 102 Medical Terminology

#### 30 Contact Hours - 3 Credits

Students learn the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the health care context in which these terms are employed.

### MED 103 CPR / First Aid

#### 10 Contact Hours - 1 Credit

Students prepare for and take certification tests for CPR and first aid under the direction of a certified instructor.

### BIO 101 Anatomy and Physiology I

#### 30 Contact Hours - 3 Credits

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered. *Pre- or Co-requisite: MED 102 Medical Terminology*

### IT 101 Computer Fundamentals

#### 40 Contact Hours - 2 Credits

This course provides information and skills to familiarize the student with computer basics and functions such as keyboarding, Word, Excel, and PowerPoint.

### MED 104 Introduction to Clinical Procedures

#### 50 Contact Hours - 4 Credits

This course introduces students to the clinical setting and to standard procedures they will perform independently or with the physician. Following an introduction to the infection process and immune function, students learn regulations and standard precautions for clinical safety and how to apply principles of medical asepsis, disinfection and sanitization in a clinical setting. Students are introduced to taking a medical history and obtaining vital signs and key measurements including body temperature, blood pressure, pulse, respiration, height and weight.

### BIO 102 Anatomy and Physiology II

#### 30 Contact Hours - 3 Credits

This course continues the anatomy and normal functioning of organ systems including the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems. *Prerequisite: BIO 101 Anatomy and Physiology I*



## MED 105 Medical Techniques and Procedures I

### 50 Contact Hours - 3 Credits

This course provides skills for assisting physicians in conducting examinations and common procedures associated with obstetrics/gynecology, pediatrics, male reproduction, gerontology and basic diagnostic techniques for body systems. Students learn patient preparation, exam set-up, patient instruction and the role of the medical assistant in specialized examinations and procedures. Students will learn CPR and first aid techniques.

*Prerequisite: MED 101 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures; Pre- or Co-requisite: BIO 102 Anatomy and Physiology II*

## MED 106 Phlebotomy/Laboratory Procedures I

### 50 Contact Hours - 4 Credits

This lab-based course provides an overview of the medical laboratory including OSHA and CLIA guidelines, requisitions and reports, specimen processing, and microscope usage and maintenance. Students then learn techniques for collecting urine and blood samples. Venipuncture and capillary puncture are practiced extensively in a laboratory setting. *Prerequisites: MED 101 Introduction to the Healthcare Workplace; MED 104 Introduction to Clinical Procedures. Pre- or Co-requisite: BIO 102 Anatomy and Physiology II*

## MED 205 Medical Techniques and Procedures II

### 50 Contact Hours - 3 Credits

This course covers a range of technical knowledge and skills that relate to working in a physician's office including preparation for minor surgery, instructing patients in therapeutic modalities including rehabilitative use of durable medical equipment and basic 12-lead electrocardiography (ECG). The basics of nutrition are also covered and students learn the nature and purposes of diagnostic imaging. *Prerequisite: MED 105 Medical Techniques and Procedures I*

## MED 206 Phlebotomy/Laboratory Procedures II

### 50 Contact Hours - 3 Credits

This course develops laboratory skills needed to conduct a number of standard blood, urine, sputum, semen and microbiological tests. Students review the physiology and pathology of body systems involved and practice in a laboratory setting using standard equipment. *Prerequisite: MED 106 Phlebotomy/Laboratory Procedures I*

## MED 107 Pharmacology for the Medical Assistant

### 50 Contact Hours - 4 Credits

This lecture course provides instruction in pharmacology concepts. Students will learn measurement systems and dosage calculations, drug classifications, the principles and procedures of medication administration and the primary state and federal health and safety laws and regulations. Students will be able to identify the most commonly used medications and their actions, uses, contraindications, adverse reactions, dosage and route of administration. The role of the medical assistant in medication administration and patient education is covered.

## MOA 101 Medical Office Procedures I

### 50 Contact Hours - 4 Credits

Students become familiar with the set-up of a typical physician or clinic office and learn the essential front office tasks including telephone techniques, scheduling, new patient procedures, document management, daily cash transactions and office technology. Basic medical office computer processes are introduced through medical office software. Communication skills, professionalism and the importance of documentation are emphasized. *Pre or Co-requisite: MED 101 Introduction to the Health Care Workplace*

## MOA 102 Medical Coding and Insurance

### 50 Contact Hours - 4 Credits

This course introduces the structure of the U.S. health insurance system, the various types of private policies and government-sponsored Medicare, Medicaid, Workers' Compensation and related programs. Students learn the basics of the medical coding system using ICD-9 and CPT, the proper methods of completing a variety of insurance forms and strategies for interacting with public and private insurers. Students engage in laboratory practice using medical office software systems and learn how to link insurance data processing to the patient billing system. *Prerequisite: MED 101 Introduction to the Health Care Workplace*

## MED 244 Professional Development for the Medical Assistant

### 30 Contact Hours - 3 Credits

This course prepares students for externship and job search success. Resumes are prepared and students learn interview and job search techniques. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, employee rights and responsibilities, teamwork and protocols involved when interacting with co-workers, supervisors, doctors, nurses and other healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

## MED 299 Medical Assisting Externship

### 180 Contact Hours - 6 Credits

An important aspect of training in the medical assisting field is actual clinical experience enabling the application of textbook and lab principles to an actual professional setting. Externships meet the need for practical experience and serve as a capstone. Students are placed in supervised clinical positions during this module. These positions will rotate students through a range of practical applications related to the specific competencies in their program and give students a chance to observe doctors, nurses, medical assistants and other health professionals engaged in routine health care practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism. *Prerequisites: Satisfactory completion of all coursework with the exception of MED244 Professional Development for the Medical Assistant which could be a co-requisite)*



# DIPLOMA IN COSMETOLOGY

(Available at Alexandria, Gulfport, Houma, Lafayette, Metairie and Shreveport campuses only)

The Cosmetology Diploma program is designed to provide competency-based knowledge, scientific/art principles, and hands-on fundamentals associated with the cosmetology industry. Blue Cliff's program combines lecture in cosmetology theory with "hands-on" practice in the salon. It also introduces students to professional standards, aspects of personal and career development, and the legal and ethical responsibilities of workers who interact physically with clients and apply cosmetics. Blue Cliff's approach provides a simulated salon environment which enables students to develop manipulative skills and knowledge that can lead to an entry-level career in the field of Cosmetology. Graduates of the cosmetology program are eligible to take examinations required for licensure as a Cosmetologist. Employment opportunities may include beauty salons, spas, and other related businesses as a stylist, salon manager or owner, color specialist, skin or nail specialist, educator, platform or makeup artist, manufacturer's representative, cosmetic salesperson, and more. The normal completion time for the day program is 12 months, and for the evening program, 19 months. Upon successful completion of the 1500 clock hour program and all other graduation requirements, the program culminates in the awarding of a Cosmetology Diploma.

## Required Courses in the Diploma in Cosmetology Program

Content Courses		
COS100	Introduction to Cosmetology	(120)
COS101	Fundamentals of Haircare	(120)
COS102	Haircutting I	(120)
COS103	Haircutting II	(120)
COS104	Hairstyling	(120)
COS105	Texturizing Services	(90)
COS106	The Salon Business	(30)
COS107	Hair Color	(120)
COS108	Skin Care	(120)
COS109	Nails	(120)
COS110	Skills Enhancement	(420)

## DIPLOMA IN COSMETOLOGY PROGRAM COURSE DESCRIPTIONS

### COS 100 Introduction to Cosmetology

#### 120 Contact Hours

This module covers the world of cosmetology, the variety of career opportunities and the history and evolution of the field. This module also covers bacteria types, classifications, movement, growth and reproduction, infections and infectious agents, immunity, and AIDS. The student gains knowledge in prevention and control, contamination and decontamination, sterilization, disinfection, OSHA, types and use of disinfectants, disinfectant safety, sanitation, antiseptics and universal precautions. Content also covers cell growth and metabolism, tissues, organs and the importance of anatomy and physiology to the cosmetology profession. The module also covers the use of electricity, electrical measurements, safety devices, safety of electrical equipment, electrotherapy, modalities, polarity, phoresis, high frequency current and light therapy. Orientation, Life Skills, Professional Image, Communication, Infection Control, Anatomy I, Anatomy II, Principles of Chemistry and Principles of Electricity are all topics within this course.

### COS 101 Fundamentals of Hair Care

#### 120 Contact Hours

This module covers hair distribution, divisions, composition, color, hair growth, hair analysis, scalp care and manipulations, general hair and scalp treatments, hair loss, emotional impact of hair loss, hair loss treatments, and disorders of the hair and scalp. The module also studies shampooing, rinsing and conditioning, including pH balance and its importance in shampoo selection. Students perform proper client draping, scalp manipulations, shampoo procedures, and conditioning procedures. This module also allows students to study the five elements of hair design and the five principles of hair design. Student will identify different facial shapes and perform design hairstyles to enhance or camouflage facial features. Properties of the Hair and Scalp, Principles of Hair Design, Shampooing, Conditioning, and Rinses, as well as, Fundamentals of Haircutting are all topics within this course.

### COS 102 Haircutting I

#### 120 Contact Hours

This module covers haircutting technique, including terms used, general rules, tools, geometry in cutting, controlling tools, safety in haircutting, and scalp and hair analysis sectioning: four-section parting, five-section parting, and effective head and scissor position. The second part of the module covers head form, reference points, areas of the head lines, and cutting line. Client consultation, sanitation and disinfection guidelines are also covered along with general haircutting tips, procedures for blunt haircut, and 45-degree elevation. Blunt Cut and Graduated Cut are emphasized in this course.

### COS 103 Haircutting II

#### 120 Contact Hours

This course is a continuation of COS102 and covers Uniformed Layer (90-degree) Cut, Long Layered (180-degree) Cut, and Men's Clipper Cut; all with finish shots. Students gain knowledge in cutting curly hair, as well as other cutting techniques including fringe, razor cutting, slide cutting, shears-over-comb, texturizing, and trimming facial hair. *Prerequisite: COS102 Haircutting I*

### COS 104 Hairstyling

#### 120 Contact Hours

Students perform wet hairstyling and thermal hair straightening. Hairstyling considerations for men are also covered. Wet Hairstyling, Thermal Hairstyling and Straightening, Braiding and Braid Extensions and Wigs, Weaves, and Hair Enhancements will be discussed.

## COS 105 Texturizing Services

### 90 Contact Hours

This module covers the purpose of chemical hair relaxing, soft curl permanents and different products used in hair relaxing. Students study the difference between sodium hydroxide relaxers and thio relaxers. Students perform the three basic steps in hair relaxing and the procedures used for soft curl perm. This module also studies permanent waving, including the chemistry of products used in permanent waving, the relationship between hair structure, perm chemistry, and perming techniques. Students perform client consultation and hair analysis, proper rod selection and sectioning, parting, and wrapping procedures. Safety precautions will also be discussed. Fundamentals of Chemical Treatment Services, Permanent Wave and Chemical Hair Relaxers will be discussed.

## COS 106 The Salon Business

### 30 Contact Hours

This module allows the student to gain knowledge relating to cosmetology business development including location, written agreements, business plans, regulations, business laws, and insurance. The types of salon ownership and the importance of recordkeeping, and salon layout will be discussed. The Salon Business, Seeking Employment and On the Job are topics of discussion in this course.

## COS 107 Hair Color

### 120 Contact Hours

This module allows the student to gain skill in hair coloring technique. Students learn principles of color theory and relate them to hair color. This course covers the four basic categories of hair color, and their chemical effects on the hair. Hair lighteners and the application of temporary, semi permanent and permanent colors are also covered. In the second part of the module, students will cover special effects hair coloring techniques. Single and double process application and precautions to follow during and after hair coloring. Fundamentals of Hair Color, Hair Coloring Procedures and Hair Coloring Special Effects are discussed in this course.

## COS 108 Skin Care

### 120 Contact Hours

This module studies the histology of the skin and the structure, composition and function of the skin. The aging process and the factors that influence aging of the skin are also covered. Students learn terms relating to skin disorders and which disorders can be treated in a salon and which should be referred to a physician. This module also covers facial treatments, facial massage procedures and face, chest, back neck manipulations. Treatments for oily and acne prone skin, and customer designed mask. Microdermabrasion, chemical exfoliants and skin care products are also covered. Students perform procedures for basic facials and hair removal. In addition to these topics, cosmetic application will also be covered during this module. It will focus on facial make-up application, including preparation of cosmetics, make-up techniques for multicultural clients, facial features, lash and brow tinting, artificial eyelashes and safety precautions. Students perform basic make-up procedures for any occasion, basic application of corrective make-up, and application and removal of artificial eyelashes. Histology of the Skin, Hair Removal, Facial Make-up, and Facials – Electrotherapy will be discussed.

## COS 109 Nails

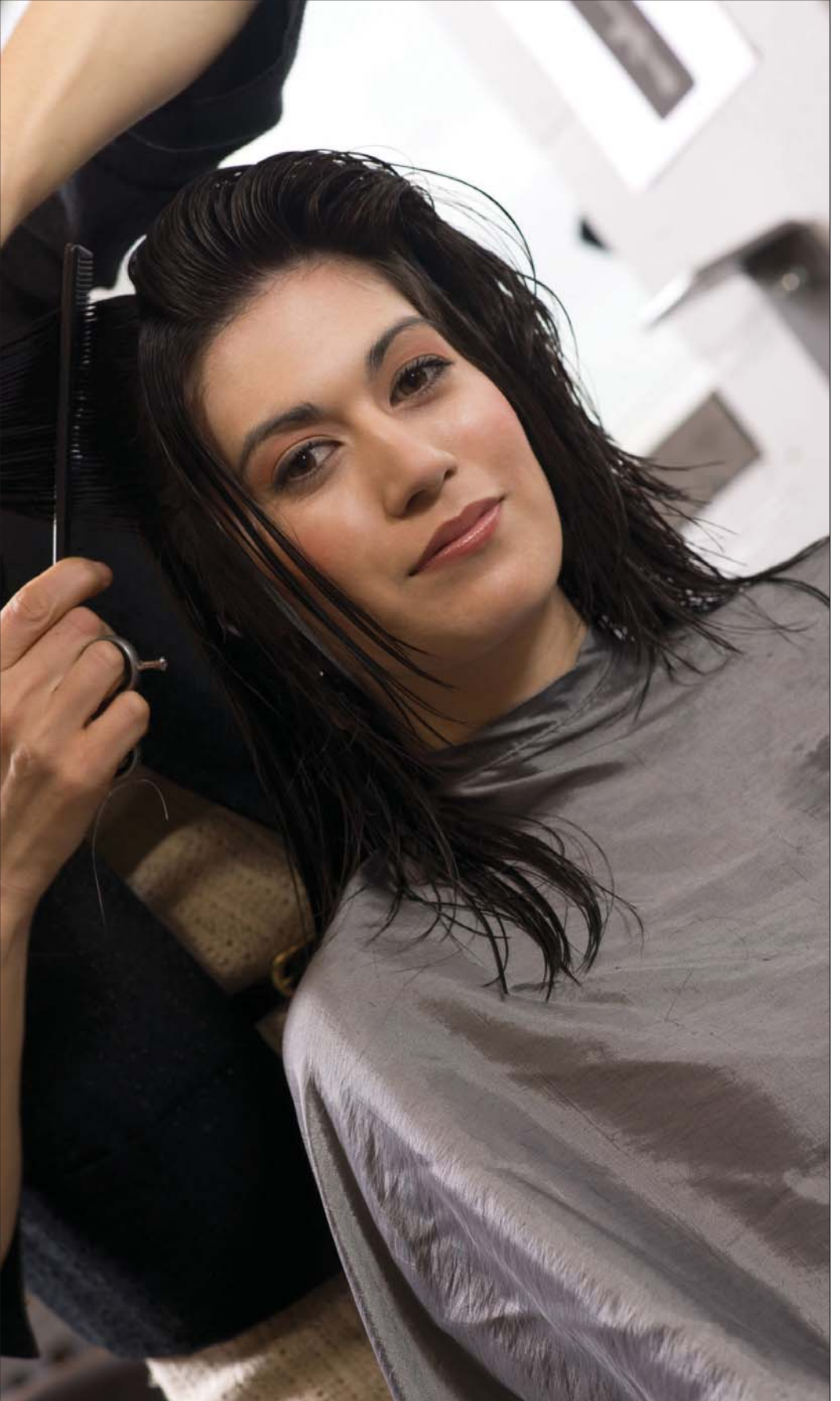
### 120 Contact Hours

This module gives the student the ability to become a good nail technician. The student is taught the five basic nail shapes and demonstrates the proper use of implements, cosmetics, and materials used in manicuring and pedicuring. Students perform massage techniques when giving a manicure or pedicure; and demonstrate proper procedures, and sanitary and safety precautions for a manicure and pedicure. This module also covers pre- and post-service procedures for nail tips, nails wraps, gels, and acrylics over forms and tips; removing nail wraps, nail wrap maintenance and repair, fill for acrylic nails and safety precautions involved. Nail art will also be covered. Nail Care, Manicuring, Pedicuring and Advanced Nail Techniques will be discussed in this course.

## COS 110 Skills Enhancement

### 420 Contact Hours

Students engage in Senior Coursework, which consists of 420 hours of enhancing and perfecting of skills required for the State Board Exam in the clinic setting. Students practice on mannequins and live clients in a salon setting at the school.



# DIPLOMA IN COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

(Currently available at Shreveport campus only)

The Cosmetology Instructor Training Program is designed to prepare the licensed cosmetologist, who meets all of the requirements set forth in the appropriate States' Laws and our accrediting body, to become an entry-level cosmetology instructor in the classroom. This diploma program consists of courses of study that incorporate theory, skill observation and practice. Topics include, but are not limited to, the role of the professional educator, curriculum development, student motivation, classroom management, teaching methodology, and student testing and evaluation. The program is 750 clock hours in length and the normal completion time for the day program is six months and one week or 25 weeks and for the evening program, nine months, one week, and two days or 37 weeks and two days. Upon successful completion of the program and all other graduation requirements, the graduate will be awarded a Cosmetology Instructor Training diploma and will be eligible to take the State's required licensing examination.

## Required Courses in the Diploma in Cosmetology Instructor Training Program

Content Courses		
CIP100	Observation	(80)
CIP101	The Professional Teacher	(164)
CIP102	Student Motivation	(99)
CIP103	Methods, Management, and Materials	(332)
CIP104	Laws, Rules, and Regulations	(10)
CIP105	Student Evaluation	(32)
CIP106	Student Testing	(33)

## DIPLOMA IN COSMETOLOGY INSTRUCTOR TRAINING PROGRAM COURSE DESCRIPTIONS

### CIP 100 Observation

#### 80 Contact Hours

This course is designed to assist the students, who are currently licensed cosmetologists, with the transition to the role of the educator in the classroom. Through theory and skill observation, they will learn professional characteristics of the educator, time management, learning styles, application of the lesson plans and administrative responsibilities.

### CIP 101 The Professional Teacher

#### 164 Contact Hours

This course continues and expands on the characteristics of the professional educator. Emphasis is placed on the preparations needed for teaching a course. Students are introduced to the steps of curriculum development, new student orientation, and advisory councils.

## CIP 102 Student Motivation

### 99 Contact Hours

This course is designed so that participants will learn multiple ways to motivate their students and to keep them motivated in an academic or clinical setting by using a variety of proven skills and methods. Communication, achieving learner results, and identifying and adapting to special learning needs are also discussed during this course.

## CIP 103 Methods, Management and Materials

### 332 Contact Hours

This course is designed to teach students how to create a positive learning environment through effective classroom management. They will learn multiple methods of teaching and how to utilize various educational aids and technology to increase student comprehension in both the academic and clinic settings. Maintaining records, providing accurate student assessment, advising students as well as teaching study and test taking skills will be discussed.

## CIP 104 Laws, Rules, and Regulations

### 10 Contact Hours

This course will familiarize the students with the State requirements for the practice of cosmetology and the requirements for operating educational institutions that teach cosmetology.

## CIP 105 Student Evaluation

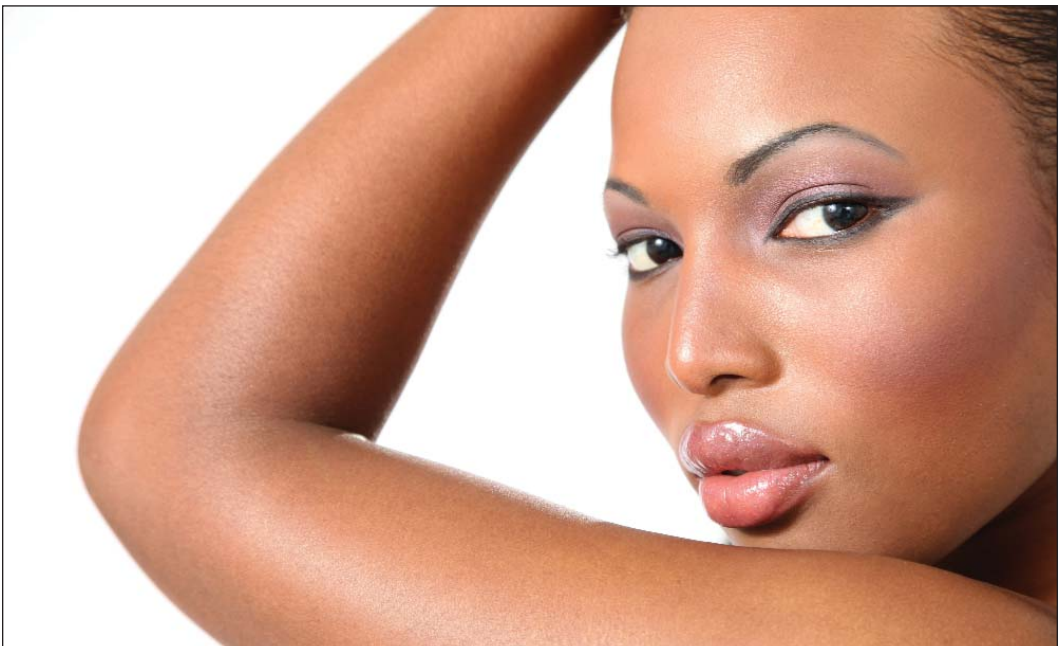
### 32 Contact Hours

This course will teach the students how to select and utilize appropriate testing and evaluation methods to determine student progress and comprehension. Emphasis will be placed on different grading styles, areas of assessment, various types of questioning, accurate calculation of grades, and the development of a student improvement plan.

## CIP 106 Student Testing

### 33 Contact Hours

This course will teach the students how to select and utilize appropriate testing and evaluation methods to determine student progress and comprehension. Emphasis will be placed on student assessment, test development, methods of questioning and the importance of feedback in the testing process.





# DIPLOMA IN DENTAL ASSISTING

(Available at the Metairie campus only)

The Dental Assisting Diploma program prepares students for entry-level positions as a chair-side dental assistant and dental business office assistant. The competencies for this course follow the duties and responsibilities of a dental assistant as outlined by the Louisiana State Board of Dentistry. Topics of study include anatomy and physiology, dental health and nutrition, oral histology, tooth form and structure, preventive dentistry, infection control, dental laboratory procedures, radiography, orthodontics, patient care, health care laws and regulations (OSHA and HIPPA), and general dental office administration and management. There is an externship component as a culminating course that enables the student to be placed in an actual supervised dental office setting. The student will be encouraged to attain Louisiana's "Expanded Duty Dental Assistant" certification upon graduation. The normal completion time for the 59 quarter credit hour day program is 12 months. Upon successful completion of the program and all other graduation requirements, a diploma in Dental Assisting will be awarded.

## Required Courses in the Diploma in Dental Assisting Program

Content Courses		
DA101a	Introduction to Dental Assisting Lecture	(44/4)
DA101b	Introduction to Dental Assisting Lab	(44/2)
DA102	Dental Science 1	(44/4)
DA103a	Preclinical and Chair-Side Dental Assisting 1	(44/3)
DA103b	Preclinical and Chair-Side Dental Assisting 2	(44/2)
DA260	Dental Materials 3	(44/3)
DA120	Nutrition and Dental Health	(44/4)
DA122a	Dental Materials 1a	(44/3)
DA122b	Dental Materials 1b	(44/2)
DA219	Dental Science 2	(44/4)
DA223a	Dental Materials 2a	(44/3)
DA223b	Dental Materials 2b	(44/2)
DA231a	Dental Radiology a	(44/3)
DA231b	Dental Radiology b	(44/2)
DA232	Dental Office Management	(44/3)
DA240	Dental Assisting Externship	(210/7)
MED201	Health Care Compliance	(44/4)
PSY102	Therapeutic Communications	(44/4)

## DIPLOMA IN DENTAL ASSISTING COURSE DESCRIPTIONS

### DA 101 a,b Introduction to Dental Assisting Lecture

**44 Contact Hours - 4 Credits**

#### Introduction to Dental Assisting Lab

**44 Contact Hours - 2 Credits**

These courses provide the student with a fundamental knowledge of dental and medical terminology, dental practices and dental specialties. The history of the profession, the role(s) of the dental assistant including professional and legal responsibilities, patient communication and essential office relations are addressed. The student will also be trained in the skills of basic patient care to include vital signs, microbiology, infectious control and safety protocols. *Prerequisite: None*

### DA 102 Dental Science 1

**44 Contact Hours - 4 Credits**

This course discusses the principles of oral health and nutrition, patient motivation and education in the process and prevention of dental decay and periodontal disease, design and management of a plaque control program, brushing, flossing, adjunctive aids, and dietary counseling. The fundamentals of the anatomy and physiology of the human skull, arteries, veins, musculature and nervous structures of the head and neck as well as embryology, histology and tooth morphology are taught. The importance and appropriate procedures of dental charting are also addressed. *Prerequisite: None*

### DA 103 a,b Preclinical and Chair-Side Dental Assisting 1

**44 Contact Hours - 3 Credits**

#### Preclinical and Chair-Side Dental Assisting 2

**44 Contact Hours - 2 Credits**

These courses introduce students to initial concepts in pre-chair-side dental assisting. Topics include dental pharmacology, emergency management, how to prepare for patients' arrivals, understanding the dental facility, as well as the roles and responsibilities of the dental assistant. Students gain instruction in the proper use, maintenance and safety measures of equipment in a dental office. Understanding of instrumentation and procedural setups are also addressed along with the management of pain and anxiety. Upon completion of these courses, student will be CPR and AED certified and trained in basic first aid skills. *Prerequisite: DA 101 Introduction to Dental Assisting*

### DA 120 Nutrition and Dental Health

**44 Contact Hours - 4 Credits**

This course teaches the three main factors in dental health (general nutrition, fluoride, and plaque control) and how to communicate this information to patients to improve their dental health. The latest research and recent changes in preventive dentistry is discussed. *Prerequisite: DA 101 Introduction to Dental Assisting*

### DA 122 a,b Dental Materials 1a

**44 Contact Hours - 3 Credits**

#### Dental Materials 1b

**44 Contact Hours - 2 Credits**

These courses provide students with an introduction to the theory and application of the structure, properties, and procedures utilized in a dental office pertaining to dental materials. Students gain experience in using basic laboratory materials, and are able to demonstrate fundamental techniques used in the dental office. Topics include understanding and application of skills involved with casts, impressions, provisional materials, restorative materials and procedures, and prosthodontics. *Prerequisite: DA 102 Dental Science 1*

## DA 219 Dental Science 2

### 44 Contact Hours - 4 Credits

In this course, the dental assisting student learns the structure and forms of human teeth, and their location in the mouth as well as the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology. The student will also learn the process of inflammation, identification of oral lesions, oral diseases and related biological, physical, and chemical agents, hormonal, developmental and nutritional disturbances. Pharmacology and drugs associated with treating diseases, their use in dentistry, related terms, parts of a prescription, and types of anesthetics are also covered. *Prerequisite: DA 102 Dental Science 1*

## DA 223 a,b Dental Materials 2a

### 44 Contact Hours - 3 Credits

### Dental Materials 2b

### 44 Contact Hours - 2 Credits

These courses provide students with intermediate level knowledge and skills necessary to function in a dental office. Topics include Restorative Techniques, Gingival Retraction, Preventative Procedures, and Expanded Functions. Students are trained in upper level tasks including but not limited to: utilizing dental dams, matrix and wedge, coronal polish, understanding gingival retraction, learning and understanding use of sealants, liners, bases and cavity varnishes. *Prerequisite: DA 122 Dental Materials 1*

## DA 231 a,b Dental Radiology a

### 44 Contact Hours - 3 Credits

### Dental Radiology b

### 44 Contact Hours - 2 Credits

These courses are an introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Students will gain a basic understanding of the biological and physiological effects of radiation and be able to describe and utilize key terminology related to radiology in the dental office, practice the clinical safety procedures, be instructed in the function and placement of equipment and related materials, such as, films, and imagery related to these films. Students safely demonstrate basic procedures including paralleling and bisecting angle techniques and occlusal x-ray exposure. *Prerequisite: DA 122 Dental Materials 1*

## DA 232 Dental Office Management

### 44 Contact Hours - 3 Credits

This course is the evaluation of general office procedures specifically designed for the dental setting. Topics covered include appointment management, telephone communication, business office procedures, reimbursement documentation, supply inventory management and maintenance, federal and state guidelines regarding healthcare providers, people management concepts, legal and ethical considerations as well as basic office equipment operation. *Prerequisite: None*

## DA 240 Dental Assisting Externship

### 210 Contact Hours - 7 Credits

Under the direct supervision of qualified dental personnel in a dental office or clinic, and the school's externship coordinator, dental assisting students participate in a 210-hour externship to practice skills learned in the classroom. Specific training goals and objectives are prepared prior to the start of the externships. Externs are evaluated by supervisory personnel at regularly scheduled intervals, not to exceed the first 105 hours and upon completion of the 210 hours. *Prerequisite: All coursework must be completed*

## DA 260 Dental Materials 3

### 44 Contact Hours - 3 Credits

This course provides students with advanced level knowledge and skills necessary to function in a dental office. Topics include Restorative Techniques, Gingival Retraction, Preventative Procedures and Expanded Functions. Students are trained in upper level tasks including but not limited to: utilizing dental dams, matrix and wedge, coronal polish, understanding gingival retraction, learning and understanding use of sealants, liners, bases and cavity varnishes. *Prerequisite: Dental Materials*

## MED 201 Health Care Compliance

### 44 Contact Hours - 4 Credits

This course provides an in-depth study of health care laws and regulations including OSHA and HIPPA standards and associated compliance procedures as applicable in an allied health setting. *Prerequisite: DA 219 Dental Science 2*

## PSY 102 Therapeutic Communications

### 44 Contact Hours - 4 Credits

This course focuses on communication, learning theories, and practical application of therapeutic communication in a variety of patient situations. It also presents basic communication skills and approaches appropriate for all age groups. Topics covered will include: stress, anger, suicide, depression, drug dependency, abuse, loss and grief. Extensive practical exercises will be used to enhance learning and retention. *Prerequisite: None*



# DIPLOMA IN DIALYSIS TECHNICIAN

(Available at Fayetteville, Gulfport, Houma, Lafayette, Metairie and Shreveport)

Dialysis technicians, also sometimes referred to as hemodialysis technicians, renal dialysis technicians, or nephrology technicians, function in multiple roles. The Diploma in Dialysis Technician program prepares graduates for entry-level positions in the health care field as a primary direct care given for patients whose kidneys no longer function, and who are undergoing dialysis treatment. Our graduates may pursue jobs as dialysis technician working under the supervision of physicians and registered nurses primarily in hospitals, clinics, outpatient facilities, or home dialysis programs.

Dialysis technicians must fully understand the operation of the kidney dialysis machines. They are responsible for their operation, cleaning, and sterilization. They also fully understand their patients' needs. They carefully monitor and record weight and vital signs before, during, and after the blood cleansing procedures. Additionally, they instruct patients about in-home treatments. Because dialysis technicians work with blood, they must exercise strict safety precautions against infectious diseases such as hepatitis and AIDS. There is an externship component as a culminating course that enables the student to be placed in an actual supervised dialysis setting. The normal completion time for the 72 quarter credit hour day program is 12 months and the evening program is 15 months. Upon successful completion of the program and all other graduation requirements, a diploma in Dialysis Technician will be awarded.

## Required Courses in the Diploma in Dialysis Technician Program

Content Courses		
DIA 100	Introduction to Dialysis and Renal Disease	(60/5)
MED100	Introduction to the Healthcare Workplace	(60/6)
PPD100	Personal and Professional Development	(30/3)
DIA101	Patient Care and Clinical Fundamentals I	(120/9)
MED101	Medical Terminology I	(60/6)
DIA102	Hemodialysis Technology I	(120/9)
MED102	Anatomy and Physiology I	(60/6)
MED103	Ethics of Patient Care	(30/3)
DIA200	Dialysis Technician Externship	(150/5)
DIA201	Patient Care and Clinical Fundamentals II	(60/4)
DIA202	Hemodialysis Technology	(120/7)
PHL101	Phlebotomy Laboratory and Procedures	(120/6)
DIA900	Certification Preparation and Review	(30/3)

## DIPLOMA IN DIALYSIS TECHNICIAN COURSE DESCRIPTIONS

### MED 100 Introduction to the Healthcare Workplace

**6 credits / 60 hrs**

This course introduces students to the variety of workplace settings for allied health workers, including doctor's offices, clinics, hospitals, nursing homes and specialized care centers. Staffing organization is covered, from nurse aide through the physician, along with the protocols and communication procedures that integrate the healthcare team. The importance of documentation is emphasized.

### MED 101 Medical Terminology

**6 credits / 60hrs**

This course starts with the basic roots, prefixes and suffixes involved in the construction of medical terms and the basic terms that define the anatomy and physiology of human organ systems. Medical vocabulary is then expanded by introducing more complex terms related to diseases, operative procedures, and descriptive terms. Medical reports will also be studied to identify the practical use of the terminology.

### DIA 100 Introduction to Dialysis and Renal Disease

**5 credits / 60hrs**

In this course, students are introduced to the impact of renal disease on families and communities and the technology and organization of the dialysis health care field. The clinical setting is introduced and students learn and practice techniques and procedures for medical asepsis and maintaining a clean, safe facility.

*Co-requisite: Medical Terminology*

### MED 102 Anatomy and Physiology

**6 credits / 60hrs**

Following a presentation of the basic structure of cells and tissues, and the fundamental biochemical regulatory process involved in the maintaining homeostasis and biological functions, this course will identify essential anatomical and physiological features of body systems with an emphasis on the blood and cardiovascular, renal, digestive, and endocrine systems. The student will learn to distinguish between normal and abnormal function.

*Pre or co-requisite: Medical Terminology*

### DIA 101 Patient Care and Clinical Fundamentals 1

**9 credits / 120 hrs**

This course introduces and discusses the physical and emotional needs of patients and how they impact the health care setting. Infection control and safety will be discussed as well as HIPAA standards. Basic Medical Terminology will be reviewed as well as the body systems as they pertain to patient care. Patient intake is emphasized including patient history, vital signs and current health status. In the clinical portion, students learn and practice taking blood pressure, temperature, pulse and other vital signs. CPR, first aid and emergency procedures are also covered. *Pre-requisite: Introduction to Dialysis and Renal Disease.*

*Co-requisite: Medical Terminology*

### DIA 102 Hemodialysis Technology I

**9 credits / 120 hrs**

This course introduces the technology of dialysis in a clinical setting including water treatment, reprocessing of dialyzers and the dialysis machine itself. Students learn the order of machine set up and programming based on doctor orders. Safety is emphasized throughout along with the need for precise documentation before, during, and after procedures. *Pre-requisite: Introduction to Dialysis and Renal Disease*

## DIA 201 Patient Care and Clinical Fundamentals II

### 4 credits / 60hrs

This course continues the patient care aspect of dialysis and concentrates on physical, pharmacological and psychological aspects of the nursing process. Students will learn the importance of nutrition for the care of patients with renal disease. Physically, students learn body dynamics including moving patients in a variety of circumstances and maintaining patient comfort. Psychologically, students learn about pain, stress and anxiety mitigation in both patient and family, and the special problems presented by the very sick and terminally ill. In the pharmacological portion, students learn the typical pharmaceuticals used in clinical and home care settings. They also review the essentials of measurement and basic mathematics. *Pre-requisite: Patient Care and Clinical Fundamentals 1*

## DIA 202 Hemodialysis Technology II

### 7 credits / 120hrs

Using live machinery in a simulated clinical setting, students practice patient preparation, machine set-up, machine programming, cannulation, monitoring and discharge. Students work directly with the machines including priming the lines and dialyzer, mixing bicarbonate, testing and recirculation.

*Pre-requisite: Hemodialysis Technology 1 Co-requisite or pre-requisite: Patient Care and Clinical Fundamentals 1*

## PPD 100 Personal and Professional Development

### 3 credits / 30hrs

This course introduces students to the professional environment of dialysis, job search and the personal requirements for career success. Professional organizations and certifications are discussed along with career and educational opportunities. Students prepare resumes, learn interviewing techniques, job search techniques and human relations skills needed for success in the workplace. Graduates and other speakers are invited to class and students have an opportunity to visit worksites. *Pre-requisite: Hemodialysis Technology 1, Patient Care and Clinical Fundamentals 1*

## MED 103 Ethics of Patient Care

### 3 credits / 30hrs

This course covers basic ethical and legal principles governing health care practice including privacy (HIPPA), safety, patient rights, malpractice and disclosure. Also covered are sensitive issues that can arise when patients come from unique personal, familial, linguistic and cultural environments and the special circumstances involved when treating children, the elderly, the disabled and the terminally ill.

## PHL 101 Phlebotomy Laboratory and Procedures

### 6 credits / 120hrs

This lab-based course provides an overview of the medical laboratory including OSHA guidelines, specimen processing, requisitions and reports. Venipuncture and capillary puncture are practiced extensively in a laboratory setting.

## DIA 900 Certification Preparation and Review

### 3 credits / 30hrs

This course will assist students in preparing for the Certification exam. Test practice exams as well as strategies for exam taking will be covered.

## DIA 200 Dialysis Technician Externship

### 5 credits / 150hrs

Students put their knowledge and skills into practice at a hospital or outpatient facility.

*Prerequisite: Completion of all program coursework with a "C" grade average*

# DIPLOMA IN ESTHETICS

(Available only at the Shreveport campus)

The Blue Cliff College Esthetics Diploma program is designed to provide the scientific knowledge, artistic principles, and hands-on practice needed to become a skin care professional. Students are introduced to industry professional standards, to aspects of personal and career development, and to the legal and ethical responsibilities of workers who interact physically with the public.

Blue Cliff's approach provides a simulated environment which enables students to develop the skills and knowledge that can lead to an entry-level career in Esthetics. Graduates of this program are eligible to take examinations required for licensure as an Esthetician.

Employment opportunities for graduates who achieve licensure as professional estheticians may include spas, salons, cruise ships, department stores, representatives of product lines, and many other settings. The licensed esthetician might consult and perform procedures such as analyzing customer's skin care needs, discussing treatments and products, performing facials, advising on skin care and makeup techniques, and promoting skin care products.

The normal completion time for the day program is six months and for the evening program it is nine months. Upon successful completion of the program and all other graduation requirements, a diploma in Esthetics will be awarded.

## Required Courses in the Diploma in Esthetics Program

Content Courses		
EST100	Introduction to Esthetics	(120)
EST101	Intermediate Esthetics	(120)
EST102	Advanced Esthetics	(120)
EST103	Makeup and Hair Removal	(120)
EST104	Spa Management and Professional Development	(36)
EST105	Skills Enhancement	(264)

**Note:** There are specific courses within each of the content course areas that include both theory and practice hours.



## DIPLOMA IN ESTHETICS PROGRAM COURSE DESCRIPTIONS

### EST 100 Introduction to Esthetics

#### 120 Contact Hours

This module covers an overview of the history of skin care and the esthetics profession and opportunities. Professional practices pertaining to infection control, personal hygiene and public health and safety within the scope of EPA and OSHA regulations are presented. Basic bacteriology and knowledge of other infectious agents and associated communicable diseases are covered along with the methods of facility sanitation are included. The module also presents the scientific background of esthetics, including anatomy and physiology, skin pathologies and conditions and basic chemistry and electricity concepts.

### EST 101 Intermediate Esthetics

#### 120 Contact Hours

This module covers the proper preparation of the treatment room, trolley and client, and contraindications of treatment. Students are also taught how to perform skin analysis, basic facials and treatments, and to perform spa massage techniques. In addition, students will learn about product ingredients and the proper use of equipment and products relating to these various treatments. *Prerequisite: EST100 Introduction to Esthetics*

### EST 102 Advanced Esthetics

#### 120 Contact Hours

This module emphasizes the application of body exfoliation, body tanning, deep cleansing back treatment and slimming body wraps, which will be demonstrated by the students. Students will also learn advanced applications for equipment and products. The content also includes aromatherapy, body wraps, spa treatments, clinical skin care procedures, and peels and other advanced procedures. *Prerequisite: EST101 Intermediate Esthetics*

### EST 103 Makeup and Hair Removal

#### 120 Contact Hours

This module introduces the students to types of cosmetics and their uses, the understanding of cosmetics color therapy, and consulting with clients to determine their needs and preferences. Students will be able to identify different facial types and demonstrate procedures for basic corrective makeup. Students will demonstrate basic makeup procedures for any occasion and the application and removal of artificial lashes. This module also focuses on the morphology of hair and its growth stages, and temporary and permanent hair removal. Students gain knowledge in identifying and utilizing hair removal equipment, tools and accessories, conditions that contraindicate hair removal, client consultation and room set-up.

### EST 104 Spa Management and Professional Development

#### 36 Contact Hours

This module covers the skills necessary to meet the daily and long-term challenges of successfully managing in today's spa environment. Students learn the different services offered by a variety of spa types and the key elements of internal and external marketing. They are taught the elements of effective management including motivation of staff and the maintenance of long-term strategic vision and drive. Students also learn about the marketing and selling of products and retail services. An in-depth study of State Cosmetology Board Laws and Regulations and the requirements for licensure are presented as well as the legal and confidentiality aspects of maintaining client records. Within the module there is also a focus on preparing the student for an esthetician career. The student learns professional standards and ethical practices and the keys to successful interaction with clients, supervisors and co-workers. Workplace competencies are discussed along with the elements of successful job search, including resume writing, interview techniques, and job search strategies.

## EST 105 Skills Enhancement

### 264 Contact Hours

This course allows the student to sharpen esthetics skills in various areas that they have received instruction while reviewing for the State Board Certification Exams. Students will demonstrate mastery of the concepts and applications presented in the first 30 weeks of the program by correctly performing all skills standards and performance indicators on mannequins and clients in the school salon. Students will demonstrate improved skill levels by completing hours in each of the following subjects: Massage, Facials, Hair Removal, Advanced Esthetic Topics, Spa Treatments and Makeup. *Prerequisite: Completion of All Previous Coursework*



# DIPLOMA IN HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) TECHNICIAN

(Available only at the Houma and Lafayette campuses)

The Diploma in Heating, Ventilation, and Air Conditioning Technician Program prepares persons to work in entry-level positions with the temperature, humidity and the total air quality in residential, commercial, industrial and other buildings that are controlled by heating, air conditioning and refrigeration systems. The HVAC Technician's duties and work environment are varied and involve installing, maintaining, diagnosing and repairing such systems. Topics of study include mathematics, blueprint reading, basic fundamentals of electricity, electrical systems, air conditioning/refrigeration, computer skills, residential technology, commercial air conditioning/refrigeration, professionalism, and EPA Certification. There is an externship component included where the students will be provided the opportunity to apply their knowledge in the contemporary, practical working environments. Upon completion of the HVAC Technician Program, graduates will be prepared to take the EPA Clean Air Act, Section 608, Type I Certification Exam. Licenses, certifications, and work experience offer HVAC technicians the chance to prove their skills and to advance their careers and wages.

The normal completion time for the 900 clock hour program is nine months for the day, and 12 months for the evening. Upon successful completion of the program and all other graduation requirements, a diploma in Heating, Ventilation, and Air Conditioning Technician will be awarded.

## Required Courses in the Diploma in Heating, Ventilation, and Air Conditioning Program

Content Courses		
ACR100	Mathematics	(30)
ACR101	Basics of Electricity and Electrical Systems	(30)
ACR102	Air Conditioning/Refrigeration Fundamentals	(150)
ACR103	Computer and Information Skills for HVAC Technicians	(30)
ACR104	Professionalism for HVAC Technicians	(30)
ACR105	Blueprint Reading for HVAC Technicians	(30)
ACR201	Residential HVAC Technology	(180)
ACR202	EPA Recovery Certification Program	(30)
ACR301	Commercial Air Conditioning and Refrigeration Systems	(210)
ARC302	Heating, Ventilation and Air-Conditioning Externship	(180)

## DIPLOMA IN HEATING, VENTILATION, AND AIR CONDITIONING TECHNICIAN COURSE DESCRIPTIONS

### ACR 100 Mathematics

#### 30 Contact Hours

This course reviews the technical mathematics required for HVAC applications including: whole number operations, fractions, decimals, percents and basic algebra. Key British and metric measurements and conversions are also covered. *Prerequisites: None*

### ACR 101 Basic Electricity and Electrical Systems

#### 30 Contact Hours

Students are introduced to the history of electricity, its origin, its discovery, and development since discovery. The elements of Ohm's Law, including voltage, current, and resistance will be covered and explained. Series and parallel circuits, capacitors, resistors, transformers, and switches will be studied. Students will learn to use a multi-meter to measure voltage, current, and ohms, and will also learn to read wiring diagrams.

*Prerequisites: None*

### ACR 102 Air Conditioning/Refrigeration Fundamentals

#### 150 Contact Hours

Students are introduced to the technical science involved in HVAC system operations including the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationships and the basics of electricity. Students learn how to operate testing devices and engage in extensive practice measuring temperature, pressure, voltage, amperage, resistance and power and other quantities. Students are also introduced to the tools, gauges and materials used in the field along with tool and electricity safety. *Pre- or Co-requisite: ACR 100 Mathematics and Blueprint Reading for HVAC Technicians*

### ACR 103 Computer and Information Skills for HVAC

#### 30 Contact Hours

This course introduces computer and IT tools used in standard business practices including computer hardware and operating systems, word processing and spreadsheet applications, and email and Internet functionalities. Students learn to use databases, to search for and retrieve information through the web and to effectively use electronic communication tools including handheld devices. *Prerequisites: None*

### ACR 105 Blue Print Reading for HVAC

#### 30 Contact Hours

This course covers the basics elements of a blueprint, instructing students in how to read and interpret blueprints. The course stresses practical concerns including safety and building design, reinforcing techniques of calculating dimensions, and the use of blueprints in the installation, repair and servicing of heating, ventilation and air conditioning systems. *Prerequisites: None*

### ACR 201 Residential HVAC Technology

#### 180 Contact Hours

This course covers the operating principles of domestic air conditioning, refrigeration, ventilation air cleaning and heating devices and systems. Installation, testing, inspection, troubleshooting, repair and charging procedures are taught along with safety and clean operations principles including filtering, air quality control, refrigerant containment, gas furnace maintenance and electrical safety. *Prerequisite: ACR 102 Air Conditioning / Refrigeration Fundamentals*

### ACR 202 EPA Recovery Certification

#### 30 Contact Hours

This course reviews EPA guidelines for recovery and recycling of refrigerants based upon the Clean Air Act of 1990. Students learn requirements for Type I-III appliances and are prepared to take the certification test for refrigeration technicians. *Pre- or Co-requisite: ACR 201 Residential HVAC Technology*

## ACR 104 Professional ISM for HVAC Technicians

### 30 Contact Hours

Students are introduced to the HVAC workplace including: manufacturing companies, service companies and building/facilities maintenance departments. Workplace competencies are discussed including time management, teamwork, communications and human resources rights and responsibilities. Students prepare resumes and learn strategies for job search, interviews, advancement in the field and requirements for starting their own businesses. *Prerequisites: None*

## ACR 301 Commercial Air Conditioning and Refrigeration Systems

### 210 Contact Hours

This course covers light commercial air conditioning, refrigeration and heating systems including system design, project cost estimation and job bidding, contracts and subcontracts. Students are introduced to a variety of commercial air-conditioning devices and ductwork systems and practice installation, testing, troubleshooting, repair and maintenance procedures. Common medium and low temperature commercial refrigeration equipment including ice machines and food/beverage storage and display refrigeration boxes are also covered.

*Prerequisite: ACR 201 Residential HVAC Technology*

## ACR 302 Heating, Ventilation and Air Conditioning Externship

### 180 Contact Hours

This course is designed to provide the student with experience within the heating, ventilation and air conditioning service providing organization, or other related industry. Students will rotate through the different departments and be graded on their performance while being provided guidance and encouragement by school personnel, so that reinforcement of weak skills may be done before the student enters the job force after graduation.

*Prerequisites: Successful completion of all other required courses, as well as the permission of the Program Coordinator, Director of Education or Campus Director*



## DIPLOMA IN MASSAGE THERAPY

(Available at all campuses)

**Note:** Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is 9 months and for the evening program, 15 months. Upon successful completion of 53 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Massage Therapy Diploma.

The Massage Therapy Diploma program provides a solid foundation in anatomy, physiology and pathophysiology which form the basis for training in specific massage techniques. Hands-on techniques include Swedish Massage, Deep Tissue, Neuromuscular Therapy, Sports Massage, Basic Shiatsu, and Supervised Clinical Practice. The diploma program prepares the student for entry-level positions in the massage therapy industry. Our graduates pursue a variety of jobs including private practice, athletic team massage therapist, massage therapist in a hospital, athletic club massage therapist, on-site massage therapist, massage therapist in a hair salon, assistant to physical therapists or chiropractors, and massage therapist on cruise ships. Successful completion of this diploma program qualifies the graduate to test for massage therapy licensure or registry in Arkansas, Louisiana and Mississippi and provides eligibility to sit for the National Certification Board for Therapeutic Massage and Bodywork Examination.



### Required Courses in the Diploma in Massage Therapy Program

<b>Content Courses</b>		
MT111	Anatomy, Physiology, and Pathophysiology 1	(40/4)
MT112	Palpatory Anatomy 1	(30/2)
MT113	Massage 1: Swedish Techniques	(60/4)
MT114	Complementary Modalities 1	(25/1.5)
MT115	Massage Laws, Legislation, and Ethics	(10/1)
MT116	Therapeutic Communications	(20/2)
MT117	Tai Chi	(20/1)
MT118	CPR/First Aid/HIV	(25/2)
MT119	Care for Self	(10/1)
MT120	Medical Terminology	(20/2)
MT121	Anatomy, Physiology, and Pathophysiology 2	(40/4)
MT122	Palpatory Anatomy 2	(30/2)
MTCS129	Massage Community Service	(20/1)
MT123	Massage 2: Integrating Deep Tissue Techniques	(60/4)
MT124	Complementary Modalities 2	(25/1.5)
MT125	Supervised Clinical Practice 1	(35/1)
MT126	Chair Massage	(20/1)
MT127	Sports Massage	(20/1)
MT128	Supervised Clinical Practice 2	(35/1)
MT131	Anatomy, Physiology, and Pathophysiology 3	(40/4)
MT133	Massage 3: Neuromuscular Therapy	(60/4)
MT135	Supervised Clinical Practice 3	(35/1)
MT136	Basic Shiatsu	(50/3.5)
MT137	Subtle Body Energies	(20/1)
MT138	Marketing	(25/25)

## ASSOCIATE IN OCCUPATIONAL STUDIES (AOS) DEGREE IN MASSAGE THERAPY

(Currently available only at the Gulfport, Metairie and Shreveport campuses)

The Associate in Occupational Studies Degree in Massage Therapy program expands the training provided in the diploma program. Courses in the associate degree program broaden the scope of massage technique training provided and adds courses in general education to provide a well-rounded massage therapist trained in management and communication. The associate degree program prepares the student for entry-level positions in the massage therapy industry and provides additional training for future spa managers and business owners. Our graduates pursue a variety of jobs including: private practice, athletic team massage therapist, massage therapist in a hospital, athletic club massage therapist, on-site massage therapist, massage therapist in a hair salon, assistant to physical therapists or chiropractors, and massage therapist on cruise ships. The normal completion time for the day program is 18 months and for the evening program, 27 months. Upon successful completion of 96 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Massage Therapy Associate in Occupational Studies Degree.

### Required Courses in the AOS Degree in Massage Therapy Program

<b>Applied General Education</b>		
COM101	Business Communications	(30/3)
ENG101	Business English	(30/3)
IT101	Computer Business Application	(30/3)
MAT101	Business Math	(30/3)
PSY101	Psychology	(30/3)



### Required Courses in the AOS Degree in Massage Therapy Program

<b>Content Courses</b>		
MT111	Anatomy, Physiology, and Pathophysiology 1	(40/4)
MT112	Palpatory Anatomy 1	(30/2)
MT113	Massage 1: Swedish Techniques	(60/4)
MT114	Complementary Modalities 1	(25/1.5)
MT115	Massage Laws, Legislation, and Ethics	(10/1)
MT116	Therapeutic Communications	(20/2)
MT117	Tai Chi	(20/1)
MT118	CPR/First Aid/HIV	(25/2)
MT119	Care for Self	(10/1)
MT120	Medical Terminology	(20/2)
MT121	Anatomy, Physiology, and Pathophysiology 2	(40/4)
MT122	Palpatory Anatomy 2	(30/2)
MTCS129	Massage Community Service	(20/1)
MT123	Massage 2: Integrating Deep Tissue Techniques	(60/4)
MT124	Complementary Modalities 2	(25/1.5)
MT125	Supervised Clinical Practice 1	(35/1)
MT126	Chair Massage	(20/1)
MT127	Sports Massage	(20/1)
MT128	Supervised Clinical Practice 2	(35/1)
MT131	Anatomy, Physiology, and Pathophysiology 3	(40/4)
MT133	Massage 3: Neuromuscular Therapy	(60/4)
MT135	Supervised Clinical Practice 3	(35/1)
MT136	Basic Shiatsu	(50/3.5)
MT137	Subtle Body Energies	(20/1)
MT138	Marketing	(25/2.5)
MT242	Pathology for the Massage Therapist	(40/4)
MT243	Functional Assessment	(50/2.5)
MT244	Spa Techniques 1	(20/1)
MT251	Medical Massage 1	(40/2.5)
MT252	Craniosacral Therapy	(20/1)
MT253	Advanced Energy Techniques 1	(25/1.5)
MT254	Spa Techniques 2	(20/1)
MT261	Medical Massage 2	(40/2.5)
MT262	Advanced Sports Massage	(40/2)
MT263	Advanced Energy Techniques 2	(25/1.5)
MT264	Complementary Modalities 3	(35/2)
MT265	Myofascial Techniques	(40/2)
MT266	Intermediate Shiatsu	(50/3.5)
MT267	Complementary Modalities 4	(35/2)
MTCS129	Massage Community Service	(20/1)

## AOS AND DIPLOMA IN MASSAGE THERAPY PROGRAM COURSE DESCRIPTIONS

### COM 101 Business Communications

#### 30 Contact Hours - 3 Credits

This course follows on the Business English course and integrates verbal communication for the work environment. The student learns proper telephone skills, how to interact with customers, clients and co-workers and methods for delivering formal presentations. The course uses mock interviews and phone dialogues, small group interactions and formal capstone presentations to sharpen oral communication skills.

*Prerequisite: ENG101 Business English*

### ENG 101 Business English

#### 30 Contact hours - 3 Credits

This course enables the student to enhance his/her writing skills in the business environment. The student develops technical writing skills by creating documents such as memos, resumes, business letters, reports, and other forms and documents used in a business environment. Basics of grammar, spelling and style are reviewed.

### IT101 Computer Business Applications

#### 30 Contact hours - 3 Credits

This course provides information and skills to assist the student in keeping with the advances of applicable business technology utilized in today's business environment. The student will explore components of Microsoft Office Suite including Word, Excel, Access, and PowerPoint and work on integrated business projects.

### MAT 101 Business Math

#### 30 Contact Hours - 3 Credits

This course enhances the student's ability to perform basic mathematical skills such as addition, subtraction, multiplication and division of whole numbers and decimals; working with fractions, percents and other tools of mathematical analysis; elements of business and consumer math, including taking and valuing inventories and reconciling bank statements; computing interest and discounts; and treatment of common weights and measurements. Topics covered ensure that the student is able to meet the needs of a growing business while developing financial organizational skills.

### MT 111 Anatomy, Physiology, and Pathophysiology 1

#### 40 Contact Hours - 4 Credits

This course provides an introduction to the structure of the human body including medical terminology, body planes, and directional terms and movements, as well as basic physiological concepts and pathologies.

### MT 112 Palpatory Anatomy 1

#### 30 Contact Hours - 2 Credits

This course provides the identification of bony landmarks and the origins and insertions of muscles while integrating knowledge of muscle anatomy with muscle palpation and movement.

### MT 113 Massage 1: Swedish Techniques

#### 60 Contact Hours - 4 Credits

This course provides introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage therapy.

### MT 114 Complementary Modalities 1

#### 25 Contact Hours - 1.5 Credits

This course provides an introduction to effective and appropriate use of various forms of hydrotherapy. Completion of this course will enable the student to make effective use of hydrotherapy as part of a comprehensive therapeutic program.

## MT 115 Massage Laws, Legislation, and Ethics

### 30 Contact Hours - 3 Credits

This course provides an overview of law and ethics pertaining to massage therapy while addressing state and local regulations, including requirements for licensure.

## MT 116 Therapeutic Communications

### 20 Contact Hours - 2 Credits

This course will provide communication training for professional massage therapists to enhance the effective client/practitioner relationship as well as documentation skills.

## MT 117 Tai Chi

### 20 Contact Hours - 1 Credit

This course provides an introduction to Tai Chi as a method to ensure proper body mechanics for massage therapists.

## MT 118 CPR/First Aid/HIV

### 25 Contact Hours - 2 Credits (Diploma)

### 10 Contact Hours - 1 Credit (AOS)

This course provides students Cardio-Pulmonary Resuscitation (CPR)/First Aid Certification, in conjunction with HIV awareness and disease transmission prevention for the massage therapist.

## MT 119 Care for Self

### 10 Contact Hours - 1 Credit

This course provides the basic principles for care of body/mind/spirit while fostering an understanding that working in the healing arts requires a deep knowledge of oneself.

## MT 120 Medical Terminology

### 20 Contact Hours - 2 Credits

This course provides the student with a strong knowledge base of medical terminology which is essential for anyone entering the healthcare profession.

## MT 121 Anatomy, Physiology, and Pathophysiology 2

### 40 Contact Hours - 4 Credits

This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage. *Prerequisites: MT111 Anatomy, Physiology, and Pathophysiology 1*

## MT 122 Palpatory Anatomy 2

### 30 Contact Hours - 2 Credits

This course provides a continuation of the Palpatory 1 with identification of bony landmarks and the origins and insertions of muscles while integrating knowledge of muscle anatomy with muscle palpation and movement. *Prerequisites: MT112 Palpatory Anatomy 1*

## MT 123 Massage 2: Integrating Deep Tissue Techniques

### 60 Contact Hours - 4 credits

This course provides an introduction to deep tissue massage and introduces Myofascial release techniques. *Prerequisites: MT113 Massage 1: Swedish Techniques*

## MT 124 Complementary Modalities 2

### 25 Contact Hours - 1.5 Credits

This course provides an introduction of prenatal massage and reflexology as part of an exploration of methods for accommodating a variety of clients with special needs.

## MT 125 Supervised Clinical Practice 1

### 35 Contact Hours - 1 Credit

This course provides a supervised clinical experience of Swedish massage techniques on members of the public in a simulated work environment. *Prerequisites: MT113 Massage 1: Swedish Techniques*

## MT 126 Chair Massage

**20 Contact Hours - 1 Credit**

This course provides an overview of techniques used by massage therapists to perform chair massage.

## MT 127 Sports Massage

**20 Contact Hours - 1 Credit**

This course provides an overview of techniques used by massage therapists to perform sports massage in the classroom and at off-campus athletic events. *Prerequisite: MT113 Massage 1: Swedish Techniques*

## MT 128 Supervised Clinical Practice 2

**35 Contact Hours - 1 Credit**

This course provides a supervised clinical experience of Deep Tissue massage techniques on members of the public in a simulated work environment. *Prerequisites: MT123 Massage 2: Integrating Deep Tissue Techniques*

## MT 131 Anatomy, Physiology, and Pathophysiology 3

**40 Contact Hours - 4 Credits**

This course provides a continuation of the study of the human body and its systems. Each system concludes with the pathological conditions and the associated implications for massage. *Prerequisites: MT121 Anatomy, Physiology, and Pathophysiology 2*

## MT 133 Massage 3: Neuromuscular Therapy

**60 Contact Hours - 4 Credits**

This course provides an introduction to a therapeutic approach utilizing neurological and muscular principles. Specific applications are practiced to alleviate common disorders and muscle lengthening.

*Prerequisite: MT123 Massage 2: Integrating Deep Tissue Techniques*

## MT 135 Supervised Clinical Practice 3

**35 Contact Hours - 1 Credit**

This course provides a supervised clinical experience of Neuromuscular Therapy massage techniques on members of the public in a simulated work environment. *Prerequisites: MT133 Massage 3: Neuromuscular Therapy*

## MT 136 Basic Shiatsu

**50 Contact Hours - 3.5 Credits**

This course provides an introduction to the basic art of Shiatsu which combines Eastern and Western techniques to address the body/mind/spirit.

## MT 137 Subtle Body Energies

**20 Contact Hours - 1 Credit**

This course provides an introduction to the human energy fields and their relationship to modern scientific principles in the fields of holistic health and energy-based therapies.

## MT 138 Marketing

**25 Contact Hours - 2.5 Credits**

This course provides the student with an introduction to individual marketing and business skills to empower them to become both employable and successful in the massage therapy profession.

## MT 242 Pathology for the Massage Therapist

**40 Contact Hours - 4 Credits**

This course provides an in-depth concentration on the most common diseases and conditions a massage therapist may encounter. The etiology, prevention, and appropriate massage intervention will be discussed and studied.

## MT 243 Functional Assessment

**50 Contact Hours - 2.5 Credits**

This course teaches the student a variety of orthopedic and functional evaluations that will help assess clients and create treatment strategies. Assessments include orthopedic, functional, joint range of motion, postural analysis, and movement analysis.

## MT 244 Spa Techniques 1

### 20 Contact Hours - 1 Credit

These courses present instruction in spa methods and modalities and the therapeutic benefits of skin treatments. Modalities which may be presented include aromatherapy, facial rejuvenation, foot soaks, stone massage, and exfoliating and detoxification techniques. Ways to integrate these modalities into either a spa environment or private practice will be addressed. Massage scope of practice will be emphasized.

## MT 251 Medical Massage 1

### 40 Contact Hours - 2.5 Credits

This course teaches the student how to integrate their basic massage skills to effectively treat a variety of conditions. The focus is on massage treatments for individuals with a specific medical and/or chiropractic condition. Students will increase their awareness of health conditions and how massage can benefit specific disorders.

## MT 252 Craniosacral Therapy

### 20 Contact Hours - 1 Credit

This course provides an intensive introduction to a profoundly gentle healing art. The student will learn the structure and function of the craniosacral system, how to palpate the craniosacral movement, and a step-by-step protocol to release strain patterns in the Paraspinal fascia and cranial membranes. This modality deeply affects and relaxes the core of the central nervous system and can be incorporated into most massage therapy sessions.

## MT 253 Advanced Energy Techniques 1

### 25 Contact Hours - 1.5 Credits

This course explores fundamentals and principles of energy healing through different energy techniques such as Polarity Therapy, Therapeutic Touch, and Reiki. Through this class the student will better understand the multidimensional experience of massage therapy and how the realms of human energy anatomy and intuition play a role in massage therapy.

## MT 254 Spa Techniques 2

### 20 Contact Hours - 1 Credit

This course is a continuation of MT244 Spa Techniques 1. *Prerequisite: MT244 Spa Techniques 1*

## MT 261 Medical Massage 2

### 40 Contact Hours - 2.5 Credits

This course is a continuation of MT251 Medical Massage 1. *Prerequisite: MT251 Medical Massage 1*

## MT 262 Advanced Sports Massage

### 40 Contact Hours - 2 Credits

This course provides the student with an advanced level of instruction in sports kinesiology, passive and facilitated range of motion, sports pathology, and evaluation. Structural analysis is expanded to identify structural imbalances. The student will develop precise treatment plans for injury related conditions.

## MT 263 Advanced Energy Techniques 2

### 25 Contact Hours - 1.5 Credits

This course is a continuation of MT253 Advanced Energy Techniques 1. *Prerequisite: MT253 Advanced Energy Techniques 1*

## MT 264 Complementary Modalities 3

### 35 Contact Hours - 2 Credits

This course explores other modalities which complement and broaden the student's massage therapy skills. Topics which may not have been covered in Complementary Modalities 1 and 2 may be included here as well as other therapies such as Lomi Lomi, infant massage, and geriatric massage. These courses may be taught over two terms.

## MT 265 Myofascial Techniques

### 40 Contact Hours - 2 Credits

This course teaches the student through theory and technique how to re-establish balance in the connective tissue matrix by decompressing, opening, and elongating the fascial membranes. Students will explore an integrated approach to improve client posture.

## MT 266 Intermediate Shiatsu

### 50 Contact Hours - 3.5 Credits

This course expands on the theory of basic Shiatsu by providing the theory and understanding of yin-yang, point balance, auricular therapy, the eight principles, five element theory, the six pernicious influences within the oriental medical model, patterns of disharmony, Chi-Qong, and qua sha.

## MT 267 Complementary Modalities 4

### 35 Contact Hours - 2 Credits

This course is a continuation of MT264 Complementary Modalities 3. *Prerequisite: MT264 Complementary Modalities 3*

## MT CS129 Community Service

### 20 Contact Hours - 1 credit

This course provides students with a variety of activities in order to interact with members of the public in community event settings that may be spread over more than one term. *Prerequisites: MT116 Chair Massage*

## PSY 101 Psychology

### 30 Contact Hours - 3 Credits

This course assists the student in exploring elements of his/her mental and emotional well being. The student will focus on his/her individuality and will be introduced to factors such as motivation, stress, work, leisure, and competition, and how these processes affect the decisions he/she makes every day in both his/her personal and professional life.



# ACADEMIC CALENDAR

## 2014 ACADEMIC CALENDAR

### Academic Calendar – 2014 (Arkansas, Louisiana & Mississippi)

#### Winter 2014

Quarter Dates	4 Week Dates	6 Week Dates
1/13/2014-4/09/2014	1/13/2014-2/10/2014	1/13/2014-2/24/2014
	2/11/2014-3/12/2014	2/25/2014-4/9/2014
	3/17/2014-4/12/2014	

**Breaks/Holidays:**

MLK: 1/20/2014

Mardi Gras: 3/3/2014-3/4/2014

Spring Break: 4/10/2014-4/13/2014

MLK: 1/20/2014

Mardi Gras: 3/3/2014-3/4/2014

Spring Break: 3/13/14-3/16/14

Spring Break: 4/10/2014-4/13/2014

MLK: 1/20/2014

Mardi Gras: 3/3/2014-3/4/2014

Spring Break: 4/10/2014-4/13/2014

#### Spring 2014

Quarter Dates	4 Week Dates	6 Week Dates
4/14/2014-7/09/2014	4/14/2014-5/10/2014	4/14/2014-5/24/2014
	5/12/2014-6/9/2014	5/27/2014-7/9/2014
	6/10/2014-7/9/2014	

**Breaks/Holidays:**

Memorial Day: 5/26/2014

Independence Day: 7/4/2014-7/5/2014

Summer Break: 7/10/2014-7/12/2014

Memorial Day: 5/26/2014

Independence Day: 7/4/2014-7/5/2014

Summer Break: 7/10/2014-7/12/2014

Memorial Day: 5/26/2014

Independence Day: 7/4/2014-7/5/2014

Summer Break: 7/10/2014-7/12/2014

#### Summer 2014

Quarter Dates	4 Week Dates	6 Week Dates
7/14/2014-10/6/2014	7/14/2014-8/9/2014	7/14/2014-8/23/2014
	8/11/2014-9/8/2014	8/25/2014-10/6/2014
	9/9/2014-10/6/2014	

**Breaks/Holidays:**

Labor Day: 9/1/2014

Labor Day: 9/1/2014

Labor Day: 9/1/2014

#### Fall 2014

Quarter Dates	4 Week Dates	6 Week Dates
10/7/2014-1/9/2015	10/7/2014-11/3/2014	10/7/2014-11/17/2014
	11/4/2014-12/6/2014	11/18/2014-1/9/2015
	12/8/2014-1/10/2015	

**Breaks/Holidays:**

Thanksgiving Break:

11/27/2014-11/30/2014

Christmas Break:

12/24/2014-12/28/2014

New Year's Break:

12/30/14-01/04/2015

Thanksgiving Break:

11/27/2014-11/30/2014

Christmas Break:

12/24/2014-12/28/2014

New Year's Break:

12/31/2014-01/02/2015

Thanksgiving Break:

11/27/2014-11/30/2014

Christmas Break:

12/24/2014-12/28/2014

New Year's Break:

12/31/2014-01/04/2015

**Note:** The college reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.

## ACADEMIC CALENDAR

## 2015 ACADEMIC CALENDAR

### Academic Calendar – 2015

(Arkansas, Louisiana & Mississippi)

#### Winter 2015

Quarter Dates	4 Week Dates	6 Week Dates
1/12/2015-4/09/2015	1/12/2015-2/09/2015	1/12/2015-2/26/2015
	2/10/2015-3/12/2015	3/02/2015-4/11/2015
	3/16/2015-4/11/2015	

**Breaks/Holidays:**

MLK: 1/19/2015

MLK: 1/19/2015

MLK: 1/19/2015

Mardi Gras: 2/16/2015-2/17/201

Mardi Gras: 2/16//2015-2/17/2015

Mardi Gras: 2/16/2015-2/17/2015

Spring Break: 4/10/2015-4/12//2015

Spring Break: 3/13/2015-3/15/2015

Spring Break: 2/27/2015-3/1/2015

#### Spring 2015

Quarter Dates	4 Week Dates	6 Week Dates
4/13/2015-7/07/2015	4/13/2015-5/09/2015	4/13/2015-5/26/2015
	5/11/2015-6/8/2015	5/27/2015-7/7/2015
	6/09/2015-7/7/2015	

**Breaks/Holidays:**

Memorial Day: 5/25/201

Memorial Day: 5/25/201

Memorial Day: 5/25/201

Independence Day: 7/4/2015

Independence Day: 7/4/2015

Independence Day: 7/4/2015

#### Summer 2015

Quarter Dates	4 Week Dates	6 Week Dates
7/08/2015-10/1/2015	7/08/2015-8/04/2015	7/08/2015-8/18/2015
	8/05/2015-9/1/2015	8/19/2015-10/01/2015
	9/2/2015-10/1/2015	

**Breaks/Holidays:**

Labor Day: 9/7/2015

Labor Day:9/7/2015

Labor Day:9/7/2015

Break: 10/2/2015-10/4/2015

Break: 10/2/2015-10/4/2015

Break: 10/2/2015-1/1/4/2015

#### Fall 2015

Quarter Dates	4 Week Dates	6 Week Dates
10/05/2015-1/05/2016	10/5/2015-10/31/2015	10/5/2015-11/14/2015
	11/2/2015-12/1/2015	11/16/2015-1/5/2016
	12/2/2015-1/05/2016	

**Breaks/Holidays:**

Thanksgiving Break:

Thanksgiving Break:

Thanksgiving Break:

11/26/2015-11/29/2015

11/26/2015-11/29/2015

11/26/2015-11/29/2015

Christmas Break:

Christmas Break:

Christmas Break:

12/24/2015-12/27/2015

12/24/2015-12/27/2015

12/24/2015-12/27/2015

New Year's Break:

New Year's Break:

New Year's Break:

12/31/14 - 01/03/2016

12/31/14 - 01/03/2016

12/31/14 - 01/03/2016

**Note:** The college reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.



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*Blue Cliff College*



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# BLUE CLIFF COLLEGE

## ATTENDANCE POLICY — Page 26

### ATTENDANCE POLICY FOR THE LOUISIANA CAMPUSES:

**Attendance Policy for the Louisiana Campus Massage Therapy Program** – In order to satisfactorily complete course requirements to be eligible for licensure, massage school students must have graduated from the school with passing grades and must have attended at least 90 percent of class hours in each subject matter offered in the supervised course of instruction, as reflected by attendance records taken at the beginning of each class meeting.

## DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA) — Page 59

(Currently available at the Alexandria, Fayetteville, Gulfport, Houma, **Lafayette**, Metairie and Shreveport campuses)

## TUITION AND FEES — Page 11

Program	Number of Quarter Credit Hours(QCH)/ Clock Hours	Tuition	Program Fees	Graduation Fee	Total Costs
<b>Clinical Medical Assisting Diploma</b>	53/780	<b>\$ 13,621</b>	\$ 1,800	\$ 50	<b>\$ 15,471</b>
<b>Cosmetology* Diploma</b>	NA/1500	<b>\$ 16,995</b>	\$ 1,500	\$ 50	<b>\$ 18,545</b>
<b>Cosmetology Instructor Training* Diploma</b>	NA/750	<b>\$ 8,550</b>	\$ 500	\$ 50	<b>\$ 9,100</b>
<b>Dental Assisting Diploma</b>	59/958	<b>\$ 16,874</b>	\$ 1,500	\$ 50	<b>\$ 18,424</b>
<b>Dialysis Technician Diploma</b>	72/1020	<b>\$ 19,008</b>	\$ 1,800	\$ 50	<b>\$ 20,858</b>
<b>Esthetics Diploma</b>	NA/780	<b>\$ 8,853</b>	\$ 2,000	\$ 50	<b>\$ 10,903</b>
<b>HIM-BC Diploma (ALX, FYT, HMA &amp; GPT Only)</b>	<b>65/950</b>	<b>\$ 18,915</b>	<b>\$ 1,800</b>	<b>\$ 50</b>	<b>\$ 20,765</b>
<b>HVAC Diploma</b>	NA/900	<b>\$ 13,815</b>	\$ 1,500	\$ 50	<b>\$ 15,365</b>
<b>Massage Therapy Diploma (GPT Only)</b>	NA/775	\$ 13,144	\$ 1,500	\$ 50	\$ 14,694
<b>Massage Therapy Diploma (FYT Only)</b>	NA/775	<b>\$ 12,144</b>	\$ 1,200	\$ 50	<b>\$ 13,394</b>
<b>Massage Therapy Diploma (Except FYT &amp; GPT)</b>	<b>53/775</b>	<b>\$ 13,757</b>	\$ 1,200	\$ 50	<b>\$ 15,007</b>
<b>Massage Therapy AOS</b>	<b>96/1390</b>	\$ 25,075	\$ 1,500	\$ 50	\$ 26,625

\* Students enrolled in the Cosmetology, Cosmetology Instructor Training, and Esthetics programs offered in the state of Louisiana, will incur a \$10 out of pocket registration fee that must be made payable to the Louisiana Board of Cosmetology.

Note: All changes to the current Catalog are bolded on the above chart.

## REPEATING A COURSE — Page 11

Tuition is charged for repeated courses involving "W" or "F" grades. The last grade received in the repeated course becomes, and will remain the grade of record.

## ASSOCIATE IN OCCUPATIONAL STUDIES (AOS) DEGREE IN MASSAGE THERAPY — Page 84

(Currently available at the Metairie campus only)

# HEALTH INFORMATION MANAGEMENT, MEDICAL CODING AND BILLING DIPLOMA PROGRAM

(Currently available at Alexandria, Fayetteville, Gulfport and Houma campuses only)

The Blue Cliff College Diploma in Health Information Management, Billing and Coding (HIMBC) provides a basic study of software applications, medical insurance and billing, medical office administration, as well as a comprehensive study of medical science of the human body including anatomy and medical terminology. The diploma program prepares the graduate for entry-level positions in the healthcare field as health information technicians. Graduates will have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care. The normal completion time for the 65 credit hour program is 12 months for the day, and 18 months for the evening. Upon successful completion of the program and all other graduation requirements, a diploma in Health Information Management, Billing and Coding will be awarded.

## Required Courses in the Diploma in Health Information Management, Medical Coding and Billing Program

### Content Courses

HIM 100	Introduction to Health Information Management	(30/3) (30/0/0)
MED 101	Medical Terminology I	(30/3) (30/0/0)
BIO 101	Anatomy and Physiology I	(30/3) (30/0/0)
HIM 101	Medical Administrative Procedures	(50/3) (20/30/0)
HIM 102	Introduction to Data Management	(40/2) (0/40/0)
HIM 103	Health Information Security and Privacy	(30/3)(30/0/0)
MED 102	Medical Terminology II	(30/3) (30/0/0)
BIO 102	Anatomy and Physiology II	(30/3) (30/0/0)
HIM 104	Medical Coding and Billing I	(70/4) (20/50/0)
HIM 105	Reimbursement Methodologies	(50/3) (20/30/0)
HIM 106	Electronic Health Records I	(60/4) (20/40/0)
HIM 107	Medical Forms and Insurance	(30/3) (30/0/0)
HIM 108	Pharmacology for Health Information Management	(30/3) (30/0/0)
HIM 109	Patient Billing and Collection Processes	(30/3) (30/0/0)
HIM 110	Electronic Health Records II	(60/4) (20/40/0)
HIM 111	Medical Coding and Billing II	(70/4) (20/50/0)
HIM 112	Medical Coding and Billing III	(70/5) (30/40/0)
HIM 113	Professional Development / Career Management	(30/3) (30/0/0)
HIM 114	Externship	(180/6) (0/0/180)

# HEALTH INFORMATION MANAGEMENT, MEDICAL BILLING AND CODING

## DIPLOMA PROGRAM COURSE DESCRIPTIONS

### HIM 100 Introduction to Health Information Management

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course provides an introduction to health records systems with emphasis on record completion, maintenance, and preservation. The course will also discuss the relationship between health information management, delivery systems, patient information privacy, regulatory issues, documentation practices, reimbursement, information management, quality improvement, utilization management, and the role of the HIM professional within the healthcare workplace.

### MED 101 Medical Terminology I

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course introduces the student to the importance of proper use of medical terms through prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies. Patient histories and medical reports are used to establish the healthcare context in which these terms are employed.

### BIO 101 Anatomy and Physiology I

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course introduces cell structure and function, tissue structure and function, and the basics of homeostasis, metabolism, biological regulation and the immune system. The anatomy and normal functioning of the digestive, urinary, respiratory and blood/lymph systems are also covered.

*Pre or Co-requisite: MED 102 Medical Terminology I.*

### HIM 101 Medical Administrative Procedures

**3 Credits/20 Lecture/30 Lab/0 Extern**

This course introduces the procedures needed to efficiently function in a medically oriented office environment and the office operations required in meeting today's industry demands.

### HIM 102 Introduction to Data Management

**2 Credits/0 Lecture/40 Lab/0 Extern**

This course teaches how to use computers for information and communication by using common software applications in the execution of work processes.

### HIM 103 Healthcare Information Security and Privacy

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course introduces policies and procedures concerning the protection of the confidentiality and integrity of a patient's record and health information.

### MED 102 Medical Terminology II

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course presents the student with logic step by step method for building a medical vocabulary. Students will learn to recognize and build medical terms and apply them within the healthcare setting. *Prerequisite Med 101 Medical Terminology I*



## BIO 102 Anatomy and Physiology II

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course continues the anatomy and normal functioning of organ systems including the brain/central nervous system, cardiovascular system, endocrine system, integumentary, musculoskeletal and male/female reproductive systems. *Prerequisite: BIO 101 Anatomy and Physiology I*

## HIM 104 Medical Billing and Coding I

**4 Credits/20 Lecture/50 Lab/0 Extern**

This course offers an introduction to the principals of coding diseases using ICD (International Classification of Disease), clinical modification and the impact of coding for reimbursement at an introductory level.

## HIM 105 Reimbursement Methodologies

**3 Credits/20 Lecture/30 Lab/0 Extern**

This course provides an introduction to reimbursement methods. Proper coding is imperative for proper reimbursement from insurance companies. Emphasis will be placed on the importance of documenting medical necessity and proper diagnosis which are imperative for proper reimbursement. Billing and collection practices, reimbursement guidelines, and the audit and appeals process will be covered in this course.

## HIM 106 Electronic Health Records I

**4 Credits/20 Lecture/40 Lab/0 Extern**

Provides practical experience in the use of software programs commonly used in health information, including master patient index, chart tracking, abstracting, encoders, and groupers, release of information, birth registration, and incomplete record management system. Emphasis is placed on the use of spreadsheet and database programs and the manipulation and use of health information.

## HIM 107 Medical Forms and Insurance

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course identifies the major types of third-party health insurance providers; private and governmental health, disability, workers compensation and liability insurance. Provides practical application, completion, review, correction and submission of insurance billing forms; CMS-1500 and UB04; and assuring coding compliance with established national and organizational coding guidelines.

## HIM 108 Pharmacology for Health Information Management

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course introduces the general study of drug classifications, uses and effects as required in performing health data tasks.

## HIM 109 Patient Billing and Collection Processes

**3 Credits/30 Lecture/0 Lab/0 Extern**

This course will explore the standard procedures involved in billing patients for their financial responsibility and the standard collection process according to the Fair Debt Collection Practices Act and Telephone Consumer Protection Act.

## HIM 110 Electronic Health Records II

### 4 Credits/20 Lecture/40 Lab/0 Extern

This course will provide instruction and application in data content structure; collection, storage and retrieval of health information; analysis, interpretation, and presentation of health data; information technology and systems; various registries and ancillary departments.

*Prerequisite: HIM 106 Electronic Health Records I*

## HIM 111 Medical Billing and Coding II

### 4 Credits/20 Lecture/50 Lab/0 Extern

This course will provide an introduction to the principal mechanics of coding procedures according to CPT (Current Procedural Terminology) and its relationship to the medical professions financing administration at an introductory level. *Prerequisite: HIM 104 Medical Coding and Billing I.*

## HIM 112 Medical Coding and Billing III

### 5 Credits/30 Lecture/40 Lab/0 Extern

This course will explore more complex issues related to ICD and CPT coding for both acute and non acute health care settings. Prospective payment systems and DRG's (Diagnosis Related Groups) will be introduced as well as coding for prospective payment utilizing computer encoders and groupers will be emphasized. *Prerequisite: HIM 111 Medical Coding and Billing II*

## HIM 113 Professional Development

### 3 Credits/30 Lecture/0 Lab/0 Extern

This course prepares students for externship and career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, teamwork involved when interacting with co-workers, supervisors, doctors, nurses and other healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

## HIM 114 Externship

### 6 Credits/0 Lecture/0 Lab/180 Extern

An important aspect of training is actual experience enabling the application of textbook and lab principles to an actual professional setting. Internships meet the need for practical experience and serve as a capstone. Students are placed in supervised positions during this module. These positions will rotate students through a range of practical applications related to the specific competencies in their program and give students a chance to observe doctors, nurses, medical assistants and other health professionals engaged in routine healthcare practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism.

*Prerequisite: Successful completion of all other required courses, as well as, the permission of the Program Chair, Director of Education or Campus Director.*

# ADMISSIONS — Page 7

## ADMISSION / APPLICATION PROCEDURES

6. Applicants must successfully complete the Wonderlic Scholastic Level Exam with the minimum acceptable scores for the program of interest (*see table below for the minimum acceptable Wonderlic Scholastic Level Exam score by program*).

Program	Score
Cosmetology – Diploma	12
Clinical Medical Assisting – Diploma	12
Cosmetology Instructor Training – Diploma	12
Dental Assisting – Diploma	12
Dialysis Technician – Diploma	12
Esthetics - Diploma	12
Health Information Management, Medical Coding and Billing (HIMBC) – Diploma	15
Heating, Ventilation, and Air Conditioning (HVAC) Technician – Diploma	12
Massage Therapy – Diploma	12
Massage Therapy – AOS	15

# 2015 ACADEMIC CALENDAR — Page 92

2015 – Quarter Dates (Arkansas, Louisiana & Mississippi)		
Winter 2015		
Campus	Quarter Dates	Programs
Houma	1/12/2015-4/09/2015	MT, HVAC, DT, CMA-Night
Gulfport, Fayetteville, Metairie	1/12/2015-4/09/2015	MT, DT, CMA-Night
Alexandria	1/12/2015-4/09/2015	MT, CMA-Night
Lafayette	1/12/2015-4/09/2015	MT, DT, HVAC
Shreveport	1/12/2015-4/09/2015	MT, DT, CMA-Night Cosmo Instructor Training
<b>Breaks/Holidays</b>	MLK: 1/19/2015 Mardi Gras: 2/16/2015-2/17/2015 Spring Break: 4/10/2015-4/12/2015	
<i>(Continues on page 2)</i>		

## 2015 ACADEMIC CALENDAR — Page 92

(Continued from page 1)

2015 – Quarter Dates (Arkansas, Louisiana & Mississippi)		
Spring 2015		
Campus	Quarter Dates	Programs
Houma	4/13/2015-7/07/2015	MT, HVAC, DT, CMA-Night
Gulfport, Fayetteville, Metairie	4/13/2015-7/07/2015	MT, DT, CMA-Night
Alexandria	4/13/2015-7/07/2015	MT, CMA-Night
Gulfport, Houma, Alexandria, Fayetteville	4/13/2015-7/07/2015	HIMBC
Lafayette	4/13/2015-7/07/2015	MT, DT, HVAC
Shreveport	4/13/2015-7/07/2015	MT, DT, CMA-Night Cosmo Instructor Training
<b>Breaks/Holidays</b>	Memorial Day: 5/25/2015 Independence Day: 7/4/2015	
Summer 2015		
Campus	Quarter Dates	Programs
Houma	7/08/2015-10/1/2015	MT, HVAC, DT, CMA-Night
Gulfport, Fayetteville, Metairie	7/08/2015-10/1/2015	MT, DT, CMA-Night
Alexandria	7/08/2015-10/1/2015	MT, CMA-Night
Gulfport, Houma, Alexandria, Fayetteville	7/08/2015-10/1/2015	HIMBC
Lafayette	7/08/2015-10/1/2015	MT, DA, HVAC
Shreveport	7/08/2015-10/1/2015	MT, DT, CMA-Night Cosmo Instructor Training
<b>Breaks/Holidays</b>	Labor Day: 9/7/2015 Break: 10/2/2015-10/4/2015	
Fall 2015		
Campus	Quarter Dates	Programs
Houma	10/05/2015-1/05/2016	MT, HVAC, DT, CMA-Night
Gulfport, Fayetteville, Metairie	10/05/2015-1/05/2016	MT, DT, CMA-Night
Alexandria	10/05/2015-1/05/2016	MT, CMA-Night
Gulfport, Houma, Alexandria, Fayetteville	10/05/2015-1/05/2016	HIMBC
Lafayette	10/05/2015-1/05/2016	MT, DT, HVAC
Shreveport	10/05/2015-1/05/2016	MT, DT, CMA-Night Cosmo Instructor Training
<b>Breaks/Holidays</b>	Thanksgiving Break: 11/26/2015-11/29/2015 Christmas Break: 12/24/2015-12/27/2015 New Year's Break: 12/31/15-1/3/2016	
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

## 2015 ACADEMIC CALENDAR — Page 92

2015 – 6 Week Dates (Arkansas, Louisiana & Mississippi)		
Winter 2015		
Campus	6 Week Dates	Programs
Metairie	1/12/2015-2/26/2015 <b>6 Week 1</b>	CMA-Day & Night, DA-Day & Night, Cosmo-Night
Alexandria, Houma, Gulfport	3/02/2015-4/11/2015 <b>6 Week 2</b>	CMA-Day & Cosmo-Night
Fayetteville, Lafayette		CMA-Day
Alexandria Online		HIMBC & CAMA
Shreveport		CMA-Day, Cosmo-Night, & Esthetics-Night
<b>Breaks/Holidays</b>	MLK: 1/19/2015 Mardi Gras: 2/16/2015-2/17/2015 Spring Break: 2/27/2015-3/1/2015	
Spring 2015		
Campus	6 Week Dates	Programs
Metairie	4/13/2015-5/26/2015 <b>6 Week 1</b>	CMA-Day & Night, DA-Day & Night, Cosmo-Night
Alexandria, Houma, Gulfport	5/27/2015-7/7/2015 <b>6 Week 2</b>	CMA-Day & Cosmo-Night
Fayetteville, Lafayette		CMA-Day
Alexandria Online		HIMBC & CAMA
Shreveport		CMA-Day, Cosmo-Night, & Esthetics-Night
<b>Breaks/Holidays</b>	Memorial Day: 5/25/2015 Independence Day: 7/4/2015	
Summer 2015		
Campus	6 Week Dates	Programs
Metairie	7/08/2015-8/18/2015 <b>6 Week 1</b>	CMA-Day & Night, DA-Day & Night, Cosmo-Night
Alexandria, Houma, Gulfport	8/19/2015-10/01/2015 <b>6 Week 2</b>	CMA-Day & Cosmo-Night
Fayetteville, Lafayette		CMA-Day
Alexandria Online		HIMBC & CAMA
Shreveport		CMA-Day, Cosmo-Night, & Esthetics-Night
<b>Breaks/Holidays</b>	Labor Day: 9/7/2015 Break: 10/2/2015-1/1/2015	
<i>(Continues on page 4)</i>		

## 2015 ACADEMIC CALENDAR — Page 92

*(Continued from page 3)*

2015 – 6 Week Dates (Arkansas, Louisiana & Mississippi)		
Fall 2015		
Campus	6 Week Dates	Programs
Metairie	10/5/2015-11/14/2015 <b>6 Week 1</b>	CMA-Day & Night, DA-Day & Night, Cosmo-Night
Alexandria, Houma, Gulfport	11/16/2015-1/5/2016 <b>6 Week 2</b>	CMA-Day & Cosmo-Night
Fayetteville, Lafayette		CMA-Day
Alexandria Online		HIMBC & CAMA
Shreveport		CMA-Day, Cosmo-Night, & Esthetics-Night
<b>Breaks/Holidays</b>	Thanksgiving Break: 11/26/2015-11/29/2015 Christmas Break: 12/24/2015-12/27/2015 New Year's Break: 12/31/15-1/3/2016	
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

## 2015 ACADEMIC CALENDAR — Page 92

2015 – 4 Week Dates (Arkansas, Louisiana & Mississippi)		
Winter 2015		
Campus	4 Week Dates	Programs
Gulfport, Houma, Alexandria, Lafayette, and Metairie	1/12/2015-2/09/2015 2/10/2015-3/12/2015 3/16/2015-4/11/2015	Cosmetology-Day
Shreveport		Cosmetology-Day & Esthetics-Day
<b>Breaks/Holidays</b>	MLK: 1/19/2015 Mardi Gras: 2/16//2015-2/17/2015 Spring Break: 3/13/2015-3/15/201	
Spring 2015		
Campus	4 Week Dates	Programs
Gulfport, Houma, Alexandria, Lafayette, and Metairie	4/13/2015-5/09/2015 5/11/2015-6/8/2015 6/09/2015-7/7/2015	Cosmetology-Day
Shreveport		Cosmetology-Day & Esthetics-Day
<b>Breaks/Holidays</b>	Memorial Day: 5/25/2015 Independence Day: 7/4/2015	
Summer 2015		
Campus	4 Week Dates	Programs
Gulfport, Houma, Alexandria, Lafayette, and Metairie	7/08/2015-8/04/2015 8/05/2015-9/1/2015 9/2/2015-10/1/2015	Cosmetology-Day
Shreveport		Cosmetology-Day & Esthetics-Day
<b>Breaks/Holidays</b>	Labor Day: 9/7/2015 Break: 10/2/2015-10/4/2015	
Fall 2015		
Campus	4 Week Dates	Programs
Gulfport, Houma, Alexandria, Lafayette, and Metairie	10/5/2015-10/31/2015 11/2/2015-12/1/2015 12/2/2015-1/05/2016	Cosmetology-Day
Shreveport		Cosmetology-Day & Esthetics-Day
<b>Breaks/Holidays</b>	Thanksgiving Break: 11/26/2015-11/29/2015 Christmas Break: 12/24/2015-12/27/2015 New Year's Break: 12/31/15-1/3/2016	
<b>Note:</b> The College reserves the right to change the academic calendar or to use term breaks to make-up postponed classes.		

For more information about graduation rates and other important information, please visit the College's website at <http://bluecliffcollege.edu/about/frequently-asked-questions/>.

# BLUE CLIFF COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION POLICY — Page 47

## OBJECTIVE OF THE DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The purpose of the Blue Cliff College's Drug & Alcohol Abuse Prevention Policy is to foster a safe and healthy campus where students, faculty, and staff can work and attend in an environment free of the detrimental effects associated with drug and alcohol abuse. Through the Drug and Alcohol Abuse Prevention Program, Blue Cliff College (BCC) can inform students, faculty, and staff about the health risks associated with substance abuse, the resources available to help cope with substance abuse, and the sanctions imposed by federal, state, and local authorities, as well as the BCC standards with regard to the use or abuse of alcohol and/or controlled substances.

## SUBSTANCE ABUSE POLICY

The use, possession, or distribution of prohibited substances (including alcoholic beverages, illegal chemical substances, or any legally prescribed chemical substances used in a manner contrary to a doctor's prescription) by any employee or student on any campus or on any externship/clinical site during related experiences is prohibited. Any employee or student found in violation of this rule may be dismissed from employment and/or study, and the school may also report the incident to local law enforcement.

## STANDARDS OF CONDUCT

1. Consumption of alcohol is prohibited on all campuses and externship/clinical sites.
2. Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
3. The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
4. The operation of any vehicle or machinery for Institution business while under the influence of alcohol or drugs is strictly prohibited.
5. The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.

*(Note: The term "Campus" also encompasses at any school sanctioned activity/function.)*



## HEALTH RISKS OF DRUG AND ALCOHOL ABUSE

Alcohol abuse is the leading preventable cause of death in the U.S. at 75,000 deaths per year and drug abuse of prescription drugs has escalated to as serious a national health problem as the use of illegal drugs. The health risks of alcohol and drug abuse can include nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness/increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, increased heart rate, anxiety, panic attacks, psychosis, addiction, and fatal overdose. Below are some specific risks related to the use of alcohol and illegal drugs:

1. **Alcohol:** can cause loss of concentration and judgment, poor attendance and punctuality, and the inability to manage work or school responsibilities. Personal dangers can range from liver and kidney disease to alcoholism.
2. **Amphetamines:** can cause feelings of being rushed and causes users to push themselves beyond their capacity. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.
3. **Barbiturates:** can slow mental reflexes, causing danger when mental alertness is required. Personal dangers range from disruption of family life to serious health problems such as kidney and liver disease.
4. **Cocaine:** causes temporary false feelings of superhuman powers, impairing judgment and decision-making abilities. Also causes emotional problems, mood swings, and lack of dependability. Personal dangers include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain functions.
5. **Hallucinogens (PCP, LSD, Ecstasy):** can cause the user to hallucinate, thereby distorting what is being said or heard. Also causes sudden changes in behavior that may include attacks on others, loss of concentration, and memory loss long after the dose has worn off.
6. **Heroin:** causes total disinterest in safety. Dirty needles and other paraphernalia can spread diseases such as HIV/AIDS. Personal dangers include damage to personal productivity and relationships, and an overdose can cause coma or death. Heroin is always addictive, even in small amounts, and withdrawal is difficult and painful.
7. **Marijuana:** slows reflexes, reduces mental power, causes forgetfulness and impairs judgment. Personal dangers include possible damage to lungs, reproductive system, and brain functions.

## LEGAL SANCTIONS FOR DRUG & ALCOHOL ABUSE

Blue Cliff College will comply with all federal, state and local laws and policies regarding the abuse of alcohol and other drugs by its employees and students. There are numerous sanctions under federal, state and local law regarding the use, possession, and distribution of illicit drugs and alcohol. For a current listing of federal penalties and sanctions, visit the U.S. Drug Enforcement Administration website at [www.justice.gov](http://www.justice.gov). Additional state penalties and sanctions may also apply; please see *Appendix A* for a full listing of penalties for each jurisdiction in which the Institution operates.

## SANCTIONS BLUE CLIFF COLLEGE WILL IMPOSE

1. Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
2. Any employee or student found using; possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.
3. Any employee or student who reports to work or class under the influence of alcohol or drugs shall not be permitted to remain on campus or the externship/clinical site and will be escorted home. The employee or student shall also be subject to disciplinary action.
4. Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly and the individual could be subject to termination or expulsion or referral for prosecution.
6. In all cases, the Institution abides by local, state and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol by individuals who have not attained the legal drinking age. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs that are used in a manner contrary to a doctor's prescription.

*(Note: The term "Campus" includes any school sanctioned activity/function.)*

## COUNSELING, TREATMENT & REHABILITATION PROGRAMS

Blue Cliff College supports programs that aid in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help you locate a facility near you. The toll free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week; 1-800-622-HELP (4357). You can also access their treatment facility location online at <http://www.samhsa.gov/treatment/index.aspx>. Additional resources for counseling, treatment and rehabilitation include:

**AI-Anon:** 1-800-356-9996

**American Council on Alcoholism Helpline:** 1-800-527-5344

**Cocaine Hotline:** 1-800-COCAINE

**National Council on Alcoholism:** 1-800-NCA-CALL

## REVIEW & DISTRIBUTION

This Drug and Alcohol Abuse Prevention Program Policy will be reviewed biennially (in even-numbered years) to determine its effectiveness. During the review an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The Drug and Alcohol Abuse Prevention Policy will be distributed to employees and students on an annual basis by October 1st a sign-off acknowledging receipt will be kept in the personnel file and financial aid file, respectively.

As part of the Campus Effectiveness Plan (CEP) of the College, this policy will be reviewed by the Campus Effectiveness Planning Committee for procedures to assure desired outcomes.

## APPENDIX A: STATE PENALTIES & SANCTIONS FOR DRUG/ALCOHOL ABUSE

### Alaska

The state of Alaska has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Alaska Code Sections 11.71.140 to 11.71.190.

### Arizona

The state of Arizona has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Arizona Revised Statutes - Title 13 - Criminal Code - Chapter 34 Section 13-3401.

### California

The state of California has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the California Health and Safety Code Sections 11350 through 11356.5.

### Colorado

The state of Colorado has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Note that while Colorado has decriminalized small quantities of Cannabis, the use of Cannabis remains a federally restricted activity in all instances; users face the possibility of Federal penalties. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Colorado Revised Statutes, Title 18, Article 18 - 19.

## Connecticut

The state of Connecticut has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in Connecticut Consumer Protection Code Sections 21a-243-7 through 21a-243-11.

## Florida

The state of Florida has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Florida Code, Title XLVI, Chapter 893, Section 13.

## Hawaii

The state of Hawaii has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Hawaii Revised Statute Sections 329-13 to 329-22.

## Idaho

The state of Idaho has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Idaho Statutes, Title 37 Chapter 27, Article IV.

## Illinois

The state of Illinois has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Illinois Compiled Statutes Chapter 720, Section 570, Article 1.

## Kansas

The state of Kansas has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Kansas Statutes, section 21-5705.

## Louisiana

The state of Louisiana has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Louisiana Revised Statutes 40:966 - 1022.

## Michigan

The state of Michigan has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Michigan Code section 333.7212, 7214, 7216, 7218, and 7220.

## Mississippi

The state of Mississippi has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Mississippi Code Title 41, Chapter 29; Article 3.

## Montana

The state of Montana has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Montana Code Title 45 Chapter 9 Article 1 and 2.

## Nebraska

The state of Nebraska has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Nebraska Revised Statutes Section 28-405.

## Nevada

The state of Nevada has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Nevada Code Title 15 Chapter 202.

## New Jersey

The state of New Jersey has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the New Jersey Permanent Statutes, Title 2C Section 35.

## New York

The state of New York has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the New York State Laws, Article 33.

## North Dakota

The state of North Dakota has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the North Dakota Century Code Title 19 Chapter 3.

## Oklahoma

The state of Oklahoma has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Oklahoma Statutes Section 2-201-212.

## Pennsylvania

The state of Pennsylvania has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Pennsylvania Health and Safety Code, Title 35, Section 780-113.

## Rhode Island

The state of Rhode Island has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Rhode Island General Laws Title 21, Chapter 21-29, Section 2.08.

## South Carolina

The state of South Carolina has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the South Carolina Code of Laws: 44-53-110.

## South Dakota

The state of South Dakota has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the South Dakota Code Title 22 Chapter 42 Section 5.

## Tennessee

The state of Tennessee has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Tennessee Code of Laws: 39-17-401.

## Texas

The state of Texas has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Note that in Texas, any drug conviction can result in the removal of driving privileges. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Texas Administrative Code, Title 37, Part 1, Chapter 13.

## Utah

The state of Utah has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Utah Code, Title 78B, Chapter 8, Section 201.

## Vermont

The state of Vermont has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Vermont Statutes Title 84 Section 4205.

## Virginia

The state of Virginia has a broad range of penalties for the use and distribution of controlled substances. These penalties range from fines to imprisonment and seizure of property. Crimes pertaining to the use and/or distribution of controlled substances can be prosecuted along a varying scale of seriousness, ranging from misdemeanor to felony. Full details on all crimes relating to Controlled Substances, their use and distribution can be found in the Code of Virginia, Title 54.1, Chapter 34.



## LEAVE OF ABSENCE (LOA) — Page 31

Blue Cliff College's institutional philosophy is to inspire students to strive for excellence and to achieve maximum personal potential. However, life circumstances can often temporarily pause this journey toward maximum personal potential. We want all students to know that the College stands behind you 100% and looks forward to your expeditious return.

A leave of absence (LOA) refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. A student may request to interrupt his/her training for the following reasons:

- A.** Personal or medical reasons. Medical (including pregnancy and single parenting issues)
- B.** Family Care (childcare, death of family or unexpected medical care of family)
- C.** Military Duty
- D.** Natural Disaster (per FEMA)
- E.** Jury Duty
- F.** Scheduling conflicts (failed or repeated course availability)
  1. Any conflicts due to rotation scheduling (if applicable)
  2. Scheduled break by externship employer which could result in the student violating the attendance policy.
- J.** Student incarcerated during program
  - A student is considered to be incarcerated if she is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor).
  - A student is not considered to be incarcerated if she is in a halfway house or home detention or is sentenced to serve only weekends.
  - Incarcerated students are not eligible for FSA loans. They are also eligible for Pell Grants if not incarcerated in a federal or state penal institution.
- K.** Student enters into rehabilitation during the program
- L.** Other extenuating circumstances beyond student control

A Leave of Absence Application may be obtained from the school's Director of Education, designee or Campus Director. The application must be completed, dated and signed by the student and include the reason for the request along with documentation to support reason listed. All documentation should be submitted to the school's Director of Education, designee or Campus Director. In rare cases, when the student is not available to sign the document (hospitalization, emergency) the signature of the DOE and CD will suffice for approval and completion of request. However, the documentation must be collected at a later date. Applications are submitted to the Director of Education or designee, and are subject to approval by the Campus Director. A student on academic probation is not eligible for a Leave of Absence.

A handwritten letter from the student or guardian is not acceptable documentation. Students in programs such as Health Information Management, Billing and Coding, Massage Therapy, Dialysis Technician, and Clinical Medical Assisting (evening) can take a LOA after the student has completed the 12 week term during which the LOA has been requested. Students in all other programs can request a LOA after she /he has completed the module (6 week, or 4 weeks) during which the

LOA has been requested. In the case where a student requests a LOA before the end of the term, the student will be withdrawn from all courses currently attending, and scheduled courses will be unregistered.

## APPROVED LEAVES OF ABSENCE

A leave of absence is an “approved” leave of absence if:

- It is the only leave of absence granted to the student in a 12 month period;
- The student followed the school's policy in requesting the leave of absence;
- The school approved the student's request in accordance with the school's policy;
- The leave of absence does not involve additional charges by the school;
- If there is a reasonable expectation that the student will return from LOA;
- Except in a clock-hour program, a student returning from LOA must resume training at the same point in the academic program that he or she began the LOA

## NUMBER OF LEAVES OF ABSENCE IN A TWELVE (12) MONTH PERIOD

Only one leave of absence may be granted to a student in a Twelve (12) month period. However, more than one leave of absence may be granted for the limited, well-documented cases due to unforeseen circumstances that are listed above.

Provided that the total number of days of all leaves of absence does not exceed 180 days in any Twelve (12) month period, the school may treat as an approved leave of absence if they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

A student who is granted an approved leave of absence is considered to remain in an in-school status for Title IV Loan repayment purposes. If a student does not return from an approved leave of absence, the student's withdrawal date, and the beginning of the student's grace period, is the last date of academic attendance as determined by the school from its attendance records. One consequence of this is that some or all of a student's grace period will be exhausted for a Title IV Program Loan. A student who has exhausted his or her grace period and is unable to begin repayment of a loan may apply for a deferment or forbearance of payment. The school will report to the loan holder the student's change in enrollment status as of the withdrawal date.

## BLUE CLIFF COLLEGE ATTENDANCE POLICY — Page 26

### INDIVIDUAL COURSE ATTENDANCE POLICY:

*Should a student fail to attend any class, within 14 days of the start of class, the student will be unregistered from the course and the student's Title IV Pell eligibility will be recalculated. Based upon the recalculation, the student's Pell eligibility may be changed, resulting in a refund to the Department of any ineligible disbursements.*

## ATTENDANCE — Page 26

### BLUE CLIFF COLLEGE ATTENDANCE POLICY:

**Attendance Requirement – Cosmetology Students** – Cosmetology students are required, by law, to successfully complete 1500 hours of approved instruction in order to be eligible for program completion. **Consequently, BCC students must complete 100% of the 1500 program hours and pass all courses in order to qualify for graduation. Students who have not attended the required 1500 hours and successfully completed all required course work will be allowed no more than three additional months from their course completion date to meet the hour requirements. Students not meeting this requirement will be withdrawn from the program.**

## ATTENDANCE — Page 37

### GRADUATION/COMPLETION REQUIREMENTS

#### Program Specific Graduation Requirements:

- Massage Therapy students in Mississippi must pass the Mississippi State Board of Massage Therapy
- Licensure Exam.
- **Cosmetology students must pass all course work and have attended 1500 hours.**
- Massage Therapy students in Mississippi must have at least a “C” in every course.
- Massage Therapy students in Arkansas must have at least a 75% in every course.

# HEALTH INFORMATION MANAGEMENT, MEDICAL CODING AND BILLING DIPLOMA PROGRAM — Addendum #2

(Currently available at Alexandria, Fayetteville, Gulfport and Houma campuses only)

The Blue Cliff College Diploma in Health Information Management, Billing and Coding (HIMBC) provides a basic study of software applications, medical insurance and billing, medical office administration, as well as a comprehensive study of medical science of the human body including anatomy and medical terminology. The diploma program prepares the graduate for entry-level positions in the healthcare field as health information technicians. Graduates will have the ability to code patients' medical information for insurance purposes and use computer programs to tabulate and analyze data to improve patient care. The normal completion time for the 65 credit hour program is 12 months for the day, and **15 months for the evening**. Upon successful completion of the program and all other graduation requirements, a diploma in Health Information Management, Billing and Coding will be awarded.

## PROGRAM OF STUDY AND COURSE DESCRIPTIONS — Page 58 (chart)

Program	Quarter Credit	Clock Hours	Month to Complete
Diploma			
<b>Health Information Management, Billing and Coding (HIMBC)</b> Diploma (Day)	65	950	12
<b>Health Information Management, Billing and Coding (HIMBC)</b> Diploma (Evening)	65	950	<b>15</b>

## ADMISSIONS — Page 7

### ADD/DROP PERIOD

BCC utilizes the seven days following each Start, designated as add/drop period, to continue enrolling prospective students. As such, prospective students may be conditionally accepted during add/drop, however at no time will the school post attendance for a student until all admissions requirements have been met. If a student fails to meet all admissions requirements or requests to cancel their enrollment, they will be recorded as either a Cancel or Denied Admissions and no charges will be applied. Once a student has met all admissions criteria and attended classes applicable charges may apply (*see page 13-17 "Cancellation and Tuition Refund Policy" for additional details*).

## ADMISSIONS — Page 8

### (Bottom of the page)

Both the institutional acceptance and program admission is contingent upon the Admissions Office receiving a copy of the student's final high school transcript/diploma or equivalent before the start of classes.

## ACADEMIC STANDARDS AND POLICIES (Scheduling) — Page 36

### ADD/DROP PERIOD

Students may request schedule changes through the seventh day of the term for day students and the seventh day of the term for night students. Any class time missed during the add/drop period is counted toward the fulfillment of the attendance policy and should be made up per the catalog. The assigned credit hour value of any course a student is registered for after this period will be used when determining the number of credits attempted. Students who fail to establish attendance by the end of the drop/add period in a particular course may not be allowed to start the course. Students who fail to establish attendance in any of their courses by the end of the drop/add period may be withdrawn from the school.