

2020 - 2021 Catalog

H a r r i s

School of Business

Wilmington, DE

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Wilmington Delaware

Harris School of Business

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Wilmington, DE 19803
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www.harrisschool.edu

Programs of Study & Entrance Requirements

This campus requires a non-refundable \$20 application fee.
This campus does not have an entrance exam and offers the following programs of study:

Dental Assistant
Massage Therapy
Professional Medical Assistant

Hours of Operation

Monday - Thursday
8:00 am - 10:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

State Approvals

This campus is authorized to provide training by:
Delaware Department of Education
Townsend Building
PO Box 1402
Dover, DE 19903

Accreditation

This campus is accredited by:
Accrediting Council for Continuing Education and Training (ACCET)
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113
Fax: (202) 955-1118

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Welcome

Harris School of Business is an accredited school with a 50-year history of providing career focused education in the areas of allied health, business and computer technology, including legal and accounting. We specialize in comprehensive, accelerated programs, which prepare our students for interesting and challenging positions in their chosen fields of study.

Our 50 years of success are a result of the successful graduates who have benefited from our programs - the history of their achievements forms the foundation on which today's students set their goals. The administration, staff and faculty look forward to assisting you in attaining your goals. We hope you enjoy your educational experience while at the Harris School of Business.

History & Mission Statement

History

The company which became Harris School of Business was founded by Mrs. Ethel S. Harris, a native of Camden, NJ in 1959 after her physician husband died at a young age, leaving her a widow at 37 with three small children. Fortunately before marrying her husband, Mrs. Harris had graduated from a business school and worked in Washington, D.C., as a secretary in various government departments during World War II. With her knowledge of office skills and the help of friends, she started her own business, founding Harris Employment Service in 1959. The Harris School of Business, as an institution of higher learning, was founded in 1965 when it became apparent that many job-seekers and applicants to her employment service needed training or review instruction to become more employable.

After serving the community as a family-owned business since 1965, Premier Education Group, L.P., acquired the school in May 2003; and in November 2003, the school relocated to One Mall Drive, Suite 700, Cherry Hill, NJ, a high-rise office building at the Cherry Hill Mall. This purchase was followed by an expansion in 2005 and 2006 to Linwood, NJ; Hamilton, NJ, and Wilmington, DE, with further expansion into Stratford, NJ, Dover, DE, Upper Darby, PA in 2008, and Danbury, CT and Melbourne Florida in 2013. The school's longevity in the community and excellent reputation with employers are two of the reasons why an education from Harris School of Business opens doors of opportunity for its graduates. In June of 2020, Trigram Education Partners, LLC acquired the school.

Mission

Harris School of Business is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Harris School of Business strives to foster pride, dignity and self-respect in its student body. Fundamental to its mission is the emphasis on individual advising and guidance. The faculty and staff seek to empower students with industry specific knowledge, which will gain them both the respect and means of rewarding self-support. Harris School of Business provides students with a solid educational foundation on which to build their future professional development.

Institutional Objectives

- Provide curricula that meet the current standards of the industries we serve
- Provide an environment that will foster academic and personal development
- Help students develop proper work habits, professional attitudes, and increased confidence
- Provide a clean, attractive and well-managed facility for the student, staff and faculty
- Assist graduates in securing entry-level positions that will lead to fulfilling their career objectives
- Provide business, industry, government, and professionals with well-trained personnel

To assist students in achieving their objectives, Harris School of Business maintains a creative and innovative group of faculty and staff members who are chosen for their specialized skills. Students are sure of receiving personal attention in classes where communication between student and teacher, as well as between student and student, may flourish. Emphasis on individual growth is an essential part of our educational program.

General Information

Statement of Legal Control

Harris School of Business is owned by Trigram Education Partners, L.P.; registered limited partnership in the State of Delaware. Dr. Jon Coover is the President & CEO. Stanford Silverman, Dr. Annie Ma and Dr. Jon Coover are limited Partners.

Statement of Non-Discrimination

Harris School of Business does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972). The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Harris School of Business seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct which is also prohibited is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated. The Campus Director is authorized to coordinate Title IX, the Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance.

All grievances or complaints under the sex discrimination provision of Title IX should be directed to the Campus Director. Complaints will be responded to within 10 working days and will be handled directly and equitably. Students who feel the complaint has not been adequately addressed should forward their concerns to April Lupinacci, Vice President of Compliance and Licensure at the corporate offices of Trigram Education Partners:

**545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323**

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.

The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects. The School prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy and is subject to disciplinary action.

General Facilities

The **Wilmington campus** is located in the Brandywine area on Foulk Road, within minutes of downtown Wilmington, DE and conveniently located a short distance from Widener University School of Law, Concord Mall, and the state borders of Pennsylvania, Maryland and New Jersey. The school is located in a professional building within the Foulkstone Plaza Campus. The building is handicap-accessible. There is ample parking adjacent to the building. The school has a main reception area, large classrooms and clinical rooms with windows.

Facilities for the Handicapped

Harris School facilities are accessible to the handicapped. Harris School follows ADA guidelines in providing reasonable accommodations for all such applicants.

School Hours

Standard day school hours are Monday through Friday, 8:00 am to 3:30 pm. Day classes canceled for holiday observance on a Monday are usually made up on Friday of the same week. The school reserves the right to utilize an extended day, occasional Fridays, or even Saturdays as make-up for snow days or other unusual circumstances. Evening classes regularly meet Monday through Thursday, 6:00 pm to 10:00 pm. Evening classes canceled for holidays, weather, or other reasons are generally rescheduled for Monday nights. Schedule will vary according to program and start date selected.

Graduation - Diplomas

Students enrolled are awarded diplomas upon successful completion of all program and graduation requirements.

School Calendar

For a complete listing of the school's yearly calendar, including start and end dates of programs, and school holidays, please refer to page 45.

School Closings and Emergency Circumstances

The school utilizes local network for publicizing school closings or late openings. The school reserves the right to cancel or delay the start of classes during an emergency or any other "act of God." Under these conditions, students will not be charged with an absence. Course content will be made up to ensure completion of the student's entire program. In the unlikely event of a catastrophe, the school reserves the right to suspend training for a period not to exceed 90 days, as long as it evidences positive efforts every 30 days to reactivate the institution.

Harris School Philosophy

Harris School of Business is dedicated to providing students with the best quality of education available. Harris School of Business offers a sound clinical and educational experience that produces excellence in the allied health industry. In addition, Harris School is committed to assisting each student in mastering his or her therapeutic and clinical skills, technical knowledge, personal awareness and sensitivity needed for a successful and rewarding practice in allied health or business.

Accreditation & State Approvals

Accrediting Council for Continuing Education and Training
(ACCET)
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113
Fax: (202) 955-1118

This campus is authorized to provide training by:
Delaware Department of Education
Townsend Building
PO Box 1402
Dover, DE 19903

Admissions

Admissions Requirements

To qualify for admission into Harris School of Business, applicants must successfully complete the initial interview process and receive a positive recommendation from the school's Admissions Director. Additional requirements for admissions are as follows:

- A minimum age requirement of 17 (student must be 18 prior to the start of the externship)
- Submit a copy of a high school diploma, GED certificate, or a copy of an official transcript of postsecondary education at a recognized, degree-granting institution
- \$20 application fee
- Submit a completed enrollment package, including a signed enrollment agreement
- Be available for learning activities during the schedule shown

Ability-To-Benefit and High School Diplomas (or Equivalent)

The school does not accept Ability-To-Benefit (A.T.B.) students for admissions to full programs. Therefore, to be accepted for admission, the school must have evidence on file that a student has received a high school diploma or a recognized equivalent.

Acceptance

Upon completion of the required documents for admission, the applicants are notified in writing of their acceptance.

Proficiency Credit (P)

For students wishing to demonstrate proficiency in a keyboarding course, the Director of Education will have the student take a proficiency exam to determine "retained knowledge" in both lecture and laboratory components. A minimum score of 75% must be achieved in lecture, and practical skills are assessed in laboratory components with a minimum score of 35 words per minute with 5 errors or less. The student will receive a P for the applicable course on the Harris School transcript. Proficiency credits cannot be funded with Federal Title IV financial aid. Credits will be considered for transfer credit toward graduation if all of the above procedures are completed prior to starting school.

Remedial Education

Harris School of Business offers no remedial education or GED training programs. However, the Director of Education maintains listings of remedial and GED preparation programs which are offered at local adult learning centers and high schools.

Orientation

A mandatory orientation session for new students is held prior to the start of the programs. Students will receive advance notification of the date and time of orientation. It is each student's responsibility to become familiar with the policies and guidelines of the school, which are contained in this catalog, official memos and supplements.

Maintenance of Academic Records

Students' files are maintained by each respective department and school while the student is in attendance. After leaving the school, the various parts of a student's file are combined into one file which is maintained by the Education Department for a period of 5 years from the date the student leaves school (a minimum of 4 years from the last financial aid award year). After this point, the academic transcript is maintained indefinitely.

Students have the right to inspect and review their records, as well as request amendment of records which they believe to be inaccurate or misleading. Procedure requires that the student make an appointment with the Campus Director to review the documentation in his or her file. The school will need to comply within a maximum of 45 days.

Consumer Information - The Student Right to Know

Students can request to see the following consumer information from the school, which is available in either the Admissions, Financial Aid, or Director of Education's office: evidence of accreditation and state licensing, the cost of attending, as well as the institution's refund policy (including examples of refund calculations) in the event of withdrawal or termination; what financial assistance is available to students and how recipients are selected; how financial need is determined, including how the costs for education are calculated, information about loans, including the interest rate, the amount that must be repaid, when repayment will begin, and the conditions for deferment if necessary, how satisfactory academic progress is determined by the institution and the consequences for failing to meet those standards; information about campus security, and student completion and placement rates.

Academic Accommodations

Trigram Education Partners does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and nonacademic services. The person responsible for coordinating our efforts to comply with Section 504 is the Campus Director/Director of Education; who is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

Transfer Credit Policy

Our programs are career focused. The academic credits are not designed to be transferred to other institutions. If the transferability of credits is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit. The campus does not recognize the status of Advance Standing. The campus will provide guidance or counseling and provide an official transcript, syllabi, or course outlines to all students requesting a transfer of credits to another institution.

Transfer of Credit within Trigram Education Partners Campuses

Trigram Education Partners (“Trigram”) students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Trigram school to another Trigram school (e.g., transferring from Branford Hall to Harris School).

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, can be transferred. Students that returns or transfers into a new program or new program version may be granted transfer credit towards the total program hours/credits from one Trigram school to another.
- B. Transfer credits will count as hours/credits attempted and completed for Satisfactory Academic Progress (SAP) calculation and in the Cumulative Grade Point Average (CGPA). This means a passing grade and non passing grade will be part of the SAP and CGPA calculations.
- C. Trigram Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry/reenroll activity will show on the transcript with the original grade earned, including “F” and “W”s and will also calculate for GPA and SAP using the original grade. This includes same school codes.

- D. Skill Assessment Test. Trigram students returning one year or more will be required to take a skills assessment test, even if the student only needs to complete an externship. All Skill assessment tests will be documented and graded. If the student fails the test, the student will audit or re-take the course.
 - a. Professional Medical Assistant - Hands on Skill Assessment
 - b. Massage Therapy - Hands on Skill Assessment
 - c. Dental Assistant - Hands on Skill Assessment
 - d. All other programs will have a written Skill Assessment
 - e. All skills assessments must be documented and graded
- E. Course was completed no more than 5 years prior to date of request. Courses older than this may or may not be accepted for transfer, and an appeal justifying the recognition of these courses must be submitted.

Transfer of Credit from an Institution other than a Trigram School

Like other higher education institutions, Trigram may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts. Note that transfer hours/credits will not be included in the calculation of eligibility for Federal Title IV financial aid.
- B. The student must submit:
 - a. Official Transcript (signed with the school seal)
 - b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.

- C. Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met prior to starting school:
 - a. Official transcript and catalog with course descriptions are reviewed
 - b. Course is adjudged equivalent in content, hours and credits
 - c. A Grade Point Average (GPA) of 2.0 (C) or better was achieved
 - d. Course was completed no more than 5 years prior to date of request
- D. All courses transferred from another institution will be marked with a "T"

Notes for Credit Transfers (both from a Trigram school or from a USDOE recognized institution)

- A. Students will be charged on a pro rata credit for tuition based on number of hours remaining in the program.
- B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.
- C. Students may appeal the transfer credit decision by writing to Trigram's Education Specialist at:

**Trigram Education Partners
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511**

Transfer of Credit From an Institution Other Than a Trigram School

Like other higher education institutions, Trigram may accept credits from other schools or colleges as long as the institution is accredited by an agency recognized by the US Dept. of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

Financial Information

Tuition & Fees

All students are guaranteed that tuition at the time of registration will not increase as long as they are actively and continuously enrolled in the same program. For a complete list of the tuition and fees for current programs, including the standard application, registration, and graduation fees, please refer to The Schedule of Tuition and Fees section of the catalog. **Upon satisfactory completion of a program and discharge of all financial obligations, students will be awarded a diploma.**

Books & Supplies

Students will be charged for books and supplies received unless, in case of cancellation, they are promptly returned in proper condition for resale.

Methods of Payment

The school accepts cash, personal checks, certified checks, bank checks, money orders, credit/debit cards from Visa, MasterCard, and Discover as methods of payment for tuition, fees, books and supplies, private credit-based student loans, and private scholarship funds.

Other Options

Tuition Payment Plans - a tuition deposit may be required at the time of application. Two plans are available for paying the balance of tuition.

1. Full payment of tuition on or before the date classes start
2. Payment of tuition balance in monthly installments

Information regarding tuition payment plans is included in the application procedure as part of the Financial Aid interview. Installment payment plans may be arranged on an individual basis for students, which would be paid directly to the school or its agent. If a collection agency or attorney is needed as a result of non-payment, attorney's fees and collection costs will be paid by the student.

Other programs which can help students fund their education include Veterans' Benefits and state specific programs such as Workforce Innovation and Opportunity Act (WIOA), Workforce Development Programs (WDP), Trade Act, and Vocational Rehabilitation. Student eligibility for such funding is controlled by the individual funding agency, and students are encouraged to contact their local and state worker assistance offices to inquire further.



Financial Aid

Quarter Credit Hours

Harris School has adopted the standard Federal definition of a credit hour for all Federal Financial Aid awarding using the standard Federal clock to credit hour conversion rate of 25 clock hours = one quarter credit hour. An academic year for a full-time equivalent student for Federal Title IV purposes is defined as a minimum of 36 credits and 30 weeks. A clock hour is defined as one actual hour of attendance (60-minute period), though each hour may include a 10-minute break. Therefore a 900 clock hour program will be awarded aid based on 36 Federal quarter credits ($900/25 = 36$), one full year of Title IV eligibility.

The credits used for Title IV eligibility evaluation may differ from those used for academic transcripts.

Tax-payer Credits for Educational Expenses

Students and/or the parents of dependent students may qualify for a number of tax credits as a result of attending this school. This may include the Hope or Lifelong Learning Credit. Please consult with an accountant or tax specialist regarding these programs.

GI Bill®/Educational Benefits

The Department of Higher Education, under Title 38 United States Code, has approved the programs at various Harris School of Business Locations for education benefits. To determine eligibility for VA benefits contact the Veterans Affairs Office to obtain the necessary application (VA Form 22-1999) or (VA Form 22-5490). Once the application is complete, the application must be submitted to the Harris School's certifying official. The certifying official needs to certify the student's enrollment at the school to the VA using VA Form 22-1999. The application and the certification of enrollment will be submitted by the certifying official to the Regional Processing Office for payment. It is the applicant's responsibility to contact the school's

certifying official to initiate the payment of benefits. It is also the applicant's responsibility to notify the certifying official of change in program, withdraw from a course or school, non-attendance, or other matters affecting academic status. The student may obtain an application by calling 800-827-1000 or by logging on to the national web site at www.gibill.va.gov.

Scholarship

Harris School of Business Institutional Grant

Harris School of Business schools located in Delaware make available the Ethel S. Harris Transitional Grant funds up to \$400,000. In order to be eligible for an institutional grant, a candidate must meet the qualifying criteria, as well as meet the requirements for admission that applies to all students. The Ethel S. Harris Grant is available to individuals who are experiencing a life-changing event.

The requirements are:

1. Meet the general admissions requirement for Harris School of Business
2. Be approved and funded by the Workforce Innovation and Opportunity Act, Department of Vocational Rehabilitation, Workforce Development Partnership, or The Trade Act of 1974 to attend Harris School of Business
3. Must complete (during the general admissions application process) the Ethel Harris Grant application, including the essay section describing your use of a Harris education in meeting your goals. These grants will be apportioned throughout the year and can only be applied to institutional charges (tuitions, books & fees). The Campus Director will be responsible for determining whether the applicant has met the eligibility requirements and the amount of the award. Recipients will meet with the Financial Aid Department where an award letter will be provided detailing the cost of attendance, the institutional grant, federal financial aid and any other funding sources. Additionally, the student must provide an approval letter from their agency.

Service Charge

In the event that a personal check rendered for payment of obligations is returned by the bank for insufficient funds or for any other reason, a \$25 bookkeeping fee will be charged in addition to the bank charge.

Collections

Students in arrears with monthly payments may be sent to a collection agency. In accordance with the terms of their enrollment, interest and/or collection fees may be added to the balance owed.

Policy On Unpaid Debt

It is the policy of Harris School of Business that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of any grades, grade reports, transcripts, diplomas or certificates, and will not be able to participate in the externship course or continue with the program until satisfactory settlement of unpaid debts.

Right To Make Changes or Revisions

This catalog is an official publication of the Harris School of Business. The school reserves the right to make changes or revisions to the catalog at any time by means of official addendums. Such changes may include, but are not limited to, courses, methods, faculty, staff, provisions or requirements, the cancellation of courses or programs, and any other change deemed necessary in the best interests of the school and its students. It is advised that all students read and fully understand the regulations and policies stated herein.

Cancellation & Refund Policy

Tuition & Other Charges - Period of Obligation

Following the start of classes, the institution will establish a ledger of tuition and other charges incurred by the student, as shown on the front side of the enrollment agreement. Tuition charges, as outlined below, will be applied in one or more parts called periods of obligation, depending on the length of the program. The period of obligation set by the school is 450 instructional hours. Programs less than 450 hours will have tuition charged in full in one part, while programs longer than 450 hours but equal to or less than 900 hours will have tuition charges applied across two periods of obligation, while programs greater than 900 hours will have tuition charges spread across three or more periods of obligation depending on how many 450-hour periods are needed. The institution, for the sake of clarity, will create a ledger card detailing the entire cost of the program with each period of obligation clearly marked so that the students can understand and verify the full and complete cost of the program as shown on the front side of this agreement. For the benefit of the student the institution will secure financial aid or complete financial planning to cover all periods of obligation. The student is obligated to pay the charges attributed to the period of obligation at the beginning of each period of obligation unless other financing arrangements have been made. By way of an example, a program with tuition costs of \$9,100 that is 910 hours in length will have three periods obligation. The first two periods of obligation will be 450 hours in length, and appear on the ledger card as \$4,500 charges, while the last period of obligation will be 10 hours in length and cost \$100. By way of an example, if a student attending a 900-hour program was scheduled for 450 hours of classes and began the 451st hour, the student would be obligated for tuition charges relating to the first and second period of financial obligation.

Institutional Refund & Cancellation Policy

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it. If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to attend the program by not showing for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be canceled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid, including non-refundable application fee.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of \$500.00.

- B. After the first week of class and through 60 percent of the period of financial obligation, charges retained will not exceed a pro rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed, up to a maximum of \$1,000.00. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.
- C. For subsequent periods of financial obligation, charges retained will not exceed a pro rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

- 1. Withdrawal
 - a. Date the school received notification from a student of their intent to withdraw, or
 - b. The last date of attendance, if student is dismissed or expelled by school, or
 - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
- 2. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

Delaware Refund Policy

For the student who enters a private business and trade courses of not more than 12 months in length, terminates or withdraws, the school may retain \$100.00 of tuition and fees and the minimum refund of the remaining tuition will be:

- A. After 0.01% enrollment time of the course, 80% of the remaining tuition
- B. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition
- C. After 10%-14.9% enrollment time of the course, 60% of the remaining tuition
- D. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition
- E. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition
- F. After 50% or more enrollment time of the course, the student may be considered obligated for the full tuition

Enrollment time is the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

ACCET Refund Policy

- A. If the departure from the program occurs within three class days, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition to a maximum of \$500.00. (In the State of Delaware, there is a limit of \$100.00 retained tuition.)
- B. After the first week of class and through 50 percent (50%) of the period of training and financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed
- C. After 50 percent (50%) of the period of training and financial obligation is completed, the school may retain the full tuition.

Academic Policies

Grading System

The grading system is as follows:

Letter Grade	Percent Range	GPA	Description
A	93% - 100%	4.0	
A-	90% - 92%	3.67	
B+	87% - 89%	3.33	
B	83% - 86%	3.0	
B-	80% - 82%	2.67	
C+	77% - 79%	2.33	
C	73% - 76%	2.0	
C-	70% - 72%	1.67	
F	0% - 69%	0.0	
S	-	-	Satisfactory
W	-	-	Withdrawal
P	-	-	Proficiency
T	-	-	Transfer Credit

Explanation of Credit Systems

The Wilmington campus is approved to measure academic progress in Quarter Credit Hours.

Academic Quarter Credit Hours

One academic credit is granted for every 10 hours of instructional time scheduled in lecture, 20 hours in laboratory classes, and 30 hours of externship experience. One hour is defined as no less than 50 minutes of instructional time.

Explanation of Credit Systems

All class work and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor. There will be no charge for make-up work. If a student is absent for a scheduled test, a make-up test may be taken after returning to school.

Course Repetitions

When a student receives an “F” grade in a course, the student will be required to repeat the class. The school may allow a student to continue within his/her current class as long as the class failed is not a prerequisite for subsequent courses that will be taken before the failed course is retaken. If necessary, the student’s program will be extended at no extra charge.

Harris School recognizes that students may need to retake class/classes due to a failing grade. Harris School permits this to occur, however, a student must understand the following:

- When a class is retaken, both grades will appear on the final transcript, however, only the higher grade will be used to calculate the Grade Point Average (GPA) on the final transcript
- In calculating GPA for a successful repeat of a course, the new grade will replace the old grade and the hours will not be included. However, for determining minimum academic achievement and successful course completion, the amount of clock hours attempted will include both the first and second attempt of the class
- A student will be considered to be on Academic Advisement whenever retaking a class/classes. If upon completion of the class, all areas of Satisfactory Academic Progress (SAP) are not met, the student may be permanently dismissed

Financial Aid eligibility may be affected. Therefore, it is the student’s responsibility to consult with a Financial Aid Advisor.

No additional tuition is charged for retaking a class/ classes. However, if a student retaking a class/ classes subsequently withdraws or is dismissed, all hours attended are used for calculation of the refund policy. Additionally, students will be responsible for purchasing textbooks and workbooks that have been updated.

Students must pass all Professional Medical Assistant clinical classes with a grade of C or better.

Grade Appeal

Students may appeal to the registrar for review of their grades or academic status. The appeal must be made in writing within ten days of the grade determination. A designated committee consisting of the directors or their designees will review all appeals. The committee's decision will be final.

Attendance Requirement

Attendance is recorded in 15 minute increments. Students who are tardy or leave early will forfeit the actual time not attended. Students are expected to attend all classes as scheduled. Students enrolled at the Harris School of Business are required to maintain an 80% attendance rate. Students are allowed to complete faculty-created, faculty monitored, and course specific make-up assignments during unscheduled academic hours within the same term. No more than 10% of any individual course of study can be earned as a result of these assignments and the work must be completed before the start of the next academic term.

Should a student have less than 80% attendance in any course, at the close of a term (150 hours of instruction), they will be placed on Academic Advisement. While on Academic Advisement, students will be required to make progress towards improving attendance. In the event a student completes the following term with an individual course attendance below 80%, the advisement will continue. Should the student's attendance continue to fall below 80% while on Academic Advisement, the student may face withdrawal from their program of study.

Failure to Attend Classes

Students who are absent for 14 consecutive days, resulting in an interruption of training, may be required to withdraw from active enrollment and reenroll at a later date. Students should meet with the Financial Aid and Education Department personnel to understand the status and impact upon their financial aid awards and academic progress.

Change of Program

In order for a student to change from one program to another they must be making SAP. The student must seek the approval of the Director of Education who will make the determination based on the students academic standing. The students transcript will be evaluated for the possible transfer of credits.

Diploma & Graduation Requirements

Students enrolled are awarded diplomas upon successful completion of all program and graduation requirements. Program and graduation requirements are as follows:

- Minimum CGPA of 2.0
- Minimum 80% cumulative attendance of program hours
- Successful completion of all program courses (i.e., students who receive a course grade of "F" for any course must repeat and pass the applicable course)
- Fulfillment of financial obligations to the school
- Achievement of an adequate level of performance in each skill area required for graduation

Graduation Ceremonies

Formal graduation ceremonies are held for all students who have successfully completed their program of study. Family and friends are invited to attend.

Leaves of Absence

The Harris School of Business does not offer a leave of absence. Students who are unable to progress normally towards the completion of their program of study must be withdrawn, but are able to return based on the guidelines established in this catalog.

Program Start & End Dates

New Classes begin approximately at 5-week intervals (10-week intervals in the evening) throughout the year. A complete academic calendar can be found on page 45.

Withdrawal

In the event of a student's withdrawal or dismissal prior to completion of the program, the tuition charge will be computed as set forth in the Cancellation & Refund Policy, referred to in this catalog and fully explained on the back of the student enrollment agreement. A student will be expected to submit notification of his/her intent to withdraw and will be expected to complete an exit interview with the Education Department and the Business Office. The failure of a student to notify the Campus Director in writing of withdrawal may delay refund of tuition. If a student is actively enrolled in a course of study at the time of withdrawal, a "W" will be entered for the final grade of that course.

Re-Enrollment

Any student who has withdrawn from school, or has been dismissed, may request re-enrollment. The request is to be addressed to the Director of Education. The student must satisfactorily demonstrate that any problem that caused withdrawal or dismissal during the previous enrollment has been corrected. The re-enrollment process will require that the student meet directly with the Director of Education, and may also require that the student meet with the Retention Committee, which includes the Campus Director, Faculty, Department or Program Leaders, and representatives from the Admissions, Career Services, and Financial Aid departments. Re-enrollment approval will be at the discretion of the Retention Committee, and the student will be notified of their final determination. Should a student be accepted for re-enrollment, they will immediately enter a 30-day probationary period and be required to demonstrate acceptable academic progress.

Student/Faculty Ratio

The average student to faculty ratio at Harris School of Business is 15:1.

Students Returning Within 180 Days from the Last Date of Attendance

A student who returns to school within 180 days from their Last Date of Attendance (LDA) and entering into the same program at the same school, will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. The returning student will be required to meet with Financial Aid prior to re-entering school to determine his or her financial aid eligibility.

Students Returning After 180 Days from the Last Date of Attendance

If a student returns to school after 180 days from their Last Date of Attendance (LDA), transfers to a different program or campus, then the student will be considered to be starting a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are a student's entire program.

Also, the student will have their academic credits evaluated to determine the amount of credits that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee, and any increase in tuition.

Externship/Internship

Some programs of study at Harris School of Business require completion of an externship/internship. During externship/internship the student will apply his or her knowledge and skills in an actual work setting while under the supervision of qualified personnel. Successful completion of the externship/internship is a requirement for graduation. Please note that externship/internship hours are arranged according to the needs of the externship/internship sites. Students are responsible for adjusting their schedules to the availability of externship/internship hours.

Standards of Satisfactory Academic Progress

Process Overview & Responsibilities

Trigram Education Partners Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students are graded at regular intervals.

The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy and in the school catalog. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

Same As or Stricter Than

Trigram Education Partners Schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain SAP to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- To determine graduation

Qualitative Measure

Students are expected to maintain a CGPA of at least 2.0 at the mid point of each academic year and at graduation.

Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative Progress is measured at the midpoint of each academic year.

Credit Hour:

(An example would be a Medical Assistant program that awards 46 credits; the maximum number of credits a student can attempt and still graduate is 69 based on 150% of the program.)

Clock Hour:

(An example would be a Medical Assistant program that consists of 900 clock hours; the maximum number of clock hours a student can attempt and still graduate is 1350 based on 150% of the program.)

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each mid point and end of each academic year.

Failure to Maintain SAP

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

Warning/Financial Aid Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan. Students on warning will remain eligible for financial aid for the remainder of the academic year. Students cannot be placed on financial aid warning for more than one payment period.

SAP Not Met

Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a "SAP Not Met" status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal.

SAP Probation

Students in a "SAP Not Met" status will be notified in writing and given the opportunity to appeal. Successful Appeal will change their status to "SAP Probation" and they will regain Title IV eligibility.

Appeals

Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member's death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP Standards, and what has changed in his or her situation that will allow him or her to make SAP by the next evaluation point.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Director of Education to develop an Academic Success Plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward degree or certificate completion.

Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

Failing Grades

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director and the Vice President of Education.

Repeated courses may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Extended Enrollment

The school does not offer extended enrollment.

Withdrawals/Incompletes

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of "W". Trigram Education Partners schools do not assign "Incomplete" grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% time frame. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

Audited Courses/Review Classes

Students auditing courses and/or reviewing classes will not earn a grade. Audited courses and review classes are not counted as hours attempted or achieved and are not graded.

Pass/Fail

Pass/Fail courses will be counted toward the quantitative progress only.

New Program

If a student finishes a program and decides to enroll in another program SAP will begin over.

Completion of Diploma/Certificate Requirements

A student who has completed all of the coursework for his or her diploma or certificate but has not received the diploma or certificate can not receive further financial aid for that program.

Notices

Updates to the Title IV SAP Policy will be published in updates to the Financial Aid Policy and Procedures Manual, School Catalog, and other manuals as applicable.

Transfer/Proficiency Credits

Transfer and Proficiency Credits will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

Remedial/Non-Punitive Grades

Harris School does not offer remedial classes or classes with non-punitive grades.

Student Conduct

Standards of Conduct & Dress

All students will be responsible for abiding by the rules, regulations, and procedures of Harris School of Business as set forth in this catalog and the Student Handbook. They will also be expected to conduct themselves at all times in an acceptable manner consistent with the best interests of the school and the student body.

Students in all programs are expected to dress in an appropriate and becoming manner consistent with the guidelines set forth in the Harris School dress code, which each student receives in advance of his/her entrance date. The school reserves the right to dismiss students who are out of dress code.

Harris School of Business reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Harris School deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. The following list includes some, but not all, unacceptable behaviors:

- Behavior disruptive to teaching or learning
- Behavior disrespectful to a staff member
- Failure to comply with staff instructions
- Swearing, hostile arguing, violent behavior or threats of violence
- Theft, damage to private property belonging to the school, another student or staff member
- Dishonesty, cheating, plagiarism, or providing false information
- Violating the law on school property, thereby harming the school's reputation
- Using, possessing, or being under the influence of alcohol or illegal substances while on school property

Dress Code

Students are asked to maintain personal hygiene and use good judgment, and to dress in a manner which is consistent with preparing to enter the business world. Specific information concerning what is considered appropriate attire can be found in the Student Handbook, which is provided to each new student prior to the start of classes, and can be requested, from the Director of Education if needed later.

Violation

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up. Should the student refuse to comply with the suspension and attend classes for the remainder of the day, the student will not receive attendance credit for the applicable classes and will receive a grade of zero for the tests, quizzes, and assignments due in the classroom.

The staff member who dismissed the student will submit an Incident Report Form to the Campus Director, or his or her designee, who will investigate the incident. When the student returns to school the following day, the Campus Director, or designee, will meet with the student to discuss the incident. Should the investigation reveal that the student's conduct was appropriate, the student will be allowed to make up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during his or her suspension. The Campus Director will take further action, if necessary. The Incident Report will become part of the student's permanent file.

Alcohol & Drugs

Harris School of Business' standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Harris School of Business, the student may be required to undergo professional counseling.

Sexual Harassment

As an educational institution, we are committed to maintaining an atmosphere of reciprocal respect. All members of the school community have a responsibility to ensure that the work and learning environment is free from sexual harassment. Harris School of Business does not condone nor tolerate sexual harassment of any kind and regards it as unacceptable behavior, subject to disciplinary measures. If a student at Harris School of Business believes that he or she has been subjected to sexual harassment, he or she should inform the Campus Director immediately.

Personal Property

Harris School of Business assumes no responsibility for loss, theft, or damage of any personal property or vehicle in, on, or adjacent to the school's property. Students should arrange for adequate coverage of their personal belongings.

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copy-righted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Institutional Penalties for Copyright Infringement

Students who use the school's network to engage in unauthorized distribution of copy-righted material are in violation of the student code of conduct and will be disciplined accordingly.

Felony Disclosure

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, internships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

Family Educational Rights and Privacy

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R. §§ 99.63, 99.64 concerning alleged failures by Harris School of Business to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials at Branford Hall Career Institute are defined as those persons employed by Branford Hall Career Institute in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or already enrolled;
- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- The disclosure is information designated as "directory information." For these purposes, "directory information" includes the student's Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as "directory information" by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so.

A student has the right to challenge and request correction of any item in the student's education record. Such requests must be made in writing and sent to the Director of Education or School Director for consideration.

FERPA is administered by:

**Family Compliance Office United States
Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Student Services

Guidance/Student Advisement

The school administration maintains an “open-door” policy with its students. The Campus Director and Director of Education are available for personal and academic advisement at any time during the student’s course of study. Information about various community resources is maintained by the Director of Education for the benefit of students with personal problems who may benefit from professional or other outside assistance.

Tutoring and Student Make-Up

All student make-up as well as individualized and small group assistance may be required by the school or requested during designated hours at no additional charge.

Resources

Students have the benefit of an active Career Services Department which is dedicated to assisting each graduating student to conduct an active job search in his or her areas of interest. In addition, job postings for part-time positions are maintained by the Career Services Department to assist students who are seeking employment while still in school.

Refresher Courses

To help our graduates maintain their skills, Harris School of Business makes refresher sessions available in courses previously taken at no additional cost, subject to availability. Graduates may audit classes or use the lab facilities and resource centers (subject to availability of space). Furthermore, graduates may return at any time for career consultations.

Student Activities

A well-rounded educational experience includes time for occasional special events such as picnics, a holiday party, or participation in local civic functions. Visiting speakers are invited to the school periodically to reinforce personal and professional development for students, and educational field trips are occasionally arranged.

Transcripts

Transcripts are available upon request. Requests are made at the front desk. There is a processing fee of \$10 for each official transcript. There is no fee for an unofficial transcript. Transcripts are not released until money owed to the school is paid in full. Transcripts will be processed within one week of the request.

Parking

The Harris School of Business offers ample, convenient parking for students at no additional cost.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Harris School of Business provides campus crime statistics and procedures for reporting and deterring criminal activity to a federal website. Students may secure the crime data by going to www.ope.ed.gov/security. Click on the link "Get data for one institution/campus", and then use the search interface to find your specific campus. Students who are unable to access this information are advised to see their Campus Director to obtain a printed copy of this information.

Delaware law authorizes the Division of State Police to make available to the public over the internet, information about certain sex offenders required to register under Megan's Law. Title 11, Section 4120 & 4121 of the Delaware Code requires the Delaware State Police to maintain a registry of sex offenders available to the public via the internet. The State Bureau of Identification is the sub unit of the Delaware State Police responsible to provide this service with technical assistance from the Department of Technology and Information. For further information please refer to <http://sexoffender.dsp.delaware.gov/>.

Completion/Graduation Data

Students may secure the completion/graduation data for their school by going to <http://nces.ed.gov/ipeds/cool>. Click on the State section and select your city and state. Then click on "search" at the bottom of the screen and select your school from the results. Graduation rates are reached via the menu at the bottom of the screen. Any students not able to access this information are advised to see their Campus Director to obtain a printed copy of this information.

Career Services

Graduate Placement Assistance/Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services Department upon completion of their programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates in securing training-related employment in a position of their choosing. The placement assistance services provided by the school will include, but not be limited to:

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student's behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by sending their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention.

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services Department has established procedures outlining the student's responsibilities in the job placement process, a copy of which is given to graduating students.

Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services Department is given to all former graduates who have cooperated with the policies and procedures of the school's Career Services Department. If more than a year has elapsed since attending Harris School of Business, graduates

in need of assistance are advised to personally meet with the Director of Career Services in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school.

Harris School of Business does not guarantee employment.

Eligibility for Placement Assistance

Eligibility for placement assistance from the school may be withdrawn if a graduate has been repeatedly uncooperative with the Career Services Department's procedures or efforts, failed to provide the school with job placement information when requested, or conducted his or her job search or performance in an unprofessional manner which negatively affected the reputation of the school and/or its graduates.

CORI/SORI and Drug and Alcohol Screening Statement

Externship sites and employers may require a Criminal/Sexual Offender Records Information (CORI or SORI) check as a condition of employment or granting of externship. In addition, students may be required to participate in drug and alcohol screening as part of the externship process.

Grievance Procedure

Harris School of Business wants its students to be satisfied with both their training and learning environment. It is important that students inform the school of any concerns they may have regarding any aspect of their educational experience.

Informal Grievance Procedure

The informal procedure encourages the student to discuss their concern with the Director of Education. The purpose of the informal grievance procedure is to allow for misunderstandings to be aired and resolved and to provide an opportunity to attempt to resolve the concern prior to the formal grievance process. If there is no resolution within ten days then the student takes their grievance to the formal grievance process. The Director of Education will notify the appropriate staff in writing when a complaint is not resolved at the informal level.

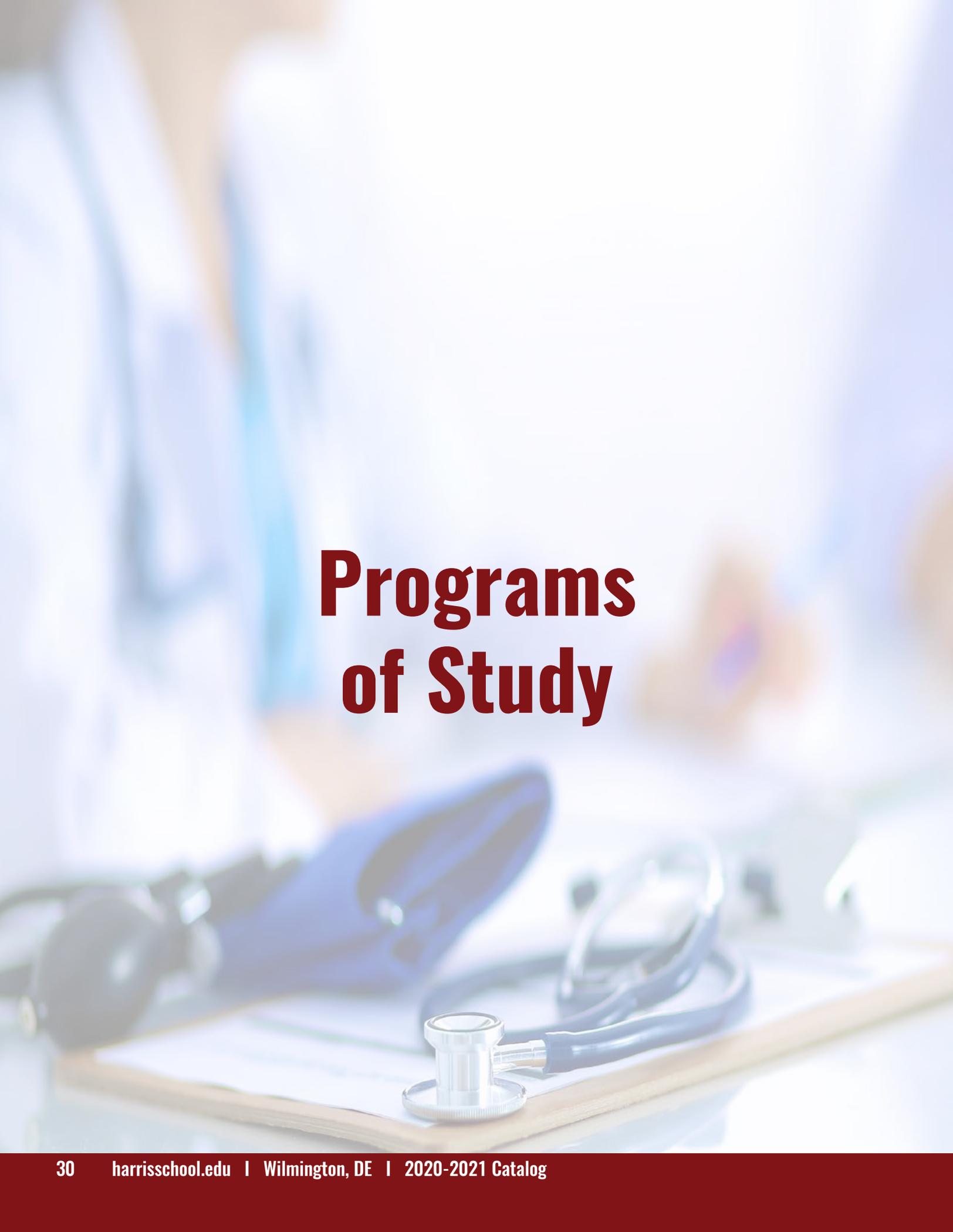
Formal Grievance Procedure

Students who have grievances may first try settling them with the Education Department. Should satisfaction not be obtained, students may appeal decisions to the Campus Director/President of the institution. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with the corporate administration. Please send complaints to Erika Winnans, Vice President of Academic Services:

Trigram Education Partners
545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323

If a student does not feel that the corporate administration has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the commission to forward a copy of the complaint to the school for response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

**Accrediting Council for Continuing Education and Training
(ACCET)**
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113
Fax: (202) 955-1118



Programs of Study

Dental Assistant

900 Hours - 52.5 Quarter Credits

30 Weeks - Day

Educational Objectives: Dental Assistants perform a wide array of duties within the dental office, from chair side assisting to patient care and clerical office tasks. This program is designed to provide the students with a solid foundation in the field of Dental Assisting. Students will study all phases of Dental Assisting, with courses in history, ethics, chair side dental assisting, pharmacology, dental office procedures, and a 180 hour externship.



Course		Lecture Hours	Lab Hours	Extern Hours	Quarter Credits	Prerequisites
110CD	Career Development	10	10	-	1.5	
DA102	Dental Office Procedures	10	20	-	2.0	
DA103	Psychology and Dental Communications	40	20	-	5.0	
DA104	Microbiology, Infection Control and Hazard Communications	40	20	-	4.0	
DA105	Preventive Dental Education	20	40	-	4.0	
DA106	Dental Materials and Lab	20	40	-	4.0	
DA107	Dental Anatomy	20	40	-	4.0	
DA108	Pharmacology	10	20	-	2.0	
DA109	Dental History and Ethics	10	20	-	2.0	
DA110	Medical Emergencies	10	20	-	2.0	
DA200	Chair Side Dental Assisting I	-	60	-	3.0	
DA201	A & P and Dental Specialties	20	20	-	3.0	DA200
DA202	Chair Side Dental Assisting II	-	60	-	3.0	DA200
DA203	Dental Radiology	20	40	-	4.0	
DA204	Chair Side Dental Assisting III	-	60	-	3.0	DA200
DA206	Dental Assisting Externship	-	-	180	6.0	All courses
Total		210	510	180	52.5	

* Please see course descriptions for additional prerequisite information.

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Massage Therapy

650 Hours - 48.8 Quarter Credits
22 Weeks - Day / 41 Weeks - Evening

In our 650 hour Massage Therapy program students will be immersed in courses ranging from anatomy and physiology to advanced therapeutic techniques, all while incorporating alternative styles such as chair massage, Reflexology, Spa Body techniques, and Aromatherapy. Included in the student's studies will be Eastern Practices and Business courses, which include preparation for the National Exam and equipping the students for their career as a Massage Therapist. This program is structured into five modules which progressively build upon the student's knowledge base.



Course		Lecture Hours	Lab Hours	Extern Hours	Quarter Credits	Prerequisites
AM101	Alternative Modalities	40	38	-	5.9	
AP101	Anatomy Physiology I	52	-	-	5.2	
AP201	Anatomy Physiology II	10	-	-	1.0	AP101
APK301	Advanced Anatomy, Physiology, and Kinesiology I	44	-	-	4.4	AP201
APK401	Advanced Anatomy, Physiology, and Kinesiology II	38	-	-	3.8	
BUS101	Business Course	20	-	-	2.0	
CL201	Swedish Clinics	-	12	-	0.6	
CL301	Therapeutic Clinic I	-	12	-	0.6	
CL401	Therapeutic Clinic II	-	12	-	0.6	CL301
PR500	Clinical/Practicum	-	-	50	1.6	All clinics
TP101	Theory and Practice I	20	22	-	3.1	
TP102	Theory and Practice II	30	38	-	4.9	TP101
TP201	Theory and Practice III	30	48	-	5.4	TP102
TP301	Theory and Practice IV	30	34	-	4.7	TP202
TP401	Theory and Practice V	30	40	-	5.0	TP301
Total		344	256	50	48.8	

* Please see course descriptions for additional prerequisite information.

Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

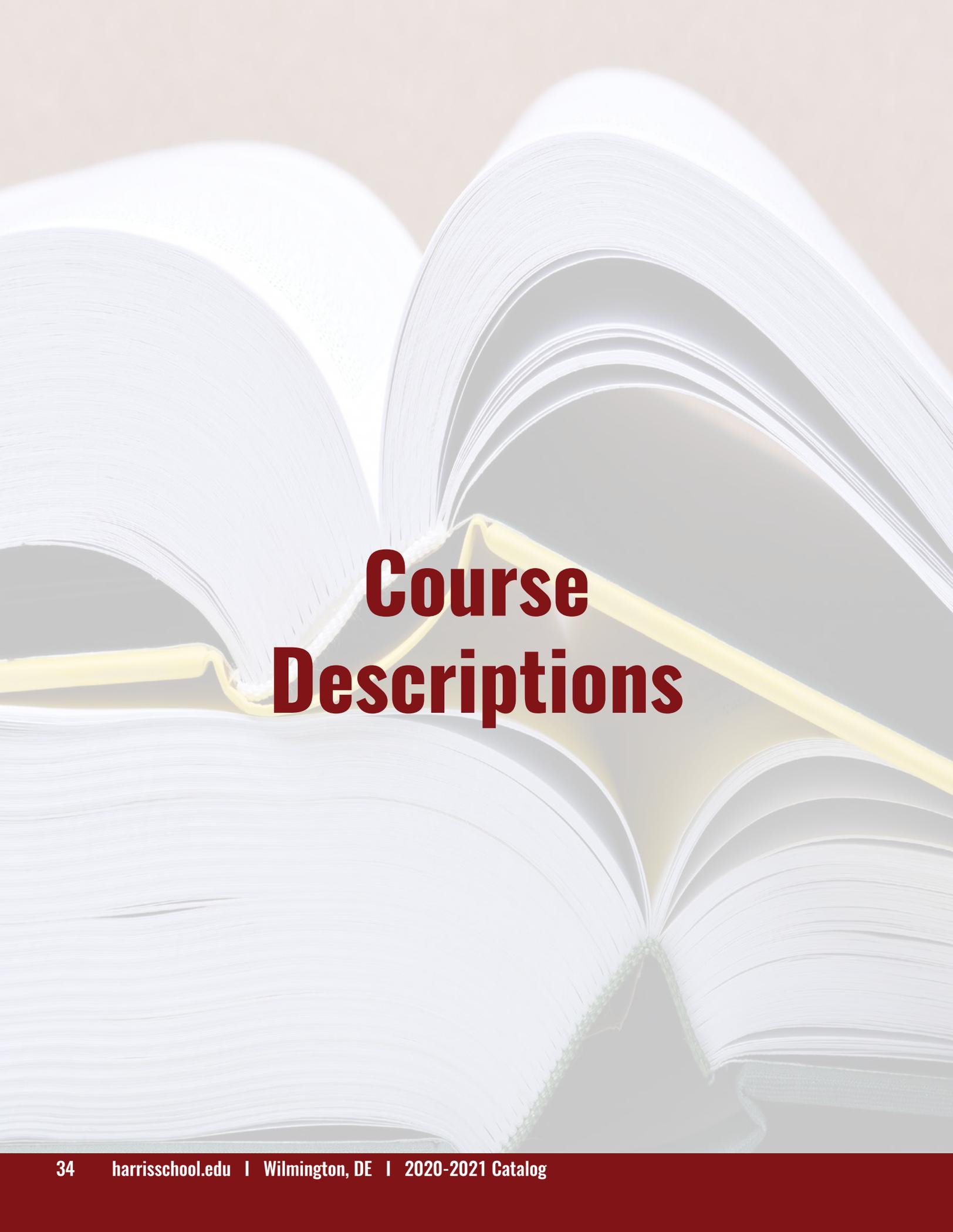
Professional Medical Assistant

900 Hours - 65.5 Quarter Credits

30 Weeks - Day / 56¼ Weeks - Evening

Educational Objective: Medical Assistants perform a wide array of clinical, clerical, and human relations functions, which ultimately contribute to fostering a sense of confidence among patients in the operation of the medical office. This program is designed to provide students with strong foundations in patient care procedures and theory, medical office administration, and communication skills necessary for thorough, successful integration into any medical office.

Course		Lecture Hours	Lab Hours	Extern Hours	Quarter Credits	Prerequisites
111CBS	Computerized Billing Simulation	15	15	-	2.25	412MOS
120CD	Career Development	25	5	-	2.7	
410APA	Anatomy & Physiology A	30	-	-	3.0	
410BS	Basic Skills	5	15	-	1.25	
410MCA	Medical Assisting & Clinical Procedures A	10	30	-	2.5	
410MLE	Medical Law and Ethics	30	-	-	3.0	
410MOM	Medical Office Manager	30	-	-	3.0	
410MTA	Medical Terminology A	30	-	-	3.0	
410PHA	Pharmacology A	20	-	-	2.0	
410PS	Psychology for Medical Assistant	40	-	-	4.0	
411BIC	Billing, Insurance, and Coding	15	15	-	2.25	
412CR	Clinical Review	10	40	-	3.0	411MCD
412MOP	Medical Office Procedures	15	15	-	2.25	
412MOS	Medical Office Skills	5	25	-	1.8	
413EXT	Professional Medical Assistant Externship	-	-	180	6.0	All courses
421APB	Anatomy & Physiology B	30	-	-	3.0	410APA
421MCB	Medical Assisting & Clinical Procedures B	10	30	-	2.5	410MCA
421MTB	Medical Terminology B	30	-	-	3.0	410MTA
421PHB	Pharmacology B	20	-	-	2.0	410PHA
431APC	Anatomy & Physiology C	30	-	-	3.0	421APB
431MCC	Medical Assisting & Clinical Procedures C	10	30	-	2.5	421MCB
431MTC	Medical Terminology C	30	-	-	3.0	421MTB
431PHC	Pharmacology C	20	-	-	2.0	421PHB
441MCD	Medical Assisting & Clinical Procedures D	10	30	-	2.5	431MCC
Total		470	250	180	65.5	

The background of the page features two open books. The top book is open to a page with a yellow ribbon bookmark. The bottom book is also open, with a yellow ribbon bookmark. The pages are white and the books are set against a light beige background. The text 'Course Descriptions' is centered over the books in a large, bold, dark red font.

Course Descriptions

Dental Assistant

110CD Career Development

1.5 Credits/20 Hours

Lecture: 1.0 Credits/10 Hours

Lab: 0.5 Credits/10 Hours

In this course students will concentrate on various strengths that include resume writing, cover letter generation, job search, interviewing techniques, professionalism and grammar.

DA102 Dental Office Procedures

2.0 Credits/30 Hours

Lecture: 1.0 Credits/10 Hours

Lab: 1.0 Credits/20 Hours

In this course, the student will be introduced to EagleSoft, overall aspects of dental office management including, patient reception, marketing, telephone techniques, business office systems, patient scheduling, records management, accounts receivable, management of patient accounts, and accounts payable. Inventory control and recall systems management is also emphasized.

DA103 Psychology and Dental Communications

5.0 Credits/60 Hours

Lecture: 4.0 Credits/40 Hours

Lab: 1.0 Credits/20 Hours

This course teaches students about tooth numbers and names and begin basic charting skills. The student is taught to identify how patient care is an integral part of providing quality dental service. Topics of discussion will include effective interpersonal communication skills, professionalism, discrimination, and prejudice, sexual harassment and patient education. The student is also taught how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress and intro to EagleSoft.

DA104 Microbiology, Infection Control and Hazard Communications

4.0 Credits/60 Hours

Lecture: 2.0 Credits/20 Hours

Lab: 2.0 Credits/40 Hours

This course prepares students with an understanding of infections diseases and their relationship to patient education and safety. Students are also introduced to the universal precautions and prevention of disease transmission and the guidelines of occupational safety for dental office personnel. The student will also be taught tooth names, universal numbering system, and dental charting.

DA105 Preventive Dental Education

4.0 Credits/60 Hours

Lecture: 2.0 Credits/20 Hours

Lab: 2.0 Credits/40 Hours

This course covers the development of a caries control program, with an emphasis on oral hygiene. Topics include the study of dental plaque, proper brushing methods, the latest methods of preventing decay, and equipment and methods of preventing dental disorders. Students will be taught about the role of nutrition in dental health and participate in dentistry-related nutritional counseling.

DA106 Dental Materials and Lab

4.0 Credits/60 Hours

Lecture: 2.0 Credits/20 Hours

Lab: 2.0 Credits/40 Hours

This course covers the materials used in the dental laboratory in support of treatment. Students are taught the characteristics, use, control, storage and appropriate delivery of dental materials.

DA107 Dental Anatomy
60 Hours/4.0 Credits

Lecture: 20 Hours/2.0 Credits
Lab: 40 Hours/2.0 Credits

In this course, students are introduced to prenatal growth and development, function of tissues, and structures in the oral cavity surrounding teeth. The study of the structure and forms of human teeth and their location in the mouth are explored. The student will also be taught the eruption schedule and function of each tooth in the primary and permanent dentition and related terminology.

DA108 Pharmacology
2.0 Credits/30 Hours

Lecture: 1.0 Credits/10 Hours
Lab: 1.0 Credits/20 Hours

This course teaches the student about pharmacology and drugs associated with treating diseases, the importance of reference texts relating to pharmacology and drug enforcement, their use in dentistry, related terms, and parts of a prescription.

DA109 Dental History and Ethics
2.0 Credits/30 Hours

Lecture: 1.0 Credits/10 Hours
Lab: 1.0 Credits/20 Hours

Students will be taught to identify how patient care is an integral part of providing quality dental services. Effective interpersonal communication skills, professionalism, discrimination and prejudice, sexual harassment and patient education will be discussed. Students will also be introduced to the history of the development of the dental profession. The student will learn how to aid the dentist in evaluation of the patient, recognize levels of patient fear and stress.

DA110 Medical Emergencies
2.0 Credits/30 Hours

Lecture: 1.0 Credits/10 Hours
Lab: 1.0 Credits/20 Hours

In this course the student will learn CPR, use of the AED, First Aid, Vital Signs, and assisting in a medical emergency. Students will become certified in CPR/AED/First Aid.

DA200 Chair Side Dental Assisting I
3.0 Credits/60 Hours

Lab: 3.0 Credits/60 Hours

This course teaches dental office-design and working environments, how to seat and dismiss patients, necessary positioning of operator and assistant for performance of fourhanded dental procedures. The student will also be taught the requirements for special needs patients, instrument grasps and transfer, and methods to maintain a clear working field in oral cavity, and how to use and maintain operatory equipment.

DA201 A & P and Dental Specialties
3.0 Credits/40 Hours

Lecture: 2.0 Credits/20 Hours
Lab: 1.0 Credits/20 Hours

In this course, the student is expected to become familiar with terminology and body systems. The specific terms relative to general human anatomy and physiology, including basic units, planes, cavities, and body systems all introduced in this course. The student will also be taught the distinction between DDS and DMD, the eight specialties of dentistry, the skills performed by members of the dental team, and the educational requirements and professional organizations that represent each of the dental professions. The student will learn about the specific specialties of Endodontics, Pediatric Dentistry and Orthodontics.

Prerequisite: DA200

DA202 Chair Side Dental Assisting II
3.0 Credits/60 Hours

Lab: 3.0 Credits/60 Hours

The student will be introduced to the dental specialties: oral and maxillofacial surgery, prosthodontics, and periodontics. Emphasis will be placed on the clinic setting for assisting in dental specialty care.

Prerequisite: DA200

DA203 Dental Radiology**4.0 Credits/60 Hours**

Lecture: 2.0 Credits/20 Hours

Lab: 2.0 Credits/40 Hours

In this course, students explore the history and biological effects of radiation, safety precautions, components of the dental x-ray unit, and their function. The student will be taught how x-rays are produced and will describe composition, sizes, types and storage requirements of dental x-ray film. This course also explores how to expose and process diagnostically acceptable intraoral and extraoral dental films using both paralleling and bisecting techniques and the use of imaging systems for dental purposes. As this course continues, common production errors, processing techniques, mounting procedures, and identification of radiographic landmarks are learned. Procedures and state policies required for dental offices to ensure quality radiographs are reviewed.

DA204 Chair Side Dental Assisting III**3.0 Credits/60 Hours**

Lab: 3.0 Credits/60 Hours

This course provides the principles and practices of chairside assisting. Emphasis is placed on care of the equipment and instruments, oral examination and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, rubber dam placement, cavity preparation and sterilization and infection control procedures.

Prerequisite: DA200

DA206 Dental Assisting Externship**6.0 Credits/180 Hours**

Externship: 6.0 Credits/180 Hours

This course provides an opportunity for practical application of information and skills learned in the on campus portions of the Dental Assisting Program. Students are assigned to the externship sites for program completion.

Prerequisites: All courses

Massage Therapy

AM101 Alternative Modalities

5.9 Credits/78 Hours

Lecture: 4.0 Credits/40 Hours

Lab: 1.9 Credit/38 Hours

This course provides students with a basic understanding of aromatherapy, reflexology, and eastern practices. The students will also explore the theory, practice, and business of chair massage.

AP101 Anatomy and Physiology I

5.2 Credits/52 Hours

Lecture: 5.2 Credits/52 Hours

This course provides students with an introduction to medical terminology, joint movement, endangerment sites, and basic information on cells and tissues. Also included in this course is detailed information on the skeletal, muscular, integumentary, digestive, reproductive, lymphatic, respiratory and endocrine systems.

AP201 Anatomy and Physiology II

1.0 Credits/10 Hours

Lecture: 1.0 Credits/10 Hours

This course provides students with a basic understanding of the circulatory, urinary, and nervous systems.

Prerequisite: AP101

APK301 Advanced Anatomy, Physiology, and Kinesiology I

4.4 Credit/44 Hours

Lecture: 4.4 Credits/44 Hours

This course provides the students with an understanding of anatomy, kinesiology, palpation, and treatment within the cervical, shoulder girdle, shoulder joint, and elbow/wrist units. Detailed knowledge of muscular origin, insertion and action is included.

Prerequisite: AP201

APK401 Advanced Anatomy, Physiology, and Kinesiology II

3.8 Credits/38 Hours

Lecture: 3.8 Credits/38 Hours

This course provides the students with an understanding of anatomy, kinesiology, palpation, and treatment within the thoraco-lumbar, hip, knee, and ankle units. Detailed knowledge of muscular origin, insertion and action is included.

Prerequisite: APK301

BUS101 Business Course

2.0 Credits/20 Hours

Lecture: 2.0 Credits/20 Hours

This course provides students with various strategies including job search, resume formats, necessary preemployment letters and interview techniques. Students will develop effective communication skills in order to interact professionally with colleagues.

CL201 Swedish Clinics

0.6 Credits/12 Hours

Lab: 0.6 Credits/12 Hours

This course provides students with supervised Swedish massage clinical and record keeping theory and practice.

CL301 Therapeutic Clinic I

0.6 Credits/12 Hours

Lab: 0.6 Credits/12 Hours

This course provides students with supervised clinical massage therapy, client assessment, treatment, and record keeping theory and practice specifically for the upper body.

CL401 Therapeutic Clinic II

0.6 Credits/12 Hours

Lab: 0.6 Credits/12 Hours

This course provides students with supervised clinical massage therapy, client assessment, treatment, and record keeping theory and practice specifically for the lower body.

Prerequisite: CL301

PR500 Clinical/Practicum**1.6 Credits/50 Hours**

Internship: 1.6 Credits/50 Hours

This course provides students with supervised clinical massage therapy, client assessment, and record keeping theory and practice. Also included will be participation in decisions about booking of appointments, advertisement, and financial transactions.

Prerequisites: All Clinics

TP101 Theory and Practice I**3.1 Credits/42 Hours**

Lecture: 2.0 Credits/20 Hours

Lab: 1.1 Credits/22 Hours

This course will introduce the student to Spa Body techniques, wellness and nutrition, and self-care for massage therapists.

TP102 Theory and Practice II**4.9 Credits/68 Hours**

Lecture: 3.0 Credits/30 Hours

Lab: 1.9 Credits/38 Hours

This course provides students with an understanding of the benefits, indications/contraindications of massage, and universal precautions (hygiene, infection control, etc.) Students will also learn proper body mechanics, draping, Swedish massage techniques, and a full body massage protocol.

Prerequisite: TP101

TP201 Theory and Practice III**5.4 Credits/78 Hours**

Lecture: 3.0 Credits/30 Hours

Lab: 2.4 Credits/48 Hours

This course provides students with instruction on proper SOAP note procedures, enhancing their palpation skills, physiology of injury, and cancer theory. The student will also learn therapeutic techniques: connective tissue, deep tissue, hydrotherapy, stretching/ROM, neuromuscular, muscle energy techniques and orthopedic techniques.

Prerequisite: TP102

TP301 Theory and Practice IV**4.7 Credits/64 Hours**

Lecture: 3.0 Credits/30 Hours

Lab: 1.7 Credits/34 Hours

This course provides students with an advanced understanding of assessment, Special Regional Orthopedic Testing, and adapted massage techniques for the cervical, shoulder girdle, shoulder joint, and elbow/wrist units.

Prerequisite: TP201

TP401 Theory and Practice V**5.0 Credits/70 Hours**

Lecture: 3.0 Credits/30 Hours

Lab: 2.0 Credits/40 Hours

This course provides students with an advanced understanding of assessment, Special Regional Orthopedic Testing, and adapted massage techniques for the thoracolumbar, hip/pelvis, knee and ankle/foot units.

Prerequisite: TP301

Professional Medical Assistant

111CBS Computerized Billing Simulation

2.25 Credits/30 Hours

Lecture: 1.5 Credits/15 Hours

Lab: 0.75 Credits/15 Hours

This course introduces and simulates situations using computerized software. Students are taught to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically.

Prerequisite: 412MOS

120CD Career Development

2.7 Credits/30 Hours

Lecture: 2.4 Credits/24 hours

Lab: 0.3 Credits/6 Hours

Students concentrate on various strategies that include job search, resume formats, necessary pre-employment letters, and interview techniques. Students develop effective communication skills to interact professionally with colleagues.

410APA Anatomy & Physiology A

3.0 Credits/30 Hours

Lecture: 3.0 Credits/30 Hours

This course provides students with a basic understanding of the anatomy and physiology of the human body. Medical Assistant students will review: structural units, chemistry of living things, cells, tissues and membranes, integumentary system, respiratory system, and special senses.

410BS Basic Skills

1.25 Credits/20 Hours

Lecture: 0.5 Credits/5 Hours

Lab: 0.75 Credits/15 Hours

This course provides the student with a basic knowledge of First Aid Techniques and CPR Certification.

410MCA Medical Assisting & Clinical Procedures A

2.5 Credits/40 Hours

Lecture: 1.0 Credits/10 Hours

Lab: 1.5 Credits/30 Hours

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical asepsis, medical charting and taking patient histories, vital signs and physical measurements, surgical asepsis and sterilization and minor office surgery.

410MLE Medical Law and Ethics

3.0 Credits/30 Hours

Lecture: 3.0 Credits/30 Hours

This course is designed to acquaint students pursuing the health and legal professions with issues involving medicine, law and ethics.

410MOM Medical Office Manager

3.0 Credits/30 Hours

Lecture: 3.0 Credits/30 Hours

This course is designed to introduce the student to the attributes of the Medical Assistant, the history of medicine, the process by which a company will recruit medical staff, the orientation process for new staff, the training process for new hires, staff evaluations, staff records, and the process of dismissing an employee.

410MTA Medical Terminology A

3.0 Credits/30 Hours

Lecture: 3.0 Credits/30 Hours

This course provides medical assistant students with a comprehensive background of medical root words, prefixes and suffixes. The course introduces the composition of living things such as structural units, chemistry of living things, cells, tissues and membranes. The course also provides medical assistant students with the study of medical terms for the following body systems: integumentary, respiratory, and special senses.

410PHA Pharmacology A**2.0 Credits/20 Hours**

Lecture: 2.0 Credits/20 Hours

This course introduces the basics of pharmacology which entail the uses, sources, forms, routes of delivery, actions of drugs, as well as the legal role and responsibilities of the Medical Assistant. Chemotherapy drugs, drugs of the respiratory and integumentary systems along with those for the eyes and ears will also be discussed.

410PS Psychology for the Medical Assistant**4.0 Credits/40 Hours**

Lecture: 4.0 Credits/40 Hours

This course introduces the student to the study of behavior and the factors that influence it.

411BIC Billing, Insurance, and Coding**2.25 Credits/30 Hours**

Lecture: 1.5 Credits/15 Hours

Lab: 0.75 Credits/15 Hours

This course introduces medical assisting students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT, ICD-10-CM, and HCPCS coding books.

412CR Clinical Review**3.0 Credits/50 Hours**

Lecture: 1.0 Credits/10 Hours

Lab: 2.0 Credits/40 Hours

This course is the final review of all clinical skills for each student.

Prerequisite: 441MCD

412MOP Medical Office Procedures**2.25 Credits/30 Hours**

Lecture: 1.5 Credits/15 Hours

Lab: 0.75 Credits/15 Hours

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office.

412MOS Medical Office Skills**1.8 Credits/30 Hours**

Lecture: 0.6 Credits/6 Hours

Lab: 1.2 Credits/24 Hours

This course introduces students to basic keyboarding techniques and basic computer concepts and an introduction to computers through a series of lecture and lab experiences. Students are taught alphanumeric keyboarding along with the numeric keypad skill building, covered through a series of lectures, computer applications and software, and by performing basic functions such as storing and retrieving, and printing documents.

413EXT Professional Medical Assistant Externship**6.0 Credits/180 Hours**

Externship: 6.0 Credits/180 Hours

This course is designed for medical assistant students to apply theory and clinical skills learned in the classroom.

Prerequisites: All courses

421APB Anatomy & Physiology B**3.0 Credits/30 Hours**

Lecture: 3.0 Credits/30 Hours

This continuation of anatomy gives students understanding of the anatomy and physiology of the human body. Medical assistant students review the following main topic areas: skeletal system, muscular system, nervous system, endocrine system and digestive system.

Prerequisite: 410APA

421MCB Medical Assisting & Clinical Procedures B**2.25 Credits/40 Hours**

Lecture: 1.0 Credits/10 Hours

Lab: 1.5 Credits/30 Hours

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: medical specialty exams, venipuncture, rehabilitative practices and hematology.

Prerequisite: 410MCA

421MTB Medical Terminology B**3.0 Credits/30 Hours**

Lecture: 3.0 Credits/30 Hours

This course for Medical Assistant students continues with the study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: muscular, skeletal, nervous, endocrine and digestive.

Prerequisite: 410MTA

421PHB Pharmacology B**2.0 Credits/20 Hours**

Lecture: 2.0 Credits/20 Hours

This course expands on the knowledge of origins, classifications, administration and use of medications. Medical Assistant students review pharmaceuticals for the endocrine, musculoskeletal, nervous and digestive systems.

Prerequisite: 410PHA

431APC Anatomy & Physiology C**3.0 Credits/30 Hours**

Lecture: 3.0 Credits/30 Hours

This course is designed to expand students' understanding of the anatomy and physiology of the human body. Medical Assistant students review the following main topic areas: male and female reproductive systems, urinary system, cardio/circulatory systems.

Prerequisite: 421APB

431MCC Medical Assisting & Clinical Procedures C**2.5 Credits/40 Hours**

Lecture: 1.0 Credits/10 Hours

Lab: 1.5 Credits/30 Hours

Students will further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, urinalysis, gynecological exam with Pap, self breast exams, STD testing, and testicular exams.

Prerequisite: 421MCB

431MTC Medical Terminology C**3.0 Credits/30 Hours**

Lecture: 3.0 Credits/30 Hours

This course provides medical assistant students with a continuation in the study of medical terms for the following body systems: male reproductive, female reproductive, and cardiovascular.

Prerequisite: 421MTB

431PHC Pharmacology C**2.0 Credits/20 Hours**

Lecture: 2.0 Credits/20 Hours

This course continues to expand upon the knowledge of origins, classifications, administration and uses of medications. Medical Assistant students review pharmaceuticals for the urinary system, reproductive systems and cardio/circulatory systems.

Prerequisite: 421PHB

441MCD Medical Assisting & Clinical Procedures**2.5 Credits/40 Hours**

Lecture: 1.0 Credits/10 Hours

Lab: 1.5 Credits/30 Hours

Medical Clinical Lab continues to further the student's theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG, phlebotomy, vital signs, urinalysis, injections, cultures, and other clinical simulations.

Prerequisite: 431MCC

Additional Requirements by Program

Dental Assistant

In order to be eligible for clinical intern/externship, all Dental Assistant students must provide evidence of the following:

1. Proof of Immunization which may include but is not limited to:
 - a. MMR
 - b. Varicella
 - c. Tetanus (within 10 years)
 - d. PPD
 - e. Hepatitis B
2. Medical Clearance Form completed by a physician
3. Criminal Background checks may be required by a clinical intern/externship site
4. Drug Testing may be required may be required by a clinical intern/externship site

Massage Therapy

There are no additional requirements such as immunizations, medical physical exams, background checks, and/or drug test during the Massage Therapy program at Harris School of Business. Upon graduation and prior to pursuing licensure or certification in Massage Therapy, a graduate will need to submit to a criminal background check

Professional Medical Assistant

In order to be eligible for clinical intern/externship, all Medical Assistant students must provide evidence of the following:

1. Proof of Immunization which may include but is not limited to:
 - a. MMR
 - b. Varicella
 - c. Tetanus (within 10 years)
 - d. PPD
 - e. Hepatitis B
2. Medical Clearance Form completed by a physician
3. Criminal Background checks may be required by a clinical intern/externship site
4. Drug Testing may be required may be required by a clinical intern/externship site

Certification, Licensing, Registration, or Examination Eligibility and Requirements by Program

Upon completion, or, where applicable, during the course of the program in which a student is enrolled, the student is eligible to take the certification exam appropriate to their program listed below:

Dental Assistant Program		
Certification Exams Available at No Additional Cost to the Student:		
Test	Administered By:	Information
Radiation Health and Safety Exam (“RHS”)	Dental Assisting National Board (“DANB”)	www.danb.org
Massage Therapy		
Certification Exams Available at No Additional Cost to the Student:		
Test	Administered By	Information
Massage and Bodywork Licensing Examination (“MBLEx”)	Federation of State Massage Therapy Boards (“FSMTB”)	https://www.fsmtb.org
State and Federal Criminal Background Check	The Delaware State Bureau of Identification (SBI)	http://dsp.delaware.gov/
Professional Medical Assistant Program		
Certification Exams Available at No Additional Cost to the Student:		
Test	Administered By	Information
Nationally Certified Medical Assistant (“NCMA”)	National Center for Competency Testing (“NCCT”)	http://www.ncctinc.com
First Aid & CPR Certification	American Heart Association (“AHA”)	www.heart.org
Other Eligible Exams (Additional Cost for Student):		
Registered Medical Assistant (“RMA”)	American Medical Technologists (“AMT”)	www.americanmedtech.org
Nationally Certified Phlebotomy Technician (“NCPT”)	National Center for Competency Testing (“NCCT”)	http://www.ncctinc.com

Dental Assistant

Dental Assistant graduates are eligible to sit for the Radiation Health and Safety Exam (“RHS”) through Dental Assisting National Board (“DANB”). The following are Dental Radiologic Technician requirements specific to the state of Delaware:

- The Delaware Authority on Radiation Protection certifies dental radiation technicians in the state of Delaware through its administrative agent, the Office of Radiation Control (Delaware ORC). The Authority recognizes the Dental Assisting National Board, Inc. (DANB) Radiation Health and Safety (RHS®) exam as its certification exam in dental radiologic technology.
 - To legally operate dental x-ray equipment and perform dental radiographic procedures in the State of Delaware, a dental assistant must hold a state certificate as a Dental Radiation Technician or a state certificate recognizing DANB Certified Dental Assistant™ (CDA®) certification from the Delaware ORC.

To obtain this state certificate, one must complete all of the following requirements:

1. Pass the DANB RHS or CDA Exam

- Currently, the state of Delaware has no provisions for recognizing certificates issues by other states

2. Apply for state certification from the Delaware ORC after completing all of the above requirements.

All inquiries regarding state certificate, eligibility requirements and requests for certificate applications should be addressed to: Delaware Division of Public Health, Office of Radiation Control Administrative Agent, Delaware Authority on Radiation Protection, Jesse Cooper Building, 417 Federal St., Dover, DE

Background Information Policy for DANB

DANB national exam applications, certification renewal forms, certification reinstatement forms, and emeritus applications contain three background information questions (BIQs) that exam candidates are re-quired to answer. Failure to answer the questions will result in the application being returned as incomplete. DANB Individuals must submit documentation, with his/her completed application, related to each affirmative response. DANB will review the documentation related to each affirmative response and make a case-by-case determination, in consultation with legal counsel, as to the candidate’s eligibility to test, to earn certification or recertify. Dependent on specific disclosures made, DANB reserves the right to bring individuals for review under DANB’s Disciplinary Policy & Procedures.

Note: Any person being held on criminal charges or serving a sentence of confinement (e.g., prison, jail, home detention, or any equivalent mode of confinement) for any offense, must be fully released from confinement before applying for and/or taking a DANB exam or before renewing or reinstating DANB certification.

Massage Therapy

Delaware massage professionals are under the jurisdiction of the Division of Professional Regulation. There are two levels of credentialing:

1. Massage Therapist Technician Certification

The prospective massage technician must complete an approved course of study of at least 300 hours. The coursework is to represent unified training; all 300 hours of coursework are to be completed through a single school. However, the licensing agency will consider coursework obtained through more than one school in cases of hardship, for example, when a massage therapy school has closed.

Coursework is to include the following:

- Anatomy and physiology: 60 hours
- Technique and theory: 140 hours
- Law, ethics, and contraindications: 25 hours
- Elective coursework: 75 hours

2. Massage Therapist Licensure

To be credentialed as a Licensed Massage Therapist, the student must complete 500 hours of education through an approved school or program. The student will need the following:

- Anatomy and physiology: 100 hours
- Technique and theory: 300 hours
- Law, ethics, and contraindications: 25 hours
- Massage theory electives: 75 hours

Candidates for Licensed Massage Therapist must pass an examination. The Massage & Bodywork Licensing Examination or MBLEx is the licensing examination open to new Delaware applicants. The MBLEx is offered by the Federation of State Massage Therapy Boards <https://www.fsmtb.org/>.

Additional Requirements: CPR and Background Checks

Prospective massage therapists are required to provide proof of CPR certification. Applicants must also have state and federal criminal background checks.

The Licensing Law states that individuals may not be licensed if they have been convicted of crimes that relate substantially to the practice of massage therapy (<https://www.fsmtb.org/>). However, waivers will be considered; if the related conviction was at the felony level, at least five years must have passed.

Professional Medical Assistant

Nationally Certified Medical Assistant (“NCMA”)

To be eligible to sit for a Nationally Certified Medical Assistant (“NCMA”) certification exam and receive certification, each candidate must:

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Medical Assistant diploma, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.

Registered Medical Assistant Exam (“RMA”)

RMA applicants shall meet the following eligibility requirements to be eligible to sit for the RMA exam through American Medical Technologist (“AMT”) based on Education:

1. Education

- Applicant shall be a recent graduate of, or be scheduled to graduate from, either an accredited medical assisting program or a medical assistant program that is housed within an accredited institution, provided that in the latter case the program include a minimum of 720 clock-hours (or equivalent) of training, including 160 hours of clinical externship (or as required by state law).

Additional Requirements:

- Accredited: Program or institution is accredited by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors.
- Applicants must have graduated from their academic programs within the past four years. Applicants whose date of graduation is four years or more prior to the date of their application must also provide evidence of relevant work experience for at least three of the last five years.

Nationally Certified Phlebotomy Technician (“NCPT”)

To be eligible to sit for the NCPT certification exam and receive certification through NCCT, each candidate must:

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Medical Assistant diploma, certificate of completion, or official (signed) transcript with graduation date.
- You must complete and submit a Phlebotomy Technician Certification Critical Skill Competency form.
 - Each candidate for the NCPT certification must have performed a minimum of twenty-five (25) venipunctures and five (5) capillary sticks on live individuals.

Preparation for Certification

All programs offered by the institution are geared toward preparing students for the certification exams for each program. The Professional Medical Assistant and the Dental Assistant programs utilize Health Education Systems, Inc. (“HESI”) to assess students’ readiness for the certification examination toward the end of their program. The student readiness is assessed using question formats and an exam content outline matching the latest CMA, RMA, CCMA and NCMA exams. HESI Exams will help identify strengths and weaknesses and provide individualized remediation to address knowledge deficits prior to taking the certification examination. In addition, students currently enrolled or graduated from the Professional Medical Assistant, Dental Assistant Program and the Massage Therapy programs are eligible to attend a certification review class offered by the institution at no additional cost to the student or graduate.

Schedule of Tuition & Fees

Program	Dental Assistant 30 Weeks - Day	Massage Therapy 22 Weeks - Day 41 Weeks - Evening	Professional Medical Assistant 30 Weeks - Day 57 Weeks - Evening
Hours/Credits	900 Hours 52.5 Credits	650 Hours 48.8 Credits	900 Hours 65.5 Credits
Tuition Total - All Periods	\$14,500	\$11,000	\$14,500
1st Period of Obligation of Tuition	\$7,250	\$5,500	\$7,250
1st Period of Obligation of Tuition	\$7,250	\$5,500	\$7,250
Application Fee	\$20	\$20	\$20
Registration Fee	\$100	\$100	\$100
Estimated Cost of Books/Materials	\$700	\$1,000	\$1,370
Total	\$15,320	\$12,120	\$15,990

Campus Calendars

Day	
Start Date	Graduation Date
650 Hours: MT	
7/20/2020	12/21/2020
8/24/2020	1/25/2021
9/28/2020	3/1/2021
11/2/2020	4/5/2021
12/7/2020	5/10/2021
1/11/2021	6/14/2021
2/15/2021	7/19/2021
3/22/2021	8/23/2021
900 Hours: DA, PMA	
7/20/2020	2/12/2021
8/24/2020	3/19/2021
9/28/2020	4/23/2021
11/2/2020	5/28/2021
12/7/2020	7/2/2021
1/11/2021	8/6/2021
2/15/2021	9/10/2021
3/22/2021	10/15/2021

Evening	
Start Date	Graduation Date
650 Hours: MT	
7/20/2020	4/30/2021
8/24/2020	6/4/2021
9/28/2020	7/9/2021
11/2/2020	8/13/2021
12/7/2020	9/17/2021
1/11/2021	10/22/2021
2/15/2021	11/26/2021
3/22/2021	12/31/2021
900 Hours: PMA	
7/20/2020	8/27/2020
8/24/2020	10/1/2021
9/28/2020	11/5/2021
11/2/2020	12/10/2021
12/7/2020	1/14/2022
1/11/2021	2/18/2022
2/15/2021	3/25/2022
3/22/2021	4/29/2022

2020 Campus Holidays	
New Year's Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Thanksgiving	November 26-27, 2020
Christmas	December 25, 2020

Staff

Key Administrative Staff	
Suzanne Bitters-Wood	Executive President
Danielle Brown	Director of Financial Aid
Derrick Ratcliff	Director of Admissions
Keicha Sharp	Director of Career Services

Faculty	
Beverly Friedberg	DA Instructor
Jestina Walker	DA Instructor
Judy Ward	DA Instructor
Jessica Pinnix	DA Instructor
Shaun Smith	MT Instructor
Darren Jenkins	MT Instructor
Julie Harris MT	MT Instructor
Lee Williams	MT Instructor
Theresa Lundberg	PMA Instructor
Terri Rife	PMA Instructor
Evelyn Toomey	PMA Instructor
Susan Gervais	PMA Instructor
Shanee Walker	PMA Instructor

Central Services Staff

Dr. Jon Coover	Chief Executive Officer
Michele Sinusas	Chief Information Officer
Michael Kaczynski	VP and General Counsel
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
Celine Carnevale	Vice President of Student Affair
Erika Winans	Vice President of Academic Services
April Lupinacci	Vice President of Compliance and Licensure
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director

