



Blue Cliff College



2019 – 2020

CATALOG volume II

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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At Blue Cliff College there will be no discrimination on the basis of race, creed, religion, color, sex, sexual orientation, age, disability, or national origin in any of its policies, practices, or procedures. This principle applies to, but is not limited to, education programs, admissions, clinics, employment practices and financial aid. Enrollment at Blue Cliff College implies the acceptance of these conditions concerning all matters and failure to read this catalog does not excuse students from the requirements and policies required within. Illustration Sources for this catalog were purchased from iStockPhoto.com and Shutterstock.com. While not all photographs in this publication were taken at the college, they do accurately present the general type and quality of equipment and facilities found at the college.

Effective: January 1, 2019

TABLE OF CONTENTS

- 1 **INTRODUCTION**
 - Mission Statement and Philosophy
 - Mission Statement
 - Vision Statement
 - Institutional Philosophy
 - Culture and Values
- 2 History
 - The History of Blue Cliff College
- 3 Campus Locations
- 4 Facilities
- 6 Accreditation, Licenses, Affiliations and Approvals
- 8 **ADMISSIONS**
 - Admission to Blue Cliff College
 - Verification of High School Graduation or Equivalence
 - Transcripts from Foreign Countries
 - Admission Requirements
- 9 Admission / Application Procedures
- 10 Add / Drop Period
 - Notification of Admission Acceptance
 - Transfer Students
- 11 Additional Admission Requirements for Clinical Medical Assisting (CMA)
 - Additional Admission Requirements for Dental Assisting (DA)
- 12 Additional Admission Requirements for Dialysis Technician (DT) – (Gulfport, MS Campus only)
 - Additional Admission Requirements for Massage Therapy (MT)
 - Additional Admission Requirements for Cosmetology
 - Additional Admission Requirements for Cosmetology – (Gulfport, MS Only)
- 13 Additional Admission Requirement for the Hybrid Programs – (see pages 126-139)
 - Admission for Applicants with Disabilities
 - Re-admission
 - Statement of Non-Discrimination
- 14 **TUITION AND FEES**
 - Financial Information
- 15 Repeating a Course
 - Fees and Expenses
 - Other Fees
- 16 Cancellation and Tuition Refund Policy
- 17 Arkansas
 - Louisiana
- 18 Mississippi
- 19 All Other Programs (Mississippi)
 - Withdrawal from the College
 - Refund Policy for Students on Department of Veterans Affairs (DVA) Benefits
- 20 Return of Title IV Funds
 - Official Withdrawals
 - Unofficial Withdrawals
 - Holidays and Breaks
 - Returns of Title IV Calculation
 - Calculating Earned Aid Credit Hour (Term Based)
- 21 Calculating Earned Aid Clock Hour (Non-Term Based)
 - Calculating Unearned Aid
 - Calculating Return of Title IV Aid Amount
- 22 Student Portion of Return of Title IV Funds
 - How to Handle Overpayment
- 23 Post Withdrawal Disbursement Notification
 - Financial Standing
- 24 **FINANCIAL AID**
 - Applying for Financial Aid
- 25 Financial Aid Resources
 - Federal Direct Loan Program (Unsubsidized)
 - Federal Direct Loan Program (Subsidized)
 - Federal Direct Plus Loan Program
 - Federal Pell Grant
 - Federal Direct Consolidation Loans
- 26 Scholarships
 - Scholarship Eligible for Massage Therapy Students with a Cash Payment Plan
 - TOPS Scholarship Program
- 27 Veterans Financial Assistance Policy
- 28 Title 38 United States Code Section (3679(E) School Compliance Form
- 29 Financial Aid Adjustments
 - Standards of Satisfactory Academic Progress
- 31 Attendance
 - Blue Cliff College Attendance Policy
- 32 Attendance Requirement – Online / Hybrid Students
- 33 Veteran’s Attendance Policy
 - Attendance Tracking

35 **ACADEMIC STANDARDS AND POLICIES**

- Class Hours
- 36 Assessment
 - Leave of Absence (LOA)
- 37 Approved Leaves of Absence
- 38 Number of Leaves of Absence in a 12 Months Period
 - Returning from a Leave of Absence
 - Definition of Academic Terms, Academic Year and Contact Hour
 - Full-Time and Part-Time Status
 - Definition of Clock Hour
- 39 Unit of Credit
- 40 Grading System and Standards
 - Grading System and Standards Applied to the Gulfport, Mississippi Campus Only
- 41 Grading System and Standards Applies to the Fayetteville, Arkansas Campus Only
 - Calculating Grade Point Average (GPA)
 - Transfer Credits (T)
 - Individual Course Withdrawal (W)
- 42 Credit by Examination (X)
 - Prerequisites
- 43 Repeating a Course
 - Add / Drop Period (Scheduling)
 - Change of Program
- 44 Externship Requirements
- 45 Grade Point Average for Completion
 - Diploma / Degree Requirements
 - Graduation / Completion Requirements
- 47 **SATISFACTORY ACADEMIC PROGRESS (SAP)**
 - Standards
 - Qualitative Standard
 - Quantitative Standard
- 48 Academic Standing
- 49 Maximum Time Frame Allowed for Program Completion (Quantitative)
 - Maximum Time Frame Allowed for Program Completion (Quantitative)
- 50 Academic Warning (Qualitative and Quantitative)
 - Financial Aid Suspension and Probation
 - Academic Probation (Qualitative and Quantitative)
 - Academic Dismissal 1 (Qualitative and Quantitative)
 - Notification

- 51 Letter grades, Withdrawals, Incompletes, Transfers, Repeats, and Remedial Courses
 - Change of Program
 - Appeal Process Summary
- 52 Regaining Eligibility
- 53 **STUDENT SERVICES**
 - Advising
- 54 WellConnect
 - Tutoring
 - Refresher Privileges
 - Financial Aid Services
 - Orientation
 - Career Services
- 55 Bookstore and Supply Center
 - Student / Instructor Ratio
- 56 Transcript Requests
 - Records and Confidentiality
 - Transferring Blue Cliff College Credit
 - Library / Learning Resource Center
- 57 Parking
 - Housing
 - Continuing Education Units (CEU's) for Programs
- 58 Campus Safety and Security
 - Campus Security and Crime Information
- 59 **BLUE CLIFF COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION POLICY**
 - Objective of the Drug and Alcohol Abuse Prevention Policy
 - Substance Abuse Policy
 - Standards of Conduct
 - Sanctions Blue Cliff College Will Impose
- 60 Health Risks of Drug and Alcohol Abuse
- 61 Counseling, Treatment and Rehabilitation Programs
 - Review and Distribution
- 62 **STUDENT RIGHTS AND RESPONSIBILITIES**
 - Student Conduct
- 64 Classroom and Campus Code of Conduct
 - Workplace Violence Policy
- 65 General Dress Codes for Students
 - Program Specific Dress Codes
 - Clinic Dress Code
 - Disciplinary Standards

- 66 Violations and Appeals of Student Discipline
Student Complaint / Grievance Procedure
- 68 Sexual Harassment Policy
What is Sexual Harassment and Sex Discrimination?
- 70 Privacy and Confidentiality
Reporting Suspected Sexual Harassment
Confidential Resources
- 71 Blue Cliff College Grievance Procedure
Filing a Complaint
- 76 Student Privacy
- 78 Drug-Free, Smoke-Free, and Gun-Free School
- 79 **PROGRAMS OF STUDY AND COURSE DESCRIPTIONS**
- 80 **DIPLOMA IN COSMETOLOGY**
- 81 Diploma in Cosmetology Program Course Descriptions
- 85 **DIPLOMA IN DENTAL ASSISTING**
- 86 Diploma in Dental Assisting Course Descriptions
- 90 **DIPLOMA IN ESTHETICS**
- 91 Diploma in Esthetics Course Descriptions
- 93 **DIPLOMA IN ESTHETICS** (Available at the Gulfport, MS Campus Only)
- 94 Diploma in Esthetics Course Descriptions
- 96 **DIPLOMA IN HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) TECHNICIAN**
- 97 Diploma in Heating, Ventilation, and Air Conditioning Technician Course Descriptions
- 100 **DIPLOMA IN MASSAGE THERAPY** (Available at the Metairie, LA Campus Only)
- 102 Diploma in Massage Therapy Program Course Descriptions
- 106 **DIPLOMA IN MASSAGE THERAPY** (Available at the Gulfport, MS Campus Only)
- 108 Diploma in Massage Therapy Program Course Descriptions
- 111 **DIPLOMA IN MASSAGE THERAPY** (Available at the Alexandria, Houma, Lafayette, LA, and Fayetteville, AR Campuses)
- 112 Diploma in Massage Therapy Program Course Descriptions
- 114 **COSMETOLOGY PROGRAM (CREDIT HOURS) – NEW STUDENTS STARTING CLASSES AFTER JANUARY 1, 2020**
TUITION AND FEES
Financial Information
Repeating a Course
- 115 Fees and Expenses
Other Fees
- 116 **ATTENDANCE**
Blue Cliff College Attendance Policy
Program of Study and Course Description
- 117 **DIPLOMA IN COSMETOLOGY** (Available at the Alexandria, Houma, Lafayette, Metairie, LA, and Gulfport MS Campuses)
- 118 Diploma in Cosmetology Program Course Description
- 122 Academic Calendar – 2020 (Cosmetology Track 1 — Louisiana & Mississippi)
- 123 Academic Calendar – 2020 (Cosmetology Track 2 — Louisiana & Mississippi)
- 124 **HYBRID PROGRAMS PROGRAMS OF STUDY AND COURSE DESCRIPTIONS – HYBRID PROGRAMS**
- 125 Hybrid Technical Requirements
Hybrid Learning Platform and Canvas Technical Requirements
- 126 **DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA) – HYBRID PROGRAM**
- 127 Diploma in Clinical Medical Assisting (CMA)
Course Descriptions – Hybrid Program
- 131 **DIPLOMA IN DIALYSIS TECHNICIAN – Hybrid Program** (Available at Gulfport MS Campus Only)
- 132 Diploma in Dialysis Technician Course Descriptions – Hybrid Program
- 135 **DIPLOMA IN HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) – HYBRID PROGRAM**
- 136 Health Information Management, Medical Billing and Coding Diploma Program Course Descriptions – Hybrid Program

- 141 **ONLINE**
 - Online Admission Requirement
 - Program Admission Requirements
 - Admission / Application Procedures
- 143 Technical Requirements for Online Students
 - Technical Specifications
- 144 Program Tuition and Fees
 - Tuition Information
- 145 Program Cost
 - Refund Calculation
 - Scholarships
 - Transfer Students
- 146 Blue Cliff College 1+1 Matriculation and Block Transfer Credit Policy
 - 1+1 Matriculation for Associate of Occupational Studies (AOS) Candidates
- 147 Satisfactory Academic Progress (SAP)
 - Standards
 - Qualitative Standards
- 148 Quantitative Standards
 - Academic Standing
- 149 Maximum Time Frame Allowed for Program Completion (Quantitative)
 - Academic Warning (Qualitative and Quantitative)
 - Financial Aid Suspension and Probation
 - Academic Dismissal 1 (Qualitative and Quantitative)
- 150 Notification
 - Letter Grades, Withdrawals, Incompletes, Transfers, Repeats and Remedial Courses
 - Attendance
- 151 Leave of Absence (LOA)
 - Change of Program
 - Add / Drop Period
 - Make-Up Policy
 - Repeated Courses
- 152 Appeal Progress Summary
 - Remaining Eligibility
 - Student Rights and Responsibility
 - Student Conduct
- 153 Online Programs of Study
- 154 **CLINICAL ADMINISTRATIVE MEDICAL ASSISTING (CAMA)**
- 156 Associate of Occupational Studies in Clinical Administrative Medical Assisting Course Descriptions
- 161 **HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC)**
- 163 Associate of Occupational Studies in Health Information Management, Billing and Coding Course Descriptions
- 167 **DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (MOA)**
- 168 Diploma in Medical Office Administration Program Course Descriptions
- 170 **ACADEMIC CALENDARS**
 - 2019 Quarter (12 Weeks) Academic Calendar
- 171 2019 Six Weeks Academic Calendar
- 172 2019 Four Weeks Academic Calendar
- 173 2020 Quarter (12 Weeks) Academic Calendar
- 174 2020 Eight Weeks Academic Calendar – Cosmetology Clock Hour Students
- 175 2020 Six Weeks Academic Calendar
- 176 Academic Calendar – 2020 Gulfport Esthetics Program Special Calendar
- 178 Index

INTRODUCTION

MISSION STATEMENT AND PHILOSOPHY

MISSION AND PHILOSOPHY

Principle and Purpose:

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

MISSION STATEMENT

Blue Cliff College is a community-based organization committed to educating individuals in their quest for employment or career advancement.

We achieve this by creating dynamic local learning environments that are accessible, affordable and student focused for individuals who might not otherwise have opportunities for a post-secondary educational experience.

Our measure of success is defined by student technical and academic achievement, graduation and employment in the career field of their choice.

VISION STATEMENT

The Vision of Blue Cliff College is to achieve organizational success and recognition as a vital member of our community producing well-rounded citizens who will take their place as skilled professionals providing value and service to the marketplace and community at large.

INSTITUTIONAL PHILOSOPHY

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

Blue Cliff College 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 BCC graduate has been meticulously prepared.

CULTURE AND VALUES

Blue Cliff College supports a culture that is student- and employee-focused, respectful, communicative, professional, ethical and focused on doing the right thing at all times.

Blue Cliff College supports individual action by its employees and values accountability, teamwork, integrity, honesty, urgency and a focus on achieving positive outcomes in all endeavors.

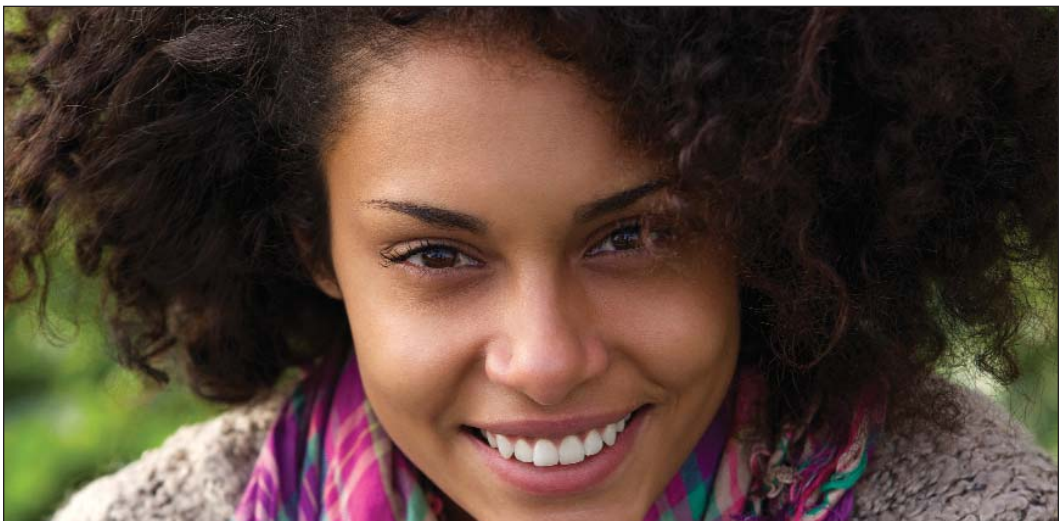
HISTORY

THE HISTORY OF BLUE CLIFF COLLEGE

Blue Cliff College (BCC) was founded in 1987 with the goal of becoming one of the most respected 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), which is a recognized accrediting agency by the US Department of Education. In August of 1999, Education Management, Inc. (EMI) purchased the Blue Cliff College system. Several years later Quad Partners, an educational investment group, became 49% owners and in April 2008 they assumed 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 (that 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, satellite campuses were added in Fayetteville, Arkansas and Metairie, Louisiana. Today, BCC-system includes six campuses and two satellite locations that are branches of our main school in Metairie, LA. Acadiana Area Career College was added in May of 2012. Also, in December 2012 the ABC Training Center was added to the BCC family. Blue Cliff College has added an online delivery method for the Alexandria campus, which launched in February 2013 that offers two associate occupational science degree programs.

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.



CAMPUS LOCATIONS

LOUISIANA CAMPUSES:

Alexandria

A Branch of Metairie
1505 Metro Drive, Suite I
Alexandria, LA 71301
(318) 445-2778

Alexandria Online

Distance Education Facility
11744 Haymarket Avenue, Suite D
Baton Rouge, LA 70816
(855) 807-4548

Houma

A Branch of Metairie
803 Barrow Street
Houma, LA 70360
(985) 601-4000

Lafayette

A Branch of Metairie
120 James Comeaux Road
Lafayette, LA 70508
(337) 269-0620

Metairie

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

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*

MISSISSIPPI CAMPUS:

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:

Fayetteville

A Branch of Metairie
3448 North College Avenue
Fayetteville, AR 72703
(479) 442-2914

Fayetteville

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

*Arkansas Department of Health, School
No. 1006*

OTHER CAMPUSES:

ABC Training Center

1 E. Fordham Road, Suite 5
Bronx, NY 10468
(718) 364-6700



*Licensed by the State of New York, NY
State Education Department*

Acadiana Area Career College

505 Loire Avenue, Suite E
Lafayette, LA 70507
(337) 896-9776

*Licensed by the State of Louisiana Board
of Regents*

Visit our web site at:

WWW.BLUECLIFFCOLLEGE.EDU

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 technique labs and three equipped medical labs. The technique rooms also serve as a student clinic facility serving the public and the Cosmetology student 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 Learning Resource Center with Internet-accessible computers, books, videos and periodicals. The computers provide access to the EBook Central™ 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 student clinic facility serving the public and the cosmetology student 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 Learning Resource Center with internet-accessible computers, books, videos and periodicals. The computers provide access to the EBook Central™ on-line collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

Lafayette: The Blue Cliff College-Lafayette facility measures 24,847 square foot and is located on a main thoroughfare allowing for easy access to the school. There are 14 classrooms that are available for lecture. Two of the classrooms are designed for Cosmetology, two that also serves as a lab as well as a lecture room. Also there is a classroom for Clinical Medical Assistant that also serves as a classroom and lab. There are two student clinic rooms with 24 work stations, one equipped Cosmetology student clinic that has 21 work stations, one fully equipped Esthetics lab/clinic that has three work stations and one nail lab/clinic which has six work stations. There is a separate HVAC lab that has HVAC equipment. The campus has a Learning Resource Center that has a variety of resource materials including Internet accessible computers, books, videos and periodicals, covering all students' research needs. The computers provide access to the EBook Central™ online collection of resources. Instructors have access to overhead projectors and TV/VCR/DVD technology.

The facility also houses a campus bookstore, four break room areas that include one for students, one for faculty and staff, one for HVAC and CMA students and one for Cosmetology students. This location has four 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 Cosmetology student 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 student clinic facility serving the public. There is a Dental Assisting lab equipped with an x-ray room and equipment to give the students a good hands-on experience. The facility also houses a lounge area for students, a lounge area for faculty and a Learning Resource Center with Internet-accessible computers, books, videos and periodicals. Computers provide access to the EBook Central™ 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 with a total of 14,287 square feet of space. The 9,800 additional square foot were acquired to accommodate the growing student population in the Massage Therapy Diploma program. The facility will accommodate the offering of these programs from an increased space perspective. The Satellite location is comprised of two standard lecture rooms, one lecture room with computer stations for student, two standard Massage Therapy student clinic labs. 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 Massage Therapy technique rooms also serve as a student clinic facility serving the public. The space houses administrative offices, a Student Learning Resource Center 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 of: 72 square feet of office space, three lecture/theory rooms, one lab room, two Esthetics rooms, one Cosmetology lab clinic, cutting/styling floor room with 10 stations and Cosmetology shampoo student stations on the clinic floor. The new Esthetics space is 1,500 square feet and will have one lecture room and one clinic room for Esthetics students and clients. The learning resource center is adjacent to the Cosmetology program that has 18 desktops for students to utilize daily.

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 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 and medical clinical labs. Computers provide access to the EBook Central™ 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 medical campus is located on North College Avenue, a main thoroughfare in Fayetteville, with easy access to surrounding communities by closely adjacent freeway. The medical campus houses five-lecture classrooms, one medical assisting clinical lab, one dental assisting lab, a Student Learning Resource Center and eight administrative offices, encompasses 9,000 square feet. The medical campus also features an enclosed open-air atrium for students to enjoy as an outside break area.

The satellite massage therapy dedicated facility is located nearby on Hiram Davis Place and provides approximately 6,000 additional square feet of space. It features both lecture classrooms and technique classrooms. There are also indoor and outdoor student break areas. The Massage Therapy technique rooms also serve as a functioning clinic facilities serving the public. Both buildings also house campus stores and resource areas with Internet-accessible computers, books, video and periodicals. Computers provide access to the EBook Central™ online collection of resources. Instructors have access to overhead projectors, LCD projectors and TV/VCR/DVD technology.

ACCREDITATION, LICENSES, AFFILIATIONS AND APPROVALS

ACCREDITATION

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.

LICENSES AND APPROVALS

Fayetteville, AR: Arkansas Department of Health and Arkansas Department of Higher Education.

Gulfport, MS: Mississippi State Board of Massage Therapy (License number 9803), Mississippi State Board of Cosmetology*, Mississippi Commission on Proprietary School and College Registration, Mississippi Dental Board of Examiners, and Commission on Massage Therapy Accreditation (COMTA).

* Blue Cliff College operates the Cosmetology/Esthetics Programs based on a Module Completion Program. Hours missed in excess of 24 hours for each module will be a failure of that module. Students will be allowed to make up 12 of the 24 hours missed. Blue Cliff College will report your hours in both Module and Clock Hours as required by the Mississippi State Board of Cosmetology. When you have reached the 1500 Cosmetology Clock Hour requirement or the 600 Esthetics Clock Hour requirement, you are eligible to test for your Cosmetology/Esthetics license. However, in order to receive your completion certificate of the Cosmetology/Esthetics Programs for Blue Cliff College, you will need to complete all modules.

Louisiana Campuses (Alexandria, Houma, Lafayette and Metairie):
Campuses (Houma and Metairie): Louisiana State Board of Massage Therapy, Louisiana Board of Regents and Louisiana State Board of Cosmetology.

AFFILIATIONS

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

Gulfport, MS: Mississippi Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), Associated Bodywork and Massage Professionals, American Massage Therapy Association Council of Schools, (AMTA-COS), National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB), Mississippi State Board of Dental Examiners, and National Healthcareer Association (NHA) for the Certified Clinical Medical Assistant (CCMA).

Louisiana Campuses (Alexandria, Houma, Lafayette and Metairie):
Campuses (Houma and Metairie): Campuses (Houma and Metairie): Louisiana Rehabilitation Services, Veterans State Approving Agency, (SAA), Workforce Investment Act, (WIA), Associated Bodywork and Massage Professionals, American Massage Therapy Association Council of Schools, (AMTA-COS), National Certification Board for Therapeutic Massage and Bodywork, (NCBTMB) and Video General Inc. (VGI) for EPA Clean Air Act, Section 608, Type 1 Certification Exam.

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 Number:

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



ADMISSIONS

ADMISSION TO BLUE CLIFF COLLEGE

VERIFICATION OF HIGH SCHOOL GRADUATION OR EQUIVALENCE

All effort 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 valid 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 valid high school diploma, transcript of GED or HiSET, an official transcript from a post-secondary institution verifying completion of a minimum a two-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 valid 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.

TRANSCRIPTS FROM FOREIGN COUNTRIES

Transcripts from foreign countries must be translated and evaluated by an Independent Agency to certify the Equivalence 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 valid proof of high school completion or the equivalent. A valid 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. Completion of a health survey attesting to being in good health and physically able to perform the duties and techniques required for employment in the student's field of interest.

- d. Accept issuance of the college’s catalog and review the program of interest.
- e. Applicants must successfully complete the Wonderlic Scholastic Level exam with a minimum acceptable score for the program of interest (*see table below for the minimum acceptable Wonderlic Scholastic Level Exam score by program*).

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.

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 valid 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 and/or professional license revocations or suspensions to the college during the application process; additional information may be required. Blue Cliff College does not prohibit admissions based on this criterion but does fully inform students of limitations that may occur to ensure that students make an informed decision to enroll.
4. Complete a health survey 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. 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*).

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

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 student be allowed to start classes 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 16 "Cancellation and Tuition Refund Policy" for additional details*).

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.

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.

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 seven 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 the Admissions Office 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 credit will NOT be considered for a student once the student attends the course he/she is trying to get credited.

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.

Students who plan to transfer to Blue Cliff College are encouraged to contact the Admissions Office 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 credit will NOT be considered for a student once the student attends the course he/she is trying to get credited.

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.

In some cases, Blue Cliff College has entered into articulation agreements with other institutions where we accept credit and clock hours. To see a copy of the articulation agreement, please contact the Director of Education at the campus location.

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. Blue Cliff College does not prohibit admissions based on this criteria but does fully inform students of limitations that may occur to ensure that students make an informed decision to enroll.

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 radiography 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) – (GULFPORT, MS CAMPUS ONLY)

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. 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. 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.

Certain background issues, criminal convictions and/or professional license revocations and suspensions may restrict and in some cases deny employment opportunities (including externship). Students are required to disclose this type of information during enrollment, at which time they are made aware of the possible limitations to externship site assignment that may affect graduation and job placement opportunities, which may impact in-field employment. BCC does not prohibit admissions based on this criteria but does fully inform students of limitations that may occur to ensure that students make an informed decision to enroll.

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 prior to graduation from the Blue Cliff College Massage Therapy program. 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 at least 16 years of age and meet all state registration requirements per Louisiana and Mississippi State Cosmetology Board regulations.

ADDITIONAL ADMISSION REQUIREMENTS FOR COSMETOLOGY – (Gulfport, MS Only)

Please note that if the enrollee or re-enrollee has a felony, they must be pre-approved by the Mississippi State Board of Cosmetology for enrollment or re-enrollment. Please note that part of the Board's pre-approval process may contain submitting 4 letters of recommendation.

ADDITIONAL ADMISSION REQUIREMENTS FOR THE HYBRID PROGRAMS – (see pages 126-139)

In addition to the standard admissions requirements, students that will be going into a program that is offered in the Hybrid format (meaning a portion of the program is delivered online) a Wonderlic Distance Learning Survey is required.

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/Learning 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 live scribe 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 Vice President of Academics 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 Campus 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 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 a special 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 Fees	Total Costs
Clinical Medical Assisting Hybrid Diploma	53/780	\$ 16,531	\$ 1,800	\$ 50	\$18,381
Cosmetology* Diploma	82/1500	\$ 22,955	\$ 1,800	\$ 50	\$ 24,805
Dental Assisting Diploma – (FYT, GPT & MET Only)	59/958	\$17,718	\$ 2,100	\$ 50	\$ 19,868
Dialysis Technician Hybrid Diploma – (GPT Only)	72/1020	\$19,958	\$ 1,800	\$ 50	\$21,808
Esthetics Diploma (LA Campuses Only)	NA/780	\$ 10,452	\$ 2,000	\$ 50	\$ 12,502
Esthetics Diploma (GPT Only)	NA/600	\$ 8,040	\$ 2,000	\$ 50	\$ 10,090
HIMBC Hybrid Diploma – (ALX, FYT, HMA, & GPT Only)	65/950	\$ 19,482	\$ 1,800	\$ 50	\$ 21,332
HVAC Diploma – (HMA & LFT Only)	NA/900	\$ 14,778	\$ 1,500	\$ 50	\$ 16,328
Massage Therapy Diploma – (ALX, FYT, HMA, & LFT Only)	NA/600	\$ 9,498	\$ 1,200	\$ 50	\$ 10,748
Massage Therapy** Diploma – (GPT Only)	NA/775	\$ 13,795	\$ 1,200	\$ 50	\$ 15,045
Massage Therapy Diploma – (MET Only)	NA/750	\$ 14,445	\$ 1,200	\$ 50	\$ 15,695

Note: Tuition may be rounded to the nearest dollar.

* Students enrolled in the Cosmetology 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.

** Number of Quarter Credit Hours (QCH/Clock Hours) 53/775.

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. Tuition is charged at the time of repeat for repeated courses involving “W” or “F” grades at the time the “W” or “F” is assigned but after the seven-day change period has expired.

FEES AND EXPENSES:

Graduation Application Fees	\$50
Louisiana Board of Cosmetology registration fee	\$10
Program Fees <i>Textbooks, materials and equipment</i>	Varies by program – see chart on page 14
National Medical Assisting exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
State and National Massage Therapy exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
<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>	Metairie and Gulfport only
State and National Cosmetology exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
State and National Esthetics exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
National Dialysis exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
EPA Type 1 Certification exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition

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 <i>(beyond two issued upon completion)</i>	\$10
Note: Tuition for repeated courses is based on the cost per credit or clock hour at the time of the repeat.	

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 returned 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, 100% percent (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 decides to cancel enrollment 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 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 and fees 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 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 25% of the term/payment period, the institution shall refund at least 70% of tuition, thereafter;
3. After a student has completed 25% but less than 50% of the term/payment period, the college shall refund at least 45% of tuition, thereafter;
4. After a student has completed 50% 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 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 (MISSISSIPPI)

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, Program Chair 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 Aid Representative. If funds are refunded to the student because of a credit balance, the student may be required to repay some of the federal loan that was disbursed. 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 prorata 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.

RETURN OF TITLE IV FUNDS

The Blue Cliff College Office of Financial Aid and Financial Services, in accordance with federal regulations calculate 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 withdrawal date is also maintained in the college's Student Management System (CampusVue). The Office of Financial Aid receives copies of the withdrawal forms from the Registrar's Office.

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 or evidenced last academic related event. Examples of an academic related event include an exam, a tutorial, class assignment completed, attending a required study or lab session.

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 or a documented academically related activity. Students are administratively withdrawn by the Director of Education if they do not attend class for 14 consecutive calendar 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.

HOLIDAYS AND BREAKS

When holidays and/or breaks are scheduled for five consecutive days or more, those days will not be included in the determination of an official withdrawal. In those cases, the student will not be penalized for missing days in which classes are not held.

RETURNS OF TITLE IV CALCULATIONS

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 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; or 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 60% of the payment period or period of enrollment, they have earned 100% 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; or 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 60% of the payment period or period of enrollment, they have earned 100% 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 or date of determination of withdrawal. 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 setup 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 setup.

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

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. Unsubsidized, Subsidized and PLUS 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 on file with the college.

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, 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 documents needed.

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.
4. Verification
 - All applicants are subject to being selected by the USDOE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
 - Selected applicants must submit the information required to complete their verification no later than 15 days from the date of notification. Applicants who have been selected for verification will be notified by the Financial Aid office in writing.
 - If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, Blue Cliff College may require the student to pay the current amount owed and the student's failure to make such payments may result in the student being dropped.
 - Students will be notified in writing of the verification results if the results change the student's scheduled award.

- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDOE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

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 offer cash payment plans. 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 Aid office.

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 5.05 percent. The interest is paid by the student or deferred while the student is in 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 withdraw from the college. The loan carries a fixed interest rate, at 5.05 percent. Direct Subsidized loans have different fixed interest rates depending on the date the first loan disbursement is made (*see 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 PLUS LOAN PROGRAM

This long-term fixed interest rate loan is at 7.6 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 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.

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.

SCHOLARSHIPS

SCHOLARSHIP ELIGIBLE FOR MASSAGE THERAPY STUDENTS WITH A CASH PAYMENT PLAN

Effective November 28, 2018 and beyond, Blue Cliff College (BCC) will be offering a Scholarship to first-time enrolling Massage Therapy students with a remaining balance exceeding the total amount of Title IV, VA and any other third party funding resources.

The scholarship amount is a one-time award of up to \$1,715 for BCC – Gulfport, and \$2,813 for BCC – Metairie Massage Therapy enrolling students over the duration of the program. The scholarship will be awarded by Financial Aid at the beginning of the program. Blue Cliff College, at its discretion, can cease offering the Massage Therapy scholarship.

Campus	Scholarship Award
Blue Cliff College – Gulfport	\$ 1,715
Blue Cliff College – Metairie	\$ 2,813

To qualify for the BCC Scholarship, the student must meet all of the following:

- Apply and be accepted to a Massage Therapy program at the Blue Cliff College’s Gulfport or Metairie campuses.
- Be enrolled as a full time student.
- Must have completed all Admission and Financial aid requirements.
- First-time enrolling Massage Therapy student with a remaining balance exceeding the total amount of Title IV, VA, and any other third party funding resources.
- Completion of Massage Therapy Diploma Program*

* If a recipient withdraws from Blue Cliff College prior to completing the necessary requirements for graduation from the Massage Therapy Program; the scholarship in full is forfeited.

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. Please note that the TOPS Program is at the discretion of the State of Louisiana Legislative body.

Who is eligible for TOPS?

- ACT score 17
- High School GPA above 2.50 (GPA computed on core courses only)
- Must enroll full-time as a first time freshmen, by the first semester following the first anniversary of high school graduation
- Specified High School Courses
- Receives a TOPS AWARD Letter
- FAFSA by July 1st of High School Grad Year

Award:

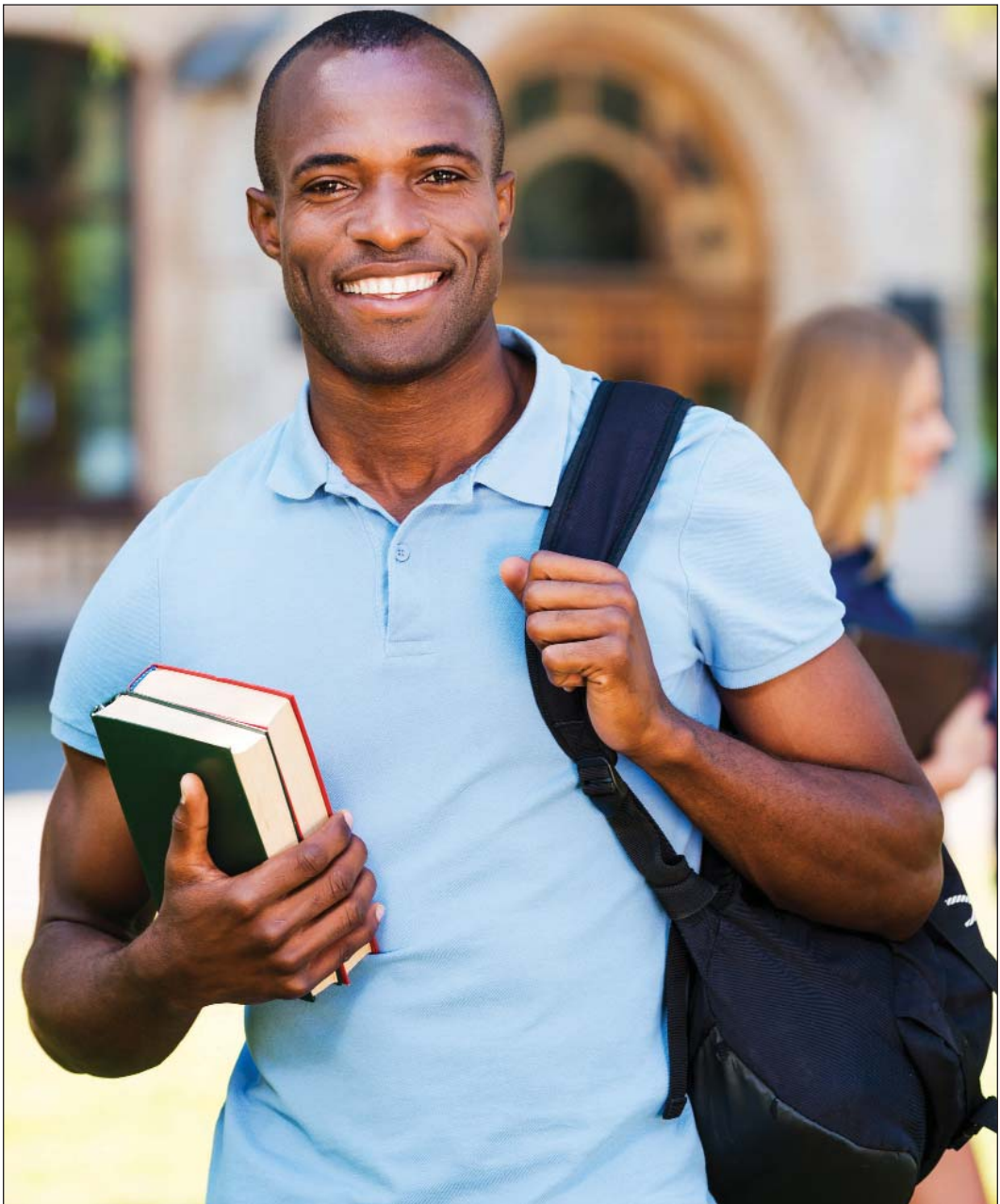
1. Eligible for Opportunity, Performance, Honors
2. Four Year Award

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 determine 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. Students are required by the VA to maintain satisfactory academic progress in pursuit of their educational program and to meet attendance requirements.



TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE FORM

Part 1

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirement as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational Institution that has in effect a policy that is inconsistent with the areas below.

Note: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Blue Cliff College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - A. The date on which payment from VA is made to the institution.
 - B. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Blue Cliff College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33

Part 2

In addition, this statute allows a covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
5. Blue Cliff College may also require additional payment or impose a fee for the amount that is the difference between the amount of the students financial obligation and the amount of the VA education benefit disbursement.

FINANCIAL AID ADJUSTMENTS

Adjustment to financial aid can be related to three factors:

1. Receipt of new information concerning a student's FAFSA or clarification of existing information.
2. Voluntary or involuntary withdrawal.
3. Failure to attend an individual course.
4. Failure to successfully complete a course with a passing grade.
5. Schedule changes.
6. Leave of absence.

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.

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.

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's 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 Credit Hour (except Cosmetology) – Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of class days for credit hour programs. A student who hits this trigger will not receive a passing grade for that class. *1 (See additional Attendance Requirements at the end of this section.)

Once a student misses 10% accumulated absences of a course (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 must develop a plan for makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal trigger stated above.

A student who misses more than 20% of the course days will receive a failing grade for that course.

Attendance Requirement Clock Hour – 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. A student who hits this trigger will not receive a passing grade for that module. Students who fail to complete 100% attendance will receive an “I” grade in the current module provided they have completed 80% of attendance in the module. The student may continue to the next module and will be allowed 3-weeks to makeup hours to achieve 100% attendance. Beyond the 3-weeks, the student will receive an “F” grade and have to repeat the course. *1 (See additional 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 must develop a plan for makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal triggers stated above.

A student who misses more than 20% of course days for credit or clock hour programs will receive a failing grade for that course.

Clock Hour Students Enrolling During Add/Drop – Students who start during add/drop week who do not achieve 80% attendance by the end of the module, will be considered by the Director of Education and Corporate Director of Education for additional time beyond the end of the module to complete their make up time. The Corporate Director of Education will review the student’s attendance history to ensure that there is a high probability that the student can make up all hours within the allotted 3-weeks beyond the end of the module. This will be done on a case-by-case basis. Once approved for the makeup time, these students will receive an “I” grade for the module. They will be allowed 3-weeks after the end of the module to make up all their time to complete 100% attendance.

ATTENDANCE REQUIREMENT – ONLINE / HYBRID STUDENTS

The following policy applies to all courses taken via the distance education platform. Attendance is expected in each class a minimum of three times per week. Daily attendance, however, is recommended to maximize student's opportunity for success. Students enrolled in online classes, including hybrid classes that do not require campus attendance, must adhere to the online attendance policy.

Attendance requires active participation that is beyond simply logging into a class and viewing messages or assignments. As defined by the federal government, attendance in online classes must demonstrate active participation as evidenced by engagement in an academic-related activity such as the following:

- Student submission of an academic assignment
- Student submission of an exam/quiz
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

Attendance is documented every scheduled day of the term and is updated three times per week. Attendance is mandatory during the first 14 days of a term in each scheduled class. 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 change, resulting in a refund to the Department of Education for any ineligible disbursements.

Students who fail to post attendance in all of their scheduled classes within 14 days from their Last Date of Attendance (LDA) will be withdrawn from school in accordance with the school's withdrawal policy.

Attendance Requirement – Students are required to successfully complete 100% of the 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 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.

*1 (For Arkansas Students: The Arkansas State Board of Private Career Education requires students to complete 100% of all hours of all classes in order to receive a passing grade. The Arkansas State Board of Massage requires students to complete 100% of all hours of all classes in order to receive a passing grade.)

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. Students may make up 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.

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 100% 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 (*Please see Program Specific Graduation Requirements on page 45*).

VETERAN'S ATTENDANCE POLICY

Whenever a veteran's absences exceed 20% of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. The Director of Education may administratively withdraw a student who has missed more than 10% 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% limit. The student is immediately reduced to the appropriate number of hours when his/her Director of Education turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur that 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.

Veteran's Affairs 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:

<http://www.gibill.va.gov>.

ATTENDANCE TRACKING

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

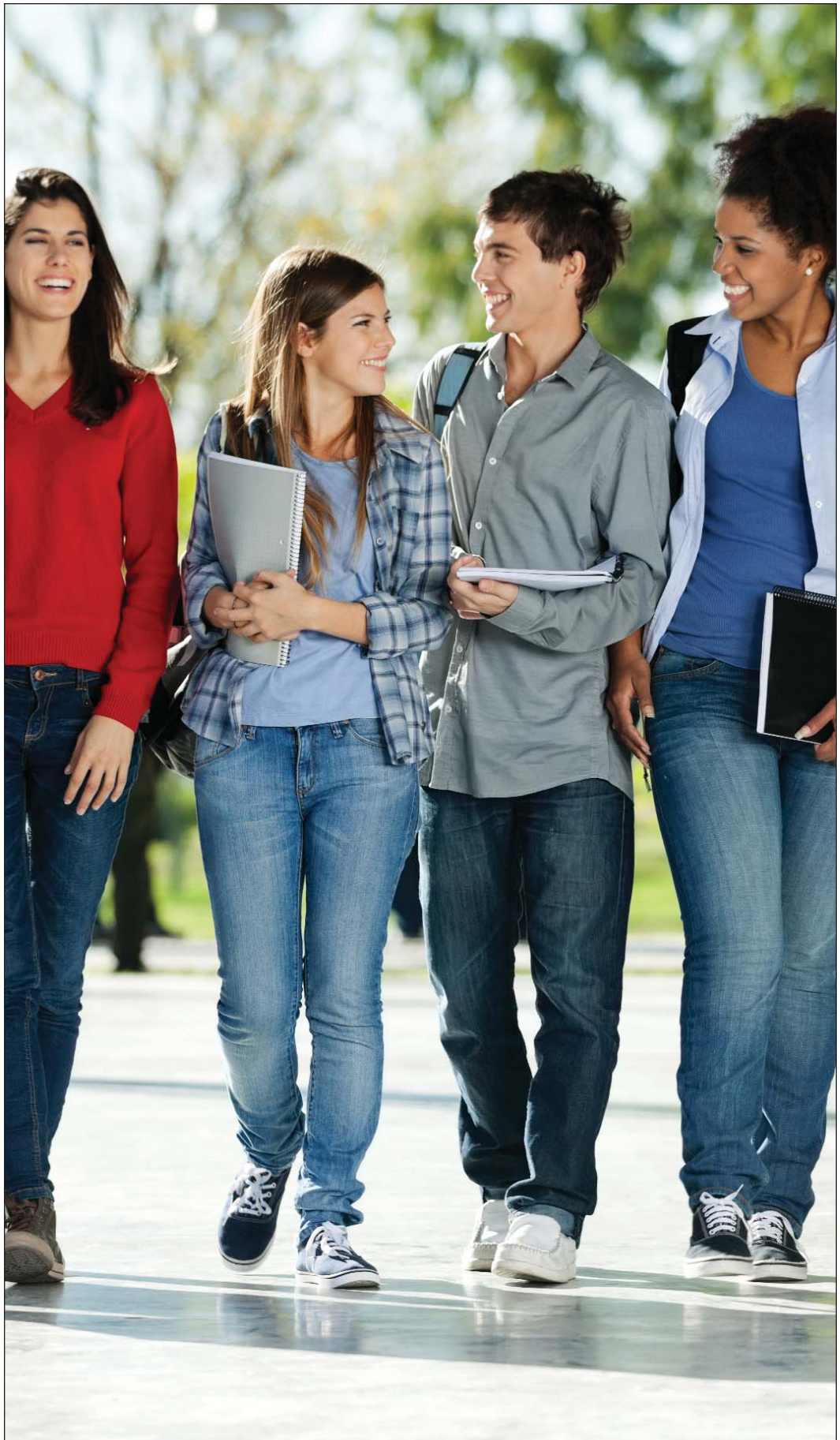
A = Absent – Absent – student who does not attend scheduled class for reason other than leave of absence. Students who miss more than 3/4 of the scheduled class either through tardiness or leaving early will be considered absent.

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 reached 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 makeup plan for the module or term 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.



ACADEMIC STANDARDS AND POLICIES

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 5:00 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 makeup 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 makeup 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.

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 that case approval must come from the Campus Director or Director of Education, in that 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. Depending on the program of study, a LOA may only be requested at the beginning or end of a term for credit hour students and at anytime for clock hour students, or during add/drop week (*see below for details*).

A LOA may not be requested in the middle of a term for credit hour programs. Reasons for LOA:

- 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.
- G. Student incarcerated during program
 1. 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).
 2. 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.
 3. 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
- H. Student enters rehabilitation during the program
- I. 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 Corporate Director of Education. A student on academic probation is not eligible for a Leave of Absence.

Documentation:

A handwritten letter from the student or guardian is not acceptable documentation. Documentation must be submitted to the Corporate Director of Education for approval.

Credit Hour Programs:

Students in credit hour programs can request a LOA after the student has completed their 12-week term and has a GPA of 2.0 or higher during which the LOA has been requested. A student in a credit hour program may apply for a LOA only at the end or beginning of a term. LOA cannot be granted in the middle of a term. 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 and we will follow R2T4 process described in the "Cancellation and Tuition Refund" section of this catalog.

Clock Hour Programs:

Students in a clock hour program can request a LOA after the student has completed their first term of school and has a GPA of 2.0 or higher. A student in a clock hour program may request a LOA at anytime during their tenure. They must return from the LOA at the same time and class which the LOA is being approved.

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; and
- 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 12 MONTHS 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.

RETURNING FROM A LEAVE OF ABSENCE

Both clock hour and credit hour students must return from a leave of absence at the same exact time of their academic departure. For financial aid purposes, a student must return from the LOA during the same payment period/term.

DEFINITION OF ACADEMIC TERMS, 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 and courses are measured in contact hours. For example, 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 (9) 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

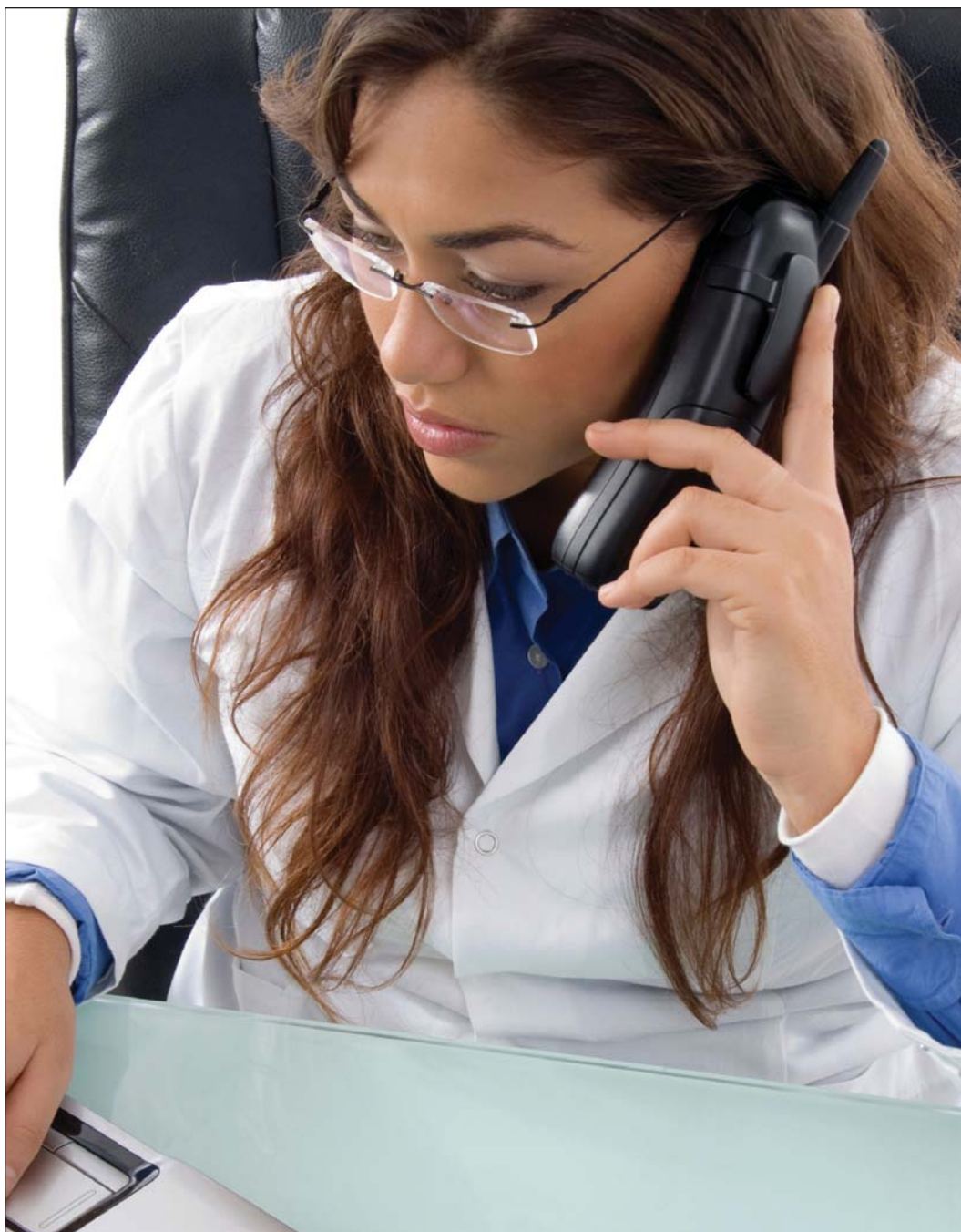
Courses are measured in contact/clock hours and, as demonstrated here, a contact/clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

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:

- Lecture classes; one quarter hour credit is given for every 10-classroom hours.
- Lab settings, one-quarter hour credit is given for every 20-classroom hours.
- Externships, one-quarter hour credit is given for every 30 hours of practical application.

Grades with an incomplete (I) are only assigned for incomplete work, not missing hours (makeup time).



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; however, only the last grade is used in determining the student's CGPA.

Grades with an incomplete (I) are only assigned for incomplete work, not missing hours (makeup time).

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 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 who have completed and graduated with a minimum of 500 in-classroom hours of massage therapy classes, or 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 Health, Adopted Rules and Regulations for Massage Therapy, Revised June 2017, effective January 1, 2019)

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 Health, adopted rules and regulations for Massage Therapy, Article Three, Section 8).

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 one-three weeks in length: two days after the class begins.
- Classes four-six weeks in length: 10 days after the class begins.
- Classes seven-nine 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. 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 change, resulting in a refund to the Department of Education for any ineligible disbursements. 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 will have an adverse impact on 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 Instructor, 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 that 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. On rare occasions, a request must be made to override prerequisites. The VP of Academics must approve this request.

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. Course charge will be removed if not taken. The last grade received in the repeated course becomes and will remain the grade of record. Tuition is charged for repeated courses involving “W” or “F” is assigned but after the seven-day change period has expired.

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.

ADD / DROP PERIOD (SCHEDULING)

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. Please refer to the Census Date Policy below:

Purpose and Scope

The purpose of this policy is to ensure all credit hour students are scheduled for the entire 12 weeks before Pell is disbursed. This will prevent over and under-award of Pell. The following is an outline of the guidelines used by Financial Aid for eligibility and disbursement of Federal Financial Aid.

- All credit hour students must be scheduled at the beginning of the (12-week) Parent Term.
- There is one add/drop period for the 12-week term (day 7 is the census/transmission date for continuing students and day 10 is the census date for new students. All course changes must be completed by the end of day six for continuing students and by the end of day 9 for new students.
- Only downward schedule adjustments for classes with no attendance will be automatically processed via the add/drop extract to Global.
- Any downward schedule adjustments processed outside the two-defined add/drop period will be manually processed.
- No upward schedule adjustments will be processed outside the first add/drop period.

Schedule changes which occur after the census date (the date in which your enrollment is considered finalized for the term) will cause student’s Pell eligibility to be recalculated, which may cause a loss in funding. Please see the Financial Aid Office for additional questions.

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 and Campus Director; however, final approval must be granted by the Corporate Director of Education. 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, school and workplace attendance, quiz and test grades, as well as professionalism.

Note: Students should know that the Clinical Medical Assistant program at Blue Cliff College may require a series of vaccinations to extern or to become employed at certain facilities.

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 externship opportunities.



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 that 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 Arkansas must have at least a 75% in every course.
- Massage Therapy students in Mississippi must pass at least a "C" in every course.
- Massage Therapy students in Mississippi must pass the Mississippi State Law Exam.
- Students in all clock hour and credit hour programs, as defined by the State Board, must pass all course work and have attended all required hours.
 - Diploma in Cosmetology – 1500 hours
 - Diploma in Esthetics – 780 hours, 600 hours (Gulfport only)
 - Diploma in Heating, Ventilation and Air Conditioning Technician (HVAC) – 900 hours
 - Diploma in Massage Therapy – Louisiana (Metairie only): 750 hours. Louisiana and Arkansas: 600 hours, and Mississippi: 775



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") cumulative and term grade point average (CGPA).

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). A student on Academic Warning must be academically advised by the Director of Education.

Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Federal Aid Suspension (FA suspension). A student on FA suspension is not eligible for Title IV funds. However, a student on FA suspension may appeal his or her status to the Director of Education and consideration will be given for mitigating circumstances, (*see Appeal Process in this catalog*). If the appeal is approved, the student's status will be updated to Probation and the student will regain Title IV funds eligibility. A student on Probation must be academically advised by the Director of Education and an Academic Plan for success must be formulated for the student.

A student on Probation that fails to meet SAP for a third time will be placed on Academic Dismissal 1. The student will be withdrawn from the college. A student who has been academically dismissed and desires to return to the program must sit out for a complete term (for credit hour programs) or a complete payment period (for clock hour programs). They must go through an appeal process and an Academic Plan for Success must be formulated.

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

Credit Hour Programs – Day/Evening		
By the End of the Payment Term	Minimum Acceptable Cumulative GPA (Qualitative)	Percentage of Completion Rate (Quantitative)
1st Payment Term	2.0	67%
2nd Payment Term	2.0	67%
3rd Payment Term	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) cumulative and term 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) cumulative and term GPA after each payment period.

MAXIMUM TIME FRAME ALLOWED FOR PROGRAM COMPLETION (QUANTITATIVE)

Program	Credits/Units (Published Program Length)	Maximum Attempts Credit/Hours Allowed (150% of the Published Program Length)
Clinical Medical Assisting <i>Diploma</i>	53.0 credit hours	79.5 credit hours
Cosmetology <i>Diploma</i>	1500 clock hours 82 credit hours	2250 clock hours 123 credit hours
Dental Assisting <i>Diploma</i>	59.0 credit hours	88.5 credit hours
Dialysis Technician <i>Diploma</i>	72 credit hours	108 credit hours
Esthetics <i>Diploma</i>	780 clock hours	1170 clock hours
Esthetics <i>Diploma</i>	600 clock hours	900 clock hours
HIMBC <i>Diploma</i>	65 credit hours	97.5 credit hours
HVAC <i>Diploma</i>	900 clock hours	1350 clock hours
Massage Therapy <i>Diploma</i>	775 clock hours (Gulfport only) 53.0 credit hours	1162.5 clock hours 79.5 credit hours
Massage Therapy <i>Diploma</i>	750 clock hours (Metairie only)	1125 clock hours
Massage Therapy <i>Diploma</i>	600 clock hours	900 clock hour

ACADEMIC WARNING (QUALITATIVE AND QUANTITATIVE)

Failure to achieve both qualitative and quantitative benchmarks after the first payment period places a student on Academic Warning. During this first status, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) is monitored by the Academic Department. The student will be placed on an Academic Success Plan by the Director of Education. All information from SAP reporting will be forwarded to the Financial Aid Office for review. A student cannot fail any courses while on Academic Warning.

FINANCIAL AID SUSPENSION AND PROBATION

Failure to achieve both qualitative and quantitative benchmarks for a second consecutive payment period will result in the student losing eligibility for Title IV aid. The student will be placed on FA suspension status and will have to meet with Financial Aid officer for FA advisement. However, a student on FA suspension status may appeal and if the appeal is approved, the student will be placed on Probation status and will regain Title IV eligibility. The student must meet with the Director of Education for an Academic Success Plan.

If a student does not appeal the FA suspension status within five days of SAP calculation or if their appeal is not approved, they will not be eligible for Title IV aid and will be responsible for all payments and tuition fees. Students who fail to go through the appeal process will be withdrawn from the college (*see the appeal process in this catalog*).

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 Appeal Process*). A student on probation status is eligible for Title IV aid.

ACADEMIC DISMISSAL 1 (QUALITATIVE AND QUANTITATIVE)

Students failing to re-establish good standing after an Academic Probation will be placed on Academic Dismissal 1 and withdrawn from the college. 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 return to pursue the program with eligibility for financial aid but the student must wait a full term for reinstatement. The student will be placed on an Academic Plan for Success by the Director of Education. The student will return in Academic Probation status. Failure to return to good standing after the appeal has been granted will lead to dismissal from the college. 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 within five days of the end of the term. 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 but must meet with the Director of Education for an Academic advisement. 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) will not qualify for Financial Aid (Title IV). The student will be placed on FA suspension; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. If the appeal is approved, the student will be eligible for financial aid for one more payment period and their Status will be changed to Probation. The student will be placed on an Academic Plan for Success by the Director of Education.

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 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 (*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 academic plan of work. The academic 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 (DOE). 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 to meet SAP requirements 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 are as follows:

ADVISING

The Student Services Coordinator, Program Chair (PC), Director of Education and/or Campus Director are available to assist students with academic and non-academic problems that may impede their educational progress. Student Services can assist with non-academic concerns by providing information concerning agencies and organizations that provide assistance with daycare, housing, health, welfare, and crisis intervention services.

Student Services Coordinators also direct students with academic and/or attendance issues to the school's Campus Director or Director of Education to address issues relating to the problem. Some academic issues can include but are not limited to make up exams, program or schedule changes, attendance, tardiness, etc. The college makes these services available to the student at no additional cost. The campus also hosts a series of advising sessions designed to give students strategies and guidance on how to handle academic as well as non-academic concerns. Students are informed during orientation of the services the school offers before they begin their first class. This allows them the opportunity to meet with Student Services and address any concerns they may have before it hinders their education. In addition to the above, all Blue Cliff College students have the ability to reach out to a support service called WellConnect® (*see details below*).

Student Services also handles the following:

- Successful Student Workshops
- Advocacy for students
- Resource fairs
- Guest speakers
- Coordination of student organizations
- Facilitation of graduation

It is the student's responsibility to:

- Learn the name and office location of the Student Services Coordinator, Program Chair, 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 quickly, and
- Consult with an instructor or the Director of Education when he or she is experiencing difficulty, or before changing schedules or programs, transferring to another college, or withdrawing from the college.

WELLCONNECT

WellConnect is a student resource service that has partnered 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 and their immediate family 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 any additional 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 Aid Representatives are available to provide information regarding financing tuition and meeting ongoing educational 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 Career Services supports the mission and philosophy "Commitment... Competency... Career." Career Services is committed to helping students and alumni successfully navigate the transition from education to employment. As a part of the educational experience at Blue Cliff College, the purpose of our highly trained Career Placement Coordinators (CPC) is to provide comprehensive services to assist students and alumni in their pursuit of meaningful careers and employment. Blue Cliff Career Placement Coordinators are the primary resource for building employer, community and campus partnerships to generate career opportunities.

Career Services also handles the following:

- Career Development Workshops
- Interview Preparation
- Resume Writing Assistance
- Industry Guest Speakers
- Job Fairs
- Job Search Assistance/Job Leads

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 and externship opportunities. Therefore, students should disclose any and all felony convictions, professional license revocations or suspensions to the college during the application process; additional information may be required.

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

Note: Students should know that the Clinical Medical Assistant program at Blue Cliff College may require a series of vaccinations to extern or to become employed at certain facilities.

Although offering the above mentioned assistance, Blue Cliff College specifically disclaims any guarantee of job placement for the student upon graduation.

BOOKSTORE AND SUPPLY CENTER

Blue Cliff Colleges feature bookstores and supply centers that provide an assortment of additional books and supplies pertaining to the individual campus' programs of study not covered in the program fees. 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, if applicable.

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 *"Other 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 that 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. The Gramm-Leach-Bliley Act, a Federal Trade Commission law applies to how higher education institutions collect, store, and use student financial records (e.g., records regarding tuition payments and/or financial aid) containing personally identifiable information. GLBA regulations include both a Privacy Rule (16 CFR 313) and a Safeguards Rule (16 CFR 314), both of which are enforced by the Federal Trade Commission (FTC) for higher education institutions. Colleges and universities are deemed to be in compliance with the GLBA Privacy Rule if they are in compliance with the Family Educational Rights and Privacy Act (FERPA). The Safeguards Rule was promulgated in 2002, with compliance required in May 2003. In particular, BCC's plan elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students and/or customers henceforth referred to as constituents. The plan integrates BCC's policies and procedures and is additional to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, but not limiting, FERPA. 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)"* and *"Gramm Leach Bliley Act (GLBA)"*).

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 / LEARNING RESOURCE CENTER

The Library/Learning Resource Centers (LRC) located at each facility offer a range of library and media services. Students should regularly use the LRC to enhance the training received in class and to gain exposure to different methods of instruction. The LRC's resources include the school catalog and services such as the Internet and EBook Central, which gives one direct route to an extensive online database of informational resources. Other services and resources provided by the LRC include books, periodicals, information literacy instruction, magazine subscriptions, computer network access and material on various media formats, including videotapes and CDs. Students are encouraged to suggest

titles they would like to see added to the LRC's resources. Certain books/resources may be checked out for home use. Theft or defacement of print and non-print LRC materials may result in disciplinary actions.

EBook Central™ resources may be accessed by students from off-campus locations. Online students who have access to Blue Cliff College campus locations can use the library / learning resource centers of those campuses. Online students who do not have access to Blue Cliff College campus locations access through EBook Central™.

It is Blue Cliff College's policy that no copyright protected materials may be copied, either via hard copy or electronically, absent the prior written permission of the author or publisher or as otherwise permitted by applicable law. The copyright laws are complex and all students must exercise extreme care when considering the proper use of copyrighted materials.

For full Copyright policy please visit:

<https://bluecliffcollege.edu/wp-content/uploads/2019/10/02Copyright.pdf>

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.

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.

Massage Therapy training falls under the regulations of the Arkansas Department of Health, 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.

CAMPUS SAFETY AND SECURITY

Not all Blue Cliff College campuses have designated Security Officers onsite; however, all campuses have a designated CSA (Campus Security Authority). Students should report any criminal activity to the campus CSA that includes the Campus Director, Director of Education and Student Service Coordinator, who are responsible for reporting any criminal activity to the police or other appropriate authorities. The college has setup policies for securing the building, its classrooms and offices. These policies include securing the facility after the completion of classes, administrative operations and that 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:

https://bluecliffcollege.edu/wp-content/uploads/2019/11/BCC_2019-20Annual-Security-Repor_Brochure_w-Stats.pdf

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

Louisiana

- **Alexandria:**
<https://bluecliffcollege.edu/wp-content/uploads/2019/10/1ALX-2019-Crime-Statistics.pdf>
- **Houma:**
<https://bluecliffcollege.edu/wp-content/uploads/2019/10/4HOUMA-2019-Crime-Statistics.pdf>
- **Lafayette:**
<https://bluecliffcollege.edu/wp-content/uploads/2019/10/5LFT-2019-Crime-Statistics.pdf>
- **Metairie:**
<https://bluecliffcollege.edu/wp-content/uploads/2019/11/MET-2019-Crime-Statistics.pdf>

Mississippi

Gulfport:

<https://bluecliffcollege.edu/wp-content/uploads/2019/10/3GPT-2019-Crime-Statistics.pdf>

Arkansas

- **Fayetteville:**
<https://bluecliffcollege.edu/wp-content/uploads/2019/10/2FYT-2019-Crime-Statistics.pdf>

BLUE CLIFF COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION POLICY

OBJECTIVE OF THE DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The purpose of the Blue Cliff College's Drug and 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 and/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 are 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

The unlawful use, possession, manufacture and or distribution of illicit drugs or alcohol by students and employees on any campus or externship/clinical site or as part of any BCC activities is strictly prohibited. The operation of any vehicle or machinery for institution business while under the influence of alcohol or drugs is strictly prohibited.

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 actions.
- (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 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.)

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.

COUNSELING, TREATMENT AND 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 and 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, seven 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:

- Al-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 AND 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 semiannually. Blue Cliff College Compliance Administrator will be responsible for emailing the policy to all students through CampusVue. Blue Cliff College Human Resources Manager will be responsible for uploading the policy to the ADP system and ensuring that each employee has viewed the policy.

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.

For a PDF of the Blue Cliff College Drug and Alcohol Abuse Prevention Policy in its entirety use the following URL:

<https://bluecliffcollege.edu/wp-content/uploads/2019/10/04DRUG-AND-ALCOHOL-ABUSE-PREVENTION-POLICY.pdf>



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 that are consistent with its announced educational objectives and that 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, Director of Education 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 that 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, that 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 that 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.
9. The college remains a sanctuary of academic freedom and collegiality; as such, divergent viewpoints and folkways will not 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 62 through 64.

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. Students are informed during orientation of the dress code and the standards of grooming policies of specific programs, especially those relating to clinic interaction that have been established by the College. Failure to comply with the dress code may result in reprimand; probation; suspension and/or dismissal (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/Esthetics/Cosmetology Instructor Training:** 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.
- **HIMBC:** Proper attire includes scrubs and lab coat, as well as white closed heel and toe athletic 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 wellbeing 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

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 that gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

- **Classroom 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
- **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 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. Please direct all inquiries to:
 - **Education Management Inc. dba Blue Cliff College**
11744 Haymarket Avenue, Suite D, Baton Rouge, LA 70816
(225) 292-7078
 - **Education Management Inc. dba Blue Cliff College**
Corporate Ethics Hotline
11744 Haymarket Avenue, Suite D, Baton Rouge, LA 70816
1 (877) 201-7878

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.

- **Accrediting Commission of Career Schools and Colleges**
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212 – www.accsc.org
- **For All Other State Specific Matters:**
 - **State of Arkansas: Please direct all inquiries to:**
Arkansas Department of Higher Education, Government Relations and Special Projects, 423 Main Street, Suite 400 Little Rock, AR 72201
(501) 371-2000 – www.adhe.edu
 - **Massage Therapy**
Arkansas Department of Health
4815 West Markham, Slot 8, Little Rock, AR 72205
(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, Building C, Suite 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 North Lamar Street, Suite 301, Jackson, MS 39201
(601) 432-6185
 - **Mississippi State Board of Massage Therapy**
P.O. Box 20, Morton, MS 39117
(601) 732-6038
 - **Commission on Massage Therapy Accreditation (COMTA)**
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(202) 888-6790 – Office | (202) 888-6787 – Fax
Info@comta.org | www.comta.org

SEXUAL HARASSMENT POLICY

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. provides in part, that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activities receiving Federal financial assistance.

Blue Cliff College (“BCC” or the “College”) is committed to providing an environment that is free of sexual harassment and will not tolerate harassing behavior by any BCC employee, BCC student, or third party in connection with an educational program. We will act quickly and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of discrimination.

We encourage all individuals to inform BCC about behavior that may be inappropriate or constitute harassment promptly and before it becomes so serious that it interferes with your work or academic environment. We will work with students and employees to review their options for addressing the harassing behavior and tailor a response appropriate to the circumstances that effectively ends, remedies and prevents any further misconduct.

Caroline Wallace serves as the BCC’s Title IX Coordinator. The Title IX Coordinator can be reached at (225) 292-7078 press 4 during regular business hours 8:30 a.m. – 5:30 p.m., Monday through Friday and via email at carolinew@bluecliffcollege.com. Inquiries regarding the application of BCC’s Title IX Policy should be referred to the Title IX Coordinator or the U.S. Department of Education, Office of Civil Rights, at 1 (800) 421-3481 or <https://www2.ed.gov/about/offices/list/ocr/index.html>.

These individuals are responsible for investigating and assisting in coordinating BCC’s response to all Title IX complaints.

WHAT IS SEXUAL HARASSMENT AND SEX DISCRIMINATION?

Sexual harassment is a form of sex discrimination prohibited under Title IX and will not be tolerated at Blue Cliff College.

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, visual, or physical conduct of a sexual nature. It also includes sexual violence that is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the use of drugs or alcohol or intellectual disability. Sexual violence includes sexual assault, domestic violence, dating violence and stalking.

Consent is informed, freely given and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not necessarily imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Sexual harassment also includes quid pro quo harassment, where sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement.

Title IX also prohibits gender-based harassment that may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also prohibits gender-based harassment that may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature.

Gender-based harassment or sexual harassment constitutes sex discrimination if it is sufficiently severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. In some cases, a single act of sexual harassment or sexual violence, such as sexual assault, may be sufficiently severe to create a hostile environment and constitute discrimination.

In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

- The degree to which the conduct affected one or more students' education or individual's employment;
- The nature, scope, frequency, duration and location of incident or incidents; and
- The identity, number and relationships of persons involved.

Some examples of sexual or gender-based harassment that may constitute sexual discrimination include the following:

- Suggestive or obscene letters, notes, or invitations if sufficiently severe or pervasive; derogatory comments, epithets, slurs or jokes if sufficiently severe or pervasive;
- impeding or blocking movements, touching, or any physical interference with normal work or activities, if sufficiently severe or pervasive;
- sexual oriented gestures, displaying sexually suggestive or derogatory objects, pictures, cartoons, or posters (the situation will be evaluated for appropriateness related to the educational or workplace objective(s));
- 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 and subtle pressure or requests for dates or sexual activities; and
- Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.

Conduct that occurs off campus can be the subject of a complaint or report and will be investigated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

PRIVACY AND CONFIDENTIALITY

BCC understands that claims of harassment, discrimination, or sexual violence can be sensitive. If the complainant requests confidentiality or asks that the complaint or disciplinary action not be pursued against the alleged perpetrator, BCC will take all reasonable steps to investigate and respond to the complaint consistent with the individual's request. Such steps may include, for example, recommending local counseling services, offering accommodations, providing the campus with additional training on relevant issues and implementing other measures independent of disciplinary action that could assist the complainant or address the harassment without disclosing the individual's identity.

However, confidentiality cannot be guaranteed in every situation. Following notice of an incident, BCC must weigh a request for confidentiality or request not to pursue a formal investigation and disciplinary action with its responsibility to provide a safe, non-discriminatory environment to all students and employees. Thus, in some cases, it may be necessary to explain to the individual that confidentiality may not be ensured, pursue an investigation and take all necessary steps to end the alleged misconduct and prevent its recurrence.

The Title IX Coordinator, in consultation with the Campus Director at the location where the claim originates will be the final authority on the degree to which BCC can ensure confidentiality in a specific case. In weighing a request for confidentiality and whether to pursue a formal investigation of an incident, the Title IX Coordinator will consider the seriousness of the alleged harassment; the complainant's age; and whether there have been other harassment complaints about the same individual.

REPORTING SUSPECTED SEXUAL HARASSMENT

To encourage persons experiencing alleged sexual harassment to come forward, Blue Cliff College provides several channels of communication for formal or informal complaint resolution.

CONFIDENTIAL RESOURCES

Individuals may contact the following resources for support in any incident without the risk of having their identity revealed.

For Students: WellConnect gives students access to support services provided by one of their expert, licensed counselors. WellConnect is staffed 24/7/365 with master's level clinicians who are available for free in-the-moment telephonic support and direction. You can call us at any time to talk with a counselor. During the initial call, the WellConnect counselor will help you to work through your concerns. At the end of the call, you will be offered a referral for up to four sessions of face-to-face or telephonic counseling with a dedicated clinician. If you wish to engage in face-to-face counseling, WellConnect will connect you with a provider convenient to your home or work. 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.

For Employees: Blue Cliff College employees should refer to their Blue Cross Blue Shield Coverage at <http://www.bcbsla.com> for additional information regarding counseling.

Confidential Reporting: We encourage anyone who witnessed or has been a victim of a crime to immediately report the incident by dialing 911 or dial 1 (877) 201-7878 that is the corporate ethics hotline. Crimes can be reported on a voluntary, confidential basis for inclusion in the Annual Security Report. The police department can file a report on the details of an incident without revealing your identity.

The purpose of a confidential report is to maintain the anonymity of the individual, yet it allows the police to take steps to ensure your future safety and that of others. With such information, the college can also keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary. Reports filed on a confidential basis are counted and disclosed in the annual crime statistics for the college.

BLUE CLIFF COLLEGE GRIEVANCE PROCEDURE

BCC has developed the following grievance procedure for individuals who have experienced sexual harassment or sexual violence, including domestic violence, dating violence, sexual assault or stalking. The grievance procedure applies to complaints against students, employees, or third parties. The process has been designed to ensure each complaint is thoroughly investigated and a prompt and equitable resolution. All BCC employees involved in the grievance procedure will receive training annually on how to conduct a fair and impartial investigation into matters involving sexual harassment and sexual violence.

FILING A COMPLAINT

I. Notify Appropriate Personnel

A student or employee may file a Title IX complaint by contacting the College's Title IX Coordinator.

The individual will be asked to submit their complaint in writing.

At the request of the student or employee, BCC staff members will assist the individual in contacting local police and pursuing a criminal complaint. BCC will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation and if necessary, will take immediate steps to protect the student or employee in the educational or employment setting.

II. Preliminary Conference, Response and Complaint Review

If BCC receives a complaint from a student or employee or otherwise becomes aware of conduct that may constitute sexual harassment or sex discrimination, the Title IX Coordinator will conduct a preliminary conference with the complainant as soon as possible and a copy of this policy will be provided to the victim. The purpose of this initial meeting is to:

- 1) Inform the individual of their options under the grievance procedure, their option to notify local law enforcement and as well as accommodations, remedies and counseling services available through BCC and the local community;
- 2) address the individual's request for confidentiality, if applicable;
- 3) understand the basic allegations or facts underlying the possible misconduct;

- 4) ensure the victim takes immediate steps to preserve any available evidence, particularly if the allegations involve sexual assault or sexual violence;
- 5) determine if accommodations or other interim action is necessary to protect the victim, the accused, or the BCC community; and
- 6) assess whether the alleged misconduct could rise to the level of prohibited discrimination that warrants a Formal Investigation.

III. Preliminary Conference, Response and Complaint Review

The Complainant has the option to seek an informal resolution in certain cases and where the Complainant, Respondent and the Title IX Coordinator all agree informal resolution should be pursued. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution. The Title IX Coordinator is available to explain the informal and formal resolution procedures.

If the Complainant, the Respondent and the Title IX Coordinator all agree that an informal resolution should be pursued, the Title IX Coordinator shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Title IX Coordinator shall conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the University and the community. Typically, an informal investigation will be completed within 20 days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The Title IX Coordinator also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the Title IX Coordinator wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the University to stop, remedy and prevent violations of this policy. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor).

The Title IX Coordinator is responsible for assessing whether a Formal Investigation will be conducted under the BCC Grievance Procedure – that is, whether the alleged facts could rise to the level of prohibited discrimination or conduct that warrants remediation and/or disciplinary action. Incidents involving sexual assault or sexual violence are cause for a Formal Investigation, subject to the complainant's request for confidentiality or request not to pursue disciplinary action against the alleged perpetrator. In addition, the Title IX Coordinator may initiate a Formal Investigation if they believe that they lack sufficient information to assess whether the misconduct could rise to the level of discrimination or an individual may pose a threat to the BCC community.

A determination that a Formal Investigation is not necessary does not preclude BCC from taking appropriate action to eliminate, remedy, or prevent prohibited or otherwise disruptive conduct. Appropriate action may include an informal mediation involving the parties; providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a

supervisor or instructor. In addition, the College may pursue disciplinary sanctions for any actions that violate the student and employee Code of Conduct, even if those actions do not constitute discrimination.

IV. Formal Investigation and Grievance Procedure

Assigning an Investigator. When a determination is made to proceed with a Formal Title IX Investigation, the Title IX Coordinator or their designee will be assigned to investigate the claim.

Appropriate Notice. Throughout the investigation, both the Complainant and the Respondent will be afforded equal reasonable notice to prepare for any meeting or interview. At the outset of the Formal Investigation, the investigator will advise the Respondent of the allegations against him or her in writing and a copy will be provided to the Complainant.

Equal Opportunity to Participate. Both the Respondent and the Complainant will have an equal opportunity to participate in the investigation. Both parties will have an equal opportunity to give statements, provide evidence and request that the investigator meet with relevant witnesses. Both Parties may be accompanied by one advisor of their choosing to any meeting or proceeding during an investigation. The advisor may be a member of the BCC community, a friend or family member, or any other counselor of the individual's choosing. However, advisors are strictly prohibited from responding on behalf of an individual in any meeting unless requested to do so directly by BCC staff.

Evidentiary Determinations. The investigator has broad discretion in determining whether a witness' statements or documentary evidence is relevant to a determination. The investigator may be asked to address why or why not certain statements or other evidence was relevant in the Investigation Report.

Standard of Review. The Title IX investigation procedure will determine findings of fact using the preponderance of the evidence standard. This "preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it, meaning it must be more likely than not that the conduct at issue occurred.

Possible Sanctions. Not all forms of misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions depending on the severity of the offense and/or offender history.

Any student or employee found responsible for violating this policy may receive any of the following sanctions:

- Educational Sanctions – includes but it is not limited to the completion of an education assignment (e.g., research paper, program presentation, etc.)
- Formal Written Warning
- Probation
- Revocation of admission and/or degree
- Expulsion
- Suspension
- No contact (direct or indirect) with the victim
- Banishment from all college property, functions, etc.
- Substance Abuse Assessment
- Training on sex – based misconduct
- Employee sanctions: formal written warning, suspension and/or termination

The Title IX Coordinator will also evaluate any request for accommodations in light of the information available. Under appropriate circumstances accommodations may include adjusting class or work schedules or affording students the opportunity to retake tests or coursework. Accommodations may also include referral to appropriate counseling services.

Outcome Report. When the Title IX investigator complete an investigation, they will summarize critical evidence and outline their findings and any recommended action necessary to address and remedy the discrimination in an Outcome Report. This summary will be reviewed by the Campus Director to determine any appropriate disciplinary action. A copy of the Report will be provided to both the Complainant and the Respondent along with a date that the Report will be submitted to the Campus Director for review and possible disciplinary action. Both the Complainant and Respondent will have seven days to submit a written response to the Report to the Title IX investigator, which will accompany the Report when submitted to Campus Director.

The Campus Director has broad discretion to request that the investigator interview additional witnesses or collect additional information. The Campus Director will issue a written Outcome Letter including the finding(s) of fact, the rationale for the decision and if applicable, any actions the College will take to provide accommodations to the Complainant, any institution-wide remedies are being considered or implemented, along with any disciplinary action taken. An Outcome Letter will be provided to both parties, although the content of each letter may be modified subject to the limitations of FERPA and other relevant laws and considerations. Both parties will also be provided with information regarding their right to appeal the decision.

BCC will make every effort to complete a Title IX investigation within 60 calendar days after receiving notice of an allegation of harassment or discrimination. The Title IX Coordinator may extend this timeframe for good cause. If the timeframe is extended, the College will apprise the parties of the progress of the investigation and provide updated timeframes.

V. Appeal

If the Complainant or the Respondent is dissatisfied with final determinations made under this policy, that person may file an appeal. The Appeal must be filed in writing with the Title IX Coordinator within 5 calendar days of the Outcome Letter. A delay in filing the Appeal may be grounds for rejection of the Appeal. The Appeal should state the remedy sought by the appealing party.

As soon as practicable, the Title IX Coordinator will provide a copy of the request for an appeal to the non-appealing party, the executive committee that consist of the Vice President of Academics, Vice President of Marketing and Admissions and the Chief Financial Officer who may confer with the investigator and the Campus Director to review the investigation record. Upon completing their review of the record, the Executive Committee will issue a written Appeal Outcome Decision that will be made available to both the Complainant and Respondent. The Appeal Outcome Decision is BCC's final determination on a matter and cannot be further appealed.

VI. Retaliation is Prohibited

BCC strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only College policy and Title IX, but may also violate state and federal law.

VII. 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 that 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 that 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.

Gramm – Leach – Bliley Act (“GLBA”) Financial Information Security Plan

Overview:

This document summarizes the Blue Cliff College (BCC) comprehensive written information security plan mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (“GLBA”). In particular, this document describes the plan elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students and/or customers henceforth referred to as constituents. The plan integrates BCC’s policies and procedures listed below and is additional to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, but not limiting, FERPA.

Financial Information Security Plan:

1. Usernames and passwords protect electronic access to customer financial information. The college has two security officers (Director of Information Technology (DIT) and Corporate Director of Registrars) for the college’s integrated administrative software program. A security officer is the owner of the data for that department and is the person responsible for the safeguarding of that data. The DIT grants access to the network, and the Corporate Director of Registrars grants access to software used for data management.
2. Passwords are not to be shared by other users.
3. Access to financial information on the network, i.e., Word and Excel documents, is safeguarded with access rights granted by the Director of Information Technology to only the files relevant to that user for his/her work.
4. All users must log off their computer terminals when they are away from their work area.
5. Computer terminals used to display financial information are not to be left unattended with that information still displayed.
6. Placement of computer terminals is to be done in such a way as to prevent casual viewing by unauthorized personnel.
7. Printed copies of student financial information are to be handled only by authorized personnel and kept in areas with restricted access.
8. Printed copies of the student or customer financial information are not to be left in the open on desks when desks are unattended for extended periods.
9. Printed documentation that is older than five (5) years is moved to an offsite storage facility.
10. Printed documentation that is current (less than five (5) years) is kept on campus in fireproof lockable cabinets.
11. In the event of a security system breach:
 - a. Passwords for breached software is immediately changed
 - b. A full reinstall of the operating system before reinserting into the Institution’s network.

DRUG-FREE, SMOKE-FREE AND GUN-FREE SCHOOL

Blue Cliff College is designated a drug-free, smoke-free and gun-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.
- The manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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. Persons exempt to carry firearms are those who are in an enforcement capacity employed by the school.

Smoking is prohibited inside all college buildings.



PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

Program	Quarter Credits	Clock Hours	Months to Complete
Diploma			
Cosmetology <i>Diploma (Day)</i>	82	1500	12
Cosmetology <i>Diploma (Evening)</i>	82	1500	19
Dental Assisting <i>Diploma (Day)</i> (Metairie, Fayetteville & Gulfport Campuses Only)	59	958	11
Dental Assisting <i>Diploma (Evening)</i> (Metairie, Fayetteville & Gulfport Campuses Only)	59	958	15
Esthetics <i>Diploma (Day)</i> (Louisiana Campuses Only)		780	6
Esthetics <i>Diploma (Evening)</i> (Louisiana Campuses Only)		780	9
Esthetics <i>Diploma (Evening)</i> (Mississippi Campus Only)		600	9
Heating, Ventilation and Air Conditioning Technician (HVAC) <i>Diploma (Day)</i> (Lafayette & Houma Campuses Only)		900	9
Heating, Ventilation and Air Conditioning Technician (HVAC) <i>Diploma (Evening)</i> (Lafayette & Houma Campuses Only)		900	12
Massage Therapy <i>Diploma (Day)</i> (Metairie Campus Only)	52	750	9
Massage Therapy <i>Diploma (Evening)</i> (Metairie Campus Only)	52	750	15
Massage Therapy <i>Diploma (Day)</i> (Alexandria, Fayetteville, Houma & Lafayette Campuses Only)		600	6
Massage Therapy <i>Diploma (Evening)</i> (Alexandria, Fayetteville, Houma & Lafayette Campuses Only)		600	9
Massage Therapy <i>Diploma (Day)</i> (Gulfport Campus Only)	53	775	9
Massage Therapy <i>Diploma (Evening)</i> (Gulfport Campus Only)	53	775	15

DIPLOMA IN COSMETOLOGY

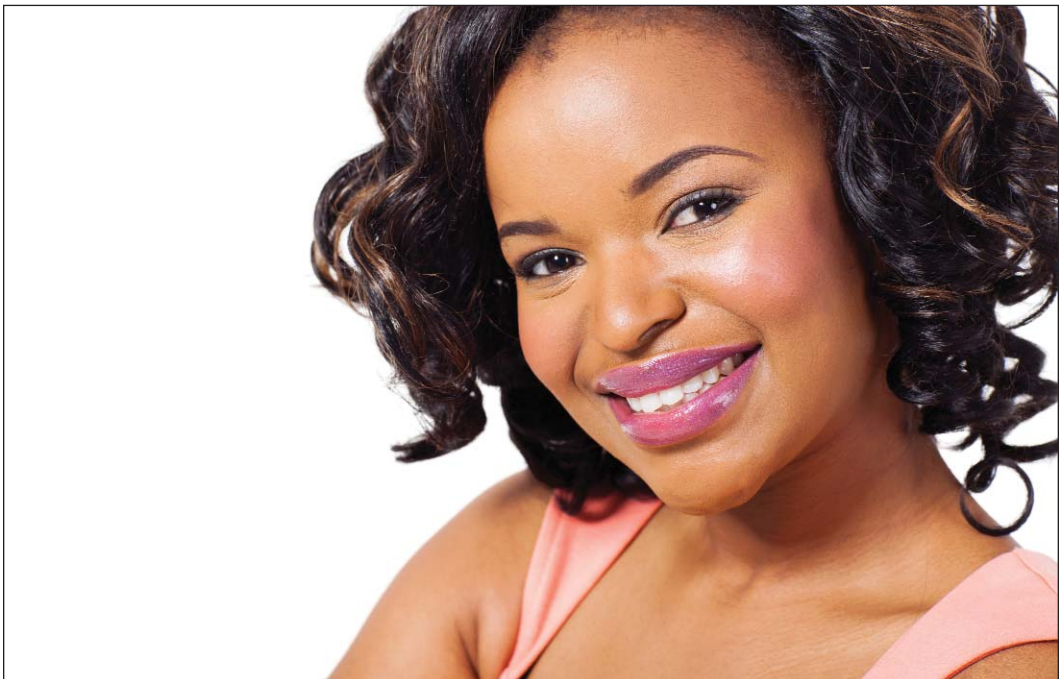
(Offered at Alexandria, LA, Gulfport,* MS, Houma, LA, Lafayette, LA, and Metairie,** LA Campuses)

Metairie is a main campus. Alexandria, Houma, Lafayette and Gulfport are branch campuses of Metairie.

* Currently only offering 12 month Cosmetology Program.

** Satellite location associated with Metairie Main.

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 that 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 1	(120)
COS103	Haircutting 2	(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 A	Skills Enhancement	(120)
COS110 B	Skills Enhancement	(120)
COS110 C	Skills Enhancement	(120)
COS110 D	Skills Enhancement	(60)

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 1

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 headlines 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 2

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 1

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 basics 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 that 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 A SKILLS ENHANCEMENT

120 Contact Hours

Students engage in Senior Coursework, which consists of 120 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.

COS 110 B SKILLS ENHANCEMENT

120 Contact Hours

Students engage in Senior Coursework, which consists of 120 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.

COS 110 C SKILLS ENHANCEMENT

120 Contact Hours

Students engage in Senior Coursework, which consists of 120 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.

COS 110 D SKILLS ENHANCEMENT

60 Contact Hours

Students engage in Senior Coursework, which consists of 60 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 DENTAL ASSISTING

(Offered at Fayetteville, AR, Gulfport, MS, and Metairie, LA Campuses 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, healthcare laws and regulations (OSHA and HIPAA) 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 11 months. Upon successful completion of the program and all other graduation requirements, a diploma in Dental Assisting will be awarded.

Mississippi students are required by the Mississippi State Board of Examiners to obtain a valid Mississippi Radiology Permit prior to exposing radiographs. Due to there being an externship component included in the curriculum, students will be required to obtain permit prior to externship.

Arkansas students are required by the Arkansas State Board of Examiners to obtain a valid Arkansas Radiology Permit prior to exposing radiographs.



Required Courses in the Diploma in Dental Assisting Program

Content Courses

DA101 A	Introduction to Dental Assisting Lecture	(44/4)
DA101 B	Introduction to Dental Assisting Lab	(44/2)
DA102	Dental Science 1	(44/4)
DA103 A	Preclinical and Chair-Side Dental Assisting 1	(44/3)
DA103 B	Preclinical and Chair-Side Dental Assisting 2	(44/2)
DA260	Dental Materials 3	(44/3)
DA120	Nutrition and Dental Health	(44/4)
DA122 A	Dental Materials 1a	(44/3)
DA122B	Dental Materials 1b	(44/2)
DA219	Dental Science 2	(44/4)
DA223 A	Dental Materials 2a	(44/3)
DA223 B	Dental Materials 2b	(44/2)
DA231 A	Dental Radiology a	(44/3)
DA231 B	Dental Radiology b	(44/2)
DA232	Dental Office Management	(44/3)
DA240	Dental Assisting Externship	(210/7)
MED201	Healthcare 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 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 HEALTHCARE COMPLIANCE

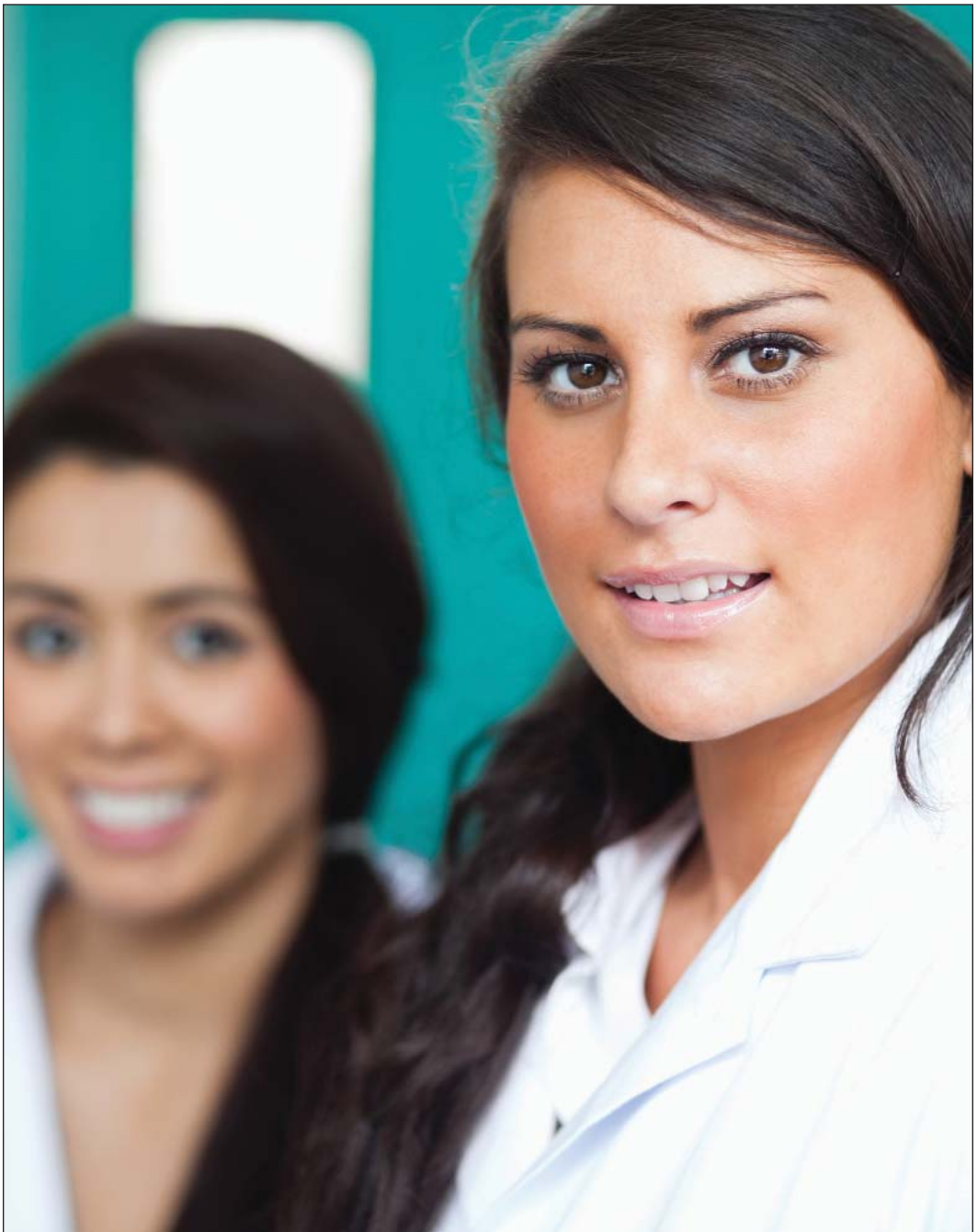
44 Contact Hours - 4 Credits

This course provides an in-depth study of healthcare laws and regulations including OSHA and HIPAA 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 ESTHETICS

(Offered at Alexandria, LA, Houma, LA, Lafayette, LA, Metairie, LA Campuses)

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 that 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 and a half months and for the evening program it is nine and three quarter 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 A	Skills Enhancement	(120)
EST105 B	Skills Enhancement	(120)
EST105 C	Skills Enhancement	(24)

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

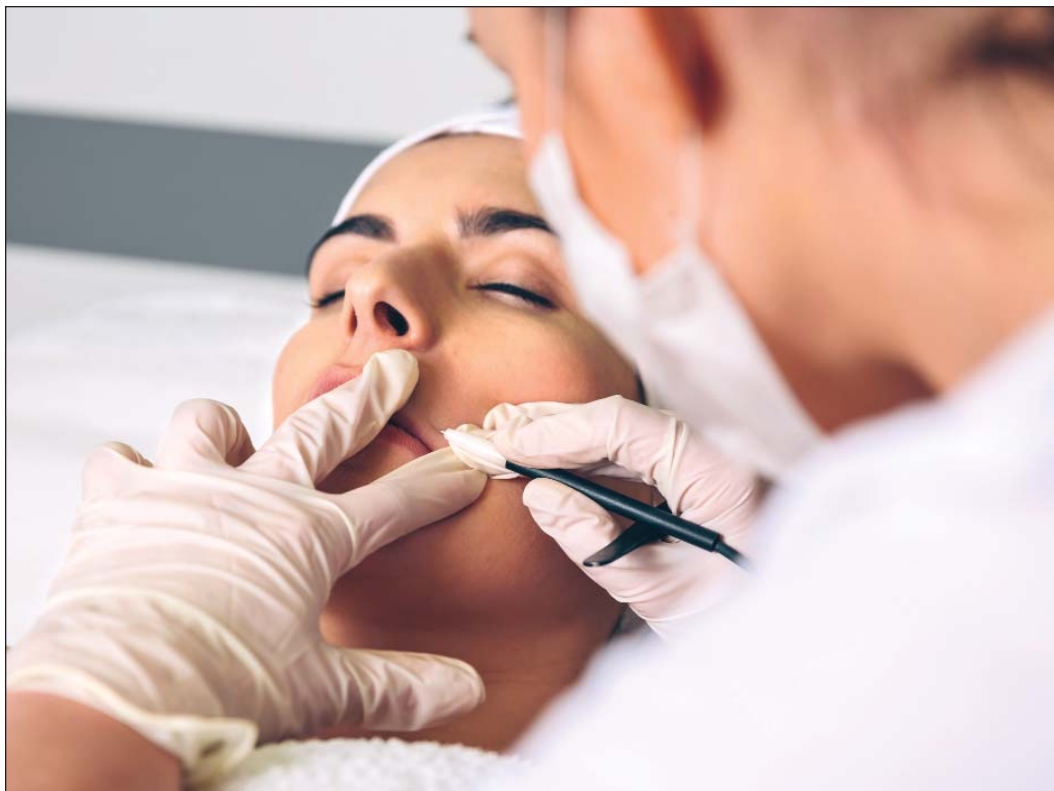
120 Contact Hours

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 A SKILLS ENHANCEMENT

120 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 Exam. 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 on the school floor.

EST 105 B SKILLS ENHANCEMENT

120 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 Exam. 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 on the school floor.

EST 105 C SKILLS ENHANCEMENT

24 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 Exam. 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 on the school floor.

DIPLOMA IN ESTHETICS

(Offered at Gulfport, MS Campus Only)

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 that 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 evening program 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		
EST 100	Introduction to Esthetics	(100)
EST 101	Intermediate Esthetics	(100)
EST 102	Advanced Esthetics	(100)
EST 103	Makeup and Hair Removal	(100)
EST 104	Professional Image and Skills Enhancement	(100)
EST 105	Skills Enhancement	(100)

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

100 Contact Hours

This module covers an overview of the history of skin care and the esthetics profession. Professional practices pertaining to infection control, personal hygiene and public health safety within the scope of EPS 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 represents the scientific background of esthetics, including anatomy and physiology, skin pathologies and conditions as well as basic chemistry and electricity concepts.

EST 101 INTERMEDIATE ESTHETICS

100 Contact Hours

This module covers the proper preparation of the treatment room, trolley, and client, and the contraindications of treatment. Students are taught how to perform the 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 the various treatments.

EST 102 ADVANCED ESTHETICS

100 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 aroma therapy, body wraps, spa treatments, clinical skin care procedures, peels, and other advanced procedures.

EST 103 MAKEUP AND HAIR REMOVAL

100 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 application 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 PROFESSIONAL IMAGE AND SKILLS ENHANCEMENT

100 Contact Hours

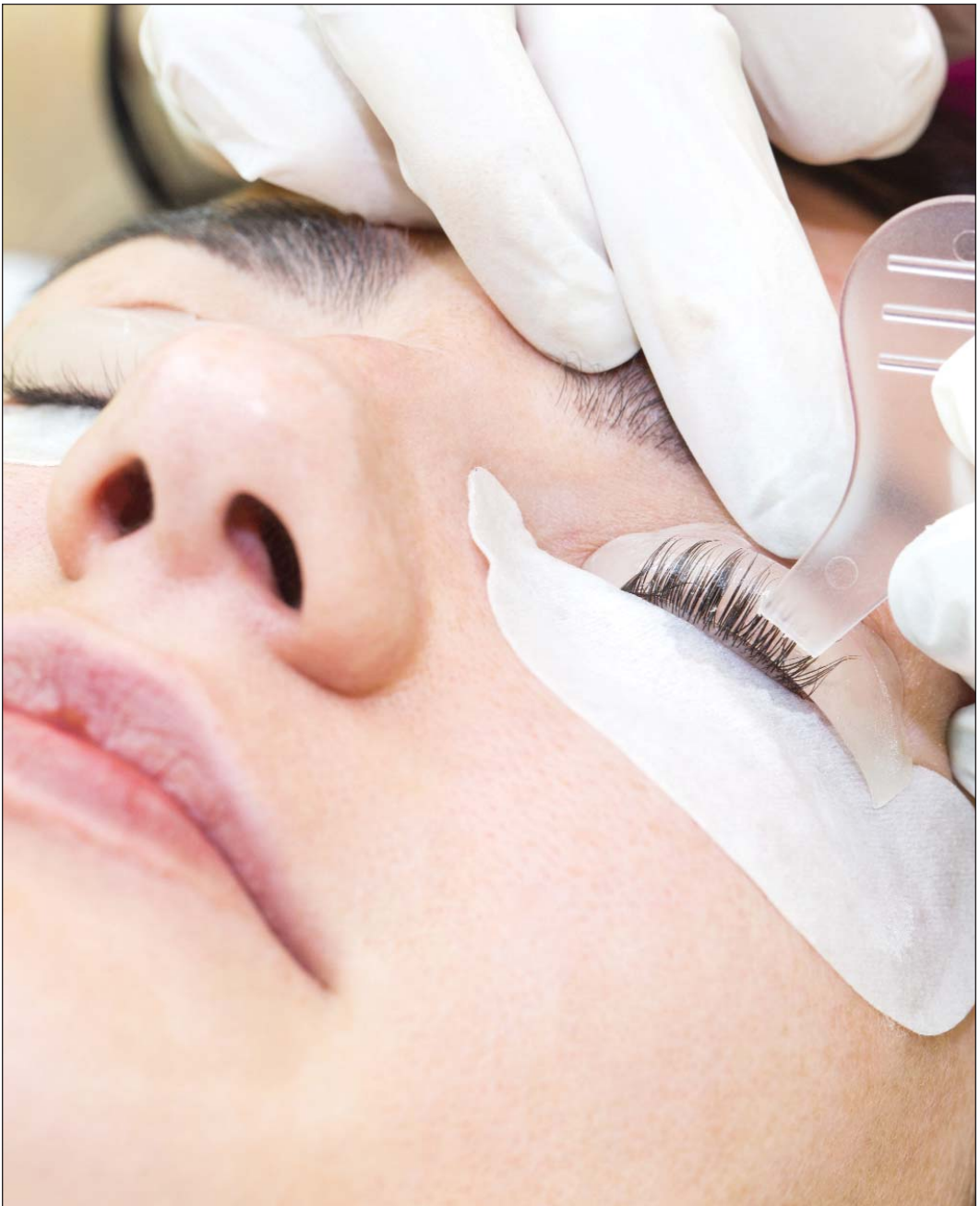
This module covers the professional image, ethics, and conduct of the Esthetics Professional in addition to the skills necessary to meet the daily and long-term challenges of successfully managing in today's spa environment. Students learn the different services offered by a variety of spa types and 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 the marketing and selling of retail products and services. Additionally, students will demonstrate mastery of concepts and applications presented throughout the program by performing on mannequins and clients in the school salon.

An in-depth study of Mississippi State Board of Cosmetology Laws, Rules, and Regulations and the requirements for licensure are presented as well as the legal and confidentiality aspects of maintaining client records. The student learns professional standards and ethical practices and the keys to successful workplace interactions. 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

100 Contact Hours

This course allows the student to sharpen esthetics skills in various areas that they have received instruction while reviewing for State Board Certification Exams. Students will demonstrate mastery of concepts and applications presented throughout the program by correctly performing all skills standards and performance indicators on mannequins and clients in the school salon.



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

(Offered only at the Houma, LA, and Lafayette, LA 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



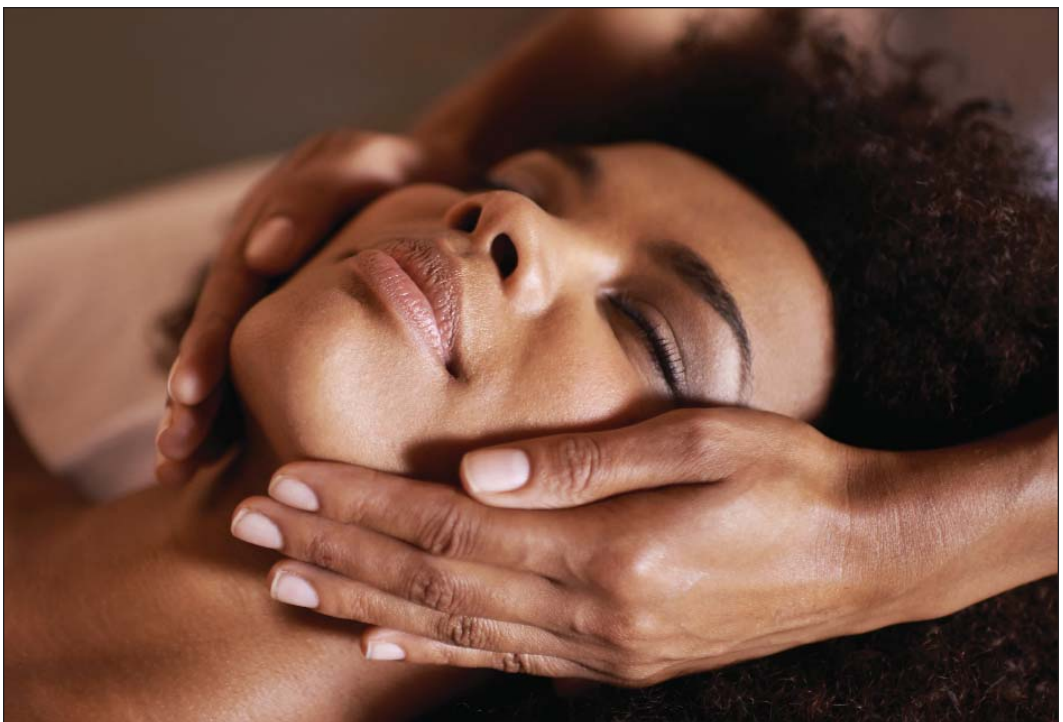
DIPLOMA IN MASSAGE THERAPY

(Offered at Metairie, LA Campus Only)

Metairie's satellite location is a separate facility to Metairie's main campus.

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 52 quarter credits at the Fayetteville Satellite campus and the Louisiana campuses 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 that 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

Content Courses		
MT111	Anatomy, Physiology and Pathophysiology 1	(40/4)
MT112	Palpatory Anatomy 1	(30/2)
MT113	Massage 1: Swedish Techniques	(60/4)
MT114	Hydrotherapy	(20/1)
MT115	Massage Laws, Legislation and Ethics	(10/1)
MT116	Therapeutic Communications	(20/2)
MT117	Tai Chi	(20/1)
MT118	CPR/First Aid/HIV	(25/2.25)
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)
MT123	Massage 2: Integrating Deep Tissue Techniques	(50/3)
MT124	Prenatal Massage	(20/1)
MT125	Supervised Clinical Practice 1	(35/1.75)
MT126	Chair Massage	(20/1)
MT127	Sports Massage	(20/1)
MT128	Supervised Clinical Practice 2	(35/1.75)
MT131	Anatomy, Physiology and Pathophysiology 3	(40/4)
MT130	Reflexology	(20/1)
MT133	Massage 3: Neuromuscular Therapy	(50/3)
MT135	Supervised Clinical Practice 3	(35/1.75)
MT136	Basic Shiatsu	(40/2.25)
MT137	Subtle Body Energies	(20/1)
MT138	Marketing	(25/2.5)
MTCS129	Massage Community Service	(15/.75)

DIPLOMA IN MASSAGE THERAPY PROGRAM

COURSE DESCRIPTIONS

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 HYDROTHERAPY

20 Contact Hours - 1 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

10 Contact Hours - 1 Credit

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 - 2.25 Credits

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 that 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

50 Contact Hours - 3 credits

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

MT 124 PRENATAL MASSAGE

20 Contact Hours - 1 Credit

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 - 1.75 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 - 1.75 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 130 REFLEXOLOGY

20 Contact Hours - 1 Credit

This course provides an overview of reflexology techniques used by massage therapists as part of a comprehensive therapeutic program. Students will learn how to perform a basic reflexology routine and how to incorporate reflexology techniques into a comprehensive therapeutic program.

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

50 Contact Hours - 3 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 - 1.75 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

40 Contact Hours - 2.25 Credits

This course provides an introduction to the basic art of Shiatsu that 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

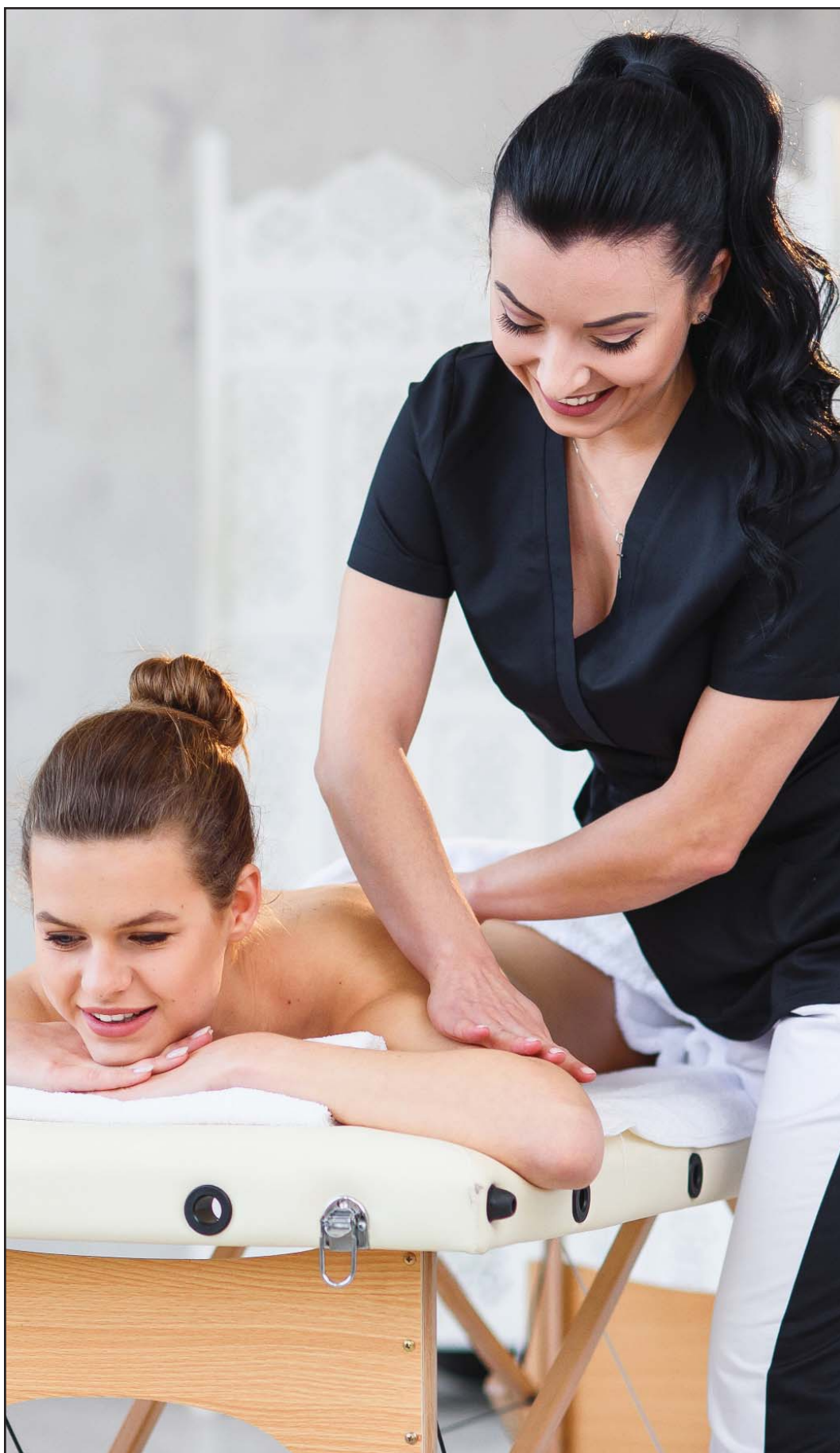
This course provides the student with an introduction to individual marketing and business skills to empower them to become both employable and successful in the massage therapy profession.

MT CS129 COMMUNITY SERVICE

15 Contact Hours - .75 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



DIPLOMA IN MASSAGE THERAPY

(Offered at Gulfport, MS Campus Only)

Gulfport is a branch campus of Metairie

Note: Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is nine months and for the evening program, 15 months. Upon successful completion of 775 clock 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 that 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, and massage therapist in a hair salon. 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 Massage & Bodywork Licensing Examination (MBLEX).



Required Courses in the Diploma in Massage Therapy Program

Content Courses		
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)
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)
MTCS129	Massage Community Service	(20/1)

DIPLOMA IN MASSAGE THERAPY PROGRAM

COURSE DESCRIPTIONS

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

10 Contact Hours - 1 Credit

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)

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 that 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 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

DIPLOMA IN MASSAGE THERAPY

(Offered at the Alexandria, LA, Houma, LA, Lafayette, LA and Fayetteville, AR* Campuses)

Alexandria, Houma and Lafayette are branch campuses of Metairie. Fayetteville's satellite location is a branch of Fayetteville's main campus.

* Satellite location associated with Fayetteville which is a branch of Metairie.

Note: Individual state requirements for licensure, certification or registration may vary. The normal completion time for the day program is 6 months and for the evening program, 9 months. Upon successful completion of 600 clock hours at the Fayetteville Satellite campus and the Louisiana campuses 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 that 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

Content Courses		
MTS 01	Massage Science Theory I	(125)
MTW 01	Western Applications and Techniques I	(75)
MTP 01	Special Populations and Services	(50)
MTP 02	Eastern Philosophy and Techniques	(50)
MTS 02	Massage Science Theory II	(75)
MTW 02	Western Applications and Techniques II	(50)
MTB 01	Massage Business and Communication	(50)
MTC 01	Clinical Practice	(125)

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

DIPLOMA IN MASSAGE THERAPY PROGRAM

COURSE DESCRIPTIONS

MTS 01 MASSAGE SCIENCE THEORY I

125 Clock Hours

This course provides an introduction and overview to the anatomy, physiology, and pathophysiology that the student will require to effectively assess clients' medical histories and conditions prior to performing bodywork. The student will gain an understanding of how all body systems work together to assist in maintaining health and wellness. It includes an overview of medical terminology and universal precautions which is essential for anyone entering an associated health profession. Students will gain an understanding of body mechanics and its importance in bodywork.

MTS 02 MASSAGE SCIENCE THEORY II

75 Clock Hours

This course provides identification of bony landmarks, actions, insertions, and origins of muscles while integrating knowledge of muscle anatomy and physiology with palpation and movement. The student will practice using basic techniques to palpate soft tissue and perform manual muscle contraction and lengthening in a supervised classroom/clinical environment.

MTW 01 WESTERN APPLICATIONS AND TECHNIQUES I

75 Clock Hours

This course covers the history of the massage profession while giving the student a knowledge base of origins of massage applications, manipulations, and techniques. The student will learn and practice the basic strokes of massage application, gain a further understanding of body mechanics for oneself, and practice adaptable massage application routines that promote general health and wellness. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy. Students will gain hands-on experience in a supervised classroom/clinical environment.

MTW 02 WESTERN APPLICATIONS AND TECHNIQUES II

50 Clock Hours

This course is a continuation of massage applications, manipulations, and techniques with a focus on accessing and assessing the deeper layers of muscle tissue and fascia to relieve muscular dysfunctions and pain. The student will learn and practice several modalities that incorporate the basic strokes learned in MTW01 to assist clients with reaching their goals of improved quality of life and increased flexibility, mobility, and range of motion. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy. Students will continue to have hands-on experience in a supervised classroom/clinical environment.

MTP 01 SPECIAL POPULATIONS AND SERVICES

50 Clock Hours

This course is designed to give the student an understanding of different populations (Athletes, Prenatal, Geriatrics, Infants and Adolescents) that may require special services and attention in the application of massage. It includes instruction in the modification of learned techniques to perform a seated massage. It includes the effective and appropriate use of various forms of aroma therapy (essential oils) and hydrotherapy on the various populations. Students will gain some hands-on experience in a supervised classroom/clinical environment.

MTP 02 EASTERN PHILOSOPHY AND TECHNIQUES

50 Clock Hours

This course provides an introduction to Traditional Chinese Medicine (TCM) and other concepts that address the body/mind/spirit connection such as acupressure, reflexology, human energy field therapies, and Shiatsu. Students will gain an understanding on how to effectively use established massage techniques while incorporating emotional and mental connection to the bodywork for the benefit of clients' overall wellness. Students will gain some hands-on experience in a supervised classroom/clinical environment.

MTB 01 MASSAGE BUSINESS AND COMMUNICATION

50 Clock Hours

In this course the student will receive an overview of business operations, law and ethics, self-care, and therapeutic communication pertaining to massage therapy with an understanding of state specific regulations and requirements for licensure.

MTC 01 CLINICAL PRACTICE

125 Clock Hours

This course provides a supervised clinical experience of all learned massage techniques on members of the public in a simulated work environment. The student will be required to work with clients from intake to follow-up care and rebooking after massage session. Students will be required to complete 50 one hour sessions with appropriate documentation as part of the course. This course is designed to assist in building the student therapist's endurance and stamina for the workplace by providing consecutive massages. Students will also have subject matter review opportunity and instructor feedback to assist with MBLEx preparation.



COSMETOLOGY PROGRAM (CREDIT HOURS) – NEW STUDENTS STARTING CLASSES AFTER JANUARY 1, 2020

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 Fees	Total Costs
Cosmetology* <i>Diploma</i>	82/1500	\$22,955	\$1,800	\$50	\$24,805

Note: Tuition may be rounded to the nearest dollar.

* Students enrolled in the Cosmetology 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.

** Number of Quarter Credit Hours (QCH/Clock Hours) 53/775.

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. Tuition is charged at the time of repeat for repeated courses involving "W" or "F" grades at the time the "W" or "F" is assigned but after the seven-day change period has expired.

FEES AND EXPENSES:

Graduation Application Fees	\$50
Louisiana Board of Cosmetology registration fee	\$10
Program Fees <i>Textbooks, materials and equipment</i>	Varies by program – see chart on page 114
National Medical Assisting exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
State and National Massage Therapy exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
<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>	Metairie and Gulfport only
State and National Cosmetology exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
State and National Esthetics exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
National Dialysis exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition
EPA Type 1 Certification exam <i>Note: The institution will identify the testing agency. (Exam must be completed within 90 days of graduation)</i>	fee included in tuition

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 <i>(beyond two issued upon completion)</i>	\$10
Note: Tuition for repeated courses is based on the cost per credit or clock hour at the time of the repeat.	

ATTENDANCE

BLUE CLIFF COLLEGE ATTENDANCE POLICY

Attendance Requirement Credit Hour (except Cosmetology) – Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of class days for credit hour programs. A student who hits this trigger will not receive a passing grade for that class. *1 (See additional Attendance Requirements at the end of this section.)

Once a student misses 10% accumulated absences of a course (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 must develop a plan for makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal trigger stated above.

A student who misses more than 20% of the course days will receive a failing grade for that course.

Attendance Requirement Credit Hour (Cosmetology) – Students are expected to attend all scheduled classes. In no event may a student miss more than 20% of the term for credit hour programs. A student who hits this trigger will not receive a passing grade for that term. Students who fail to complete 100% attendance will receive an “I” grade in the current term provided they have completed 80% of attendance in that term. The student may continue to the next term and will be allowed 3-weeks to makeup hours to achieve 100% attendance. Beyond the 3-weeks, the student will receive an “F” grade and have to repeat the course. *1 (See additional 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 must develop a plan for makeup of hours missed. A makeup time plan must be developed prior to hitting the attendance dismissal triggers stated above.

A student who misses more than 20% of course days for credit or clock hour programs will receive a failing grade for that course.

Credit Hour Students Enrolling During Add/Drop – Students who start during add/drop week who do not achieve 80% attendance by the end of the term, will be considered by the Director of Education and Corporate Director of Education for additional time beyond the end of the term to complete their make up time. The Corporate Director of Education will review the student’s attendance history to ensure that there is a high probability that the student can make up all hours within the allotted 3-weeks beyond the end of the term. This will be done on a case-by-case basis. Once approved for the makeup time, these students will receive an “I” grade for that term. They will be allowed 3-weeks after the end of the term to make up all their time to complete 100% attendance.

PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

Program	Quarter Credits	Clock Hours	Months to Complete
Diploma			
Cosmetology Diploma (Day)	82	1500	12
Cosmetology Diploma (Evening)	82	1500	19

DIPLOMA IN COSMETOLOGY

Offered at Alexandria, LA, Gulfport,* MS, Houma, LA, Lafayette, LA, and Metairie,** LA Campuses)

Metairie is a main campus. Alexandria, Houma, Lafayette and Gulfport are branch campuses of Metairie.

* Currently only offering 12 month Cosmetology Program.

** Satellite location associated with Metairie Main.

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 that 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 82 credit hours/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 1	(120)
COS103	Haircutting 2	(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	(80)
COS111	Skills Enhancement	(80)
COS112	Skills Enhancement	(80)
COS113	Skills Enhancement	(180)

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 1

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 headlines 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 2

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 1

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 basics 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 that 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

80 Contact Hours

Students engage in Senior Coursework, which consists of 80 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.

COS 111 SKILLS ENHANCEMENT

80 Contact Hours

Students engage in Senior Coursework, which consists of 80 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.

COS 112 SKILLS ENHANCEMENT

80 Contact Hours

Students engage in Senior Coursework, which consists of 80 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.

COS 113 SKILLS ENHANCEMENT

180 Contact Hours

Students engage in Senior Coursework, which consists of 180 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.



ACADEMIC CALENDAR – 2020 (COSMETOLOGY TRACK 1 — LOUISIANA & MISSISSIPPI)

Winter 2020

Campus	Quarter Dates	Programs
ALL	1/13/2020-4/8/2020	Cosmetology Day
Breaks/Holidays	MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter break: 1/9/2020-1/12/2020	

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

Spring 2020

Campus	Quarter Dates	Programs
ALL	4/13/2020-7/7/2020	Cosmetology Day
Breaks/Holidays	Memorial Day: 5/25/2020 Independence Day: 7/3/2020	

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

Summer 2020

Campus	Quarter Dates	Programs
ALL	7/13/2020-10/5/2020	Cosmetology Day
Breaks/Holidays	Labor Day: 9/7/2020 Summer Break: 7/8/2020-7/12/2020	

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

Fall 2020

Campus	Quarter Dates	Programs
ALL	10/6/2020-1/5/2020	Cosmetology Day
Breaks/Holidays	Thanksgiving Break: 11/26/2020-11/27/2020 Christmas Break: 12/24/2020-12/25/2020 New Year's Break: 12/31/2020-01/01/2021	

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

ACADEMIC CALENDAR – 2020 (COSMETOLOGY TRACK 2 — LOUISIANA & MISSISSIPPI)

Winter 2020

Campus	Quarter Dates	Programs
ALL	3/16/2020-6/8/2020	Cosmetology Day
Breaks/Holidays	MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter break: 1/9/2020-1/12/2020	

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

Spring 2020

Campus	Quarter Dates	Programs
ALL	6/9/2020-9/4/2020	Cosmetology Day
Breaks/Holidays	Memorial Day: 5/25/2020 Independence Day: 7/3/2020	

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

Summer 2020

Campus	Quarter Dates	Programs
ALL	9/8/2020-12/2/2020	Cosmetology Day
Breaks/Holidays	Labor Day: 9/7/2020 Summer Break: 7/8/2020-7/12/2020	

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

Fall 2020

Campus	Quarter Dates	Programs
ALL	12/3/2020-3/10/2021	Cosmetology Day
Breaks/Holidays	Thanksgiving Break: 11/26/2020-11/27/2020 Christmas Break: 12/24/2020-12/25/2020 New Year's Break: 12/31/2020-01/01/2021 MLK : 1/18/2021 Mardi Gras: 2/15/2021-2/16/2021	

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

HYBRID PROGRAMS

PROGRAMS OF STUDY AND COURSE DESCRIPTIONS – HYBRID PROGRAMS

Program	Quarter Credits	Clock Hours	Months to Complete
Diploma			
Clinical Medical Assisting (CMA) – Hybrid <i>Diploma (Day)</i>	53	780	9
Clinical Medical Assisting (CMA) – Hybrid <i>Diploma (Evening)</i>	53	780	15
Dialysis Technician – Hybrid <i>Diploma (Day)</i>	72	1020	12
Health Information Management, Billing and Coding (HIMBC) – Hybrid <i>Diploma (Day)</i>	65	950	12
Health Information Management, Billing and Coding (HIMBC) – Hybrid <i>Diploma (Evening)</i>	65	950	15



HYBRID TECHNICAL REQUIREMENTS

HYBRID LEARNING PLATFORM AND CANVAS TECHNICAL REQUIREMENTS

Canvas runs on Windows, Mac, iOS, Android, or any other device* with a modern web browser.

Browsers

Supported desktop browsers include the last two versions of:

- **Chrome**
- **Safari (Mac Only)**
- **Firefox**

While Canvas supports the latest 2 versions of Internet Explorer, you are highly encouraged to use Chrome, Safari, or Firefox for the best user experience. As of May 24th, 2014, Canvas no longer supports any version of Internet Explorer older than IE10.

Plugins

Canvas requires the following browser components:

- **Flash**
is required for media recording, streaming, viewing, and uploading.
- **The Java plug-in**
is required for several features in Canvas.
- **Adobe Acrobat Reader** is required to view documents in your browser.

Computer Hardware Requirements

You are required to have use of a computer system with the following specifications and components**:

- Use a computer 5 years old or newer when possible
- 2+ GHz processor
- 1GB+ RAM
- Minimum of 512kbps Internet connection
- Web camera

Mobile Devices

While Canvas is supported on Android and iOS mobile devices, it is optimized for desktop displays. Since Canvas uses flash, certain features may not be available to you on your mobile device. Using your desktop to submit assignments, discussion posts, and take quizzes is highly recommended.

- **Will Canvas Work On My Mobile Device?**

* *Canvas is optimized for desktop displays.*

** *Your instructor may require additional hardware or software for your course.*

DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA) – HYBRID PROGRAM

(Offered at the Alexandria, LA, Fayetteville, AR, Gulfport, MS, Houma, LA, Lafayette, LA, and Metairie, LA Campuses)

Alexandria, Fayetteville, Gulfport, Houma, and Lafayette are branch campus of Metairie

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 to pursue entry-level positions in the healthcare field working in clinical and/or administrative setting under a variety of titles: Medical Assistants, Medical Receptionist, Medical Office Administrator, Medical Technician, Cardiac Technician amongst others.

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 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 Clinical Medical Assisting Diploma.



Required Courses in the Diploma in Clinical Medical Assisting (CMA) Hybrid Program

Content Courses		
AH100	Introduction to the Healthcare Workplace	(30/3)
MED101	Medical Terminology 1	(30/3)
MED104	Introduction to Clinical Procedures	(50/4)
BIO101	Anatomy and Physiology 1	(30/3)
IT101	Computer Fundamentals	(40/2)
MOA101	Medical Office Procedures 1	(50/4)
MED103	CPR / First Aid	(10/1)
MED105	Medical Techniques and Procedures 1	(50/3)
MOA102	Medical Coding and Insurance	(50/4)
BIO102	Anatomy and Physiology 2	(30/3)
MED106	Phlebotomy / Laboratory Procedures 1	(50/4)
MED107	Pharmacology for the Medical Assistant	(50/4)
MED205	Medical Techniques and Procedures 2	(50/3)
MED206	Phlebotomy / Laboratory 2	(50/3)
PPD100	Professional Development	(30/3)
MED299	Medical Assisting Externship	(180/6)

Note: Courses offered online are marked on the chart by a bold font.

DIPLOMA IN CLINICAL MEDICAL ASSISTING (CMA)

COURSE DESCRIPTIONS – HYBRID PROGRAM

AH100 INTRODUCTION TO THE HEALTHCARE WORKPLACE

30 Contact Hours – 3 Credits

This course introduces the unique world of the healthcare workplace from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. Students learn the societal purposes of healthcare 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 101 MEDICAL TERMINOLOGY 1 (FULLY ONLINE COURSE)

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 healthcare 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 1 (FULLY ONLINE COURSE)

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 101 Medical Terminology 1*

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 2 (FULLY ONLINE COURSE)

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 1*

MED 105 MEDICAL TECHNIQUES AND PROCEDURES 1

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: AH 100 Introduction to the Healthcare Workplace; MED 104 Introduction to Clinical Procedures; Pre or Co-requisite: BIO 102 Anatomy and Physiology 2

MED 106 PHLEBOTOMY / LABORATORY PROCEDURES 1

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: AH 100 Introduction to the Healthcare Workplace; MED 104 Introduction to Clinical Procedures. Pre or Co-requisite: BIO 102 Anatomy and Physiology 2

MED 205 MEDICAL TECHNIQUES AND PROCEDURES 2

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 1*

MED 206 PHLEBOTOMY / LABORATORY PROCEDURES 2

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 1*

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 1

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: AH100 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: AH100 Introduction to the Healthcare Workplace*

PPD 100 PROFESSIONAL DEVELOPMENT (FULLY ONLINE COURSE)

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.

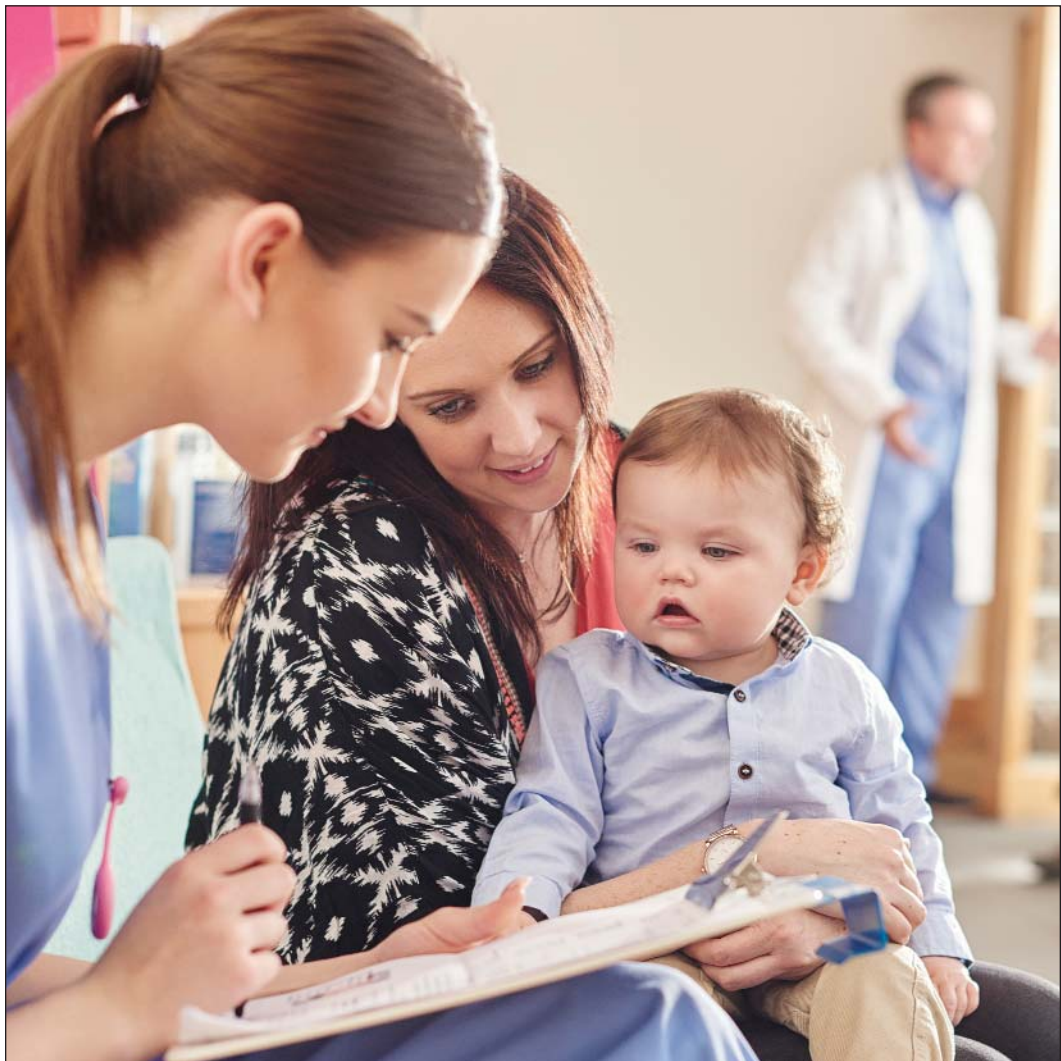
MED 299 MEDICAL ASSISTING EXTERNSHIP

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 healthcare practices. Supervisors report weekly on student attendance, skill competencies, comportment and professionalism.

Prerequisites: Satisfactory completion of all coursework with the exception of PPD100

Professional Development that could be a co-requisite



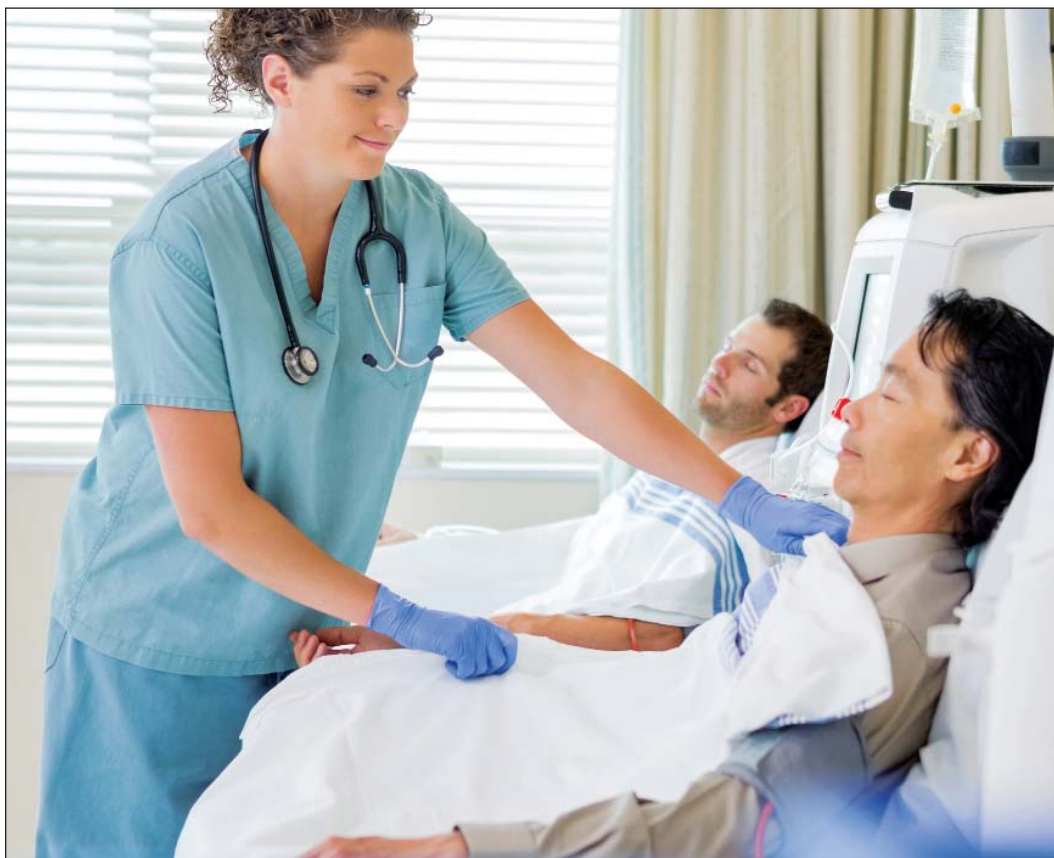
DIPLOMA IN DIALYSIS TECHNICIAN – HYBRID PROGRAM

(Offered at Gulfport, MS Campus only)

Gulfport is a branch campus of Metairie

Dialysis Technicians, also sometimes referred to by the dialysis clinics as Patient Care Technicians or Hemodialysis Technicians, function in multiple roles. The Diploma in Dialysis Technician program prepares graduates for entry-level positions in the healthcare field as a primary care giver for patients with kidney disease and who may undergo dialysis treatment. Due to the comprehensive curriculum that covers patient care, infectious diseases and phlebotomy, our graduates may pursue jobs working under the supervision of physicians and registered nurses primarily in hospitals, clinics, outpatient facilities, or home dialysis programs as patient care technicians or dialysis technicians.

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 Hybrid Program

Content Courses		
DIA100	Introduction to Dialysis and Renal Disease	(60/5)
AH100	Introduction to the Healthcare Workplace	(60/6)
PPD100	Professional Development	(30/3)
DIA101	Patient Care and Clinical Fundamentals 1	(120/9)
MED101	Medical Terminology 1	(30/3)
MED102	Medical Terminology 2	30/3
DIA102	Hemodialysis Technology 1	(120/9)
BIO101	Anatomy and Physiology 1	(30/3)
MED103	Ethics of Patient Care	(30/3)
BIO102	Anatomy and Physiology 2	(30/3)
DIA200	Dialysis Technician Externship	(150/5)
DIA201	Patient Care and Clinical Fundamentals 2	(60/4)
DIA202	Hemodialysis Technology 2	(120/7)
PHL101	Phlebotomy Laboratory and Procedures	(120/6)
DIA900	Certification Preparation and Review	(30/3)

Note: Courses offered online are marked on the chart by a bold font.

DIPLOMA IN DIALYSIS TECHNICIAN

COURSE DESCRIPTIONS – HYBRID PROGRAM

AH100 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 1 (FULLY ONLINE COURSE)

3credits / 30 hrs

Students learn the important prefixes, suffixes and roots of medial 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.

MED 102 MEDICAL TERMINOLOGY 2 (FULLY ONLINE COURSE)

3 credits/30hrs

This course presents the student with logic step by step method for building medical vocabulary. Students will learn to recognize and build medical terms and apply them within the healthcare setting.

DIA 100 INTRODUCTION TO DIALYSIS AND RENAL DISEASE

5 credits / 60 hrs

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

BIO 101 ANATOMY AND PHYSIOLOGY 1 (FULLY ONLINE COURSE)

3 credits / 30 hrs

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: Medical Terminology 1*

BIO 102 ANATOMY AND PHYSIOLOGY 2 (FULLY ONLINE COURSE)

3 credits / 30 hours

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 1*

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 healthcare 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.

DIA 102 HEMODIALYSIS TECHNOLOGY 1

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.

DIA 201 PATIENT CARE AND CLINICAL FUNDAMENTALS 2

4 credits / 60 hrs

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. *Prerequisite: Patient Care and Clinical Fundamentals 1*

DIA 202 HEMODIALYSIS TECHNOLOGY 2

7 credits / 120 hrs

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. *Prerequisite: Hemodialysis Technology 1 Co-requisite or prerequisite: Patient Care and Clinical Fundamentals 1*

PPD 100 PROFESSIONAL DEVELOPMENT (FULLY ONLINE COURSE)

3 credits / 30 hrs

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.

MED 103 ETHICS OF PATIENT CARE

3 credits/30 hrs

This course covers basic ethical and legal principles governing healthcare practice including privacy (HIPAA), 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 / 120 hrs

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 / 30 hrs

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 / 150 hrs

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 except DIA 900 that could be a co-requisite.*

DIPLOMA IN HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC) – HYBRID PROGRAM

(Offered at Alexandria, LA, Fayetteville, AR, Gulfport, MS, and Houma, LA Campuses)

Alexandria, Fayetteville, Gulfport and Houma are branch campuses of Metairie

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 a coding specialist, insurance claims specialist/representative, front desk/receptionist and billing and collections. 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.



Required Courses in the Diploma in Health Information Management, Billing and Coding – Hybrid Program

Content Courses		
HIM100	Introduction to Health Information Management	(30/3)
MED101	Medical Terminology 1	(30/3)
BIO101	Anatomy and Physiology 1	(30/3)
HIM101	Medical Administrative Procedures	(50/3)
HIM102	Introduction to Data Management	(40/2)
HIM103	Health Information Security and Privacy	(30/3)
MED102	Medical Terminology 2	(30/3)
BIO102	Anatomy and Physiology 2	(30/3)
HIM104	Medical Coding and Billing 1	(70/4)
HIM105	Reimbursement Methodologies	(50/3)
HIM106	Electronic Health Records 1	(60/4)
HIM107	Medical Forms and Insurance	(30/3)
HIM108	Pharmacology for Health Information Management	(30/3)
HIM109	Patient Billing and Collection Processes	(30/3)
HIM110	Electronic Health Records 2	(60/4)
HIM111	Medical Coding and Billing 2	(70/4)
HIM112	Medical Coding and Billing 3	(70/5)
PPD100	Professional Development	(30/3)
HIM114	Externship	(180/6)

Note: Courses offered online are marked on the chart by a bold font.

HEALTH INFORMATION MANAGEMENT, BILLING AND CODING DIPLOMA PROGRAM

COURSE DESCRIPTIONS – HYBRID PROGRAM

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 1 (FULLY ONLINE COURSE)

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 1 (FULLY ONLINE COURSE)

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 101 Medical Terminology 1*

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 2 (FULLY ONLINE COURSE)

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 1*

BIO 102 ANATOMY AND PHYSIOLOGY 2 (FULLY ONLINE COURSE)

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 1*

HIM 104 MEDICAL BILLING AND CODING 1

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 that 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 1

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 2

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 1

HIM 111 MEDICAL BILLING AND CODING 2

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 1*

HIM 112 MEDICAL CODING AND BILLING 3

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 healthcare 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 2*

PPD 100 PROFESSIONAL DEVELOPMENT (FULLY ONLINE COURSE)

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.*





ONLINE

ONLINE ADMISSION REQUIREMENTS

All prospective students for Clinical and Administrative Medical Assisting, Health Information Management, Billing and Coding, and Medical Office Administration must participate in the Student Success Course.

All prospective students for Clinical and Administrative Medical Assisting, Health Information Management, Billing and Coding, and Medical Office Administration must successfully complete the Wonderlic Scholastic Level Distance Learning Survey and pass the Wonderlic Assessment exam with a minimal acceptable score prior to enrolling in their program of interest.

PROGRAM ADMISSION REQUIREMENTS:

Prior to being admitted into the Clinical and Administrative Medical Assisting AOS degree program, the prerequisite is that a student must have graduated from any iteration of BCC's or BCC affiliated schools' Clinical Medical Assisting diploma, Medical Assisting diploma or any other approved program per the articulation agreement.

In rare cases, students may not receive full transfer of credits to satisfy the prerequisite requirement, students will be admitted to the on-ground Clinical Medical Assisting program at their local Blue Cliff College and receive applicable transfer of credit. Upon successful completion of the required prerequisites, the student may choose to transfer to the Clinical and Administrative Medical Assisting AOS program and complete their degree online.

All of the documentation to include the application and enrollment agreement will be completed through DocuSign.

ADMISSION / APPLICATION PROCEDURES

1. Complete and sign an application for admission.
2. Provide a 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. Demonstrate the availability of financial resources (including financial aid) for meeting tuition and fees obligations.

5. Applicants must successfully complete the Smarter Measure assessment, as part of the onboarding process, the assessment is not a pass or fail. This assessment is given to help the institution identify areas for improvement for the student and to provide resources to help the student strengthen those areas of opportunity.
6. Applicants must successfully complete the Wonderlic Scholastic Level Distance Learning Survey and Assessment exam with a minimal acceptable score prior to enrolling in their program of interest. *(See table below for the minimum acceptable Wonderlic Scholastic Level Exam score by program.)*

Program	Score
Clinical and Administrative Medical Assisting – AOS	14
Health Information Management, Medical Billing and Coding (HIMBC) – AOS	15
Medical Office Administration (MOA) – Diploma	14



TECHNICAL REQUIREMENTS FOR ONLINE STUDENTS

Students enrolled in online classes will need access to a computer, access to the Internet, and a supported Web browser. The following are the recommended minimum computer hardware and software configurations for online coursework.

TECHNICAL SPECIFICATIONS

Operating System: Windows PC <ul style="list-style-type: none"> ▪ MINIMUM Windows 8 or 8.1 Windows 10 Home or Pro 	Apple Macintosh <ul style="list-style-type: none"> ▪ Macintosh OS 10.9.5 or higher
Internet Connection: Windows PC <ul style="list-style-type: none"> ▪ 15 MB/s or better 	Apple Macintosh <ul style="list-style-type: none"> ▪ 15 MB/s or better
Productivity Tools: Windows PC <ul style="list-style-type: none"> ▪ Microsoft Office 2013 	Apple Macintosh <ul style="list-style-type: none"> ▪ Microsoft Office 2011/2016
Processor Type: Windows PC <ul style="list-style-type: none"> ▪ MINIMUM 2 Ghz or faster 	Apple Macintosh <ul style="list-style-type: none"> ▪ MINIMUM 2 Ghz or faster
Memory: Windows PC <ul style="list-style-type: none"> ▪ MINIMUM 4 GB RAM ▪ RECOMMENDED 8 GB RAM or 64 GB Flash Drive 	Apple Macintosh <ul style="list-style-type: none"> ▪ MINIMUM 4 GB RAM ▪ RECOMMENDED 8 GB RAM or 64 GB Flash Drive
Hard Drive: Windows PC <ul style="list-style-type: none"> ▪ MINIMUM 250 GB ▪ RECOMMENDED 8 GB RAM or 64 GB Flash Drive 	Apple Macintosh <ul style="list-style-type: none"> ▪ MINIMUM 250 GB ▪ RECOMMENDED 8 GB RAM or 64 GB Flash Drive
Graphics Card: Windows PC <ul style="list-style-type: none"> ▪ MINIMUM 512 MB Video Memory or higher 	Apple Macintosh <ul style="list-style-type: none"> ▪ MINIMUM 512 MB Video Memory or higher
Monitor: Windows PC <ul style="list-style-type: none"> ▪ 1024x768 or greater 	Apple Macintosh <ul style="list-style-type: none"> ▪ 1024x768 or greater
Windows Browser: Windows PC <ul style="list-style-type: none"> ▪ Internet Explorer – 10 or higher ▪ Google Chrome – 35 or higher ▪ Mozilla Firefox – 31 or higher 	Apple Macintosh <ul style="list-style-type: none"> ▪ Internet Explorer – 10 or higher ▪ Google Chrome – 35 or higher ▪ Mozilla Firefox – 31 or higher

Chart continues on page 144 >

Additional Software:

Windows PC

- Microsoft® Office 2016 or later for a personal computer (PC)
- An up to date installation of Adobe® Reader
- An up to date installation of the Adobe® Flash plug-in
- An up to date installation of Java® may be required for some courses
- A system enabled to allow installation of browser plug-ins as required
- Local administrative privileges to operating system may be required
- A current antivirus application (updated regularly)

Apple Macintosh

- Microsoft® Office 2016 for a Mac
 - An up to date installation of Adobe® Reader
 - An up to date installation of the Adobe® Flash plug-in
 - An up to date installation of Java® may be required for some courses
 - A system enabled to allow installation of browser plug-ins as required
 - Local administrative privileges to operating system may be required
 - A current antivirus application (updated regularly)
-

PROGRAM TUITION AND FEES

TUITION 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 – Associate in Occupational Studies	Quarter Credits	Months to Complete
Clinical and Administrative Medical Assisting	97	18
Health Information Management, Billing and Coding	99	19.5
Medical Office Administration (MOA) - Diploma	36	9

PROGRAM COST

Program – Associate in Occupational Studies	Credits	Tuition	Total Cost
Clinical and Administrative Medical Assisting	97	\$ 33,671	\$ 33,671
Health Information Management, Billing and Coding	99	\$ 34,340	\$ 34,340
Medical Office Administration (MOA) – Diploma	36	\$ 11,151	\$ 11,151

Tuition Costs and credit hours required for completion for the programs will vary depending on the amount of accepted transferred credits. The above tuition prices do not include costs associated with any failed or repeated course costs. Prices are subject to change. Cost and Credit hours include core requirements and general education.

REFUND CALCULATION

If a registration fee was included on an enrollment agreement, the registration fee is non-refundable. If student classes are cancelled by Blue Cliff College (BCC), all tuition and fees charged are refunded. If a student cancels and laptops provided by BCC are not returned within 10 business days of cancelled date; students will be charged a Technology fee.

SCHOLARSHIPS

Alumni Scholarship Eligible for Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding

From January 1 to December 31 of each calendar year, Blue Cliff College (BCC) will be offering Alumni Scholarship(s) to recognize students who have graduated from any Blue Cliff College campus or any Blue Cliff College affiliated schools. The scholarship will award a one-time award of up to \$2,500 over the duration of the program and is a tuition reduction for tuition and fees with Blue Cliff College Online upon approval of the Alumni Committee.

The selection of recipients will be based on first come first served basis. The scholarship award will be disbursed by the college proportionately at the end of each term in the amount of approximately \$833 throughout the length of the program approximately 3 quarter terms.

To qualify for the BCC Alumni Scholarship, the student must meet all of the following:

- Must have graduated from any of the Blue Cliff Colleges or any of the BCC affiliated schools.
- Apply and be accepted to a fully online program at BCC.
- Be enrolled as a full time student.
- Must have completed all Admission and Financial aid requirements.
- Must have passed all of the current term's courses with a "C" or better.

TRANSFER STUDENTS

Clinical and Administrative Medical Assisting and Health Information Management, Billing and Coding AOS degree programs.

Students completing or transferring any credits from any iteration of Blue Cliff College "D" grades will be accepted and transferred in accordance to the "Repeating a Course Policy on pages 15 and 43 of the catalog".

BLUE CLIFF COLLEGE 1 + 1 MATRICULATION AND BLOCK TRANSFER CREDIT POLICY

Clinical and Administrative Medical Assisting AOS program admission requirements:

Prior to being admitted into the Clinical and Administrative Medical Assisting AOS program, the prerequisite is that a student must have graduated from any iteration of the BCC's or BCC affiliated schools' Clinical Medical Assisting, Medical Assisting or any other approved diploma program per the articulation agreement or BCC 1+1 matriculation policy.

In rare cases, students may not receive full transfer of credits to satisfy the prerequisite requirement, students will be admitted to the on-ground Clinical Medical Assisting program at their local Blue Cliff College and receive applicable transfer of credit. Upon successful completion of the required prerequisites, the student may choose to transfer to Clinical and Administrative Medical Assisting AOS program and complete their degree online.

All of the documentation to include the application and enrollment agreement will be completed through DocuSign.

1 + 1 MATRICULATION FOR ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) CANDIDATES

Blue Cliff College will accept a diploma for entry into the Associate of Occupational Science (AOS) degree in Clinical and Administrative Medical Assisting (CAMA) or Health Information Management, Billing and Coding (HIMBC), provided that the diploma meets the specified standards or additional prerequisites identified below.

- For students who have completed an accredited diploma program in Medical Assisting, Health Information or Medical Billing and Coding, who enroll in a Blue Cliff College Associate's degree in a similar program area (i.e., Clinical and Administrative Medical Assisting (CAMA) or Health Information Management, Billing and Coding (HIMBC)) may be awarded a block credit transfer by the following criteria:

At a minimum:

The diploma program must have been completed within the last seven (7) years. If the diploma was obtained over seven years ago, the student needs to have verifiable work experience in the medical assisting, health information or medical billing and coding industry within the last five years and be approved by the Dean of Education.

- Should the student not have verifiable work experience within the last five years, the student may also enroll if he/she has a AAMA-CMA, AMT-RMA, AHIMA, AAPC or comparable professional credential and an earned diploma in a similar program. If so, the student needs to submit his/her membership cards, showing it as current.
- Blue Cliff College CMA diploma graduates will receive actual credits of up to 53 quarter credits toward their CAMA AOS degree program.
- Blue Cliff College CMA diploma graduates enrolling onto the HIMBC-AOS degree program will receive actual credits of up to 20 quarter credits.
- Blue Cliff College HIMBC diploma graduates will receive actual credits of up to 65 quarter credits toward their HIMBC AOS degree program.
- A block of up to 48 quarter credits for graduates from outside institutions will be awarded for students enrolling into the Clinical and Administrative Medical Assisting (CAMA) AOS degree program.

- A block of up to 49 quarter credits for graduates from outside institutions will be awarded for students enrolling into the Health Information Management, Billing and Coding (HIMBC) degree program.
- There are, however, limits to the amount of transfer credits accepted into our programs; at a minimum, the final fifty-percent (50%) of the program must be completed at Blue Cliff College. Should the total earned credits of diploma program fall below the maximum acceptable level allowed by each program, the remaining credits must be fulfilled by taking additional courses at Blue Cliff College.

Sample Transfer Credit Acceptance Model

Diploma Program	Diploma Credit Earned	Maximum Transfer Credits Accepted	Required Credits for BCC – AOS Degree	Total Credits Remaining
BCC – CMA	53	53	97	44
BCC – HIMBC	65	65	99	34
BCC – CMA to HIMBC AOS	20	20	99	79
Outside Institution – Medical Assisting	50	48	97	49
Outside Institution – Billing and Coding	50	49	99	50

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”) cumulative and term 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 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). A student on Academic Warning must be academically advised by the Director of Education.

Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Federal Aid Suspension (FA suspension). A student on FA suspension is not eligible for Title IV funds. However, a student on FA suspension may appeal his or her status to the Director of Education and consideration will be given for mitigating circumstances. If the appeal is approved, the student's status will be updated to Probation and the student will regain Title IV funds eligibility. A student on Probation must be academically advised by the Director of Education and an Academic Plan for success must be formulated for the student.

A student on Probation that fails to meet SAP for a third time will be placed on Academic Dismissal 1. The student will be withdrawn from the college. A student who has been academically dismissed and desires to return to the program must sit out for a complete term (for credit hour programs) or a complete payment period (for clock hour programs). They must go through an appeal process and an Academic Plan for Success must be formulated.

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

The benchmarks are as follows:

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

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 status, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) will be monitored by the Academic Department. The student will be placed on an Academic Success Plan by the Director of Education. All information from the SAP reporting will be forwarded to the Financial Aid Office for review. A student cannot fail any courses while on Academic Warning.

FINANCIAL AID SUSPENSION AND PROBATION

Failure to achieve both qualitative and quantitative benchmarks for a second consecutive payment period, will result in the student losing eligibility for Title IV aid. The student will be placed on FA suspension status and will have to meet with Financial Aid officer for FA advisement. However, a student on FA suspension status may appeal and if the appeal is approved, the student will be placed on Probation status and will regain Title IV eligibility. The student must meet with the Director of Education for an Academic Success Plan.

If a student does not appeal the FA suspension status within 5 days of SAP calculation or if their appeal is not approved, they will not be eligible for Title IV aid and will be responsible for all payments and tuition fees. Students who fail to go through the appeal process will be withdrawn from the college (*see the Appeal Process Summary on page 152*).

ACADEMIC DISMISSAL 1 (QUALITATIVE AND QUANTITATIVE)

Students failing to re-establish good standing after an Academic Probation will be placed on Academic Dismissal 1 and withdrawn from the college. 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 return to pursue the program with eligibility for financial aid but the student must wait a full term for reinstatement. The student will be placed on an Academic Plan for Success by the Director of Education. The student will return in Academic Probation status. Failure to return to good standing after the appeal has been granted will lead to dismissal from the college. 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 within 5 days of the end of the term. 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 but must meet with the Director of Education for an Academic advisement. 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) will not qualify for Financial Aid (Title IV). The student will be placed on FA suspension; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. If the appeal is approved, the student will be eligible for financial aid for one more payment period, and their Status will be changed to Probation. The student will be placed on an Academic Plan for Success by the Director of Education.

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), unregistered courses (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.

ATTENDANCE

Attendance is expected in each class a minimum of three times per week. Daily attendance, however, is recommended to maximize your opportunity for success. Students enrolled in online classes, including hybrid classes that do not require campus attendance, must adhere to the online attendance policy.

Attendance requires active participation that is beyond simply logging into a class and viewing messages or assignments. As defined by the federal government, attendance in online classes must demonstrate active participation as evidenced by engagement in an academic-related activity such as the following:

- Student submission of an academic assignment
- Student submission of an exam/quiz
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

Attendance is documented every scheduled day of the term and is updated three times per week. Attendance is mandatory during the first 14 days of a term in each scheduled class. 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.

Students who fail to post attendance in all of their scheduled classes within 14 days from their Last Date of Attendance (LDA) will be withdrawn from school in accordance with the school's withdrawal policy.

LEAVE OF ABSENCE (LOA)

Blue Cliff College (BCC) has a leave of absence policy, available to all active online students who are enrolled in a standard term based program, meet the established criteria, and follow the appropriate process outlined (*see page 36 for Leave of Absence LOA*).

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.

ADD / DROP PERIOD

Students have 10 days to establish attendance, by logging in and submitting an assignment. If students fail to do so by the end of the add/drop period in a particular course may not be allowed to start the course. Student who fail to establish attendance in any of their courses by the end of the add/drop period may be withdrawn from the school.

MAKE-UP POLICY

The eligibility of a student to make-up class work, assignments, and tests missed due to absences is at the discretion of the instructor. Instructors who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction through the syllabus, and the course platform. Students are expected to understand each instructor's policy on make-up work as this is presented in the instructor's syllabus. Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of "I" (incomplete) and a make-up exam (normally within 1 week of the beginning of the next semester).

REPEATED COURSES

No course may be repeated more than twice and only as scheduling permits. Grades of "W" and "F" are not considered passing and the course must be repeated. Grades of "D" are considered passing for the prerequisite purposes and the class may be repeated. Where the "D" is repeated, both grades will remain on student transcripts, but only the last grade is used to determine the student's CPGA.

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 Academic Plan for Success. The Academic Plan for Success requires that the transcript is reviewed and all remaining classes are mapped out with additional requirements.

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 2 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.

REMAINING 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 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.

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. Cyber Bullying: "Cyber bullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.
2. Bullying: "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
 - a. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; or
 - b. Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics.
3. 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.
4. 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

ONLINE PROGRAMS OF STUDY

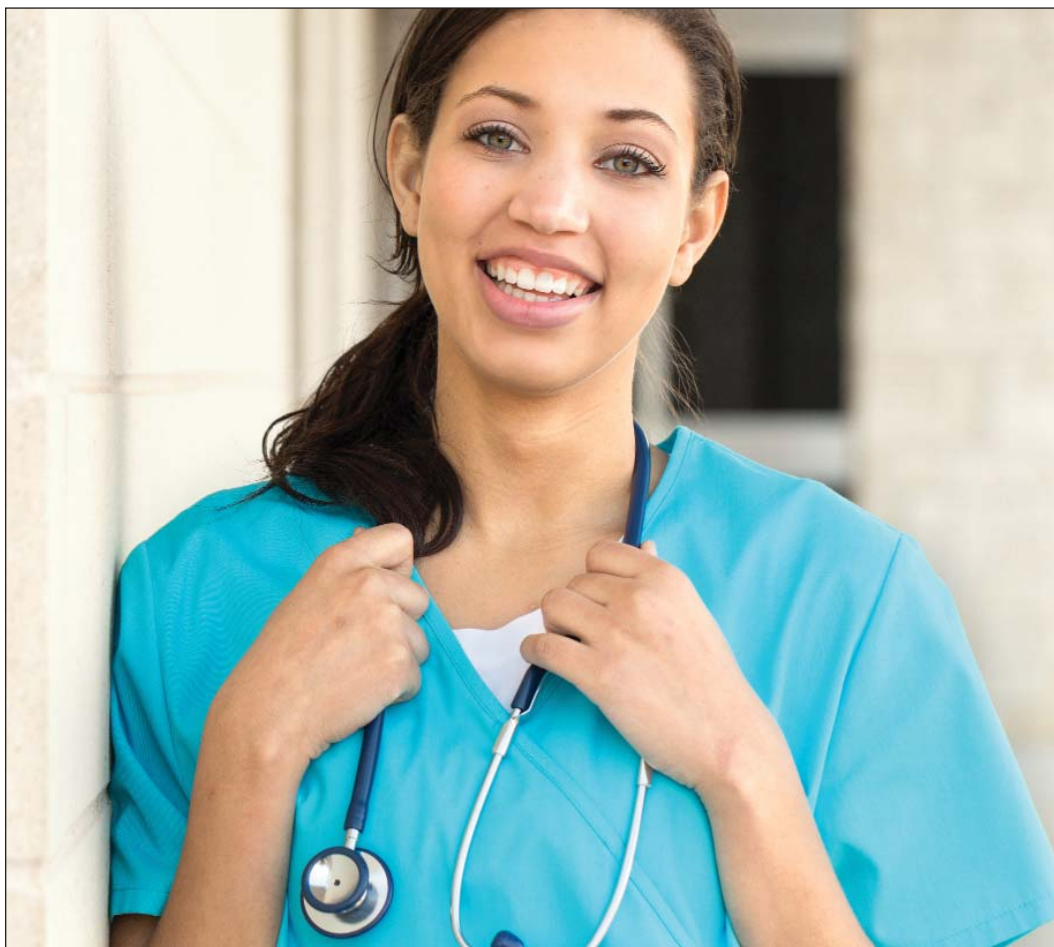
Program – Associate in Occupational Studies	Quarter Credits	Months to Complete
Clinical and Administrative Medical Assisting (CAMA)	97	18
Health Information Management, Billing and Coding (HIMBC)	99	19.5
Medical Office Administration (MOA)	36	9

CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING (CAMA)

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

(Not currently approved in all states. Please contact us for the latest list of approved states.)

This program focuses on the clinical skills and administrative skills needed to assist physicians and nurses in a physician's office and other health care settings. Students learn patient vital signs, standard examinations, phlebotomy/hematology techniques, laboratory procedures and electrocardiography (ECG). Students also learn basic medical office administration procedures including reception, patient scheduling, coding and insurance, and electronic health record management. General education courses in bioscience, psychology, English and communications prepare a well-rounded graduate capable of career advancement and lifelong learning. An externship provides an opportunity to practice skills in a workplace environment. Graduates can sit for a medical assistant certification examination and work in entry level positions at single or multi-physician practices, outpatient centers and hospitals.



Required Courses for Clinical and Administrative Medical Assisting

Content Courses

AH100	Introduction to the Health Care Workplace	(30/3)
MED101	Medical Terminology1	(30/3)
MED104	Introduction to Clinical Procedures	(50/4)
BIO101	Anatomy and Physiology 1	(30/3)
IT101	Computer Fundamentals	(40/2)
MOA101	Medical Office Procedures 1	(50/4)
MED103	CPR / First Aid	(10/1)
MED105	Medical Techniques and Procedures 1	(50/3)
MOA102	Medical Coding and Insurance	(50/4)
BIO102	Anatomy and Physiology 2	(30/3)
MED106	Phlebotomy/Laboratory Procedures 1	(50/4)
MED107	Pharmacology for the Medical Assistant	(50/4)
MED205	Medical Techniques and Procedures 2	(50/3)
MED206	Phlebotomy/Laboratory Procedures 2	(50/3)
BIO201	Physiology of Disease	(30/3)
PSY101	Principles of Psychology	(50/5)
MED108	Ethics of Patient Care	(30/3)
MAT101	Applied Mathematics for Business	(50/5)
ENG101	English Composition	(50/5)
MOA202	Electronic Health Records	(50/4)
COM201	Technical Writing for Business	(50/5)
PSY201	Developmental Psychology	(50/5)
MOA201	Medical Office Procedures 2	(50/4)
MOA203	Advanced Medical Coding	(20/2)
MED222	Clinical Review	(30/3)
PPD100	Professional Development	(30/3)
MED299	Medical Assisting Externship	(180/6)

ASSOCIATE OF OCCUPATIONAL STUDIES IN CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING

COURSE DESCRIPTIONS

AH 100 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 101 MEDICAL TERMINOLOGY 1

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 Credits

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

BIO 101 ANATOMY AND PHYSIOLOGY 1

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: MED101 Medical Terminology 1*

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, MS Word, Excel, and PowerPoint.

104 INTRODUCTION TO CLINICAL PROCEDURES

50 Contact Hours – 43 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 2

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 1*

MED 105 MEDICAL TECHNIQUES AND PROCEDURES 1

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: AH 100 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures; Pre or Co-requisite: BIO 102 Anatomy and Physiology 2*

MED 106 PHLEBOTOMY / LABORATORY PROCEDURES 1

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: AH 100 Introduction to the Health Care Workplace; MED 104 Introduction to Clinical Procedures. Pre or Co-requisite: BIO102 Anatomy and Physiology 2*

MED 205 MEDICAL TECHNIQUES AND PROCEDURES 2

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 1*

MED 206 PHLEBOTOMY / LABORATORY PROCEDURES 2

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 1*

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 1

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: AH 100 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: AH 100 Introduction to the Health Care Workplace*

BIO 201 PHYSIOLOGY OF DISEASE

30 Contact Hours – 3 Credits

Building on the Basic Anatomy and Physiology course, students learn the disorders associated with body systems and the causes, symptoms and treatments of diseases commonly encountered in physician's offices and outpatient settings. *Prerequisites: Bio 102 Anatomy and Physiology 2*

PSY 101 PRINCIPLES OF PSYCHOLOGY

50 Contact Hours – 5 Credits

This course is an introduction to fundamental concepts in psychology. Following an introduction to the history of psychology in the West and the major current schools of psychology, the course will provide an introduction to current psychological practice relating to human development, children and families, psychological illness, motivation, personality, learning and perception.

MED 108 ETHICS OF PATIENT CARE

30 Contact Hours – 3 Credits

This course introduces basic ethical and legal principles governing health care practice including privacy, safety, patient rights, malpractice and disclosure. Also covered are sensitive patient care-related issues.

MAT 101 APPLIED MATHEMATICS FOR BUSINESS

50 Contact Hours – 5 Credits

This course enhances the student's ability to perform basic office tasks such as bookkeeping, payroll, budgeting, banking, and personal finance. Mathematical skills underlying these functions are reviewed and honed. Topics covered ensure that the student is able to meet the needs of a growing business while developing financial organizational skills.

ENG 101 ENGLISH COMPOSITION

50 Contact Hours – 5 Credits

This course provides instruction in college level writing, covering grammatical skills, rhetorical issues, and cognitive abilities necessary to produce effective academic prose.

MOA 202 ELECTRONIC HEALTH RECORDS

50 Contact Hours – 4 Credits

This course introduces the concepts and techniques underlying the current global transition from paper-based to electronic health records management systems aimed at providing universal, real-time access to patient records. *Prerequisite: MOA 101 Medical Office Procedures 1*

COM 201 TECHNICAL WRITING FOR BUSINESS

50 Contact Hours – 5 Credits

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

PSY 201 DEVELOPMENTAL PSYCHOLOGY

50 Contact Hours – 5 Credits

Research shows that illness can be caused or worsened by psychological conditions including depression, stress and anxiety and that illness can add to the psychological burden creating a cause-effect feedback loop. This course surveys issues in mind-body health and then discusses how health and wellness can be promoted and maintained through practices that promote a positive outlook and good habits. The positive psychological and health value of mindfulness, meditation, relaxation techniques, exercise, healthy eating, good sleep habits and other essentials of self-care are described and students learn simple stress and anxiety reducing self-care techniques which can be easily transferred to patients and clients. *Prerequisite: PSY 101 Principles of Psychology*

MOA 201 MEDICAL OFFICE PROCEDURES 2

50 Contact Hours – 4 Credits

This course serves as a capstone experience in the administrative dimension of the medical assisting field. Students will use their skills in billing, coding, insurance, scheduling and medical recordkeeping to carry out work assignments and projects in a simulated workplace environment using standard medical office software. Through interaction with the instructor/supervisor, students gain an integrative understanding of medical office functions and the role of the office manager. *Prerequisite: MOA101 Medical Office Procedures; Pre or Co-requisite MOA202 Electronic Health Records*

MOA 203 ADVANCED MEDICAL CODING

20 Contact Hours – 2 Credits

Students continue the study of codes concentrating on the more complex diagnoses and procedures involved in hospital settings. Medical terminology associated with these codes is reviewed. *Prerequisite: MOA102 Medical Coding and Insurance*

MED 222 CLINICAL REVIEW

30 Contact Hours – 3 Credits

This capstone course reviews clinical theory and practice to prepare students for their externship experience and for the clinical component of certification tests in medical assisting and phlebotomy. *Prerequisites: MED205 Medical Techniques and Procedures 2; MED206 Phlebotomy/Hematology 2*

PPD100 PROFESSIONAL DEVELOPMENT

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 health care 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 PPD100 Professional Development which could be a co-requisite



HEALTH INFORMATION MANAGEMENT, BILLING AND CODING (HIMBC)

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM

(Not currently approved in all states. Please contact us for the latest list of approved states.)

Students graduating with the Health Information Management, Billing and Coding AOS degree will have developed skills in organizing, maintaining and evaluating health records. 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, provide documentation for legal actions, or provide data for use in research studies.

The program will provide advanced study of software applications, medical insurance and billing, medical office administration, as well as an in-depth study of the medical science of the human body including: anatomy, physiology and pathology of the body systems, and medical terminology. The program also offers courses in general education to provide a well-rounded set of skills in all aspects of medical office administration. Courses include: medical administrative procedures, medical coding and insurance, data management, health care information security and privacy, reimbursement methodologies, medical forms and insurance, billing and collection processes and advanced software applications. General education courses include: health statistics, oral and written communication and business math.

Graduates from this associate program may work in entry-level position in the health care field as health information technicians. Graduates may find employment working in administrative settings in doctors' offices, hospitals, and clinics; additionally, graduates are also prepared to work in nursing care facilities, outpatient care centers, and home health care services. The normal completion time for the day program is nineteen point five (19.5) months. Upon successful completion of 99 quarter credit hours and all other graduation requirements, the program culminates in the awarding of a Health Information Management, Billing and Coding Associate in Occupational Studies Degree.



Required courses in Associate of Occupational studies in Health
Information Management, Billing and Coding Program

Content Courses		
HIM100	Introduction to Health Information Management	(30/3)
MED101	Medical Terminology 1	(30/3)
HIM101	Medical Administrative Procedures	(50/3)
BIO101	Anatomy and Physiology 1	(30/3)
HIM102	Introduction to Data Management	(40/2)
HIM103	Health Information Security and Privacy	(30/3)
MED102	Medical Terminology 2	(30/3)
BIO102	Anatomy and Physiology 2	(30/3)
HIM105	Reimbursement Methodologies	(50/3)
HIM104	Medical Billing and Coding 1	(70/4)
HIM106	Electronic Health Records 1	(60/4)
HIM107	Medical Forms and Insurance	(30/3)
HIM108	Pharmacology for Health Information Management	(30/3)
HIM110	Electronic Health Records 2	(60/4)
HIM109	Patient Billing and Collection Processes	(30/3)
HIM111	Medical Billing and Coding 2	(70/4)
HIM112	Medical Billing and Coding 3	(70/5)
HIM202	Health Information Research	(30/3)
COM101	Oral and Written Communication	(30/3)
HIM201	Advanced Software Applications	(70/5)
MAT201	Business Math	(30/3)
HIM203	Advanced Medical Billing and Coding	(70/5)
HIM204	Quality Assurance	(40/4)
HIM205	Chart Auditing	(40/4)
MAT202	Health Statistics	(40/4)
HIM206	Principles of Management	(30/3)
PPD100	Professional Development	(30/3)
HIM207	Capstone	(80/6)

ASSOCIATE OF OCCUPATIONAL STUDIES IN HEALTH INFORMATION MANAGEMENT, BILLING AND CODING PROGRAM

COURSE DESCRIPTIONS

HIM 100 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (HIM)

30 Contact Hours – 3 Credits

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 health care workplace.

MED 101 MEDICAL TERMINOLOGY 1

30 Contact Hours – 3 Credits

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 health care context in which these terms are employed.

BIO 101 ANATOMY AND PHYSIOLOGY 1

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 101 Medical Terminology 1*

HIM 101 MEDICAL ADMINISTRATIVE PROCEDURES

50 Contact Hours – 3 Credits

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

40 Contact Hours – 2 Credits

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

HIM 103 HEALTH INFORMATION SECURITY AND PRIVACY

30 Contact Hours – 3 Credits

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 2

30 Contact Hours – 3 Credits

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 health care setting. *Prerequisite MED 101 Medical Terminology 1*

BIO 102 ANATOMY AND PHYSIOLOGY 2

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 1*

HIM 104 MEDICAL BILLING AND CODING 1

70 Contact Hours – 4 Credits

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

50 Contact Hours – 3 Credits

This course provides that coding is imperative for proper reimbursement from insurance companies, as well as why medical necessity is imperative for proper reimbursement; billing and collection practices, and reimbursement guidelines, including the audit and appeals process.

HIM 106 ELECTRONIC HEALTH RECORD 1

60 Contact Hours – 4 Credits

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 on the use of spreadsheet and database programs and the manipulation and use of health information.

HIM 107 MEDICAL FORMS AND INSURANCE

30 Contact Hours – 3 Credits

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

30 Contact Hours – 3 Credits

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

HIM 109 PATIENT BILLING AND COLLECTION PROCESSES

30 Contact Hours – 3 Credits

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 2

60 Contact Hours – 4 Credits

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 1*

HIM 111 MEDICAL BILLING AND CODING 2

70 Contact Hours – 4 Credits

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 Billing and Coding 1*

HIM 112 MEDICAL BILLING AND CODING 3

70 Contact Hours – 5 Credits

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 Billing and Coding 2*

HIM 201 ADVANCED SOFTWARE APPLICATIONS

70 Contact Hours – 5 Credits

Explores the integration of health care practice with computer technology and information science. Students will identify, gather, process, and manage information obtained and accessed via advanced information technology. Issues related to the protection of privacy, confidentiality, ethics, and security of information in the health care environment will be evaluated.

HIM 202 HEALTH INFORMATION RESEARCH

30 Contact Hours – 3 Credits

Addresses the design, deployment, and maintenance of health care information systems and examines the application of health care practices in the information systems field. Students will complete a research project where an information system solution will be developed for a sample health care organization. The project will focus on privacy, security, confidentiality, and usability.

COM 101 ORAL AND WRITTEN COMMUNICATION

30 Contact Hours - 3 Credits

Medical personnel routinely produce memos and reports and are expected to engage in effective communication with patients, colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

MAT 201 BUSINESS MATH

30 Contact Hours – 3 Credits

This course enhances the student's ability to perform basic office and finance tasks. Basic mathematical skills are reviewed and honed.

HIM 203 ADVANCED MEDICAL BILLING AND CODING

70 Contact Hours – 5 Credits

This course provides in-depth and comprehensive coverage of the CPT coding system by section; ICD-9-CM coding, HCPCS coding and DRG's. End-of-lesson exercises, practice quizzes, and coding tips reinforce participant knowledge retention. *Prerequisite HIM 112 Medical Billing and Coding III*

HIM 204 QUALITY ASSURANCE

40 Contact Hours – 4 Credits

Introduction of policy issues and managerial methods as they relate to quality and safety in health care organizations. Collection, organization and presentation of data for quality management, utilization management, risk management and other related studies.

HIM 205 CHART AUDITING

40 Contact Hours – 4 Credits

To satisfy Medicare requirements, documentation must match that of service provided and must be cross checked to ensure that accurate billing is performed. Selecting the appropriate codes and level of care requirements can be challenging. This course will cover the key elements of medical chart auditing from validating examination, decision-making and surgical documentation for every patient chart to reporting and initiating corrective action plans.

MAT 202 HEALTH STATISTICS

40 Contact Hours – 4 Credits

Introduction to basic statistical principles and calculations as applied in the health care environment, procedures for collection and reporting statistics and quality control basics.

HIM 206 PRINCIPLES OF MANAGEMENT

30 Contact Hours – 3 Credits

This course provides students with an overview of concepts and issues related to health care leadership. It is generally a required course for any subsequent health care management courses. Through the examination of management topics and health care situations, the student will explore the skills and knowledge needed to be successful in a diverse health care environment. Topics include health care leadership, organizational design as it relates to the uniqueness of health care organizations, managing professionals, and diversity in the workplace.

PPD 100 PROFESSIONAL DEVELOPMENT

30 Contact Hours – 3 Credits

This course prepares students for capstone 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 health care professionals. Professional associations and the value of certification and continuing education are also discussed.

HIM 207 CAPSTONE

80 Contact Hours – 6 Credits

Students in this course will gain experience applying advanced medical coding skills. Students will code a variety of medical records from hospitals, clinician offices, and/or other health care settings. The training provided in this course integrates coding and classification systems, health care functions, medical disease and treatment, and health care reimbursement at an advanced level to prepare the student for employment in the health information management industry as a medical coder. *Prerequisite: Successful completion of all other required courses, as well as, the permission of the Program Chair, Dean of Academics or Campus Director*

DIPLOMA IN MEDICAL OFFICE ADMINISTRATION (MOA)

The Diploma in Medical Office Administration provides graduates with the skills needed to perform successfully in today's medical office environment. The student is provided with the necessary medical office skills and theory to enable them to understand the day-to-day demands of the medical office environment. The normal completion time for the 36-credit diploma program is 9 months. The curriculum is designed so that the graduate is prepared for employment in an entry level administrative position in a physician's office, specialized clinic, nursing home, rehabilitation center or hospital. Upon successful completion of the program and all other graduation requirements a Diploma in Medical Office Administration will be awarded.

Required courses in the Diploma in Medical Office Administration

Content Courses		
MOA100	Introduction to Medical Office Administration	(45/3) (45/0/0)
MOA101	Medical Administrative Procedures	(45/3) (45/0/0)
IT101	Computer Fundamentals	(45/3) (45/0/0)
MOA102	Medical Office Management	(45/3) (45/0/0)
COM101	Business Communication	(45/3) (45/0/0)
MOA103	Professionalism in the Medical Office	(45/3) (45/0/0)
MOA104	Law & Ethics in the Healthcare Workplace	(45/3) (45/0/0)
MOA105	Medical Language	(30/2) (30/0/0)
MOA106	Billing & Collection Procedures	(50/3.5) (50/0/0)
MOA107	Electronic Health Records	(50/3.5) (50/0/0)
MOA108	Medical Office Administration Capstone	(90/6) (90/0/0)

DIPLOMA IN MEDICAL OFFICE ADMINISTRATION PROGRAM

COURSE DESCRIPTIONS

MOA100 INTRODUCTION TO MEDICAL OFFICE ADMINISTRATION

3 Credits/45 Lecture/0 Lab/0 Extern

This course provides an introduction to the medical office administrative work environment from the physician's office to specialized clinics, nursing homes, rehabilitation centers and hospitals. The medical office administrator's role will be discussed in detail and how it aligns within the healthcare institutions.

MOA101 MEDICAL ADMINISTRATIVE PROCEDURES

3 Credits/45 Lecture/0 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.

IT101 COMPUTER FUNDAMENTALS

3 Credits/45 Lecture/0 Lab/0 Extern

This course introduces computer basics and functions such as keyboarding, Word, Excel, and PowerPoint in the execution of work processes.

MOA102 MEDICAL OFFICE MANAGEMENT

3 Credits/45 Lecture/0 Lab/0 Extern

This course prepares students for entry level supervision of the medical office. Common business practices will be explored such as basic office and financial tasks to include budgeting, planning and organizing, decision-making, staffing and motivating.

COM101 BUSINESS COMMUNICATION

3 Credits/45 Lecture/0 Lab/0 Extern

Personnel routinely produce memos and reports and are expected to engage in effective communications with colleagues and supervisors in person, by phone, email and letter. This course examines the elements of effective, courteous and ethical workplace and technical written and verbal communication.

MOA103 PROFESSIONALISM IN THE MEDICAL OFFICE

3 Credits/45 Lecture/0 Lab/0 Extern

This course prepares students for career success. Important aspects of workplace dynamics are also covered including attitude, timeliness, dress code, professionalism, and teamwork when interacting with office personnel and healthcare professionals. Professional associations and the value of certification and continuing education are also discussed.

MOA104 LAW & ETHICS IN THE HEALTHCARE WORKPLACE

3 Credits/45 Lecture/0 Lab/0 Extern

This course introduces basic ethical and legal principles governing healthcare practices including privacy, safety, and patient rights. The confidentiality and integrity of patient's record and health information will also be discussed.

MOA105 MEDICAL LANGUAGE

2 Credits/30 Lecture/0 Lab/0 Extern

This course introduces the important prefixes, suffixes and roots of medical terms and the vocabulary associated with human organ systems and their pathologies.

MOA106 BILLING AND COLLECTION PROCEDURES

3.5 Credits/50 Lecture/0 Lab/0 Extern

This course will explore the standard billing and collection procedures involved in billing patients and major types of health insurance providers. The Fair Debt Collection Practices Act and Telephone Consumer Protection Act will also be discussed.

MOA107 ELECTRONIC HEALTH RECORDS

3.5 Credits/50 Lecture/0 Lab/0 Extern

This course will provide entry level experience in the use of software programs commonly used in a healthcare environment. Emphasis will be placed on master patient index, chart tracking, abstracting, release of information, and incomplete record management.

MOA108 MEDICAL OFFICE ADMINISTRATION CAPSTONE

6 Credits/90 Lecture/0 Lab/0 Extern

Students in this course will be tasked with situations that will allow them to test and apply their knowledge gained throughout their curriculum. Training in this course integrates business communications, office management, law and ethics, billing and collections, and the day-to-day office administrative procedures.



ACADEMIC CALENDARS

2019 QUARTER (12 WEEKS) ACADEMIC CALENDAR

Academic Calendar – 2019 (Arkansas, Louisiana & Mississippi)

Winter 2019

Campus	Quarter Dates	Programs
ALL	1/7/2019-4/5/2019	ALL
Breaks/Holidays	Winter Break: 1/4/2019-1/6/2019 MLK: 1/21/2019 Mardi Gras: 3/4/2019-3/5/2019	

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

Spring 2019

Campus	Quarter Dates	Programs
ALL	4/8/2019-7/2/2019	ALL Except Cosmo Days
Breaks/Holidays	Memorial Day: 5/27/2019 Independence Day: 7/4/2019	

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

Summer 2019

Campus	Quarter Dates	Programs
ALL	7/8/2019-10/2/2019	ALL
Breaks/Holidays	Summer Break: 7/3/2019-7/7/2019 Labor Day: 9/2/2019	

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

Fall 2019

Campus	Quarter Dates	Programs
ALL	10/3/2019-1/8/2020	ALL Except Cosmo Days
Breaks/Holidays	Thanksgiving Break: 11/28/2019-11/29/2019 Christmas Break: 12/24/2019-12/25/2019 New Year's Break: 12/31/2019-1/1/2020	

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

2019 SIX WEEKS ACADEMIC CALENDAR

Academic Calendar – 2019 (Arkansas, Louisiana & Mississippi)

Winter 2019

Campus	Programs	Six Week Dates
ALL	ALL	1/7/2019-2/19/2019
ALL	CMA, DA & Cosmo-Night	2/20/2019-4/5/2019
Breaks/Holidays		Winter Break 1/4/2019-1/6/2019 MLK: 1/21/2019 Mardi Gras: 3/4/2019-3/5/2019

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

Spring 2019

Campus	Programs	Six Week Dates
ALL	ALL except Cosmo-Day	4/8/2019-5/17/2019
ALL	CMA-Day & Cosmo-Night	5/20/2019-7/2/2019
Breaks/Holidays		Memorial Day: 5/27/2019

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

Summer 2019

Campus	Programs	Six Week Dates
ALL	ALL	7/8/2019-8/16/2019
ALL	CMA-Day & Cosmo-Night and DA	8/19/2019-10/2/2019
Breaks/Holidays		Summer Break: 7/3/2019-7/7/2019 Independence Day: 7/4/2019 Labor Day: 9/2/2019

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

Fall 2019

Campus	Programs	Six Week Dates
ALL	ALL except Cosmo-Day	10/3/2019-11/14/2019
ALL	CMA-Day & Cosmo-Night and DA	11/18/2019-1/8/2020
Breaks/Holidays		Thanksgiving Break: 11/28/2019-12/1/2019 Christmas Break: 12/24/2019-12/25/2019 New Year's Break: 12/31/2019-1/1/2020

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

2019 FOUR WEEKS ACADEMIC CALENDAR

Academic Calendar – 2019 (Arkansas, Louisiana & Mississippi)

Winter 2019

Campus	Programs	Four Week Dates
ALL	ALL	1/7/2019-2/5/2019 2/6/2019-3/8/2019
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	3/11/2019-4/5/2019 4/8/2019-5/4/2019
Breaks/Holidays		Winter Break 1/4/2019-10/6/2019 MLK: 1/21/2019 Mardi Gras: 3/4/2019-3/5/2019

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

Spring 2019

Campus	Programs	Four Week Dates
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day	5/6/2019-6/4/2019 6/5/2019-7/2/2019
Breaks/Holidays		Summer Break: 7/3/2019-7/7/2019 Independence Day: 7/4/2019 Memorial Day: 5/27/2019

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

Summer 2019

Campus	Programs	Four Week Dates
ALL	ALL	7/8/2019-8/4/2019 8/6/2019-9/3/2019
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	9/4/2019-10/2/2019 10/3/2019-10/31/2019
Breaks/Holidays		Summer Break: 7/3/2019-7/7/2019 Independence Day: 7/4/2019 Labor Day: 9/02/2019

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

Fall 2019

Campus	Programs	Four Week Dates
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day	11/4/2019-12/3/2019 12/4/2019-1/8/2020
Breaks/Holidays		Thanksgiving Break: 11/28/2019-11/29/2019 Christmas Break: 12/24/2019-12/25/2019 New Year's Break: 12/31/2019-1/1/2020

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

2020 QUARTER (12 WEEKS) ACADEMIC CALENDAR

Academic Calendar – 2020 (Arkansas, Louisiana & Mississippi)

Winter 2020

Campus	Quarter Dates	Programs
ALL	1/13/2020-4/8/2020	ALL
Breaks/Holidays	MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter Break: 1/9/2020-1/12/2020	

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

Spring 2020

Campus	Quarter Dates	Programs
ALL	4/13/2020-7/7/2020	ALL Except Cosmo Days
Breaks/Holidays	Memorial Day: 5/25/2020 Independence Day: 7/3/2020	

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

Summer 2020

Campus	Quarter Dates	Programs
ALL	7/13/2020-10/5/2020	ALL
Breaks/Holidays	Labor Day: 9/7/2020 Summer Break: 7/8/2020-7/12/2020	

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

Fall 2020

Campus	Quarter Dates	Programs
ALL	10/6/2020-1/5/2021	ALL Except Cosmo Days
Breaks/Holidays	Thanksgiving Break: 11/26/2020-11/27/2020 Christmas Break: 12/24/2020-12/25/2020 New Year's Break: 12/31/2020-1/1/2021	

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

2020 EIGHT WEEKS ACADEMIC CALENDAR

Cosmetology Clock Hour Students

Academic Calendar – 2020 (Arkansas, Louisiana & Mississippi)

Winter 2020

Campus	Programs	Eight Week Dates
ALL	ALL	1/13/2020-2/10/2020 2/11/2020-3/11/2020
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	3/16/2020-4/10/2020 4/13/2020-5/8/2020
Breaks/Holidays		MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter Break 1/9/2020-1/12/2020

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

Spring 2020

Campus	Programs	Eight Week Dates
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	5/11/2020-6/8/2020 6/9/2020-7/7/2020
Breaks/Holidays		Memorial Day: 5/25/2020 Independence Day: 7/3/2020 Summer Break: 7/8/2020-7/12/2020

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

Summer 2020

Campus	Programs	Eight Week Dates
ALL	ALL	7/13/2020-8/7/2020 8/10/2020-9/4/2020
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	9/8/2020-10/5/2020 10/6/2020-11/2/2020
Breaks/Holidays		Labor Day: 9/07/2020

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

Fall 2020

Campus	Programs	Eight Week Dates
Gulfport, Houma, Alexandria, Lafayette and Metairie	Cosmetology-Day & Esthetics-Day	11/3/2020-12/2/2020 12/3/2020-1/5/2021
Breaks/Holidays		Thanksgiving Break: 11/26/2020-11/27/2020 Christmas Break: 12/24/2020-12/25/2020 New Year's Break: 12/31/2020-1/1/2021

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

2020 SIX WEEKS ACADEMIC CALENDAR

Academic Calendar – 2020 (Arkansas, Louisiana & Mississippi)

Winter 2020

Campus	Programs	Six Week Dates
ALL	ALL	1/13/2020-2/26/2020
ALL	CMA, Cosmo-Night DA, MOA and MT-Night	2/27/2020-4/8/2020
Breaks/Holidays		MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter Break 1/9/2020-1/12/2020

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

Spring 2020

Campus	Programs	Six Week Dates
ALL	ALL except Cosmo-Day	4/13/2020-5/22/2020
ALL	CMA-Day, Cosmo-Night, MOA and MT-Night	5/26/2020-7/7/2020
Breaks/Holidays		Spring Break: 4/9/2020-4/12/2020 Memorial Day: 5/25/2020

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

Summer 2020

Campus	Programs	Six Week Dates
ALL	ALL	7/13/2020-8/21/2020
ALL	CMA-Day, Cosmo-Night, DA, MOA and MT-Night	8/24/2020-10/5/2020
Breaks/Holidays		Labor Day: 9/7/2020 Independence Day: 7/3/2020 Summer Break: 7/8/2020-7/12/2020

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

Fall 2020

Campus	Programs	Six Week Dates
ALL	ALL except Cosmo-Day	10/6/2020-11/16/2020
ALL	CMA-Day, Cosmo-Night, DA, MOA and MT-Night	11/17/2020-1/5/2021
Breaks/Holidays		Thanksgiving Break: 11/26/2020-11/27/2020 Christmas Break: 12/24/2020-12/25/2020 New Year's Break: 12/31/2020-1/1/2021

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

ACADEMIC CALENDAR – 2020 GULFPORT ESTHETICS PROGRAM SPECIAL CALENDAR

Winter 2020

Campus	Programs	Dates
Gulfport	Esthetics-Night	1/13/2020-2/27/2020
Gulfport	Esthetics-Night	3/2/2020-4/2/2020
Breaks/Holidays		MLK: 1/20/2020 Mardi Gras: 2/24/2020-2/25/2020 Winter Break 1/9/2020-1/12/2020

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

Spring 2020

Campus	Programs	Eight Week Dates
Gulfport	Esthetics-Night	4/6/2020-5/7/2020
Gulfport	Esthetics-Night	5/11/2020-6/15/2020
Breaks/Holidays		Memorial Day: 5/25/2020

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

Summer 2020

Campus	Programs	Eight Week Dates
Gulfport	Esthetics-Night	6/16/2020-7/30/2020
Gulfport	Esthetics-Night	8/3/2020-9/16/2020
Breaks/Holidays		Labor Day: 9/7/2020 Independence Day: 7/3/2020 Summer Break: 7/8/2020-7/12/2020

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

Fall 2020

Campus	Programs	Eight Week Dates
Gulfport	Esthetics-Night	9/21/2020-10/22/2020
Gulfport	Esthetics-Night	10/26/2020-11/30/2020
Gulfport	Esthetics-Night	12/1/2020-1/6/2021
Breaks/Holidays		Thanksgiving Break: 11/26/2020-11/27/2020 Winter Break: 12/24/2020-12/27/2020 New Year: 12/31/2020-1/3/2021

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



INDEX

ADMISSIONS

Additional Admission Requirements for Clinical Medical Assisting (CMA)	11
Additional Admission Requirements for Cosmetology	12
Additional Admission Requirements for Cosmetology – (Gulfport, MS Only)	12
Additional Admission Requirements for Dental Assisting	11
Additional Admission Requirements for Dialysis Technician (Gulfport, MS Campus only)	12
Additional Admission Requirements for Massage Therapy	12
Additional Admission Requirements for the Hybrid Programs (see pages 126-139)	13
Add / Drop Period	10
Admissions	8
Admission for Applicants with Disabilities	13
Admission to Blue Cliff College	8
Admissions / Application Procedures	9
Admission Requirements	8
Notification of Admission Acceptance	10
Re-Admission	13
Statement of Non-Discrimination	13
Transcripts from Foreign Country	8
Transfer Students	10
Verification of High School Graduation or Equivalence	8

TUITION AND FEES

Calculating Earned Aid Clock Hours (Non-Term Based)	21
Calculating Earned Aid Credit Hour (Term Based)	20
Calculating Return of Title IV Aid Amount	21
Calculating Unearned Aid	21
Cancellation and Tuition Refund Policy	16-19
Tuition and Fees	14, 114
Fees and Expenses	15, 115
Financial Information	14, 114
Financial Standing	23
How to Handle Overpayment	22
Notification	23
Official Withdrawals	20
Other Fees	15, 115
Post Withdrawal Disbursement	23
Refund Policy for Students on Department of Veterans Affairs (DVA) Benefits	19
Repeating a Course	15, 114
Returns of Title IV Calculation	20
Return of Title IV Funds	20
Student Portion of Return of Title IV Funds	22
Unofficial Withdrawals	20
Withdrawal from the College	19

FINANCIAL AID

Attendance Requirements – Online / Hybrid Students	32
Attendance Tracking	33
Applying for Financial Aid	24
Financial Aid	24
Financial Aid Adjustments	29
Financial Aid Resources	25
Federal Direct Consolidation Loans	25

Federal Direct Loan Program (Subsidized)	25
Federal Direct Loan Program (Unsubsidized)	25
Federal Direct PLUS Loan Program	25
Federal Pell Grant	25
Scholarships	26
Scholarship Eligible for Massage Therapy Students with Cash Payment Plan	26
Standards of Satisfactory Academic Progress	29
Title 38 United States Code Section 3679(E) School Compliance Form	28
TOPS Scholarship Program	26
Veteran's Attendance Policy	33
Veteran's Financial Assistance Policy	27

ACADEMIC

Academic Calendars	122-123, 170-176
Academic Dismissal 1 (Qualitative and Quantitative)	50
Academic Probation (Qualitative and Quantitative)	50
Academic Standing	48
Academic Standards and Policies	35
Academic Warning (Qualitative and Quantitative)	50
Add / Drop (Scheduling)	43
Advising	53
Appeal Process Summary	51
Approved Leaves of Absence (LOA)	37
Assessment	36
Bookstore and Supply Center	55
Calculating Grade Point Average (GPA)	41
Career Services	54
Change of Program	43, 51
Class Hours	35
Classroom and Campus Code of Conduct	64
Clinic Dress Code	65
Continuing Education Units (CEU's) for Programs	57
Cosmetology Program (Credit Hours) – New Students Starting Classes After January 1, 2020	114
Credit by Examination (X)	42
Definition of Academic Term, Academic Year and Contact Hour	38
Definition of Clock Hour	38
Diploma / Degree Requirements	45
Diploma in Clinical Medical Assisting (CMA) – Hybrid Program	126-127
Diploma in Clinical Medical Assisting (CMA) – Hybrid Program Course Descriptions	127-130
Diploma in Cosmetology	80
Diploma in Cosmetology Program Course Descriptions	81-84
Diploma in Cosmetology	117-118
Diploma in Cosmetology Program Course Descriptions	118-121
Diploma in Dental Assisting	85
Diploma in Dental Assisting Course Descriptions	86-89
Diploma in Dialysis Technician – Hybrid Program	131-132
Diploma in Dialysis Technician – Hybrid Program Course Descriptions	132-134
Diploma in Esthetics	90
Diploma in Esthetics Program Course Descriptions	91-92
Diploma in Esthetics	93
Diploma in Esthetics Program Course Descriptions	94-95
Diploma in Health Information Management, Billing and Coding (HIMBC) –	

Hybrid Program	135-136
Diploma in Health Information Management, Billing and Coding (HIMBC) – Hybrid Program Course Descriptions	136-139
Diploma in Heating, Ventilation, and Air Conditioning (HVAC) Technician	96
Diploma in Heating, Ventilation, and Air Conditioning (HVAC) Technician Course Descriptions	97-98
Diploma in Massage Therapy	100-101
Diploma in Massage Therapy Program Course Descriptions	102-104
Diploma in Massage Therapy	111
Diploma in Massage Therapy Program Course Descriptions	112-113
Diploma in Massage Therapy (Gulfport Campus only)	106-107
Diploma in Massage Therapy Program (Gulfport Campus only) Course Descriptions	108-110
Disciplinary Standards	65-66
Externship Requirements	44
Financial Aid Services	54
Financial Aid Suspension and Probation	50
Full-Time and Part-Time Status	38
General Dress Codes for Students	65
Grade Point Average for Completion	45
Grading System and Standards	40
Grading System and Standards-Applies to the Fayetteville, Arkansas Campus Only	41
Grading System and Standards-Applies to the Gulfport, Mississippi Campus Only	40
Graduation / Completion Requirements	45
Holidays and Breaks	20
Hybrid Programs	124
Hybrid Technical Requirements	125
Hybrid Learning Platform and Canvas Technical Requirements	125
Individual Course Withdrawal (W)	41
Leave of Absence (LOA)	36
Letter Grades, Withdrawals, Incompletes, Transfers, Repeats, and Remedial Courses	51
Library / Learning Resource Center	56
Maximum Time Frame Allowed for Program Completion (Quantitative)	49, 149
Notification	50
Number of Leaves of Absence in a 12 Month Period	38
Orientation	54
Prerequisites	42
Program Specific Dress Codes	65
Programs of Study and Course Descriptions	79, 116
Programs of Study and Course Descriptions – Hybrid Programs	124
Qualitative Standard	47
Quantitative Standard	47
Records and Confidentiality	56
Refresher Privileges	54
Regaining Eligibility	52
Repeating a Course	15, 43
Returning from a Leave of Absence	38
Satisfactory Academic Progress (SAP)	47
Standards	47
Student Conduct	62-63

Student / Instructor Ratio	55
Student Rights and Responsibilities	62
Student Services	53
Transcript Requests	56
Transfer Credits (T)	41
Transferring Blue Cliff College Credit	56
Tutoring	54
Unit of Credit	39
Violations and Appeals of Student Discipline	66
WellConnect	54

MISCELLANEOUS

Accreditation, Licenses, Affiliations and Approvals	6-7
Attendance	31, 116
Blue Cliff College Attendance Policy	31, 116
Blue Cliff College Drug and Alcohol Abuse Prevention Policy	59
Blue Cliff College Grievance Procedure	71
Campus Locations	3
Campus Safety and Security	58
Campus Security and Crime Information	58
Confidential Resources	70-71
Counseling, Treatment and Rehabilitation Programs	61
Culture and Values	1
Mission and Philosophy	1
Mission Statement	1
Drug-Free, Smoke-Free, and Gun-Free School	78
Facilities	4-6
Filing a Complaint	71-75
Health Risks of Drug and Alcohol Abuse	60
History	2
Housing	57
Institutional Philosophy	1
Objective of the Drug and Alcohol Abuse Prevention Policy	59
Parking	57
Privacy and Confidentiality	70
Reporting Suspected Sexual Harassment	70
Review and Distribution	61
Sanctions Blue Cliff College Will Impose	59-60
Sexual Harassment Policy	68
Standards of Conduct	59
Student Complaint / Grievance Procedure	66-68
Student Privacy	76-77
Substance Abuse Policy	59
Vision Statement	1
What is Sexual Harassment and Sex Discrimination	68-70
Workplace Violence Policy	64

ONLINE

1+1 Matriculation for Associate of Occupational Studies (AOS) Candidates	146-147
Academic Dismissal 1 (Qualitative and Quantitative)	149
Academic Standing	148
Academic Warning (Qualitative and Quantitative)	149
Add / Drop Period	151
Admission / Application Procedures	141-142
Appeal Process Summary	152

Associate of Occupational Studies and Degree Program	154-155
Associate of Occupational Studies in Clinical Administrative Medical Assisting Course Descriptions	156-160
Associate of Occupational Studies Degree Program	161-162
Associate of Occupational Studies in Health Information Management, Billing and Coding Program Course Descriptions	163-166
Attendance	150-151
Blue Cliff College 1+1 Matriculation and Block Transfer Credit Policy	146
Change of Program	151
Clinical and Administrative Medical Assisting (CAMA) AOS	154
Diploma in Medical Office Administration (MOA)	167
Diploma in Medical Office Administration (MOA) Program Course Descriptions	168-169
Financial Aid Suspension and Probation	149
Health Information Management, Billing and Coding (HIMBC) AOS	161
Leave of Absence (LOA)	151
Letter Grades, Withdrawals, Incompletes, Transfers, Repeats and Remedial Courses	150
Make-Up Policy	151
Maximum Time Frame Allowed for Program Completion (Quantitative)	149
Notification	150
Online	141
Online Admissions Requirement	141
Online Programs of Study	153
Program Admission Requirements	141
Program Cost	145
Program Tuition and Fees	144
Qualitative Standard	147
Quantitative Standard	148
Refund Calculation	145
Remaining Eligibility	152
Repeated Courses	151
Satisfactory Academic Progress (SAP)	147
Scholarships	145
Standards	147
Student Conduct	152-153
Student Rights and Responsibilities	152
Technical Requirements for Online Students	143-144
Technical Specifications	143-144
Transfer Students	145
Tuition Information	144



NOTES:



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