

# Las Vegas

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## COLLEGE

### 2019 Student Catalog

Effective: July 22, 2019 – January 31, 2020

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT **ANNUAL SECURITY REPORT** INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT of 2013 (VAWA)  
(See Addendum A, Page 72)

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Additional electronic or paper copies of this catalog are available upon request.

## ***A Message from the President***

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to Las Vegas College. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For over 30 years, LVC has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the professions, the latest instructional materials, and a faculty with real world experience. LVC curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail  
President

## TABLE OF CONTENTS

<b>ABOUT LAS VEGAS COLLEGE .....1</b>	
VISION .....1	Academic Progress Plan ..... 12
MISSION .....1	SAP Met Status ..... 12
OBJECTIVES .....1	SAP Re-Entry ..... 12
SCHOOL HISTORY .....1	Satisfactory Academic Progress (SAP) Violation Appeals ..... 13
FACILITIES AND EQUIPMENT .....1	FINANCIAL GOOD STANDING ..... 13
LEARNING RESOURCE CENTER.....1	REFRESHER COURSES..... 13
ACCREDITATIONS, LICENSURE AND APPROVALS..... 1	Retaking Failed Coursework..... 13
<b>ADMISSIONS INFORMATION .....3</b>	<b>ADD/DROP POLICY (DEGREE PROGRAMS ONLY) ..... 13</b>
<b>REQUIREMENTS AND PROCEDURES.....3</b>	Full Term Courses ..... 14
ADMISSIONS REQUIREMENTS FOR NURSING PROGRAM.....3	Mini-Term Courses ..... 14
CRIMINAL BACKGROUND AND DRUG SCREENING .....3	Effects of Add/Drop on Financial Aid Calculation ..... 14
VACCINATION POLICY .....4	<b>ATTENDANCE POLICY .....14</b>
<b>ACADEMIC COUNSELING AND READINESS .....4</b>	Establishing Attendance/Verifying Enrollment 14
<b>ACADEMIC POLICIES .....6</b>	Monitoring Student Attendance..... 14
LVC REGULATIONS .....6	Consecutive Absence Rule..... 14
DEFINITION OF CREDIT .....6	Percentage Absence Rule ..... 14
MAXIMUM CLASS SIZE.....6	Attendance Records ..... 15
OUT OF CLASS ASSIGNMENTS.....6	<b>LEAVE OF ABSENCE POLICY ..... 15</b>
TRANSFER OF CREDIT INTO LVC .....6	Leave of Absence Requests ..... 15
Learning Assessments and Proficiency Exams ..... 7	Re-Admission Following a Leave of Absence.15
Notice Concerning Transferability of Credits and Credentials Earned at our Institution.....7	Extension of a Leave of Absence ..... 16
Transfer Credit Questions.....7	Failure to Return From a Leave of Absence ... 16
GRADING SYSTEM AND PROGRESS REPORTS .....8	Possible Effects of Leave of Absence..... 16
GPA AND CGPA CALCULATIONS.....9	<b>EXTERNSHIP TRAINING..... 16</b>
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP).....9	<b>WITHDRAWAL PROCEDURES ..... 16</b>
Evaluation Periods for SAP/AP.....9	<b>MAKE-UP WORK ..... 17</b>
Maximum Time Frame to Complete .....9	<b>REQUIREMENTS FOR GRADUATION.....17</b>
Diploma Program Satisfactory Academic Progress .....9	<b>VETERANS EDUCATION BENEFITS ..... 17</b>
Satisfactory Academic Progress .....9	Prior Credit for Education and Training..... 17
Probation & Module Repeats Due to Poor Grades..... 10	Benefit Overpayments ..... 17
SAP Appeal Process ..... 10	Academic Standards for Students Receiving VA Benefits..... 17
Module Repeat ..... 10	<b>APPEALS POLICIES..... 17</b>
Maximum Time Frame..... 10	Student Academic Appeals Policy ..... 17
Financial Aid Warning..... 11	Assignments/Test Grades ..... 17
Financial Aid Appeal/Probation..... 11	Final Course Grades..... 18
Limit on Reinstatement Appeals ..... 11	Attendance Violations Appeals ..... 18
Other Policy Considerations ..... 11	<b>FINANCIAL INFORMATION..... 19</b>
Degree Program Satisfactory Academic Progress ..... 11	<b>STATEMENT OF FINANCIAL OBLIGATION ..... 19</b>
Application of Grades and Credits to SAP ..... 11	TUITION AND FEES..... 19
Academic Guidance ..... 12	TEXTBOOKS AND EQUIPMENT ..... 19
Rate of Progress toward Completion ..... 12	ADDITIONAL FEES AND EXPENSES ..... 19
Financial Aid Warning..... 12	DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)..... 19
SAP Not Met..... 12	STUDENT'S RIGHT TO CANCEL ..... 19
Financial Aid Probation..... 12	LVC REFUND POLICY ..... 19
	<b>FINANCIAL AID – CONSUMER INFORMATION 20</b>
	Primary Financing Options ..... 20
	Other Sources of Financial Assistance..... 22
	Veterans Assistance and Loans (VA) ..... 22

Financial Aid Processes and Information.....	23
Returning Title IV Funds (R2T4) .....	26
<b>ADMINISTRATIVE POLICIES .....</b>	<b>27</b>
DISABILITY ACCOMMODATION PROCEDURE	27
CODE OF STUDENT CONDUCT .....	27
Conduct Affecting the Safety of the Campus	
Community .....	27
Conduct Affecting Student Learning .....	27
Suspension .....	28
Termination.....	28
Limitations on Students with Pending	
Disciplinary Matters .....	28
Inquiry by the Campus Director .....	28
Conduct that does not Result in Suspension or	
Dismissal .....	28
Conduct Resulting in Suspension or Dismissal	
.....	28
STUDENT USE OF INFORMATION	
TECHNOLOGY RESOURCES POLICY .....	28
COPYRIGHT POLICY .....	29
SANCTIONS .....	29
APPEAL PROCESS .....	30
RECORD OF DISCIPLINARY MATTERS.....	30
STUDENT GRIEVANCE PROCEDURES.....	30
ACCSC STUDENT CATALOG NOTICE .....	31
CPE STUDENT CATALOG NOTICE .....	31
ACCOUNT FOR STUDENT INDEMNIFICATION	31
DRESS CODE .....	32
VOTER REGISTRATION DISCLOSURE .....	32
CONSTITUTION DAY POLICY .....	32
NOTIFICATION OF RIGHTS UNDER FERPA.....	32
STUDENT RECORDS.....	33
TRANSCRIPT AND DIPLOMA RELEASE .....	33
DRUG-FREE SCHOOLS/ DRUG-FREE	
WORKPLACE ANNUAL DISCLOSURE.....	33
<b>STUDENT SERVICES .....</b>	<b>38</b>
ORIENTATION .....	38
HEALTH SERVICES .....	38
HOUSING .....	38
STUDENT ADVISING.....	38
PLACEMENT ASSISTANCE .....	38
TEMPORARY CAMPUS CLOSING WEATHER ..	38
<b>PROGRAMS OFFERED .....</b>	<b>39</b>
<b>DIPLOMA PROGRAMS .....</b>	<b>40</b>
MEDICAL ASSISTANT .....	40
LABORATORY ASSISTANT/ECG TECHNICIAN/	
PHLEBOTOMIST .....	44
MEDICAL INSURANCE BILLING AND CODING..	47
<b>DEGREE PROGRAMS .....</b>	<b>52</b>
NURSING.....	52
ACCOUNTING .....	58
BUSINESS DIGITAL MARKETING .....	62
<b>TUITION AND FEE SCHEDULE .....</b>	<b>66</b>
<b>OPERATING HOURS .....</b>	<b>67</b>
<b>ACADEMIC CALENDARS .....</b>	<b>67</b>
QUARTER-BASED PROGRAMS .....	68
<b>ADMINISTRATION AND FACULTY.....</b>	<b>69</b>
<b>STATEMENT OF OWNERSHIP .....</b>	<b>70</b>
<b>EQUAL EDUCATIONAL OPPORTUNITY.....</b>	<b>71</b>
<b>APPENDIX A: 2019 LAS VEGAS COLLEGE ANNUAL</b>	
<b>SAFETY AND SECURITY REPORT .....</b>	<b>72</b>

# ABOUT LAS VEGAS COLLEGE

## VISION

To provide excellent educational opportunities that are responsive to the needs of the community and to help students better their lives and the lives of others.

## MISSION

Las Vegas College (LVC) values its diverse student population and is committed to providing professional, career-oriented higher education. These opportunities allow students to reach their personal and professional goals. Through educational rigor, faculty and staff who are dedicated to student achievement, Las Vegas College prepares graduates for successful careers, lifelong learning, and to provide service to Las Vegas and surrounding areas.

## OBJECTIVES

In order to assure continued fulfillment of its mission, Las Vegas College has established the following goals and objectives:

1. Las Vegas College will continually improve its educational process at all levels and seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study.
2. The School shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision making, and individual expression of opinions.
3. Las Vegas College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
4. By providing positive role models, emotional support, and opportunities to develop new and beneficial relationships, Las Vegas College shall strive to develop mature citizens who contribute to their communities.
5. Las Vegas College will assist graduates in securing career-related employment.

## SCHOOL HISTORY

Las Vegas College was founded by Betty Krolak in 1979 under the name Krolak Business Institute. Barbara A. and E. T. Paulus purchased the Institute in December of 1980 and incorporated it under the name of TO-Ba Corporation. The Institute was granted a license to grant Associate's degrees on January 7, 1986, and the Institute's name was changed to Las Vegas Business College. The College was acquired by Rhodes Colleges, Inc., a division of Corinthian Colleges, Inc., on October 17, 1996. At that time, the name of the institution was changed to Las Vegas College. Las Vegas College opened a branch campus, located in Henderson, Nevada, in 2003. The main campus moved in 2005 to the Henderson branch. The name of the college was changed to Everest College on August 10, 2009.

In February 2015, Zenith Education Group purchased the school from Corinthian and transitioned it from a for-profit college into a nonprofit learning institution. In August 2017, Everest College changed its name to Altierus Career College.

In November 2018, Nevada Career Education, Inc. purchased the school from Zenith Education Group and changed its name to the current Las Vegas College.

## FACILITIES AND EQUIPMENT

Las Vegas College occupies a 50,000 square foot facility, housing its classrooms, labs and administrative offices. Students have access to modern technology supporting their training. The facility is handicap accessible and free student parking is available.

The school, the facilities it occupies and the equipment it uses comply with all federal, state, and local, ordinances and regulations, including those related to fire safety, building safety and health.

## LEARNING RESOURCE CENTER

The learning resource center is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, audio-visual materials and digital resources to support its curriculum. The learning resource center is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to meet class schedules.

## ACCREDITATIONS, LICENSURE AND APPROVALS

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) is located at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at [www.accsc.org](http://www.accsc.org).

- Licensed by Nevada Commission on Postsecondary Education.
- The curriculum of the Associate of Applied Science Degree in Nursing program is approved for state licensure by the Nevada State Board of Nursing.
- The Nursing education program is accredited by the Accreditation Commission for Education in Nursing.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation is available for inspection at the campus. Please contact the campus director to review this material.

## **ADMISSIONS INFORMATION**

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. No English as a second language courses are offered by the campus.

### **REQUIREMENTS AND PROCEDURES**

- High school diploma or a recognized high school graduation equivalent is required for admittance.
- Applicants are informed of their acceptance status within 15 days after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

### **ADMISSIONS REQUIREMENTS FOR NURSING PROGRAM**

- High School Diploma or a High School Equivalency Diploma
- Passing a designated nursing entrance test(s): Wonderlic score of 18 and TEAS score of 62.7; transfers of Anatomy & Physiology require a minimum of 70% on the Human Anatomy & Physiology portion of the science section
- Meeting with the Campus Director, Nursing Department Chair, or designee
- Passing a criminal background check and/or fingerprinting/drug screening

#### **Prior to clinical the following need to be completed:**

- Physical exam by a licensed practitioner
- Proof of current immunizations as required by clinical agencies
- Current CPR-BLS card (American Heart Association)
- Copy of Health Insurance card or signed waiver

### **CRIMINAL BACKGROUND AND DRUG SCREENING**

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.

## VACCINATION POLICY

Prior to enrollment at Las Vegas College (LVC), all prospective students under the age of 23 must demonstrate that they meet the Nevada State Board of Health requirements for post secondary students by providing proof of immunity to tetanus, diphtheria, measles, mumps, rubella and *Neisseria meningitides*. Proof of vaccination will satisfy this requirement. In the case of *Neisseria meningitides* specifically, proof of vaccination with at least one dose of a quadrivalent meningococcal conjugate vaccine (MCV4) on or after age 16 years, will satisfy this requirement.

A student may enroll at LVC conditionally if the student, or if the student is a minor, the parent or legal guardian of the student, submits a record of immunization stating that the student is in the process of obtaining the required immunizations, and that record shows that the student has made satisfactory progress toward obtaining those immunizations. The only exceptions to this rule are for students with religious beliefs or medical conditions which prevent them from being vaccinated to the extent required by law, in which the following rules apply:

- Exception for religious beliefs: The student must provide LVC with a written statement indicating that their religious beliefs prohibit immunizations. This statement must be maintained in the student's file in lieu of proof of immunity.
- Exception for medical conditions: The student must provide LVC with a written statement from a licensed physician stating that the student is unable to meet the vaccination requirement. This statement must be maintained in the student's file in lieu of proof of immunity.

For more information on vaccines and to find clinics that offer them, visit the website for the Southern Nevada Health District at: [www.southernnevadahealthdistrict.org/](http://www.southernnevadahealthdistrict.org/)

## ACADEMIC COUNSELING AND READINESS

Incoming prospective students, prior to enrollment, must provide evidence demonstrating their level of academic readiness as demonstrated by a high school diploma or recognized equivalent. Prior to course registration, prospective students must also provide evidence demonstrating their level of academic readiness as described below. If evidence cannot be provided by meeting the benchmarks below, the student must take the required assessment.

Acceptable measures of academic readiness that do not require counseling or remediation include:

- Recent high school academic performance: A high school cumulative grade point average (GPA) of 2.6 or higher on a 4 point scale (80% or higher on a numeric scale), with a date of high school graduation 4 years or less prior to the date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.
- Prior postsecondary performance: An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Review and approval of previous college experience to be completed by office of the Registrar.
- Recent standardized test scores: Test scores at or above the thresholds below on tests administered 4 years or less prior to the date of admission:

Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	70%	70%



External Institution ACCUPLACER (1 <sup>st</sup> Generation)	80+ Sentence Skills 76+ Reading	74 Elementary Algebra
ACCUPLACER (Next Generation)	263+ Reading 263 + Writing	263+ Arithmetic
Compass	85+ Reading 74+ Writing	50+ Math
Wonderlic Scholastic Level Exam (SLE)	Diploma Students = Minimum of 13 Degree Students – Minimum of 18	

If evidence of Academic Readiness cannot be provided as described above, the student must take the Wonderlic Scholastic Level Exam (SLE), a proctored, web-based assessment of fundamental math, reading, and writing skills. Diploma students must score a minimum of 13 and Degree students, including Nursing students, must score a minimum of 18 in order to meet the academic readiness requirement for admission. If the appropriate minimum score is not achieved, two re-tests may be given using an alternate test form.

### **Academic Readiness for Nursing Programs**

All Nursing Programs require administration of Test of Essential Academic Skills (TEAS). The TEAS is an entrance exam intended to predict the success of students in Nursing Programs. Documentation that a Nursing Associate of Applied Science Degree student has met the applicable requirements above must be retained and present in the student's file prior to enrollment.

### **Nursing, Associate in Applied Science Degree**

Applicants must achieve a composite score of 62.7 or higher on the TEAS to be considered for entrance to the Associate of Applied Science Degree, Nursing Program.

- 14 days between 1<sup>st</sup> and 2<sup>nd</sup> attempt, remediation recommended
- 30 days between 2<sup>nd</sup> and 3<sup>rd</sup> attempt, remediation recommended
- Only 3 attempts in one calendar year
- TEAS tests from other schools are good for 24 months or 2 years
- Students who want to transfer in Anatomy & Physiology courses must score a 70% on the Human Anatomy & Physiology portion of the Science section of TEAS

# ACADEMIC POLICIES

## LVC REGULATIONS

Each student is given access to the school catalog, which sets forth the policies and regulations under which the institution operates. Prior to signing an enrollment agreement, an enrolling student will be provided with an electronic copy or a print copy of the catalog to read and understand.

This catalog is an official publication of LVC and is subject to revision by LVC at any time in accordance with the needs of the school and its students, or to be in compliance with applicable federal and state laws and regulations and accreditor requirements. LVC reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate, to include, but not limited to, its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the school catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from obligations that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

Additionally, LVC reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

## DEFINITION OF CREDIT

LVC awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship practice.

## MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 30 students. The maximum class size for Nursing clinicals is 8 students. No class size will exceed programmatic regulatory requirements.

## OUT OF CLASS ASSIGNMENTS

- Students in degree programs should expect to spend approximately two hours outside of class completing homework for every hour of in class lecture.
- Students in all programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi. Homework and out-of-class assignments will be evaluated by faculty.

## TRANSFER OF CREDIT INTO LVC

LVC has developed a transfer credit policy to recognize both traditional college credit and non-traditional learning. All requests for transfer credit must be submitted before the end of the first module/quarter. No more than forty-nine percent (49%) of a program's total quarter credits, including no more than forty-nine percent (49%) of the total required quarter credits in the major study area, may be credited by advanced standing. Any questions regarding the transfer of credit into LVC should be directed to the campus Registrar's Office.

In general, LVC considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
  - A letter grade of C (70% or above) or better is required for transfer credit to be awarded.
  - Academic Time Limits, Unless Otherwise Specified:
    - General Education courses – indefinite
    - Accounting and Business Digital Marketing program College Core courses – indefinite
    - Due to certain programmatic accreditation criteria, health science core courses must have been completed no more than five (5) years prior to most recent admission to LVC.
    - Due to changes in technology, computer software core courses (word processing and spreadsheet applications) and computerized major courses (accounting) must have been completed no more than five (5) years prior to most recent admission to LVC.
    - Major Core courses – no more than ten (10) years prior to most recent admission to LVC.
  - All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE).

- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam or military training, LVC will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).
- LVC accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the Campus Director for the current list of approved exams and minimum scores required for transfer.
- Course Specific Requirements:
  - Anatomy and Physiology I & II with lab – To receive transfer credit for Anatomy & Physiology I or Anatomy & Physiology II, transcripts must be from a recognized accredited college, there must be a lab component associated with the course, and the course must have been a minimum 100 level course. These courses must have been completed no more than five (5) years prior to most recent admission to LVC with a grade of C or better. In addition, a minimum score of 70% on the Science Human Anatomy and Physiology portion of the TEAS is required.
  - Microbiology with a lab – To receive transfer credit for Microbiology, transcripts must be from a recognized accredited college, there must be a lab component associated with the course, and the course must have been a minimum 100 level course. These courses must have been completed no more than five (5) years prior to most recent admission to LVC with a grade of C or better.
  - Computer Applications, Business Presentations and Communications, Applied Spreadsheets, and Computerized Accounting – To receive transfer credit for Computer Applications, Business Presentations and Communications, Applied Spreadsheets, or Computerized Accounting, transcripts must be from a recognized accredited college, and courses must have been completed no more than five (5) years prior to most recent admission to LVC with a grade of C or better.

The transferability of credits or acceptance of the degree, diploma or certificate earned at LVC is at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending LVC to determine if the credits or degree, diploma or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **LEARNING ASSESSMENTS AND PROFICIENCY EXAMS**

- Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course. The granting of such credit is at the discretion of the Campus Director.
- LVC may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications such as CNE, MCSE, etc. The granting of such credit is at the discretion of the Campus Director.
- To receive credit for a proficiency exam, the student must receive a grade of 70% (C) or above. Proficiency exams are available and administered by LVC for the following courses:
  - Algebra
  - Business Math
  - Developmental Psychology
  - General Psychology
  - Sociology

### **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits earned at LVC is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending LVC to determine if the credits or degree, diploma or certificate will transfer. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### **Transfer Credit Questions**

Any questions regarding the transfer of credit into LVC should be directed to the campus Registrar's Office.

## GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

**Note for Nursing Program Students:** An overall course grade of a "C" (76% or above) is required to pass each Nursing theory course. All nursing clinical courses must be completed at a 'Satisfactory' level to pass that course. All Nursing theory, laboratory and clinical portions of each course must be passed in order to pass the specialty nurse course. If a student fails either the theory course or the clinical component they fail both and will be withdrawn from the program. Upon return both theory and clinical will be scheduled.

Grade	Point Value	Meaning	Non-Nursing Degree Program Scale	Nursing Program Scale	Diploma Program Scale
A	4.0	Excellent	100-90	100-92	100-90
B	3.0	Very Good	89-80	91-84	89-80
C	2.0	Good	79-70	83-76	79-70
D*	1.0	Poor	69-60	75-68	N/A
F**	0.0	Failing	59-0	67-0	69-0
Fail	Not Calculated	Fail (for externship/internship)			
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)			
L	Not Calculated	Leave of Absence (allowed in diploma programs only)			
EL	Not Calculated	Experiential Learning			
IP	Not Calculated	In Progress (for externship/internship or thesis courses only)			
PE	Not Calculated	Proficiency Exam			
PF	Not Calculated	Preparatory Fail			
PP	Not Calculated	Preparatory Pass			
W***	Not Calculated	Withdrawal			
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress			
TR	Not Calculated	Transfer Credit			

\*Not used in diploma programs, and not a passing grade in Nursing.

\*\*For diploma programs, F (Failing) is 69-0%.

\*\*\* Calculated as an attempt for nursing students

### Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation

Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y/N*
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
PF	N	N	N
PP	N	N	N
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

\*Not a passing grade in Nursing.

## GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at LVC.
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain Satisfactory Academic Progress (SAP) in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor, federal and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory Academic Progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

### Evaluation Periods for SAP

Satisfactory Academic Progress is measured for all degree students at the end of each academic term after grades have been entered. Satisfactory Academic Progress is measured for all diploma students every eight weeks.

SAP is evaluated as outlined in the tables below. All students with a cumulative grade point average (CGPA) and/ or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into FA Warning or SAP NOT MET status. Students not meeting SAP will be issued a SAP Not Met letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their programs and potentially lose eligibility for federal financial aid. An academic appeal will be required for those students whose academic progress is not met.

### Maximum Time Frame to Complete

The maximum time frame (MTF) for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program.

## Diploma Program Satisfactory Academic Progress

Title IV Evaluation of Satisfactory Academic Progress for diploma programs will be made at the following checkpoints:

Medical Assistant	Laboratory Assistant/ECG Technician/Phlebotomist	Medical Biller and Coder/Office Specialist
400 Clock Hours	400 Clock Hours	360 Clock Hours
800 Clock Hours	800 Clock Hours	720 Clock Hours

### Satisfactory Academic Progress

All diploma students must meet the following standards of academic achievement and successful course completion while enrolled at LVC. LVC's diploma program SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment.

Each student enrolled at LVC must maintain for each module of instruction an academic grade of D or better. Achieve a minimum cumulative G.P.A. of 1.5 by the program's midpoint. Achieve a minimum cumulative G.P.A. of 2.0 by the conclusion of the program; and

Students meeting the minimum grade requirements as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

### **Probation and Module Repeats Due to Poor Grades**

If a student at the end of a module does not receive at least a C for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

If a student at the end of a module receives an F for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that failed module AND must repeat the failed module for a passing grade.

If the failed module is not available to repeat immediately, the student may take a different module in his or her program prior to repeating the same failed module. However, the student must retake the failed module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress.

**EXAMPLE:** If a student was attending Module A and received a grade of F for Module A, the student is automatically placed on probation and must repeat the module. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next available opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

LVC will allow a student, while on probation for grades, to repeat a failed module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the failed module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA. Note: A student may not repeat a module that he or she has already passed.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director.

### **Satisfactory Academic Progress (SAP) "Appeal Process"**

A diploma student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

### **Module Repeat**

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of LVC, but upon re-enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

### **Maximum Time Frame**

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame to Complete" earlier in this SAP policy section for further information.

### Financial Aid Warning

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A diploma student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

### Financial Aid Appeal/Probation

If a diploma student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

### Limit on Reinstatement Appeals

Diploma students receiving financial aid who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

### Other Policy Considerations

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

## Degree Program Satisfactory Academic Progress

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96)				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
(1 <sup>st</sup> Term)	2.5	N/A	66.67%	N/A
5-48	2.5	1.1	40%	30%
49-120	2.5	1.7	68%	60%
121-144	2.5	2.0	68%	66.67%

108 Quarter Credit Hour Program. Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
(1 <sup>st</sup> Term)	2.5	N/A	66.67%	N/A
5-54	2.5	1.1	40%	30%
55-130	2.5	1.7	68%	60%
131-162	2.5	2.0	68%	66.67%

### Application of Grades and Credits to SAP

- Please refer to "Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation" found in the "Grading System and Progress Reports" section of the campus catalog.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

## **Academic Guidance**

Academic Guidance will be provided for degree students identified as FA Warning status (CGPA and/or ROP). Academic Guidance is intended to lead students to improved CGPA and/or ROP toward program completion. This includes informing student that failure to improve may result in unsatisfactory academic progress, a dismissal from the program and potential loss of Financial Aid (FA) eligibility. Students will receive notification of their status after final grades post and will be contacted by the students' academic team to discuss appropriate Academic Guidance.

## **Rate of Progress toward Completion**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, fail, pass, transfer credits, withdrawals, and repeated courses.

## **Financial Aid Warning**

The Campus Director or Academic Dean (or designee) will provide written notification of FA Warning within seven (7) calendar days (excluding holidays) after the term start. Degree students placed on FA Warning must meet with their academic team for Academic Guidance and complete an Academic Advising Form within five (5) days after notification. Students can only remain in FA Warning status for three (3) terms.

## **SAP Not Met**

The Campus Director or Academic Dean (or designee) will provide written notification of SAP Not Met within seven (7) calendar days (excluding holidays) after the term start. The SAP Not Met notification will indicate that the student will be withdrawn unless they successfully appeal by written request within five (5) days. If the appeal is accepted, the student is placed on Financial Aid Probation.

## **Financial Aid Probation**

Financial Aid Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. All students on FA probation must be placed on an Academic Plan. During the period of FA probation, students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and/or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Plan. The Plan is not to exceed three (3) terms.

## **Academic Progress Plan**

Degree program students on FA Probation must agree to the requirements of an Academic Progress Plan, which is not to exceed three (3) terms. If he/she cannot meet the CGPA/ROP standards as outlined in the catalog within three (3) terms, the student will be dismissed from the institution. Each student shall receive a copy of his or her Plan. A copy of each student's Plan will be kept in the student's permanent academic file.

The Plan may extend over one (1) or multiple terms not to exceed three (3) terms. The student will meet with the Academic Dean (or designee) for an evaluation of progress of the Plan's requirements at the end of each SAP evaluation period (end of each term). When the student has met the requirements of the Plan in their entirety, the student will be placed in SAP Met status, and the student's Plan shall be considered fulfilled and closed. If at the end of any SAP evaluation period the student does not meet the Plan's requirements, the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the Plan's requirements by earning a failing grade ("F") in any course while on the Plan.

## **SAP MET Status**

Degree students placed on FA Probation will meet at the end of each SAP evaluation period with the Academic Dean (or designee) for an evaluation of SAP and the progress of the Academic Progress Plan's requirements. When the student has met the requirements of the Plan in its entirety, the student will be placed in SAP Met status, and the student's Plan shall be considered fulfilled and closed. Within 14 days after the Academic Progress Plan has been closed, the student will be provided with a Return to Academic Good Standing Letter.

## **SAP Re-Entry**

Degree students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the Maximum Time Frame to Complete. Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to another program if they have exceeded, or may exceed, the Maximum Time Frame to Complete and/or cannot re-establish appropriate Satisfactory Academic Progress standing.



## **Satisfactory Academic Progress (SAP) Violation Appeals**

SAP appeals must be submitted in writing within five (5) days, excluding holidays, after notification of SAP Not Met status. A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan and the student will be placed on Financial Aid Probation.

## **FINANCIAL GOOD STANDING**

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
  - \$2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - \$3,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any LVC program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

## **REFRESHER COURSES**

Graduates have the opportunity to retake any class/module they have completed, with the exception of externships, internships, preceptorships, and clinicals, provided there is space available, and with the approval of the applicable Program Chair and instructor at no charge, except for books and supplies, and third party subscription fees. Graduates are subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Program Chair at least thirty (30) days prior to the beginning of the desired course. The School's technical and medical course curriculum is constantly updated to reflect the changes in industry. Graduates are encouraged to return to the school to take updated modules in their field of study when space is available. The costs of books and supplies are the responsibility of the student.

## **Retaking Failed Coursework**

Students must repeat all failed classes/modules that are required for graduation from the program. Students in diploma programs may not exceed two attempts at a module. Students in degree programs must request permission to repeat a course after the second attempt to pass. Each attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. If a student doesn't pass a course after three attempts in a diploma program or if a course retake request is denied for a required course in a degree program, the student will be dismissed due to their inability to meet the program requirements for graduation.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

## **ADD/DROP POLICY (DEGREE PROGRAMS ONLY)**

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Financial Aid office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the **earlier** of the 21<sup>st</sup>

calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the 6-week course, or be dropped from the course.

### **Full Term Courses**

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. For any six-week courses, the add/drop period is the first seven calendar days of the course, excluding holidays and scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be dropped from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the 6-week course, or be dropped from the course.

### **Mini-Term Courses**

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming six-week 2 mini-term courses by the close of business on day twenty (20) of the full-term.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the mini-term, or be dropped from the course.

### **Effects of Add/Drop on Financial Aid Calculation**

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Financial Aid (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

## **ATTENDANCE POLICY**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

### **Establishing Attendance/Verifying Enrollment**

Campus Faculty must take attendance each class session beginning with the first day of scheduled classes.

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period begins with the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

### **Monitoring Student Attendance**

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

### **Consecutive Absence Rule**

If a student is absent from school for fourteen (14) consecutive calendar days, the student will automatically be withdrawn from school. If this occurs, the fourteenth (14<sup>th</sup>) day then constitutes the date of withdrawal.

### **Percentage Absence Rule**

#### **Diploma Programs:**

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

#### **Degree Programs:**

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from the module and dismissed from school

#### **Attendance Records**

The computer attendance database is the official record of attendance. On the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

#### **LEAVE OF ABSENCE POLICY**

LVC permits students enrolled in diploma programs to request a leave of absence (LOA) in situations where there are documented, legitimate extenuating circumstances that require the students to interrupt their education, and a reasonable expectation that the student will return. Students enrolled in degree programs are not eligible for LOAs. An LOA cannot exceed a total of 180 days during any 12-month period (for program with 200 hours or more but less than 600 hours, the total number of days of leave granted may not exceed 60 calendar days), starting from the first day of the first leave. An LOA will not be granted for any of the following reasons:

- a) The courses that the student needs are available, but the student declines to take them;
- b) An externship/internship site is not available for the student;
- c) A student is unable to pay tuition;
- d) The student is failing a course(s); or
- e) To delay the return of unearned federal funds.

#### **Leave of Absence Requests**

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave.

For approved LOA requests, the student starting leave prior to the end of a module will receive a grade of "L" (Leave). The course will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances and the Campus Director/Academic Dean determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) the student submits a completed Leave of Absence Request Form by the tenth (10<sup>th</sup>) calendar day of the leave.

#### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the module (including externships and internships) if it had been interrupted, and receive final grades.

- The student will not be charged any fee for the repeat of any module from which the student took leave or for re-entry from the leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- The student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of a Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Campus Director or Academic Dean provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Failure to Return From a Leave of Absence**

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return.

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

The academic consequences of failing to return from an LOA will be explained to the student by the Academic Dean or Director of Education prior to the beginning of the leave. Consequences include the effect on the student's:

- Loan repayment terms including the grace period
- Rate of progress
- Maximum time frame for completion

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected

## **EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 10 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 10 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 90 calendar days to complete their externship. Any diploma program student who does not complete externship training within 90 calendar days should meet with the Campus Director or Academic Dean to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

## **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Program Director or Academic Dean by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the Program Director or Academic Dean about re-entry.

## **MAKE-UP WORK**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within five (5) calendar days after the end of the term/module.

## **REQUIREMENTS FOR GRADUATION**

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

## **VETERANS EDUCATION BENEFITS**

### **Prior Credit for Education and Training**

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. The student is responsible for ensuring that all transcripts are submitted to the school. The school is responsible for evaluating official written transcripts of previous education and experience, granting credit where appropriate, notifying the student, and shortening the program certified accordingly.

Prior credit must be evaluated within the first two terms of the enrollment period.

### **Benefit Overpayments**

Schools are required to promptly report changes in the enrollment status of all students receiving VA education benefits in order to minimize overpayments. Generally overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post 9/11 GI Bill ® when an overpayment is created on a school and funds need to be returned to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

### **Academic Standards for Students Receiving VA Benefits**

Student receiving Veterans education benefits are subject to the same academic standards (e.g., SAP, attendance, etc.) applicable to all students at the schools. To receive VA education benefits, a student must maintain Satisfactory Academic Progress, attendance standards and adhere to the Code of Student Conduct.

## **APPEALS POLICIES**

### **Student Academic Appeals Policy**

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### **Assignments/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

## **Final Course Grades**

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

## **Attendance Violations Appeals**

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) – post positive attendance (“present”) within five calendar days of the date of violation and
- Consecutive Day Absence - post positive attendance the next scheduled class session after the violation.

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at LVC assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. LVC may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

### **TUITION AND FEES**

Tuition and fee information can be found in the "Tuition and Fee Schedule" section of the catalog. Diploma programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a diploma program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Tuition and fees for Quarter-based programs will be charged in accordance with the enrollment agreement. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For diploma programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

### **TEXTBOOKS AND EQUIPMENT**

Textbooks and workbooks are sold through the Business Office in accordance with LVC policies. At the time of issuance, textbooks become the responsibility of the students. LVC is not responsible for replacing lost textbooks; however, students may purchase replacements from the Business Office. Students are responsible for the cost of their textbooks. In certain programs requiring specialized equipment, that equipment may be loaned to students for use during their enrollment. Students failing to return loaned equipment will be charged for the full replacement value.

### **ADDITIONAL FEES AND EXPENSES**

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

### **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

### **STUDENT'S RIGHT TO CANCEL**

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

### **LVC REFUND POLICY – THE SCHOOL'S REFUND POLICY IS AS FOLLOWS:**

- (a) If School has substantially failed to furnish the training Program agreed upon in this Enrollment Agreement, School shall refund to Student all the money Student has paid to School.
- (b) If Student cancels his or her enrollment before the start of the training Program, School shall refund to Student all the money Student has paid, minus 10 percent of the Tuition agreed upon in this Enrollment Agreement or \$150, whichever is less.
- (c) If Student withdraws or is expelled by School after the start of the training Program and before the completion

of more than 60 percent of the Program, School shall refund to Student a pro rata amount of the Tuition agreed upon in this Enrollment Agreement, minus 10 percent of the Tuition agreed upon in this Enrollment Agreement or \$150, whichever is less.

- (d) If Student withdraws or is expelled by School after completion of more than 60 percent of the training Program, School is not required to refund Student any money and may charge Student the entire cost of the Tuition agreed upon in this Enrollment Agreement.
- (e) If a refund is owed to Student by School for any of the reasons stated in (a) - (d) above, School shall pay the refund to the person or entity who paid the Tuition within 15 calendar days after:
  - (i) The date of cancellation by Student of his or her enrollment; or
  - (ii) The date of termination by School of the enrollment of Student; or
  - (iii) The last day of an authorized leave of absence if Student fails to return after the period of authorized absence; or
  - (iv) The last day of attendance of Student, whichever is applicable.
- (f) Books, Educational Supplies or Equipment for individual use are not included in this Refund Policy. A separate refund will be paid by School to Student if those items were not used by Student as provided in this Enrollment Agreement. All refund disputes for Books, Educational Supplies or Equipment must be resolved by the Administrator of the Nevada Commission on Postsecondary Education on a case-by-case basis.
- (g) For the purposes of this Refund Policy the following applies:
  - (i) The period of Student's attendance must be measured from the first day of instruction as set forth in this Enrollment Agreement through Student's last day of actual attendance, regardless of absences.
  - (ii) The period of time for a training Program is the period set forth in this Enrollment Agreement.

Tuition must be calculated using the Tuition and Fees set forth in this Enrollment Agreement and does not include Books, Educational Supplies or Equipment that is listed separately from the Tuition and Fees.

In applying this Policy, the period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter.

## **Financial Aid – Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, the school provides this Student Disclosures Schedule as means to disseminate required student consumer and "Right-To-Know" Act information. The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

### **Financial Aid Office**

The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

## **Student Financing Options**

The School offers a variety of financing options and payment terms to help students finance their education.

### **Primary Financing Options**

#### **Cash Payment**

The Cash option allows students to either pay their program costs in full prior to the start date of the program or in payment installments, with financing options to be discussed with the business office. Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements



### **Employer/Agency Contract Billing Program**

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or VA representative. The authorization form, voucher or Military form must be submitted to the school's Financial Aid Office prior to the first class session in order for the School's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

### **Financial Aid Programs**

Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The School Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

**Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

**William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half-time in school:

**Direct Subsidized Stafford Loan:** The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

**Direct Unsubsidized Stafford Loan:** The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

**Direct Parent Loans for Undergraduate Students (PLUS):** For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

### **Admissions Disclosure Statement**

(Only for Recipients of Stafford Student Loans)

The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution. Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. Student agrees that if Student obtains a loan to pay for a course of study, Student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees.

### **Documents required for students applying for any type of Federal Financial Aid are:**

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds

- Title IV Credit Balance Authorization
- Other Documents as Required

### **Institutional Payment Plans**

If one of the primary financing options does not fully cover the student's program costs, the School offers institutional payment plans that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient and affordable. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. (If the balance owed exceeds a certain cost, a down payment may be required during the first week of school.) In addition, where available, students may have their monthly payments automatically debited against a credit card or checking account. Consult the business office for availability.

Documents required are:

- Enrollment Agreement and Disclosure Statements

### **Other Sources of Financial Assistance**

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

#### **Corporate Reimbursement Programs**

An employed student may be eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

#### **AmeriCorps**

AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit [www.americorps.gov](http://www.americorps.gov) or call 1-800-942-2677.

#### **The Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

#### **Work force Investment Act (WIA)**

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

#### **State Grants and Scholarships**

Many states provide grants and scholarship programs to promote post-secondary education. To find out which grants and scholarships are available, consult your state government's website.

#### **Community Organization Funds**

Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

#### **Private Organizations**

Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

### **Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

The school does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL-1 (1-888-442-4551). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB) [http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) [http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill ® – Active Duty (Chapter 30) [http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill ® – Selected Reserve (MGIB-SR / Chapter 1606) [http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Veterans Educational Assistance Program (VEAP / Chapter 32) <http://www.benefits.va.gov/gibill/veap.asp>
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35) [http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS) [http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Vocational Rehabilitation (Chapter 31) [http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)

## Financial Aid Process and Information

### Applying for Financial Aid

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

1. Create a federal student user ID and password
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance Counseling Session
4. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

### Compliance Statement

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

### Student Eligibility for Financial Aid

The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other

than temporary purposes.

- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.
- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for the Federal Pell Grant
- Opportunity Grant (FSEOG) and Federal Pell Programs.

Note: For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

### Submitting the FAFSA

Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be calculated using a formula approved by Congress, which is based on the student's (and/or spouse or parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

### Determining Financial Need

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

$$\begin{array}{r} \text{Cost of Attendance (COA) (tuition, fees, books, supplies, room \& board, transportation,} \\ \text{\& miscellaneous personal expenses)} \\ - \text{The student's expected family contribution (EFC)} \\ \hline = \text{The student's financial need} \end{array}$$

Each program within the school has a different student expense budget. The specific expense budget will depend upon the tuition, course length, books, fees, supplies, etc. for that program, as well as certain indirect costs. These indirect costs represent an estimated student budget for living expenses, including room and board, personal expenses and transportation, both for students living on their own and with their parents. Students will not be charged for these estimated indirect costs – the school does not offer housing, meal plans, or transportation for students – they will be used to determine a student's financial need only. Actual tuition, books, fees, and supplies for the program in which the student enrolls, as well the indirect costs used by the Financial Aid Office, can be obtained from the school's Financial Aid Office and are listed in the Tuition and Fees section of this catalog.

### Verifying FAFSA Information

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household
- Number of family members attending post-secondary education as at least half-time students
- Any child support received
- Any food stamps received
- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

### **Receiving an Award Notification**

After careful evaluation of a student's Financial Aid application, the student's eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student's estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school's Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

### **Maintaining Regular Enrollment Status and Satisfactory Academic Progress**

After the student's eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student's (a) enrollment status and (b) ability to meeting satisfactory academic progress:

#### **A. Maintaining Enrollment Status**

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student's enrollment status. The School must administer federal aid in accordance with Federal regulations.
- A student's financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

#### **B. Meeting Satisfactory Academic Progress**

A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check Academic progress throughout the course of the student's program of study. Therefore, an eligible student applying for Financial Aid must maintain the School's standards of academic progress in order to be eligible to receive Financial Aid funds. Please refer to the Satisfactory Academic Progress policy in the Academic Resources, Policies and Procedures section of this catalog for academic progress standards, evaluation checkpoints, probation and other consequences of not meeting Satisfactory Academic Progress, and other policy details.

### **Disbursing Financial Aid Funds**

Funds from the Direct Loan program will be utilized to cover institutional charges via a direct credit entry to the student's account. The student must authorize the institution (in writing) to credit their account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available; those funds will be paid directly to the student to cover additional education-related expenses (i.e., housing, transportation, etc.). Students will be required to sign a Promissory Note for any loan program received, stating their repayment obligations. All funds awarded to students are subject to the submission of required documentation, compliance with the school Satisfactory Academic Progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous eligibility of the student and the institution, as well to the continuous appropriations of funds from the U.S. Department of Education. Students should be and will be fully informed of loan obligations prior to authorizing the institution to credit their account with any available FSA funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided by the institution and assessed to the account; and a maximum of \$200.00 for direct institutional charges incurred in the prior academic year/loan period. If any FSA disbursements from loan funds are considered late disbursement and post withdrawal disbursements, the student will be informed and requested to approve those disbursements. This institution does not provide room and board accommodations.

### **Receiving a Disbursement Notification**

The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be received due to loan fees and rounding differences.

### **Changing Enrollment Status after Receipt of Financial Aid**

A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

### **Returning Title IV Funds (R2T4)**

A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other federal, state, private, and institutional programs
9. Student

### **Institutional Refund Calculation**

Please refer to the school's cancellation and refund policy earlier in this section.

### **Reapplying for Financial Aid**

As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. Many programs can be completed within one academic year and will not need to reapply for financial aid. If a student is enrolled in a program which is longer than one academic year, however, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

### **Seeking Additional Information**

Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites [www.studentloans.gov](http://www.studentloans.gov) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- The School's Enrollment Agreement
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), <https://studentloans.gov> or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## **ADMINISTRATIVE POLICIES**

### **DISABILITY ACCOMMODATION PROCEDURE**

LVC's disability accommodation procedure is a collaborative and interactive process between the student and the Campus Director. The student will meet with the Campus Director on campus to request and submit an Accommodation Request form and discuss disability related needs. The Campus Director is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Campus Director for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Campus Director with a new accommodation form marked appeal.

### **CODE OF STUDENT CONDUCT**

LVC seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. The LVC community should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, the LVC Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus Director (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **Conduct Affecting the Safety of the Campus Community**

LVC will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

### **Conduct Affecting Student Learning**

Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person's prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

## **SUSPENSION**

A student may be suspended due to violation of the attendance policy, unsatisfactory academic progress, rules of conduct, failure to meet financial obligation or for other performance or behavior problems. Students are suspended for a specified period of time. Students can also appeal the suspension. If an appeal is unsuccessful, the student must re-enroll by filling out a new enrollment agreement after the suspension period.

## **TERMINATION**

Termination actions are for situations which warrant more severe action than suspension. Depending on the severity of the situation, students may be terminated due to violation of the School's rules in the areas of theft, cheating, illegal drug use, or behavior, and/or for more than one suspension or unsatisfactory academic progress violation. Students who are terminated from the School and whose appeal is denied cannot re-enroll at LVC.

### **Limitations on Students with Pending Disciplinary Matters**

Any student with a pending disciplinary matter shall not be allowed to:

- Graduate or participate in graduation ceremonies; or
- Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

### **Inquiry by the Campus Director**

If the Campus Director (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus Director (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus Director (or designee) determines that a violation has not occurred, no further action shall be taken.

### **Conduct that does not Result in Suspension or Dismissal**

If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

### **Conduct Resulting in Suspension or Dismissal**

If the school determines that a student's behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:

- The conduct resulting in the suspension or dismissal;
- The specific penalty being imposed;
- The student's right to submit a written appeal within five calendar days following the date of the school's suspension or dismissal determination.

## **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of LVC users or students to parties outside LVC without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;



- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Conduct;
- Use for private business or commercial purposes.

A student whose conduct is determined to be in violation of this policy may be immediately suspended. If the school determines that the student's behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

## COPYRIGHT POLICY

LVC students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.
2. While LVC expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:
  - A. **Photocopying, Electronic and/or Other Copying of Copyrighted Materials:** Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.
  - B. **Use of Images from Online or other Sources:** Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or LVC do not own the image and have not paid for use of the image, consequently you should not use the image in your work.
  - C. **Peer to peer file sharing.** Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as LVC, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.
  - D. **Software.** All software used by LVC has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. LVC students are not allowed to use any personal software with LVC technology.
3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. 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. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at LVC.

## SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period.

**Note:** Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus Director. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

## **APPEAL PROCESS**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus Director (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus Director/Academic Dean, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus Director (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

## **RECORD OF DISCIPLINARY MATTERS**

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

## **STUDENT GRIEVANCE POLICIES AND PROCEDURES**

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members or fellow students.

### **1<sup>st</sup> Step: Attempt to Resolve the Situation Directly**

The student should first attempt to resolve the situation with the person whose action is being questioned. Additional questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog or for any other reason, may be brought forth for resolution.

If a student is unable to resolve a situation directly with the person whose action is being questioned, they should proceed to the next step and use the campus complaint procedure below.

### **2<sup>nd</sup> Step: LVC Student Complaint Procedure**

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If that is not reasonably possible or if the student does not believe the matter has been resolved or won't be resolved by the person in question, he or she may proceed utilizing the following steps:

1. The student may file in writing with the applicable Department Chair, within three working days of the incident, the following information:
  - A. A statement of the specifics involving the grievance.
  - B. The dates of the occurrence.
  - C. A listing of policies and procedures involved (if known).
  - D. The names of the individuals involved (if known).
  - E. The interpretation or remedy sought.

The Department Chair will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Department Chair within ten (10) working days of receipt of the student's grievance.

2. If the grievance still remains unresolved to the satisfaction of the student who filed the grievance, the aggrieved student may appeal the decision within five working days of that decision to the Campus Director. The Campus Director may take whatever steps are deemed necessary to investigate, review and attempt to resolve the matter. The Campus Director or his/her representative will render a decision, which is final and binding upon all parties.

### **3<sup>rd</sup> Step: Accreditor and State Complaint Procedures**

If a student is unable to resolve a situation through the campus complaint procedures and appeals, they may utilize one of the external complaint procedures listed below, though the school's accreditors or the state.

### **ACCSC STUDENT CATALOG NOTICE - ACCSC STUDENT COMPLAINT PROCEDURE**

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

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

### **CPE STUDENT CATALOG NOTICE – COMPLAINT PROCEDURE**

Students may also contact and file a complaint with the State of Nevada Commission on Postsecondary Education from the following mailing address.

Commission on Postsecondary Education  
 8778 S. Maryland Pkwy, Suite 115  
 Las Vegas, Nevada 89123  
 Phone: (702) 486-7330

### **ACCOUNT FOR STUDENT INDEMNIFICATION**

In accordance with NRS 349.553 an Account for Student Indemnification (the "Account") has been created by the legislature of the State of Nevada. The Account is administered by the Administrator of the Nevada Commission on Postsecondary Education in accordance with regulations adopted by the Commission. The existence of the Account does not create a right in any person to receive money from the Account, however, money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:

- a) The discontinuance of operation of a postsecondary educational institution licensed in Nevada; or
- b) The violation by such an institution of any provision of NRS 394.383 to 394.560 inclusive, or the regulations adopted pursuant thereto.
- c) If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480 the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.

## **DRESS CODE**

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that LVC promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

## **VOTER REGISTRATION DISCLOSURE**

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit this website to print the correct forms:

Nevada: <https://www.nvsos.gov/sosvoterservices/Registration/Step0.aspx>

## **CONSTITUTION DAY POLICY**

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17<sup>th</sup> of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787 recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the

Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

LVC is committed to the protection of student education information. LVC does not publish a student directory, however LVC may disclose appropriately designated "directory information" without a student's written consent, unless the student has advised LVC to the contrary. LVC expressly limits its designated directory information to students' names, addresses, phone numbers, graduation dates, programs of study, degrees, diplomas, certificates, dates of attendance and honors/awards received. A student who wishes to opt-out of the disclosure of this information must obtain a Directory Information Opt-Out Form from the Registrar's Office and submit the completed form to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **STUDENT RECORDS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. LVC maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records are maintained on campus for five years. Additionally, electronic transcripts are maintained permanently on campus.

## **TRANSCRIPT AND DIPLOMA RELEASE**

Requests for transcripts must be submitted to the Office of the Registrar. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$10.00 per copy.

Students can request their transcript by contacting the Registrar office for assistance.

In order to obtain an official diploma and/or transcript, a student must:

- have a record in the current student information system
- and be current with their financial obligation to the campus.

Students who are not current with their financial obligation to the campus may receive an unofficial copy of their transcript.

## **DRUG-FREE SCHOOLS/DRUG-FREE WORKPLACE ANNUAL DISCLOSURE**

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended for all students and employees. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF ACCEPTANCE AS A STUDENT TO THE SCHOOL**, students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. A violation will result in the School taking appropriate action up to and including termination from School or termination of employment. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

### **Objectives of the School's Substance Abuse Prevention Policy**

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help, both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

## Standards of Conduct

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

### **1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS AND EMPLOYEES.**

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Individuals are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of marijuana and synthetic marijuana, regardless of the legality of the substance. Individual state legalization of marijuana and/or the possession of a legitimate medical marijuana card are not accepted as exceptions to this policy. Under federal law marijuana remains classified as a Schedule I drug and its possession and use by any individual, regardless of age, are prohibited. As a Title IV institution, the School will follow all applicable federal laws and regulations. Note: Officially sponsored off-campus activities include field trips and student-sponsored social activities if they are considered sponsored by the School.

### **2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT**

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

### **3. DISCIPLINARY SANCTIONS**

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

### **4. LOSS OF TITLE IV ELIGIBILITY**

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

### **5. LEGAL SANCTIONS**

**State Drug Laws:** State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment and lose their right to vote.

**Federal Drug Laws:** Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: <https://www.dea.gov/>.

### **6. HEALTH RISKS**

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final

statement of all possible health consequences of substance abuse.

**Alcohol:** Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

**Marijuana:** Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

**Cocaine/Crack:** Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

**Methamphetamine/Amphetamines:** Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, and serious physical effects, including sudden death.

**Narcotics:** Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

**Ecstasy:** “Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**GHB/Rohypnol:** Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

**Inhalants:** Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

**Steroids:** Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

## 7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the Campus Director for the contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900.

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services**

**Substance Abuse and Mental Health Services Administration** 1-800-662-HELP (1-800-662-4357)

<https://www.samhsa.gov/find-help/national-helpline>

**National Council on Alcoholism and Drug Dependence** 1-800-NCA-CALL (1-800-622-2255)

**California** – <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

**Nevada** – <https://www.leg.state.nv.us/law1.cfm>

## 8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms Mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 -999 gms mixture		100 gm or more pure or 1 kg or more mixture	

### Substance Abuse Policy and Procedures

The School will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of marijuana and synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor or the Director of Education or Campus Director as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and at the School's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- slurred speech
- red eyes
- erratic behavior
- inability to perform job/task
- inability to carry on a rational conversation
- smell of alcohol or marijuana emanating from student's body
- other unexplained behavioral changes
- dilated pupils
- incoherence
- unsteadiness on feet
- increased carelessness
- receipt of information by the School indicating a violation of this policy has occurred

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students and employees with a copy of this Substance Abuse Policy. Students and employees are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.



- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the School believes an individual is impaired during school/business hours or while engaged in School externship or School sponsored activities
- When the School receives a written report from another party with a relationship to the individual (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the individual has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction.

#### **Drug Testing Procedures (Random and For Cause)**

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular basis as determined by the School. The School reserves the right every three to six weeks to have a reasonable number of students from the student body be randomly tested for illegal substances. The School also conducts "for cause" drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School's discretion:

- Immediate dismissal from School for the remainder of the current module or for the student's remaining program of study. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.
- Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School until proof of completion of the program.
- Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a "positive" test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the School, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Director of Education or Campus Director on a regular basis (frequency determined by the Director of Education or Campus Director) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the School.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module retakes.

Failure to abide by the established guidelines will result in termination of training at the School.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeals process the Student Grievance Policy and Procedure to determine the possibility of returning to the School.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## **STUDENT SERVICES**

### **ORIENTATION**

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

### **HEALTH SERVICES**

LVC does not provide health services.

### **HOUSING**

LVC does not provide on campus housing. If you need assistance in locating suitable housing, please reach out to the Admissions Office for options.

### **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

### **PLACEMENT ASSISTANCE**

LVC maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. LVC does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

### **TEMPORARY CAMPUS CLOSING DUE TO WEATHER OR OTHER CIRCUMSTANCES**

To provide continued services to students, it is LVC's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of the LVC campus. In the event it becomes necessary for LVC to temporarily close students will be notified via one or more of the following means of communication, as determined most effective under the circumstances: voice mail, e-mail, text message, social media, and/or the LVC website. LVC will communicate site closures, delayed starts, and early closures. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. All students are required to keep their contact information current with the Registrar at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

## PROGRAMS OFFERED

Diploma Program	Credential
Medical Assistant	Diploma
Laboratory Assistant/ECG Technician/Phlebotomist	Diploma
Medical Insurance Billing and Coding	Diploma
Associate Degree Program	Credential
Nursing	Associate of Applied Science
Accounting	Associate of Science
Business Digital Marketing	Associate of Science

**Diploma Programs with Externships** – The total program length could be longer than the length indicated in the description of the diploma programs in this catalog. Externship schedules are determined by the student and the externship site, thus externship schedules are variable. To complete the program in the timeframe indicated, the student would have to schedule the externship for twenty (20) to forty (40) hours per week. Students scheduling their externship for less than forty (40) hours per week will take more time to complete the program. All students are expected to complete their externship within approximately 90 days.

All required disclosure information regarding Las Vegas College and its programs is available online at <https://lvcollege.edu/about/student-consumer-information/>.

## DIPLOMA PROGRAMS



**MEDICAL ASSISTANT**  
*Diploma Program*  
 36 Weeks - 800 Clock Hours

The Medical Assistant program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, ambulatory care providers, clinics, urgent care centers, and insurance providers. This diploma program prepares graduates to fill entry-level positions.

The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as medical assistant, clinical assistant, pediatric medical assistant, geriatric medical assistant, or orthopedic medical assistant. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Graduates are immediately eligible to sit for the NCMA exam (National Certified Medical Assistant), RMA exam (Registered Medical Assistant), and CCMA exam (Certified Clinical Medical Assistant) exam(s).

Module Code	Module Title	Clock Hours	Quarter Credits
Module HCIN	Introduction to the Healthcare Profession	80	6
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80	6
Module B	Skeletal and Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80	6
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80	6
Module D	Cardiopulmonary Systems, Vital Signs and Electrocardiography	80	6
Module E	Urinary, Blood, Lymphatic, and Immune Systems with Laboratory Procedures	80	6
Module F	Pediatrics, Geriatrics, Endocrine and Reproductive Systems	80	6
Module G	Nervous System, Law and Ethics, Psychology and Therapeutic Procedures	80	6
Module X	Medical Assistant Externship	160	6
<b>Program Totals:</b>		<b>800</b>	<b>54</b>

Major Equipment: Deluxe Nurse Training Baby, Male & Female, Intramuscular Injection Simulator, Heart Cutaway Model, Mr. Plain Skeleton, Reinforced Support, HeartStart AED Trainer FR2, Autoclave w/o Auto Door, Blood Pressure System, Macro w/ Wall Board, Blood Pressure Unit Standard Adult DLX, Exam Table Top, Shadow Grey, Hydrocollator, IV Pole Mobile 2 hooks with 4 caster base

<b>Module HCIN - Introduction to the Healthcare Profession</b>	<b>80 Clock Hours</b>
<p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. This module covers the format of the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Workers' Compensation and Disability insurance. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: None.</p>	

**Module A - Integumentary, Sensory Systems, Patient Care and Communication** **80 Clock Hours**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears and the integumentary system. Students will have an opportunity to perform front office skills related to records management, appointment scheduling, telephone screening, and processing mail. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears) and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students will transfer patients from a wheelchair, measure weight and height, perform eye screening tests, check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students learn how to prepare an attractive business letter. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN

**Module B - Skeletal and Muscular System, Infection Control, Minor Office Surgery and Pharmacology** **80 Clock Hours**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn the procedures for disinfecting and sterilizing medical office equipment, along with assisting with minor surgical procedures and wound care. Students learn how to calculate medication dosages and the principles and various methods of administering medication. Basic pharmacology concepts and terminology are studied, along with the uses, classification and effect of common medications and related federal regulations. Students gain knowledge of basic anatomy and physiology of the skeletal and muscular systems, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module C - Digestive System, Nutrition, Financial Management, And First Aid** **80 Clock Hours**

Module C introduces students to the health care environment, office emergencies, and first aid. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn accounting procedures, accounts receivable and payable, financial management, banking, check-writing procedures, and collection procedures essential to the successful operation of the medical office. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module D - Cardiopulmonary Systems, Vital Signs and Electrocardiography** **80 Clock Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module E - Urinary, Blood, Lymphatic and Immune Systems with Laboratory Procedures 80 Clock Hours**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn the skills involved in organizing and writing a paper. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module F - Pediatrics, Geriatrics, Endocrine and Reproductive Systems 80 Clock Hours**

Module F covers anatomy, physiology, and functions of the endocrine and reproductive systems, along with medical terminology associated with these systems. Students learn how to assist with prenatal and gynecologic examinations, including common laboratory and diagnostic tests. Students learn about child growth and development, including techniques for interacting with children. Techniques for obtaining height and weight measurements, administering injections, obtaining urine samples, and checking vital signs in infants and children are discussed. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module G - Nervous System, Law and Ethics, Psychology and Therapeutic Procedures 80 Clock Hours**

Module G covers anatomy, physiology, and functions of the nervous system, along with medical terminology associated with this system. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. An introduction to the health care system and the medical office is given. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. They study how to maintain equipment and inventory. Students are introduced to patient and employee safety practices. Medical office computerization, security, and computer ergonomics are discussed. Students study and practice communication and listening skills. They explore patient expectations, personal boundaries, cultural influences, and how to establish caring relationships. Medical law and ethics in relation to health care are discussed, including HIPAA, HITECH, and advance directives. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé and follow through with the job search. Students learn how to apply heat and cold applications and how to use ambulatory aids. Students will practice using an electronic health record. Students are exposed to insurance billing, to diagnostic and procedural coding using the ICD-10CM, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Students check vital signs, obtain blood samples, and prepare and administer injections. Students build their word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Clinical Lab Hours: 40 Outside Hours: 20 Prerequisite: HCIN.

**Module X - Medical Assistant Externship 160 Clock Hours**

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lecture Hours: 0. Lab Hours: 00. Externship Hours: 160. Prerequisite: HCIN, Completion of Modules A-H.

## **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS, INTERNSHIPS, PRECEPTORSHIPS, AND CLINICAL COURSES**

Depending on the Program, some Programs require multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training). Students entering into Experiential Training must make arrangements to be available at the times required by their site's and/or the School's educational coordinator or instructor. Student understands that all Experiential Training is performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of Student to secure transportation. Student understands that Student is never an employee or independent contractor of the Experiential Training site, or of the School at any time. Student is and always remains a student of the School and as a student at the Experiential Training site. Student further understands that Experiential Training is provided solely for the benefit of Student as a part of their Program in order for Student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the Experiential Training as a hands-on classroom setting, to attend all required Experiential Training hours, and to abide by the rules and regulations of the Experiential Training site. Hours at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from Experiential Training may result in student's failure of the Program and the inability to graduate at the planned time. Experiential Training is held in a variety of settings and locations. Student must accept any Experiential Training site to which Student is assigned. The School is only responsible for obtaining one Experiential Training site location for Student. A student declining an Experiential Training location or who is removed from their Experiential Training site for failure to attend, for excessive absences, and/or for failure to abide by the site's rules, regulations and scheduling must either find their own Experiential Training site approved by the School or be dismissed, failed or withdrawn from their Program, as solely determined by the School. Student understands that neither the School nor the Experiential Training site guarantees, represents, or warrants that Student can apply, be considered for, will obtain or be entitled to any job position at the site where Student had their Experiential Training.

## **CRIMINAL BACKGROUND AND DRUG SCREENING**

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.



## LABORATORY ASSISTANT/ECG TECHNICIAN/PHLEBOTOMIST

*Diploma Program*

36 Weeks - 800 Clock Hours

Upon completion of the Laboratory Assistant/ECG Technician/Phlebotomist course, the graduate will be able to obtain an entry level position as a Laboratory Assistant, ECG Technician, or Phlebotomist, performing laboratory procedures, electrocardiograph, and/or phlebotomy. In addition, the student will be able to take vital signs. The graduate will have appropriate communication skills and be CPR certified.

Course Number	Module Title	Clock Hours	Quarter Credits
HCIN	Module HCIN: Introduction to the Healthcare Profession	80	6
LA 101	Module A	80	6
LA 201	Module B	80	6
LA 301	Module C	80	6
LA 401	Module D	80	6
LA 501	Module E	80	6
LA 601	Module F	80	6
LA 701	Module G	80	6
LA 801	Module X: Laboratory Assistant/ECG Technician/Phlebotomist Externship	160	6
<b>Program Totals:</b>		<b>800</b>	<b>54</b>

Equipment Used: Phlebotomy Chairs, Exam Table, Wheelchair, Phlebotomy Training Arm, Centrifuge, Hematocrit Centrifuge, Incubator, Autoclave, Sphygmomanometers (Manual/ Digital), Thermometers (Digital/ Aural), EKG Machines, Microscopes, CLIA Waived Tests, Glucose Meter, Hemoglobin Meter, Stethoscopes, Blood typing Kits, ESR tubes, Microscope Slides, Lancets for Hematocrit, Glucose Urinalysis Supplies Urine ChemStrips/Urinalysis cups), Gloves, Phlebotomy Supplies (Vacutainer Needles, Syringes, Butterfly Needles, Vacutainer Needle Holder, Tubes, Tourniquets), OSHA Training Video, Applied Phlebotomy Video Series, Throat Culture Swabs, Wrights Stain/Quick Stain III/ Gram Stain, ECG Made Easy Book, Medical Terminology Book, Laboratory Testing For Ambulatory Setting (Text & Work Book), Phlebotomy Handbook (Blood Specimen Collection from Basic to Advanced), Preventing Infectious Diseases Book, Alcohol Prep Pads, Gauze, Sharps/Biohazard Containers

### **Module HCIN - Introduction to the Healthcare Profession**

**80 Clock Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Classroom Contact Hours: 55 Laboratory Contact Hours: 25 Clinical Contact Hours: 0 Prerequisite: None.

### **LA101 Module A**

**80 Clock Hours**

Students will receive an orientation and develop an understanding of laboratory safety and universal precautions. This module will include anatomy and physiology on the integumentary system. Students will learn through lecture and laboratory practice about nosocomial infections, and the proper way of handling body fluids, specimen requisitions, and specimens. Students will be taught about various instruments used in gathering specimens and proper sterilization of same. Students will be taught the "chain of infection" and factors influencing diseases. As part of the training of the laboratory setting students will be able to use of the microscope and centrifuge. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN



<p><b>LA201 Module B</b></p> <p>As students' progress through this module they will learn the various characteristics of blood and its various functions. The individual students will describe the various diagnostic tests associated with red blood cell and white blood cells, and platelets, and the components of the urinary and reproductive systems. There will be instruction on various sexually transmitted diseases and the tests and treatments involved. Students will be taught through lecture and laboratory practice about homeostasis and the components of the urinary system. They will also be taught routine urinalysis and proper procedure for collecting urine sample. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN.</p>	<p><b>80 Clock Hours</b></p>
<p><b>LA301 Module C</b></p> <p>Students enrolled within this module will be taught about the respiratory and cardiac systems. Students will be taught through the use of lecture and visual aids about various diseases and their corresponding treatments which impact the heart. Students will also learn the ECG process and how to read basic ECG strips. In addition to these topics students will also learn about cardiac rhythms. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN.</p>	<p><b>80 Clock Hours</b></p>
<p><b>LA401 Module D</b></p> <p>Students will be instructed on the differences between serum and plasma. As part of this students will also learn about lipids (and different tests associated with them), how fasting effects blood sugar, post prandial and glucose tolerance tests. Students will also learn about the various aspects of time and measurement with regards to specimens. Students will learn about the anatomy and physiology of the endocrine and digestive systems. Students will also be trained on the interdependence of hormones and pregnancy. Laboratory procedural training will continue with additional methods of classifying microorganisms and associated disease issues relative to a laboratory setting. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN.</p>	<p><b>80 Clock Hours</b></p>
<p><b>LA501 Module E</b></p> <p>Within this module students will learn the anatomy and physiology of the nervous system and basic psychology of how attitudes and interests influence human behavior and the challenges of being a health care provider. Students will learn therapeutic drug monitoring, the more common therapeutic drugs and the different reasons for drug testing and types of specimens used. The CLIA chain of custody and levels of complexity will also be discussed. Instruction will also cover how attitude and interest influence human behavior and challenges of being a health worker. Following this unit, students will be able to recognize behavior patterns and how to devise goals for improving work habits, attitudes and problem solving. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN.</p>	<p><b>80 Clock Hours</b></p>
<p><b>LA601 Module F</b></p> <p>Within this course students will define phlebotomy and the professional qualities of a phlebotomist. Students will be instructed on the importance of informed consent, patient confidentiality, and legal issues for the phlebotomist. This will include the study of immunology. Continued training on safety procedures, universal precautions, and identification veins will also occur. The course will train the student on the "order of draw" and the proper blood collection procedure. Complications with patients and the issues associated with the field of phlebotomy will also be discussed. Training will continue as to the various aspects of basic ABO groups and Universal Donors/Universal Recipients. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN. <b>Note: Students must achieve 100% attendance in order to pass this module.</b></p>	<p><b>80 Clock Hours</b></p>
<p><b>LA 701 Module G</b></p> <p>In this course the student will identify body planes and positions, describe the body cavity. This module will further teach the students about the anatomy and physiology of the muscular skeletal system. Instructor will be provided concerning the disease specific to the nervous system. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. Classroom Contact Hours: 25 Laboratory Contact Hours: 55 Clinical Contact Hours: 0 Prerequisite: HCIN.</p>	<p><b>80 Clock Hours</b></p>
<p><b>EXT801 Externship</b></p> <p>After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship is 160 hours and provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Students are required to complete at least 50 successful blood draws and 10 successful skin punctures. Time sheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program. Classroom Contact Hours: 0 Laboratory Contact Hours: 0 Clinical Contact Hours: 160 Prerequisites: Student must complete HCIN, LA101, LA201, LA 301, LA401, LA501, LA601, and LA701 to be eligible for participation in the externship.</p>	<p><b>160 Clock Hours</b></p>

## **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS, INTERNSHIPS, PRECEPTORSHIPS, AND CLINICAL COURSES**

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## **CRIMINAL BACKGROUND AND DRUG SCREENING**

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.



## MEDICAL INSURANCE BILLING AND CODING

*Diploma Program*

32 Weeks - 720 Clock Hours

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding program is a 720 clock hour course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module HCIN and continuing in any sequence until all seven modules have been completed. After the HCIN Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Graduates are immediately eligible to sit for the Certified Professional Coder (CPC) examination through AAPC. Passing the examination will give the graduate CPC-A credentials.

Module Code	Module Title	Clock Hours	Quarter Credits
HCIN	Introduction to the Healthcare Profession	80	6
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	80	6
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6
MIBPC	Practicum <b>-OR-</b>	160	6
MIBXT	Externship		
<b>Total</b>		<b>720</b>	<b>48</b>

Major Equipment: Windows 2010, Microsoft Office 2010, Student Personal Computers (Pentiums with at least 256 MB memory, 8 GB HDD, CD ROM, Mouse), Student SVGA 14" Monitors, Student Printers: Instructor Personal Computer (Pentium with at least 256 MB Memory, 8 GB HDD, CD ROM, Mouse), Instructor Monitor

### **HCIN Introduction to the Healthcare Profession**

**80 Clock Hours**

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skill are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course (for some schools, First Aid certificates are also included). Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40. Clinical Lab Hours: 40. Prerequisite: None.

**Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems** **80 Clock Hours**

This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN Lecture Hours: 40 Lab Hours: 40

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System** **80 Clock Hours**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: HCIN. Lecture Hours: 40 Lab Hours: 40

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology** **80 Clock Hours**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also

be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 80 Clock Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel, and electronic health record. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems 80 Clock Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology** **80 Clock Hours**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM/ICD-10-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Out-of-class activities will be assigned and assessed as part of this module. Prerequisite: HCIN. Lecture Hours: 40. Lab Hours: 40.

**Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module MIBPC – Practicum** **160 Clock Hours**

Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160-hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160-hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. **Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.** Practicum Hours: 0. Lab Hours: 0. Other Hours: 160

**Module MIBXT – Externship** **160 Clock Hours**

Upon successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour unpaid externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. **Prerequisite: Successful completion of Modules HCIN, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN.** Lecture Hours: 0. Lab Hours: 0. Externship Hours: 160

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS, INTERNSHIPS, PRECEPTORSHIPS, AND CLINICAL COURSES**

Depending on the Program, some Programs require multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training). Students entering into Experiential Training must make arrangements to be available at the times required by their site's and/or the School's educational coordinator or instructor. Student understands that all Experiential Training is performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of Student to secure transportation. Student understands that Student is never an employee or independent contractor of the Experiential Training site, or of the School at any time. Student is and always remains a student of the School and as a student at the Experiential Training site. Student further understands that Experiential Training is provided solely for the benefit of Student as a part of their Program in order for Student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the Experiential Training as a hands-on classroom setting, to attend all required Experiential Training hours, and to abide

by the rules and regulations of the Experiential Training site. Hours at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from Experiential Training may result in student's failure of the Program and the inability to graduate at the planned time. Experiential Training is held in a variety of settings and locations. Student must accept any Experiential Training site to which Student is assigned. The School is only responsible for obtaining one Experiential Training site location for Student. A student declining an Experiential Training location or who is removed from their Experiential Training site for failure to attend, for excessive absences, and/or for failure to abide by the site's rules, regulations and scheduling must either find their own Experiential Training site approved by the School or be dismissed, failed or withdrawn from their Program, as solely determined by the School. Student understands that neither the School nor the Experiential Training site guarantees, represents, or warrants that Student can apply, be considered for, will obtain or be entitled to any job position at the site where Student had their Experiential Training.

### **CRIMINAL BACKGROUND AND DRUG SCREENING**

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.

## DEGREE PROGRAMS



### NURSING

Associate of Applied Science Degree  
24 Months – 108 Quarter Credit Units

The Associate of Applied Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

		Major Core/ General Ed Course	Theory Contact Hours	Clinical/Lab Contact Hours	Total Contact Hours	Quarter Credits
<b>Quarter I</b>						
BSC 1085	Anatomy & Physiology I (1 <sup>st</sup> 6 weeks)	General Ed	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory (1 <sup>st</sup> 6 weeks)	General Ed	0	0/40	40	2
BSC 1086	Anatomy & Physiology II (2 <sup>nd</sup> 6 weeks)	General Ed	40	0	40	4
BSC 2086L	Anatomy & Physiology II Laboratory (2 <sup>nd</sup> 6 weeks)	General Ed	0	0/40	40	2
MAT 1033	College Algebra	General Ed	40	0	40	4
	<b>Total Hours</b>		<b>120</b>	<b>0/80</b>	<b>160</b>	<b>16</b>
<b>Quarter II</b>						
SLS 1115	Strategies for Nursing Success	General Ed	30	0	30	3
NUR 1020	Fundamentals of Nursing I	Major Core	20	0/20	40	3
ENC 1101	Composition I	General Ed	40	0	40	4
MCB 2000	Microbiology and Infection Control	General Ed	40	0	40	4
MCB 1000L	Microbiology Laboratory	General Ed	0	0/40	40	2
	<b>Total Hours</b>		<b>130</b>	<b>0/60</b>	<b>190</b>	<b>16</b>
<b>Quarter III</b>						
NUR 1145	Pharmacology of Nursing I	Major Core	15	0	15	1.5
NUR 1027	Fundamentals of Nursing II	Major Core	20	0	20	2
NUR 1027L	Fundamentals of Nursing II Clinical	Major Core	0	45/20	65	2.5
PSY 2012	General Psychology	General Ed	40	0	40	4
SYG 2001	Principles of Sociology	General Ed	40	0	40	4
	<b>Total Hours</b>		<b>115</b>	<b>45/20</b>	<b>180</b>	<b>14</b>
<b>Quarter IV</b>						
NUR 1150	Pharmacology of Nursing II	Major Core	20	0	20	2
NUR 1210	Nursing Care of Adult Client I	Major Core	40	0	40	4
NUR 1211L	Nursing Care of Adult I Clinical	Major Core	0	90/20	110	4
ENC 1102	Composition II	General Ed	40	0	40	4
	<b>Total Hours</b>		<b>100</b>	<b>90/20</b>	<b>210</b>	<b>14</b>
<b>Quarter V</b>						
NUR 2212	Nursing Care of Adult II	Major Core	40	0	40	4
NUR 2213L	Nursing Care of Adult II Clinical	Major Core	0	90/20	110	4
DEP 2000	Developmental Psych	General Ed	40	0	40	4
	<b>Total Hours</b>		<b>80</b>	<b>90/20</b>	<b>190</b>	<b>12</b>
<b>Quarter VI</b>						
NUR 1440	Maternal Child Nursing	Major Core	40	0	40	4
NUR 1441L	Maternal Child Clinical	Major Core	0	90/20	110	4
NUR 2611	Contemp. Nsg in Comm. Settings	Major Core	30	0	30	3
NUR 2615L	Contemp. Nsg in Comm. Settings Clinical	Major Core	0	60/0	60	2
	<b>Total Hours</b>		<b>70</b>	<b>150/20</b>	<b>240</b>	<b>13</b>



Quarter VII						
NUR 2513	Mental Health Nursing	Major Core	30	0	30	3
NUR 2515L	Mental Health Nursing Clinical	Major Core	0	60/0	60	2
NUR 2350	Nursing Care of Adult III	Major Core	30	0	30	3
NUR 2245L	Nursing Care of Adult III Clinical	Major Core	0	90/20	110	4
	Total Hours		60	150/20	230	12
Quarter VIII						
NUR 2881	Nursing Leadership and Management	Major Core	30	0	30	3
NUR 2890L	Nursing Leadership Management Clinical	Major Core	0	60/0	60	2
NUR 2965	NCLEX Review	Major Core	20	0	20	2
PSI 201	US and NV Constitution	General Ed	40	0	40	4
	Total Hours		60	60/0	120	11
	Total Program Hours		735	585/220	1520	108

## COURSE DESCRIPTIONS

This institution uses the following course numbering system:

- 100-2999 – Lower division (first and second year) courses

The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

### General Education Requirements

<p><b>BSC 1085 - Anatomy and Physiology I</b> <span style="float: right;"><b>4.0 Quarter Credits</b></span>            This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Theory Hours: 40 Lab Hours: 0. Prerequisites: None Co-requisites: BSC 2085L.</p>
<p><b>BSC 1086 - Anatomy and Physiology II</b> <span style="float: right;"><b>4.0 Quarter Credits</b></span>            This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Theory Hrs: 40 Lab Hrs: 0. Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 2086L</p>
<p><b>BSC 2085L - Anatomy and Physiology I Laboratory</b> <span style="float: right;"><b>2.0 Quarter Credits</b></span>            This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Theory Hrs: 0 Lab Hours: 40. Prerequisites: None Co-requisite: BSC 1085</p>
<p><b>BSC 2086L - Anatomy and Physiology II Laboratory</b> <span style="float: right;"><b>2.0 Quarter Credits</b></span>            This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Theory Hours: 0 Lab Hours: 40. Prerequisite: BSC 1085, BSC 2085L Co-requisite: BSC 1086</p>
<p><b>DEP 2000 - Developmental Psychology</b> <span style="float: right;"><b>4.0 Quarter Credits</b></span>            This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Theory Hours: 40 Lab Hours: 0. Prerequisites: None</p>
<p><b>ENC 1101 - Composition I</b> <span style="float: right;"><b>4.0 Quarter Credits</b></span>            This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. Theory Hours: 40 Lab Hours: 0. Prerequisites: None</p>
<p><b>ENC 1102 - Composition II</b> <span style="float: right;"><b>4.0 Quarter Credits</b></span>            This course builds on the writing process and rhetorical strategies, including argumentative rhetoric, while devoting attention to critical thinking, and documentation of research and resources. Students will use a variety of research approaches and rhetorical strategies to compose an essay and other written communications. Theory Hours: 40 Lab Hours: 0. Prerequisite: ENC 1101.</p>

<b>MAT 1033 - College Algebra</b>	<b>4.0 Quarter Credits</b>
This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Theory Hours: 40 Lab Hours: 0. Prerequisites: None	
<b>MCB 1000L - Microbiology Laboratory</b>	<b>2.0 Quarter Credits</b>
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Theory Hours: 0 Lab Hours: 40. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>MCB 2000 - Microbiology and Infection Control</b>	<b>4.0 Quarter Credits</b>
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Theory Hours: 40 Lab Hours: 0. Prerequisites: BSC 1085, BSC 2085L, BSC 1086, BSC 2086L Co-requisite: MCB 2000L	
<b>PSI 201 – U.S. and Nevada Constitution</b>	<b>4.0 Quarter Credits</b>
This course covers the U.S. Constitution, governmental issues and defines the Constitution's supremacy over all other law in the United States. In addition, the history, government, and Constitution of the State of Nevada are presented in detail. This course also illustrates how Nevada's Constitution falls under the umbrella of the Federal government. Prerequisites: None Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	
<b>PSY 2012 – General Psychology</b>	<b>4.0 Quarter Credits</b>
This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Theory Hours: 40 Lab Hours: 0 Other Hours: 0 Prerequisites: None.	
<b>SLS 1115 - Strategies for Nursing Success</b>	<b>3.0 Quarter Credits</b>
This course is designed to prepare students for transitions in their nursing education and life. The course includes introduction to the College and its resources, study skills, test-taking skills, critical thinking, medical terminology, abbreviations, math review, communication, written and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hours: 30 Lab Hours: 0. Prerequisites: BSC 1086 and 2086L, Mat 1033	
<b>SYG 2001 - Principles of Sociology</b>	<b>4.0 Quarter Credits</b>
In this course students are introduced to the scientific study of society. Students will take a comprehensive look at social structure, institutions and interactions to better understand the influence of social constructions within the parameters of a society's defined culture. Students are challenged with the task of analyzing the world around them through a sociological lens and applying sociological themes and concepts to social problems and issues of inequality. Over the course of this class, students will think critically about the ways in which societal processes and organizations shape the diverse forms of human life found around the world. Prerequisites: ENC 1101 Lecture Hours: 40; Lab Hours: 0; Other Hours: 0	

## Major Core Requirements

<b>NUR 1020 - Fundamentals of Nursing I</b>	<b>3.0 Quarter Credits</b>
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the LVC nursing program, as well as the core components of Associate Degree Nursing with a focus on professionalism, assessment and communication. The student learns about the NV Board of Nursing Rules and Regulations, Nurse Practice Act and how that applies to nursing practice in NV. The nursing process is introduced as a tool to assist students to utilize critical thinking the formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs and cultural diversity and considerations, are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Theory Hours: 20 Lab Hrs. 20. Prerequisites: BSC 1086, BSC 2086L, MAT 1033 Co-requisite: SLS 1115	

<b>NUR 1027 - Fundamentals of Nursing II</b>	<b>2.0 Quarter Credits</b>
<p>This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students also learn about legal implications of nursing practice, safety and definition and reporting of sentinel events. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class, nursing skills laboratory and in area health care facilities. Theory Hours: 20 Lab Hours: 0. Prerequisite: NUR 1020 Co-requisite: NUR1027L</p>	
<b>NUR 1027L - Fundamentals of Nursing II Clinical</b>	<b>2.5 Quarter Credits</b>
<p>This course is a continuation of the concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Procedures related to basic human needs are taught, demonstrated and practiced in class and in area health care facilities. Theory Hours: 0 Lab Hours: 20. Other Hours: 45. Prerequisite: NUR 1026 Co-requisite: NUR 1027</p>	
<b>NUR 1145 Pharmacology of Nurses I</b>	<b>1.5 Quarter Credits</b>
<p>This course is designed to provide nursing students with the pharmacology basics in understanding medications as it applies to nursing process, pharmacological principles, lifespan and cultural factors. The student will then gain knowledge in how drugs affect the cardiovascular, renal, gastrointestinal, dermatologic, ophthalmic and otic systems and how to utilize the nursing process to provide safe drug administration. Theory Hours: 15 Lab Hours: 00. <b>Prerequisites:</b> BSC 1085, BSC 2085L, BSC 1086, BSC 2086L, MAT 1033, SLS 1115, NUR 1026, MCB 2000, MCB 1000L <b>Corequisites:</b> NUR 1027 and NUR 1027L</p>	
<b>NUR 1150 Pharmacology of Nurses II</b>	<b>2.0 Quarter Credits</b>
<p>This course builds on Pharmacology I. The nursing student continues to build knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problems of the central and autonomic nervous systems, endocrine system, respiratory system, anti-infective and anti-inflammatory, and immune and biologic modifiers and chemotherapeutic drugs. The student learns modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and commonly do occur, and application of nursing process in drug therapy. Theory Hours: 20. Lab Hours: 0. Prerequisites: BSC 1085, BSC 2085L, BSC 1086m BSC 2086L, MAT 1033, SLS 1115, NUR 1027, MCB 2000, MCB 1000L, NUR 1145, NUR 1027, NUR 1027L <b>Corequisites:</b> NUR 1210 and NUR 1211L</p>	
<b>NUR 1210 - Nursing Care of the Adult Client I</b>	<b>4.0 Quarter Credits</b>
<p>This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Theory Hours: 40 Lab Hours: 0. Prerequisites: NUR 1026, NUR 1027, Nur 1027L, NUR 1145 Co-requisites: NUR 1150</p>	
<b>NUR 1211L - Nursing Care of the Adult Client I Clinical</b>	<b>4.0 Quarter Credits</b>
<p>The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 1026, NUR 1027, NUR 1027L Co-requisites: NUR 1210</p>	
<b>NUR 1440 - Maternal Child Nursing</b>	<b>4.0 Quarter Credits</b>
<p>This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Theory Hours: 40 Lab Hours: 0. Prerequisite: NUR 2213, NUR 2212L Co-requisites: NUR 1441L, NUR 2611</p>	
<b>NUR 1441L - Maternal Child Nursing Clinical</b>	<b>4.0 Quarter Credits</b>
<p>The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisite: NUR 1210L Co-requisites: NUR 1440</p>	
<b>NUR 2212 - Nursing Care of the Adult II</b>	<b>4.0 Quarter Credits</b>
<p>This course builds on the course content of NUR 1210 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hours: 40 Lab Hours: 0. Prerequisites: NUR 1210, NUR 1150 Co-requisites: NUR 2212L</p>	
<b>NUR2213L - Nursing Care of the Adult II Clinical</b>	<b>4.0 Quarter Credits</b>
<p>The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 1211L Co-requisites: NUR 2212</p>	

<b>NUR 2350: Nursing Care of Adult III</b>	<b>3.0 Quarter Credits</b>
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hours: 30 Lab Hours: 0. Prerequisites: NUR 2212 Co-requisites: NUR 2513, NUR 2245L	
<b>NUR 2245L: Nursing Care of Adult III Clinical</b>	<b>4.0 Quarter Credits</b>
The clinical portion the Advanced Nursing Care course integrates and applies the theory learned by focusing on providing complex care to clients in various age groups in specific clinical sites. Theory Hours: 0 Lab Hours: 20 Clinical Hours: 90 Prerequisites: NUR 2212, NUR2213L, NUR2611, NUR2615L Co-requisites: NUR 2350	
<b>NUR 2513 - Mental Health Nursing</b>	<b>3.0 Quarter Credits</b>
This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2212, NUR2213L, NUR2611, NUR2615L Co-requisites: NUR 2350, NUR2515L	
<b>NUR2515L- Mental Health Nursing Clinical</b>	<b>2.0 Quarter Credits</b>
The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies, long-term care facilities and other agencies where the student will receive experience with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hours: 0 Lab Hours: 0 Clinical Hours: 60 Prerequisites: NUR 2212L Co-requisites: NUR 2513	
<b>NUR 2611 - Contemporary Nursing in Community Settings</b>	<b>3.0 Quarter Credits</b>
This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2213L Co-requisites: NUR 2615L, NUR 1440	
<b>NUR 2615L - Contemporary Nursing in Community Settings Clinical</b>	<b>2.0 Quarter Credits</b>
This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Theory Hrs. 0 Lab Hrs. 0 Clinical Hours: 60 Prerequisites: NUR 2212, NUR2213L Co-requisites: NUR 2611	
<b>NUR 2881 - Nursing Leadership and Management</b>	<b>3.0 Quarter Credits</b>
This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Theory Hours: 30 Lab Hours: 0 Other Hours: 0 Prerequisites: NUR 2515, NUR 2350 Co-requisites: NUR 2890L	
<b>NUR 2890L - Nursing Leadership and Management Clinical</b>	<b>2.0 Quarter Credits</b>
The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Theory Hours: 0 Lab Hours: 0 Clinical Hours: 60.0 Prerequisites: NUR 2513, NUR 2245L Co-requisites: NUR 2881	
<b>NUR 2965 - NCLEX Review</b>	<b>2.0 Quarter Credits</b>
Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Theory Hrs. 20 Lab Hrs: 0 Clinical Hrs: 0 Prerequisites: NUR 2513, NUR 2350 Co-requisites: NUR 2881	

## **NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS, INTERNSHIPS, PRECEPTORSHIPS, AND CLINICAL COURSES**

Depending on the Program, some Programs require multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training). Students entering into Experiential Training must make arrangements to be available at the times required by their site's and/or the School's educational coordinator or instructor. Student understands that all Experiential Training is performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of Student to secure transportation. Student understands that Student is never an employee or independent contractor of the Experiential Training site, or of the School at any time. Student is and always remains a student of the School and as a student at the Experiential Training site. Student further understands that Experiential Training is provided solely for the benefit of Student as a part of their Program in order for Student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the Experiential Training as a hands-on classroom setting, to attend all required Experiential Training hours, and to abide by the rules and regulations of the Experiential Training site. Hours at Experiential Training sites can vary from day to

day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from Experiential Training may result in student's failure of the Program and the inability to graduate at the planned time. Experiential Training is held in a variety of settings and locations. Student must accept any Experiential Training site to which Student is assigned. The School is only responsible for obtaining one Experiential Training site location for Student. A student declining an Experiential Training location or who is removed from their Experiential Training site for failure to attend, for excessive absences, and/or for failure to abide by the site's rules, regulations and scheduling must either find their own Experiential Training site approved by the School or be dismissed, failed or withdrawn from their Program, as solely determined by the School. Student understands that neither the School nor the Experiential Training site guarantees, represents, or warrants that Student can apply, be considered for, will obtain or be entitled to any job position at the site where Student had their Experiential Training.

### **CRIMINAL BACKGROUND AND DRUG SCREENING**

Successful completion of multiple weeks of hands-on applied training at an offsite third-party externship, internship, preceptorship, or clinical course (collectively referred to as Experiential Training) is one of the requirements of all Nursing and Allied Health programs at Las Vegas College (LVC). Students enrolling in one of these programs must understand and agree that it is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining any required state license from the Nevada State Board of Nursing or from any other governmental entity; disqualify them from Experiential Training; or deny them future employment. Students agree to promptly advise LVC if their criminal history, occurring at any time prior to or during their enrollment may disqualify them from obtaining any required state or local license, permit or certification; Experiential Training; or employment.

All Experiential Training locations require students to successfully pass a required criminal history background check and a drug test prior to being allowed on site at such locations. Students enrolling in programs with Experiential Training sign an acknowledgement form, consenting and specifically agreeing to have LVC and its designated agents as both a condition prior to their enrollment and at any time during their enrollment undertake all required background checks (a FACIS Level 3 Search or its equivalent for nursing students), and to collect blood, hair, urine and/or saliva samples from the student for all required medical tests to determine the presence or use of alcohol, drugs and controlled substances. If students do not pass any criminal history background check and/or drug test either prior to their enrollment or at any time during their student enrollment, then they will be disqualified from being enrolled and taking any Experiential Training. In such event, if already enrolled, the students will be subject to being immediately dismissed, failed or withdrawn from their program as solely determined by LVC.

In accordance with their procedures and policies, the state of Nevada, Experiential Training locations, and potential employers will also require students to provide proof of immunization and pass a required physical by a doctor.

Students enrolling in programs with Experiential Training should understand that the hours required at Experiential Training sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location site, including the possibility of required weekend hours, early morning or late evening hours. They should understand that the hours required at Experiential Training sites may, at sometimes, conflict with their scheduled classroom hours at LVC. There may be instances where they will need to change their scheduled classroom hours at LVC, for example, morning to afternoon or evening classes, in order to meet the Experiential Training requirements of their program.



## ACCOUNTING

*Associate of Science Degree*

24 Months - 96 Quarter Credit Units

The Accounting Associate of Science (AS) Degree program provides students with the theory and hands-on applications needed to gain competencies that prepare them for entry level accounting clerk or bookkeeping positions in areas such as payroll, accounts receivable, accounts payable, tax and general bookkeeping. Students will receive training to assist in preparing for various certifications, including Microsoft Office Specialist in Word, PowerPoint, Outlook, and Excel; National Association of Certified Bookkeepers (NACPB) Bookkeeping Certification; NACPB's Payroll Certification; and Intuit's QuickBooks Certified User Certification.

The major core studies include a study of principles of accounting, computerized accounting, cost and managerial accounting, tax accounting, and general business. Software applications are incorporated to provide students the ability to be successful and competitive in the technology-driven fields of accounting and bookkeeping.

Graduates will:

- Understand the accounting principles that guide the accounting profession
- Examine the accounting process and industry practices
- Prepare and analyze financial statements, payroll records, tax forms, and various other accounting schedules and reports
- Interpret accounting information from a managerial perspective
- Solve problems and make recommendations using decision making strategies
- Utilize accounting software and technology used in the workplace
- Demonstrate general business knowledge and skills geared toward a professional work environment

The program is a 24 month, 96 quarter credit hour program.

College Core Requirements, 18 Credits						
Code	Course Title	Cr	Lec Hrs	Lab Hrs	Extern Hours	Pre-req.
SLS 1105	Strategies for Success	2.0	20	0	0	None
CGS 2060	Computer Applications	4.0	30	20	0	None
GEB 2210	Business Presentations and Communications	4.0	30	20	0	CGS 2060 MAN 1031
CGS 2573	Applied Spreadsheets	4.0	30	20	0	CGS 2060
MTB 1103	Business Math	4.0	40	0	0	None
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>18.0</b>				
Major Core Requirements, 50 Credits						
APA 2111	Principles of Accounting I	4.0	40	0	0	MTB 1103
APA 2121	Principles of Accounting II	4.0	40	0	0	APA 2111
ACG 2021	Introduction to Corporate Accounting	4.0	40	0	0	APA 2121
APA 2161	Introductory Cost/Managerial Accounting	4.0	40	0	0	APA 2121
APA 2141	Computerized Accounting	4.0	30	20	0	ACG 2021
ACO 1806	Payroll Accounting	4.0	30	20	0	ACG 2021
ACG 2178	Financial Statement Analysis	4.0	40	0	0	ACG 2021
TAX 2000	Tax Accounting	4.0	30	20	0	None
MAN 1031	Introduction to Business, Human Resources, Ethics & Social Responsibility	4.0	40	0	0	None
MAR 2306	Customer Service	2.0	20	0	0	MAN 1031
BUL 2131	Applied Business Law	4.0	40	0	0	None
FIN 1103	Introduction to Finance	4.0	40	0	0	None
ACCT 250	Accounting Externship	4.0	16	0	100	Last Term
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>50.0</b>				

<b>General Education Requirements, 28 Credits</b>						
ENC 1101	Composition I	4.0	40	0	0	None
ENC 1102	Composition II	4.0	40	0	0	ENC 1101
MAT 1033	College Algebra	4.0	40	0	0	MTB 1103
PSY 2012	General Psychology	4.0	40	0	0	None
SPC 2017	Oral Communications	4.0	40	0	0	None
PSI 201	U.S. and Nevada Constitution	4.0	40	0	0	None
EVS 1001	Environmental Science	4.0	40	0	0	None
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>28.0</b>				
<b>Total Lecture, Lab, and Externship</b>			<b>876</b>	<b>120</b>	<b>100</b>	
<b>Total Quarter Credit Hours Required for Graduation</b>			<b>96.0</b>			

## COURSE DESCRIPTIONS

This institution uses the following course numbering system:

- 100-2999 – Lower division (first and second year) courses

The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

<p><b>ACCT 250 – Accounting Externship</b></p> <p>This course provides classroom training designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing strengths and career expectations, resume preparation, job search techniques, and interview skills. In addition, 100 hours of supervised practical experience in a bookkeeping, accounting, business office, or other suitable location in which the student practices the application of the knowledge and skills gained from previous courses within the Accounting program. Prerequisite: This course is taken during the student's last quarter. Lecture Hours: 16. Lab Hours: 0. Externship Hours: 100.</p>	<b>4.0 Quarter Credits</b>
<p><b>ACG 2021 - Introduction to Corporate Accounting</b></p> <p>This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisites: APA 2121. Lecture Hours: 40 Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>ACG 2178 - Financial Statement Analysis</b></p> <p>This course covers the basics of financial statement analysis in directing a firm's operations. In addition, students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hours: 40. Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>ACO 1806 - Payroll Accounting</b></p> <p>This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: ACG 2021. Lecture Hours: 30. Lab Hours: 20.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2111 - Principles of Accounting</b></p> <p>This course emphasizes accrual accounting based upon generally accepted accounting principles. The accounting cycle, analysis of financial statements, and computerized accounting applications highlighted. Topics also include banking procedures, payroll, and ethics for Accountants and Bookkeepers. Prerequisite: MTB 1103. Lecture Hours: 40. Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2121 - Principles of Accounting II</b></p> <p>This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including bad debt, accounts receivable, notes receivable, accounts payable, notes payable, and various methods of inventory pricing. Topics also include accounting for partnerships and corporations, analysis of financial statements, accounting software applications, and ethics for Accountants and Bookkeepers. Prerequisite: APA 2111. Lecture Hours: 40. Lab Hours: 0.</p>	<b>4.0 Quarter Credits</b>
<p><b>APA 2141 - Computerized Accounting</b></p> <p>This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software (Quickbooks). Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. The course provides practice with Quickbooks and provides the knowledge and skills necessary to begin preparing for Intuit's Quickbooks certification tests Prerequisite: ACG 2021. Lecture Hours: 30. Lab Hours: 20.</p>	<b>4.0 Quarter Credits</b>

<b>APA 2161 - Introductory Cost/Managerial Accounting</b>	<b>4.0 Quarter Credits</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hours: 40. Lab Hours: 0.	
<b>BUL 2131 - Applied Business Law</b>	<b>4.0 Quarter Credits</b>
This course provides students with essential information specific to the nature of law and the functions of the judicial system within a business environment. Students will examine and review the legal characteristics of sole proprietorships, partnerships, and corporations. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.	
<b>CGS 2060 - Computer Applications</b>	<b>4.0 Quarter Credits</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lecture Hours: 30. Lab Hours: 20.	
<b>CGS 2573 - Applied Spreadsheets</b>	<b>4.0 Quarter Credits</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2060. Lecture Hours: 30. Lab Hours: 20.	
<b>ENC 1101 - Composition I</b>	<b>4.0 Quarter Credits</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, communication, unity, coherence of central idea and supporting material, and the citation of research resources. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.	
<b>ENC 1102 - Composition II</b>	<b>4.0 Quarter Credits</b>
This course builds on the writing process and rhetorical strategies, including argumentative rhetoric, while devoting attention to critical thinking and documentation of research and resources. Students will use a variety of research approaches and rhetorical strategies to compose an essay and other written communications. Prerequisite: ENC 1101. Lecture Hours: 40. Lab Hours: 0.	
<b>EVS 1001 – Environmental Science</b>	<b>4.0 Quarter Credits</b>
This course covers environmental issues and illustrates the importance of environmental science in students' daily lives. The relationship between humans and the environment is explored to demonstrate to students their role in the state of the environment. Environmental issues such as invasive species, climate change, pollution, and corrective actions will be studied. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.	
<b>FIN 1103 – Introduction to Finance</b>	<b>4.0 Quarter Credits</b>
The Introduction to Finance course explores the significant principles involved in personal finance and the manner in which finance is connected to decision-making throughout life. The real-world applicability and career-impacting decisions of personal and business finance will be explored. Specific concepts related to financial planning will be introduced, including; insurance, banking, credit, and investments. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0.	
<b>GEB 2210 – Business Presentations and Communications</b>	<b>4.0 Quarter Credits</b>
This course develops computer literacy for use in today's information technology driven business environment to present and communicate information. The course provides practice for practical working knowledge of creating multi-media presentations and using email in business professional environments and provides the knowledge and skills necessary to begin preparing for the Microsoft Office Specialist Outlook, Word, and PowerPoint certification tests. Prerequisites: CGS 2060 and MAN 1031. Lecture Hours: 30. Lab Hours: 20.	
<b>MAN 1031 - Introduction to Business, Human Resources, Ethics &amp; Social Responsibility</b>	<b>4.0 Quarter Credits</b>
This course is designed to introduce the terminology, functions, and procedures related to the organization and operation of a business enterprise in an economic-driven and technologically-evolving society. The foundation of business is explored with real-world applicability and career-focused emphasis given to business ethics and social responsibility. Additionally, an overview of business ownership, marketing, social media, information management, accounting and financial principles, management and organizational structure, and human resources are introduced to build a foundation of business knowledge. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.	
<b>MAR 2306 – Customer Service</b>	<b>2.0 Quarter Credits</b>
The course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: MAN 1031. Lecture Hours: 20. Lab Hours: 0.	
<b>MAT 1033 - College Algebra</b>	<b>4.0 Quarter Credits</b>
This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Prerequisites: MTB1103 (Business and Accounting Students only). Lecture Hours: 40. Lab Hours: 0.	



<p><b>MTB 1103 - Business Math</b></p> <p>This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percentages, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hours: 40 Lab Hours: 0.</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>PSI 201 – U.S. and Nevada Constitution</b></p> <p>This course covers the U.S. Constitution, governmental issues and defines the Constitution’s supremacy over all other law in the United States. In addition, the history, government, and Constitution of the State of Nevada are presented in detail. This course also illustrates how Nevada’s Constitution falls under the umbrella of the Federal government. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>PSY 2012 – General Psychology</b></p> <p>This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>SLS 1105 - Strategies for Success</b></p> <p>This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisites: None. Lecture Hours: 20. Lab Hours: 0.</p>	<p><b>2.0 Quarter Credits</b></p>
<p><b>SPC2017 - Oral Communications</b></p> <p>This course is designed to develop students’ ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students’ interpersonal and professional speaking skills. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.</p>	<p><b>4.0 Quarter Credits</b></p>
<p><b>TAX 2000 - Tax Accounting</b></p> <p>This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hours: 30. Lab Hours: 20.</p>	<p><b>4.0 Quarter Credits</b></p>



## BUSINESS DIGITAL MARKETING

Associate of Science Degree  
21 Months - 96 Quarter Credit Units

The Business Digital Marketing Associate of Science Degree program focuses on the function and procedures of digital marketing in today's technologically advanced world of business. The program prepares students for entry-level positions in areas such as business, marketing, customer service, sales and advertising.

Course Number	Course Name	Quarter Credits
<b>CORE REQUIREMENTS</b>		
SLS1105	Strategies for Success	2.0
CGS2060	Computer Applications	4.0
CGS2573	Applied Spreadsheets	4.0
MTB1103	Business Math	4.0
MAN1031	Introduction to Business, Human Resources, Ethics & Social Responsibility	4.0
GEB2210	Business Presentations and Communications	4.0
MAR1011	Introduction to Marketing	4.0
GEB2100	Business Analytics	4.0
MAR2356	Fundamentals of Selling & Salesmanship	4.0
MAR2720	Marketing on the Internet	4.0
MAR2800	Social Media Marketing	4.0
CGS1800	Website Design Methodology (HTML, CSS, JS, and More)	4.0
MAR4613	Marketing Research	4.0
MAR2321	Advertising, Content Marketing & Social Change	4.0
MAR2306	Customer Service	2.0
GEB2121	Marketing Analytics	4.0
CGS2177	E-Commerce Systems Administration	4.0
MAN2727	Strategic Planning for Business	4.0
BUS250	Business Externship	4.0
	<b>Total Quarter Credit Hours</b>	<b>72.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>		
ENC1101	Composition I	4.0
MAT1033	College Algebra	4.0
PSY2012	General Psychology	4.0
SPC2017	Oral Communications	4.0
PSI201	US & NV Constitution	4.0
EVS1001	Environmental Science	4.0
	<b>Total Quarter Credit Hours</b>	<b>24.0</b>
	<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>96.0</b>

## COURSE DESCRIPTIONS

This institution uses the following course numbering system:

- 100-2999 – Lower division (first and second year) courses

The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

### **BUS 250 – Business Externship 4.0 Quarter Credits**

This course provides classroom training designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing strengths and career expectations, resume preparation, job search techniques, and interview skills. In addition, the student will participate in 100 hours of supervised practical experience in a business office or other suitable location in which the student practices the application of the knowledge and skills gained from previous courses within the Business program. Prerequisites: This course is taken during the student's last quarter. Lecture Hours: 16. Lab Hours: 0. Externship Hours: 100.

### **CGS 1800 – Website Design Methodology (HTML, CSS, JS, and More)**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: GEB2100 and GEB2210. Lecture Hours: 30. Lab Hours: 20.

### **CGS 2060 - Computer Applications 4.0 Quarter Credits**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lecture Hours: 30. Lab Hours: 20.

### **CGS 2177 – E-Commerce Systems Administration**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Website. Students will explore the similarities and differences between traditional commerce and e-commerce and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: GEB2100 and GEB2210. Lecture Hours: 30. Lab Hours: 20.

### **CGS 2573 - Applied Spreadsheets 4.0 Quarter Credits**

This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2060. Lecture Hours: 30. Lab Hours: 20.

### **ENC 1101 - Composition I 4.0 Quarter Credits**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form, while devoting attention to critical thinking and documentation of research and resources. Emphasis is placed on clarity, logical organization, communication, unity, and coherence of central idea and supporting material. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.

### **EVS 1001 – Environmental Science I 4.0 Quarter Credits**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.

### **GEB 2100 – Business Analytics 4.0 Quarter Credits**

This course further develops spreadsheet application skills for use in today's information technology driven business environment to track and analyze information. Course topics include creating and managing worksheets and workbooks, creating charts and tables, applying formulas and functions, formatting cells and ranges, and using analysis tools to organize and communicate data to support business decision-making. This course provides students with the knowledge and skills to prepare for the Microsoft Office Specialist in Excel certification test. Prerequisites: CGS2060 and MAN1031. Lecture Hours: 30. Lab Hours: 20.

### **GEB 2121 – Marketing Analytics 4.0 Quarter Credits**

This course explores analytical tools for marketing in today's information technology driven business environment, including Microsoft Excel, Google Analytics, and Facebook Analytics. Students organize and communicate data to support business decisions. Prerequisite: MAR1011. Lecture Hours: 30. Lab Hours: 20.

**GEB 2210 – Business Presentations and Communications 4.0 Quarter Credits**

This course develops computer literacy for use in today's information technology driven business environment to present and communicate information. The course provides practice for practical working knowledge of creating multi-media presentations and using email in business professional environments provides the knowledge and skills necessary to prepare for the Microsoft Office Specialist Outlook, Word, and PowerPoint certification tests. Prerequisites: CGS 2060 and MAN1031. Lecture Hours: 30. Lab Hours: 20.

**MAN 1031 - Introduction to Business, Human Resources, Ethics & Social Responsibility 4.0 Quarter Credits**

This course is designed to introduce the terminology, functions, and procedures related to the organization and operation of a business enterprise in an economic-driven and technologically-evolving society. The foundation of business is explored with real-world applicability and career-focused emphasis given to business ethics and social responsibility. Additionally, an overview of business ownership, marketing, social media, information management, accounting and financial principles, management and organizational structure, and human resources are introduced to build a foundation of business knowledge. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.

**MAN 2727 - Strategic Planning for Business 4.0 Quarter Credits**

This course focuses on the exploration of the elements of a successful organization including an analysis of the internal environment, processes, external environment, and strategic decision making while working individually and in teams. Students apply problem-solving, critical thinking, research, teamwork, and oral and written communication knowledge and skills to real-world problems. Emphasis will be placed on management decisions and actions, strategic considerations, organizational structure and design, marketing and sales of tangible goods and/or services. The impact of the micro/macro external environments will also be analyzed and evaluated. Prerequisites: CGS2060, SPC2017, MAT1033, and MAR 1011. Lecture Hours: 40. Lab Hours: 0.

**MAR 1011 - Introduction to Marketing 4.0 Quarter Credits**

This course explores the fundamentals of the marketing process -- product, price, promotion, and place -- with the distribution of goods from producer to consumer. Students will examine the factors that influence buyers in multiple markets and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Emphasis is placed on application and decision-making needed to succeed in today's competitive business environment. Prerequisites: MAN 1031. Lecture Hours: 40. Lab Hours: 0.

**MAR 2306 – Customer Service 2.0 Quarter Credits**

The course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: MAN1031. Lecture Hours: 20. Lab Hours: 0.

**MAR 2321 – Advertising, Content Marketing & Social Change 4.0 Quarter Credits**

This course is a study of the principles and institutions involved in mass selling techniques and assisting clients to transform prospects into leads. Using advertising as a sales and communication tool for business is addressed. Prerequisite: MAR1011. Lecture Hours: 40. Lab Hours: 0.

**MAR 2356 – Fundamentals of Selling & Salesmanship 4.0 Quarter Credits**

This course introduces the importance and basic principles and techniques of sales in a variety of organizations and industries. It establishes the value of selling skills across numerous roles in today's job market, Business to Business (B2B) and Business to Consumer (B2C). The sales process -- including prospecting, qualifying, call planning, effective communication, networking, Customer Relationship Management, and potential compensation -- is explored. Each element of the sales process is addressed in the context of an ethical sales role, which is central to the student's professional brand and which will enhance career preparedness. Prerequisites: GEB2210. Lecture Hours: 40. Lab Hours: 0

**MAR 2720 – Marketing on the Internet 4.0 Quarter Credits**

This Marketing on the Internet course is a study of the use of the Internet as a marketing and advertising medium, the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet. Prerequisites: MAR1011 and GEB2210. Lecture Hours: 40. Lab Hours: 0.

**MAR 2800 – Social Media Marketing 4.0 Quarter Credits**

Students demonstrate an understanding of the regulatory, legal, ethical, privacy, and security issues of Marketing on the Internet, as well as the latest strategies for monitoring and engaging consumers in social media from a marketing perspective. Students will explore the use of platforms such as, Facebook, Twitter, LinkedIn, etc., to both understand how to define campaign-specific audiences and to determine which platforms receive the largest participation. From this course, students will be able to craft and execute platform-specific marketing tactics to connect with and analyze target markets in order to optimize consumer recognition and engagement with a brand. Prerequisites: MAR1011 and GEB2210. Lecture Hours: 40. Lab Hours: 0.

**MAR 4613 – Marketing Research 4.0 Quarter Credits**

This course explores the role of marketing research in management and decision making. Research methods are applied to the functions of marketing, including sampling, collection, analysis, and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR1011. Lecture Hours: 40. Lab Hours: 0.

**MAT 1033 - College Algebra 4.0 Quarter Credits**

This course is the study of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations and emphasizes critical thinking and problem-solving skills. Prerequisites: MTB1103. Lecture Hours: 40. Lab Hours: 0.

**MTB 1103 - Business Math 4.0 Quarter Credits**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.

**PSI 201 – U.S. and Nevada Constitution 4.0 Quarter Credits**

This course covers the U.S. Constitution, governmental issues and defines the Constitution's supremacy over all other law in the United States. In addition, the history, government, and Constitution of the State of Nevada are presented in detail. This course also illustrates how Nevada's Constitution falls under the umbrella of the Federal government. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.

**PSY 2012 – General Psychology 4.0 Quarter Credits**

This course covers the fundamental theories and principles of human psychology with an emphasis on applying the concepts to life and work in order to promote effective critical thinking and learning, understanding of emotions and motivations, positive social and workplace interactions, and the importance of the roles played by the unconscious and subconscious minds. Beginning with the historical foundations of psychology, students will study the groundwork for more contemporary perspectives. Study of the brain and its developmental stages, cognitive, motivational, and emotional functions, as well as disorders and their treatment provide a holistic investigation of the human mind as we know it. Prerequisites: None. Lecture Hours: 40. Lab Hours: 0.

**SLS 1105 - Strategies for Success 2.0 Quarter Credits**

This course is designed to equip students with tools and techniques for reaching their goals. The course includes an introduction to the college and its resources and provides insights to the thinking process and how it affects actions. Students will be actively involved in learning how to unlock their potential as they embark on their educational journey. Prerequisites: None. Lecture Hours: 20. Lab Hours: 0.

**SPC 2017 - Oral Communications 4.0 Quarter Credits**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hours: 40. Lab Hours: 0.

## TUITION AND FEE SCHEDULE

Diploma Programs	Program Length	Clock Hours	Tuition	Books, Supplies & Uniform	Reg Fee	Total
Medical Assistant	36 weeks	800 hours	\$12,400.00	\$975.00	\$50	\$13,425.00
Laboratory Assistant/ECG Technician/Phlebotomist	36 weeks	800 hours	\$13,000.00	\$700.00	\$50	\$13,750.00
Medical Insurance Billing and Coding	32 weeks	720 hours	\$12,160.00	\$1,250.00	\$50	\$13,460.00

Degree Programs	Program Length	Credit Units	Estimated Tuition (1)	Cost Per Unit (1)	Books, Supplies & Uniform	Fees (2)	Reg Fee	Entrance Exam Fee (3)	Background Check & Drug Screening Fee (4)	Total Estimated Program Cost (1)
Nursing	24 months	108 credits	\$40,500.00	\$375.00	\$5,400.00	—	\$50	\$65	\$135	\$46,150.00
Accounting	24 months	96 credits	\$26,400.00	\$275.00	\$2,840.00	\$510.00	\$50	—	—	\$29,800.00
Business Digital Marketing	21 months	96 credits	\$27,360.00	\$285.00	\$2,750.00	\$480.00	\$50	—	—	\$30,640.00

- (1) Students will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered and attends within the quarter by the tuition per quarter credit rate above. Total Estimated Program Cost does not reflect any subsequent tuition reductions for any transfer credit approved by LVC.
- (2) Fees include program activities, exam fees, membership fees and simulation access fees.
- (3) A nonrefundable entrance exam fee is required prior to registration and enrollment and includes the entrance exam that students in this program are required to pass prior to admission. If a prospective student does not pass the entrance exam, the prospective student may re-take the exam within the parameters described in the Admissions section of the Student Catalog, but additional fees will apply. Without a passing score on the entrance exam, a prospective student is not eligible for the background check and drug screening or for registration and enrollment into this program, and will not be charged a background check and drug screening fee or a registration fee.
- (4) A nonrefundable background check and drug screening fee is required prior to registration and enrollment and includes the background check and drug screening that students in this program are required to pass prior to admission. If a prospective student does not pass the required entrance exam, the prospective student is ineligible for the background check and drug screening and will not be assessed a background check and drug screening fee. If a prospective student fails either the background check or drug screening, the prospective student is not eligible for registration and enrollment into this program and will not be charged a registration fee.

### Estimate of Monthly Indirect Costs While Attending LVC

Las Vegas College does not offer housing, meal plans or transportation for students. In order to help you better plan your budget, the following is an estimate of the monthly expenses students may expect for these indirect costs while attending LVC.

	Room & Board	Personal Expenses	Transportation	Total
Living Off Campus	\$1,017	\$412	\$149.00	\$1,578
Living with Parents	\$393	\$220	\$149.00	\$762

## OPERATING HOURS

Office Hours		
8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
Class Hours		
8:00 AM to	10:00 PM	Monday through Thursday
8:00 AM to	1:00 PM	Friday

## ACADEMIC CALENDARS

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

## DIPLOMA PROGRAMS

Modular/Diploma Calendar 2019	
Start Dates	End Dates
12/3/2018	1/6/2019
1/7/2019	2/1/2019
2/4/2019	3/1/2019
3/4/2019	3/29/2019
4/1/2019	4/26/2019
4/29/2019	5/24/2019
5/28/2019	6/21/2019
6/24/2019	7/19/2019
7/22/2019	8/16/2019
8/19/2019	9/13/2019
9/16/2019	10/11/2019
10/14/2019	11/8/2019
11/11/2019	12/6/2019
12/9/2019	1/9/2020
1/13/2020	2/7/2020
2/10/2020	3/6/2020
3/9/2020	4/3/2020
4/6/2020	5/1/2020
5/4/2020	5/29/2020
6/1/2020	6/26/2020
6/29/2020	7/24/2020
7/27/2020	8/21/2020

Modular/Diploma Student Holiday/Breaks 2019		
Holiday/Student Breaks	Start Dates	End Dates
Student Break	10/1/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/25/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019
Martin Luther King Day	1/21/2019	1/21/2019
Presidents Day	2/18/2019	2/18/2019
Student Break	4/1/2019	4/7/2019
Memorial Day	5/25/2019	5/27/2019
Student Break	7/1/2019	7/7/2019
Labor Day	9/2/2019	9/2/2019
Student Break	9/30/2019	10/6/2019
Thanksgiving Holiday	11/28/2019	12/1/2019
Christmas & New Year Holidays	12/24/2019	01/01/2020

## QUARTER-BASED PROGRAMS

Academic Year 2019				
Winter Term Starts		January	7	2019
Winter Term Add/Drop Deadline <b>6 Week 1 Courses</b>		January	13	2019
Winter Term Add/Drop Deadline <b>12 Week Courses</b>		January	20	2019
M.L. King Jr. Birthday Holiday		January	21	2019
Presidents' Day		February	18	2019
Mini-Term Starts		February	19	2019
Mini Term Add/Drop Deadline		February	25	2019
Winter Term Ends		March	31	2019
Spring Vacation	From:	April	1	2019
	To:	April	7	2019
Spring Term Starts		April	8	2019
Spring Term Add/Drop Deadline <b>6 week 1 Courses</b>		April	14	2019
Spring Term Add/Drop Deadline <b>12 week Courses</b>		April	21	2019
Mini-Term Starts		May	20	2019
Mini Term Add/Drop Deadline		May	26	2019
Memorial Day Holiday		May	27	2019
Spring Term Ends		June	30	2019
Summer Vacation	From:	July	1	2019
	To:	July	7	2019
Independence Day Holiday		July	4	2019
Summer Term Starts		July	8	2019
Summer Term Add/Drop Deadline <b>6 Week 1 Courses</b>		July	14	2019
Summer Term Add/Drop Deadline <b>12 Week Courses</b>		July	21	2019
Mini-Term Starts		August	19	2019
Mini-Term Add/Drop Deadline		August	25	2019
Labor Day Holiday		September	2	2019
Summer Term Ends		September	29	2019
Fall Break	From:	September	30	2019
	To:	October	6	2019
Fall Term Start		October	7	2019
Fall Term Add/Drop Deadline <b>6 Week 1 Courses</b>		October	13	2019
Fall Term Add/Drop Deadline <b>12 Week Courses</b>		October	20	2019
Mini-Term Starts		November	18	2019
Mini-Term Add/Drop Deadline <b>6 week 2 courses</b>		November	24	2019
Thanksgiving Day Holiday	From:	November	28	2019
	To:	December	1	2019
Winter Holiday	From:	December	24	2019
	To:	January	1	2020

Academic Year 2020				
Classes Resume		January	2	2020
Fall Term Ends		January	5	2020
Winter Term Starts		January	6	2020
Winter Term Add/Drop Deadline <b>6 Week 1 Courses</b>		January	12	2020
Winter Term Add/Drop Deadline <b>12 week courses</b>		January	19	2020
M.L. King Jr. Birthday Holiday		January	20	2020
Presidents' Day		February	17	2020
Mini-Term Starts		February	18	2020
Mini Term Add/Drop Deadline		February	24	2020
Winter Term Ends		March	29	2020
Spring Vacation	From:	March	30	2020
	To:	April	5	2020
Spring Term Starts		April	6	2020
Spring Term Add/Drop Deadline <b>6 week 1 courses</b>		April	12	2020
Spring Term Add/Drop Deadline <b>12 Week Courses</b>		April	19	2020
Mini-Term Starts		May	18	2020
Mini Term Add/Drop Deadline		May	24	2020
Memorial Day Holiday		May	25	2020
Spring Term Ends		June	28	2020
Summer Vacation	From:	June	29	2020
	To:	July	5	2020
Independence Day Holiday		July	3	2020



## ADMINISTRATION AND FACULTY

<b>Corporate Staff</b>	
Dr. Catherine Prato	Corporate Director of Nursing Education
<b>LVC Campus Administrative Staff</b>	
David Dolbow	Campus Director & Academic Dean Director of Student Success
<b>Education</b>	
Marjorie Zelaya	Registrar
Paolina Taglienti	Librarian
<b>Department Chairs</b>	
Clara (Hanson) Casey	Program Chair – Business & General Education
Toni Downen	Program Chair – LPN
Susan Holm	Program Chair - Nursing
<b>Admissions</b>	
Jaclyn D' Amore	Receptionist
Andrea Harris	Admissions Representative
Chloe James	Admissions Representative
Cassandra Larratt	Admissions Representative
Susie Pelayo	Admissions Representative
<b>Career Services</b>	
David Dolbow	Director of Career Services
Rosemarie Young	Career Services Account Representative
Celeste Dator	Career Services Account Representative/Allied Health Substitute Faculty
<b>Finance</b>	
Nick Posson	Regional Director of Financial Aid
Kay Turnbull	Business Officer
Anasheil Collado	Financial Aid Officer
Sharon Walker	Sr. Financial Aid Officer / VA School Certifying Official
<b>LVC Campus Faculty Listing</b>	
<b>General Education</b>	
Charissa Galvin	Allied Health Substitute Faculty/General Ed Faculty
Michael Intinarell	Gen Ed Faculty
Terry Kelly – Lamb	Gen Ed Faculty
Patricia Martin	Gen Ed Faculty
Felipe Riojas	Business Digital Marketing/Accounting/General Education Faculty
George Trimble	Business Digital Marketing/Accounting/General Education Faculty
<b>Allied Health</b>	
Ahsley Childers	Laboratory Assistant/ECG Technician/Phlebotomist & Medical Assistant Faculty
Celeste Dator	Medical Insurance Billing and Coding & Medical Assistant Faculty
Tamika Dismukes-Williams	Medical Assistant Faculty
Charissa Galvin	Allied Health Substitute Faculty/General Ed Faculty
<b>Nursing</b>	
Susan Holm	Program Chair and Nursing Faculty
Kandi Betts	Nursing Faculty
Latrice Dickson	Clinical instructor
Toni Downen	LPN Program Chair
Becky Gonzales	Nursing Faculty
Noni Hayman	Clinical instructor
Sharon Meewes Trees	Nursing Faculty
Andrea Pawid	Nursing Faculty
Kristen Pinkerton	Administrative Assistant for Nursing
Andre Scanlon	Nursing Faculty
<b>Business</b>	
Clara (Hanson) Casey	Program Chair; Accounting and Business Digital Marketing Faculty
Felipe Riojas	Business Digital Marketing/Accounting/General Education Faculty
George Trimble	Business Digital Marketing/Accounting/General Education Faculty

You may contact staff at: (702) 567-1920 or 170 North Stephanie St. Henderson, NV 89074

## STATEMENT OF OWNERSHIP

Nevada Career Education, Inc., does business as Las Vegas College.

Nevada Career Education, Inc. is a wholly owned subsidiary of Mikhail Education Corporation. Corporate offices are located at: 5150 S. Decatur Blvd. Las Vegas, NV 89118

<b>Corporate Officers</b>	
Peter Mikhail	CEO & CFO
Sally Bemis	COO & Secretary

## **Equal Educational Opportunity**

The School recognizes its responsibilities under Section 504 of the Rehabilitation Act of 1973 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in school-related activities. When requested by the student in writing and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Regular School procedures for application and admission apply to students with disabilities. For further information, contact the Director of Education.

## **LVC Annual Safety and Security report and Sexual Harassment, Assault and Violence Policy and Grievance Procedure**

### **Equal Educational Opportunity**

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures set forth in the attached LVC Annual Safety and Security Report incorporated as Addendum A to this catalog.

# ADDENDUM A: 2019 LAS VEGAS COLLEGE ANNUAL SAFETY AND SECURITY REPORT

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics  
(Henderson, Nevada)

Including Calendar Year 2016, 2017 and 2018 Crime Statistics

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and in an effort to continuously promote and improve safety and security measures on campus, Las Vegas College (“LVC”) collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report (“Report”) to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the LVC Campus Director, David Dolbow, at (702) 567-1920, ddolbow@lvcollege.edu, 170 North Stephanie St., Henderson, NV 89074.**

## I. COMPLETION AND DISSEMINATION OF THE REPORT

Nevada Career Education, Inc., acquired Las Vegas College, formerly known as Altierus Career College-Henderson, from Zenith Education Group, Inc. in November 2018. Prior to the acquisition, all crime statistics, including those contained in this Report for the calendar years 2015 – 2017, were compiled and prepared by Zenith Corporation staff in cooperation with the local law enforcement agencies, and Campus Security Authorities. Any subsequent crime arrest and referral information obtained from local law enforcement agencies shall be reported to Campus Director David Dolbow, who also serves as the Campus Security Authority and Title IX Coordinator, and can be reached at **(702) 567-1920, ddolbow@lvcollege.edu, 170 North Stephanie St., Henderson, NV 89074.** All crime statistics contained in this Report are for Clery Act reportable crimes occurring on LVC’s campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. LVC’s physical campus includes a building with approximately 50,000 square feet, and the surrounding parking lot designated for campus use, located at **170 North Stephanie St., Henderson, NV 89074.** The Report also includes LVC’s current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

LVC annually distributes this Report and/or provides a notification to all enrolled students and current employees that the current version of the Report has been posted to <https://lvcollege.edu/about/student-consumer-information/> and that a paper copy of the Report will be provided at no cost upon request. Distribution methods for the Report and/or the notification include classroom/office distribution, U.S. Postal Service delivery, and/or electronic mail or text. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is available to the public on LVC’s website at <https://lvcollege.edu/about/student-consumer-information/>. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under LVC’s name in the Department of Education’s Campus Safety and Security Data located at <https://ope.ed.gov/campussafety/#/>

## II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

### A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES

#### 1. Reporting Emergencies

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type

of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director, David Dolbow, who can be reached at **(702) 567-1920, ddolbow@lvcollege.edu, 170 North Stephanie St., Henderson, NV 89074**, and/or to other available LVC staff for purposes of expediting LVC's Emergency Response and Evaluation Procedures as set forth in Section II.B.3 of this Report.

## **2. Reporting Crimes**

Crimes that should be reported to the Campus Director, Business Officer, or his/her designee by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director, Business Officer, or his/her designee for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in LVC's annual crime statistics reporting by contacting the Campus Director.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director, Business Officer, or nearest available LVC staff member. All LVC faculty and staff are trained to notify the Campus Director, or his/her designee immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director, Business Officer, or his/her designee.***

LVC strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies or campus authorities. Upon written request, LVC will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code) the report on the results of any disciplinary proceeding conducted by LVC against a student who is accused of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **B. INSTITUTIONAL RESPONSE PROCEDURES**

### **1. Response to Reports of Crime or Emergency**

Upon receipt of a report of a crime or emergency, the Campus Director, Business Officer, or his/her designee will:

- Immediately assess, based on his/her own judgment or after consultation with other LVC employees as needed, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3 of this Report.
- Immediately assess, based on his/her own judgment and/or after consultation with other LVC employees and/or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning Policy in Section II.B.2 of this Report.
- With regard to a reported incident that is or may be a sex offense, the Campus Director and/or Title IX Coordinator will also evaluate and respond to the reported sex offense in accordance with LVC's Sexual Harassment Policies and Procedures contained in Section IX of this Report.
- For all reported crimes, the Campus Director, Business Officer, or his/her designee will, within 24 hours of notification of the incident, document all then-available and relevant information including the date, time, location, and description of the incident for purposes of maintaining an accurate record of events and compiling this annual Report. Documentation will be updated as more information becomes available.

## **2. Timely Warning of Reported Crime**

All decisions concerning the issuance of a campus wide “timely warning” will be made on case-by-case basis. In the event that LVC receives notice of a crime reportable pursuant to the Clery Act, either on campus or on public property within the campus or immediately adjacent to or accessible from the campus, that, in the judgment of the Campus Director, Business Officer, or his/her designee, constitutes an ongoing or continuing threat to students and employees, a timely warning will be issued as soon as pertinent information is available and/or confirmable. Depending on the particular circumstances of the crime/situation, especially in all situations that could pose an immediate threat to students and employees, LVC will post the timely warning via one or more of the following means of communication: classroom notification, email or text message, the LVC website, social media, and/or verbal or written notice. The specific mean(s) of communication used will be those determined to be the most effective at reaching the campus community quickly given the nature and timing of the warning, as determined by the Campus Director, Business Officer, or his/her designee. The warning will withhold as confidential the names and other identifying information of the victims.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Director, Business Officer, or his/her designee by phone at (702) 567-1920 or in person.**

## **3. Emergency Response and Evacuation Procedures**

In the event the building needs to be evacuated or locked down due to any emergency or any other dangerous situation involving an imminent threat to the health and safety of students and employees (an “Emergency”), LVC will initiate its emergency and evacuation procedures. Maps of the evacuation route have been posted in each office, common area and classroom. The Campus Director, Business Officer, or his/her designee will, without delay, and taking into account the safety of students, faculty and staff, and guests, determine the content of the notification and initiate the notification system. The notification will not be initiated if, in his/her professional judgment, a notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

LVC has developed a process to confirm that there is an Emergency, determine who to notify, determine the content of the notification, and initiate the notification system. The Campus Director, Business Officer, or his/her designee will contact local law enforcement, campus personnel, and local news sources to obtain as much information as possible. Upon the confirmation of an Emergency, LVC will issue a warning via one or more of the following means of communication: classroom notification, email or text message, the LVC website, social media, other spoken or written verbal announcement, and/or other appropriate means to immediately inform individuals on campus of the need to evacuate and procedures to follow. As necessary, the Campus Director, Business Officer, or his/her designee will contact specific sections of the campus and take steps to inform the larger community of the Emergency. The front desk personnel and Campus Director, Business Officer, or his/her designee will notify the local police, fire or other appropriate first responder(s) to assist with the Emergency.

LVC tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, LVC publicizes its Emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. LVC maintains documentation of each test exercise, including the date and time performed and whether the test was announced or unannounced. Documentation will be completed immediately following testing.

## **III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY**

All decisions to close a campus or delay opening for any reason, including for a weather related reason, will be made by the Campus Director or his/her designee after consultation with other LVC officials as appropriate. LVC will announce the decision and any related information as it deems appropriate given the circumstances, by email, text, the LVC website, social media, classroom notification, other spoken or written verbal announcement, and/or on local radio or TV stations on a timely basis for the day classes and for the evening classes respectively. Closings for day and evening classes will be announced separately. When school closings are excessive, or as determined by applicable law and regulations, make up classes may be required.

#### **IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES**

There are no Pastoral or Professional Counselors on Campus. Crisis, mental health and victim resource hotline numbers are available from the Campus Director. Section IX of this policy addresses LVC's policies with respect to support services and confidentiality for victims of sexual violence.

#### **V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

LVC does not maintain residential facilities and does not have any officially recognized student organizations with noncampus locations. The campus building is open to staff, faculty and/or students during business hours (7:30 am to 5:30 pm Monday, Tuesday and Thursday, 7:30 am to 9:00 pm Wednesday, and 7:30 am to 4:00 pm Friday). During non-business hours access to the campus building is by key card and a security code only or through admittance by a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes. LVC evaluates its security policies regarding campus facilities annually.

#### **VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES**

LVC does not employ security personnel or campus police and LVC employees have no authority to arrest or detain any individual. LVC does not have a written memorandum of understanding or other agreement with local police agencies. LVC faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A of this Report and to notify local police when the victim of a crime elects to do so, or is unable to make such a report.

If you are a victim of or witness to a crime and do not want to pursue action through LVC's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting LVC to include the incident in its crime statistic reporting without revealing your identity. With such information, LVC can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. LVC will make its best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and LVC cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX of this Report.

#### **VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

During new student and new employee (faculty and staff) orientations, students and employees are informed of LVC's safety and security practices and procedures, given this Report, and are encouraged to be responsible for their own security and the security of others. Such orientations and trainings may include an informational handout, a Power Point presentation and/or review of the policies contained in this Report and in the school catalog.

Campus crime statistics are also disclosed on an annual basis (for the previous three calendar years) within this Annual Security Report. The topics of crime prevention and security awareness as they relate to preventing and responding to sexual harassment/violence (specifically, bystander intervention and risk reduction strategies), are also covered during these orientations and trainings.

#### **VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

All LVC property has been designated "drug free" and the School is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. LVC

property has been designated “drug free” and the School is committed to full compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. LVC does not permit the sale, possession or consumption of alcoholic beverages on School property and adheres to and enforces all state underage drinking laws. A complete copy of LVC’s six page Drug-Free Schools/Drug-Free Workplace Annual Disclosure containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is included in both the School Catalog and on LVC’s website at <https://lvcollege.edu/about/student-consumer-information/>. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current School Catalog, annual distribution with this Report, and material posted on campus. Current faculty and staff are provided this information with a copy of this Report.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years of age is forbidden as provided by state law. LVC prohibits the use, possession, manufacture, sale or distribution by its students, faculty and staff of any illegal drug. Students, faculty and staff are reminded that unlawful possession, distribution or use of alcohol or illegal drugs may subject individuals to criminal prosecution. LVC may refer violation of prescribed conduct to the appropriate authorities for prosecution in connection with federal and state laws.

## **IX. POLICY REGARDING SEXUAL HARASSMENT AND SEX OFFENSES**

LVC policy prohibits harassment or discrimination based on race, religion, creed, national origin, ethnicity, ancestry, color, sex, military or veteran status, physical or mental disability, mental condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes harassment and sexual violence, and the Institution has jurisdiction over Title IX complaints. To the extent that an employee or contract worker is not satisfied with LVC’s handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

LVC is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual misconduct of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. LVC prohibits dating violence, domestic violence, sexual assault, and stalking as defined below. To fulfill its educational mission, LVC has designated David Dolbow, Campus Director, as its representative to coordinate LVC’s compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual misconduct should contact the Title IX Coordinator at (702) 567-1920, [ddolbow@lvcollege.edu](mailto:ddolbow@lvcollege.edu), 170 North Stephanie St., Henderson, NV 89074, and follow the procedures outlined in this section (IX).** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the School Catalog.

### **Confidentiality**

All proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with LVC’s executive management and its legal counsel, a victim’s personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student’s permanent academic file and an employee’s permanent personnel file. LVC will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, LVC may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with LVC’s legal counsel and the School’s executives. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to LVC sharing the information.

No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the LVC community as a result of filing a Title IX report or grievance, or by serving as a



witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

## **Sexual Harassment and Sexual Violence**

Sexual harassment and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by LVC and will not be tolerated. All members of the LVC community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows LVC to quickly respond to the allegations and offer immediate support to the victim. LVC is committed to protecting the confidentiality of victims, will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct, and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the respondent will be afforded equitable rights during the investigative process. LVC will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance pursuant to this policy. LVC provides these procedures for reviewing and resolving such complaints. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

## **Key Definitions**

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and/or the promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not prevent the school from conducting an investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at LVC as such acts are inappropriate and create an environment contrary to the goals and mission of LVC. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes any offense that meets the definition of rape, fondling, incest and statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting<sup>1</sup> program and as set forth in Appendix A to Subpart D of Title 34 of the Code of Federal Regulations, Part 668, which defines each offense as follows:

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<sup>1</sup> The FBI's UCR definitions are used to describe all crimes reported in the Clery Act Crime Statistics section of this report.

**Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Nevada law specifically defines "Sexual Assault" at Nev. Rev. Stat. Section 200.366. It states that a person is guilty of sexual assault if he or she subjects another person to sexual penetration, or forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct...."

**Domestic violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Domestic Violence is defined in Nev. Rev. Stat. Section 33.018 and applies to current and former spouses, persons related by blood or marriage, persons who currently or formerly resided together, persons who are or were in a dating relationship, people who have a child in common, the minor child of any of these people, or a person appointed legal guardian for the minor child of any of these persons. Domestic violence occurs when one of the following offenses is committed between any of these persons: Battery, assault, compelling the victim through force or threat to perform an act that the victim has a right to refuse performing, or compelling the victim through force or threat to refrain from performing an act that the victim has a right to perform, sexual assault, engaging in knowing, purposeful, or reckless conduct designed to harass the victim, including but not limited to stalking, arson, trespass, larceny, destruction of private property, carrying a concealed weapon without a permit, or injuring or killing an animal, false imprisonment, and unlawful entry into victim's residence or forcible entry into the victim's residence against the victim's will, if there is a foreseeable risk of harm to the victim from the forcible entry.

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and dating violence does not include acts covered under the definition of domestic violence.

Dating Violence is included in the domestic violence definition of Nev. Rev. Stat. Section 33.018.

**Stalking** means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with his or her property) that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress." Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is defined in Nev. Rev. Stat. Section 200.575 as a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, commits the crime of stalking.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Consent is included in the sexual assault definition of Nev. Rev. Stat. Section 200.366 and is defined in as a person who subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct, is guilty of sexual assault.

### **A. Reporting Sexual Offenses**

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, LVC encourages students, faculty and staff to promptly report the incident to the local police and/or LVC's Title IX Coordinator at **(702) 567-1920, ddolbow@lvcollege.edu, 170 North Stephanie St., Henderson, NV 89074**. A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for LVC's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of Assault/Violence:** If you are a victim of sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Victims of sexual violence may also wish to seek support services from organizations trained in providing counseling and support services to victims. LVC refers victims of sexual assault to a number of organizations, including The Rape Crisis Center at 702.366.1640 and [www.rcclv.org](http://www.rcclv.org), and Rape, Abuse & Incest National Network's (RAINN) National Sexual Assault Hotline at 800.656.HOPE (4673).

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Time is a critical factor for evidence collection and preservation. You don't have to decide if you want to file charges right away, but preserving the evidence helps if you decide to file charges against the perpetrator at a later date. If at all possible:

- Document the details of the incident, such as dates, times, locations, and witnesses.
- Save clothing worn during the assault in separate paper bags.
- Save digital evidence such as harassing or threatening emails, voicemails, text messages, social media posts, etc.
- Take pictures of any injuries or damages and have any injuries looked at and documented by your doctor.

Victims of sexual assault are also encouraged to preserve DNA evidence by obtaining a forensic examination from a medical professional. Victims are not required to file a police report in order to receive a sexual assault forensic exam. These exams are always free and do not require the use of medical insurance. In order to ensure the greatest chance of collecting DNA evidence, a forensic examination should be done as soon as possible after an assault.

LVC strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner. If requested to do so by the victim, LVC will assist the victim in contacting the police. However, the victim is not required to contact the police, and may pursue the Grievance Procedure contained in this policy or request LVC to conduct an independent investigation under this section regardless of whether the police are contacted.

LVC does not issue orders of protection. However, orders of protection and restraining orders are issued by criminal, civil or tribunal courts in LVC's local area upon the application of a complainant and upon a showing of

appropriate cause against the respondent. LVC will assist in referring a complainant to the appropriate court or other government office. Further, LVC will strictly comply with and enforce the terms of a protective/restraining order when it becomes aware of such order using such means as requiring the respondent to stay away from the School pending any court hearing, transferring the respondent to other classes or transferring the respondent to different class attendance times.

**Role of the Title IX Coordinator:** The Title IX Coordinator and has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for assisting in the maintenance of accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual misconduct, or have witnessed an act of sexual misconduct should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. The Title IX Coordinator also has the following responsibilities:

1. Provide the complainant with a copy of this policy, written information on the availability of LVC's formal investigatory procedures (see Formal Investigatory and Disciplinary procedures below), and written information about local victim support resources (off-campus) for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims.
2. Maintain the confidentiality of the personally identifying information ("PII") of the victim or other necessary parties by ensuring PII is not included in the Annual Security Report and related disclosures.
3. Provide written notification of options to facilitate changes to academic, externship, and/or transportation situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. LVC is obligated under federal law to give reasonable accommodations to a victim. Upon the victim's request to the Title IX Coordinator, LVC will facilitate reasonable accommodations, which may include changes to classes, attendance times, parking arrangements, and/or externship location where applicable, as well as extensions of time or other course related adjustments. The respondent may also request reasonable interim accommodations. LVC does not rely on one fixed set of rules regarding interim accommodations. Any specific measures taken will be individualized and determined based the Title IX Coordinator's assessment of the specific situation, the severity and pervasiveness of the allegations, and his/her best judgment of which available measures will reasonably accommodate the requestor's needs and specific requests, while making every effort to avoid depriving any student of his or her education. The Title IX Coordinator may choose to alter the interim measures taken or offer different reasonable accommodations at any point as their understanding of the situation and the needs of the parties involved evolve throughout the investigation. LVC will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of LVC to provide the accommodations or protective measures. These steps will be taken by LVC regardless of whether the victim chooses to file a formal complaint.
4. Inform the complainant that informal mediation cannot be used by LVC to resolve sexual violence complaints.
5. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence. LVC will comply with a victim's request for assistance in notifying authorities.
6. For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance in writing that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the

respondent, complainant or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant, respondent, or LVC deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

## **B. Formal Investigatory and Disciplinary Procedures for Students and Employees**

All reports of sexual violence received by the Title IX Coordinator must be resolved through this formal investigatory and disciplinary procedure. LVC is committed to providing a fair, prompt and impartial proceeding from investigation initiation to final result that is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, LVC must weigh that request against its obligation to maintain a safe campus environment. When LVC honors the complainant's request for confidentiality, the complainant must understand that LVC's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. In the case of sexual violence, LVC may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If LVC determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. LVC may not require a victim to participate in a formal investigation or hearing that it has initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance by means of these formal procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances or investigations covered by these formal procedures should be filed as promptly as possible after the alleged discriminatory conduct. Except in instances of sexual violence, informal resolution of the conflict is always an option if all parties involved voluntarily agree to participate. However, an attempt at informal resolution is never a prerequisite to filing a formal grievance or to LVC's obligation to investigate a reported event.

To initiate this procedure, a student or employee should direct a written complaint to the Title IX Coordinator that states in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses, and any request for confidentiality. In a situation deemed to be an emergency by the Title IX Coordinator, LVC will issue a timely warning and the individual alleged to have caused the grievance or complaint may be temporarily transferred or put on leave pending the outcome of LVC's investigation. The Title IX Coordinator need not wait for the conclusion of a criminal investigation or criminal proceeding to begin an investigation where warranted.

After report of the grievance, the Title IX Coordinator will:

1. Provide the complainant with a copy of this policy and information about local victim support resources. Victims of sexual violence will be provided information about evidence preservation.
2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order.
3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that LVC can assist the victim in doing so if requested.
4. Inform the respondent in writing that the grievance has been filed. The written notification will include a copy of this policy, the specific allegation including the date and location of the alleged conduct, the specific portion of the policy violated by the alleged conduct, and the identities of the parties involved.

The Title IX Coordinator will initiate an investigation within ten days of receipt of the formal grievance to determine

whether there is a reasonable basis for taking action. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the Title IX Coordinator must prepare a written report summarizing the relevant exculpatory and inculpatory evidence and recommending one of three actions:

1. Concluding that the complaint is without merit and that no further action is warranted.
2. Recommending efforts to bring about an informal resolution under this policy if warranted, agreed to by all parties involved, and permitted by law.
3. Initiation of a formal grievance hearing to evaluate possible disciplinary action against the individual alleged to have caused the grievance.

### **C. Hearing Procedure**

A Grievance Committee composed of two senior level management personnel who are appointed by the CEO will be convened to review the Title IX Coordinator's recommendations and to receive any oral or written testimony from the complainant, the individual alleged to have caused the grievance, any relevant witnesses from both parties, and any other relevant evidence. The School's General Counsel will act as the legal advisor to the committee. The standard of evidence used in the hearing will be "clear and convincing evidence," meaning that LVC will evaluate whether it is highly and substantially more likely than not that the alleged conduct occurred. Both the complainant and the respondent will be timely notified in writing of all hearings at which either may appear, and both complainant and respondent will be afforded equal and timely access to any information that will be used at the hearing, including the investigation report. Both the complainant and the respondent may be accompanied to any related meeting or disciplinary proceeding by an advisor of their choice acting strictly in a support capacity, provided the involvement of said advisor does not result in the postponement or delay of any such meeting or proceeding as scheduled. A support capacity means that the advisor is not permitted to speak to or address the Grievance Committee or to question any other attendees, including witnesses.

In all cases, the Title IX Coordinator will maintain regular communications with both the complainant and respondent and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator and the Grievance Committee to fully evaluate the alleged offense. The Committee will decide:

1. Whether the complaint is without merit and that no further action is warranted.
2. What, if any, remedial action is necessary.
3. The nature, scope and timing of any proposed disciplinary action against the respondent.

The determination of the merits of the complaint by the Grievance Committee will be final. LVC will inform both parties simultaneously, in writing, of its final determination, the procedures for appeal, any change to the result, and the date the results become final.

The Title IX Coordinator will, barring extenuating circumstances, complete the investigation and make a determination regarding any necessary discipline of respondent and remedies to complainant within 60 days of the date that the report is first received by the Title IX Coordinator.

The Campus Director will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with LVC staff to recommend changes to the School's policies, procedures or training to prevent re-occurrence.

### **D. Appeals Procedure**

The Respondent and Complainant may request an appeal of the decision and sanctions rendered by the Grievance Committee on one of the following three grounds:

1. A party believes a procedural error occurred, which that party feels may change or affect the outcome of the decision;

2. A party has substantive new evidence that was not available to the Grievance Committee at the time of the hearing and that may change the outcome of the decision;
3. A party feels that the severity of the sanction is substantially disproportionate given the facts of the case.

*Disagreement with the finding or sanctions is not, by itself, grounds for appeals.*

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Appeals Panel (as identified in the outcome letter) within five (5) business days following the date on the outcome letter. The other party will be notified if an appeal request is submitted and be provided the opportunity to submit a written statement to the Appeals Panel within five (5) business days of notification.

Appeals will be conducted in an impartial manner by two senior level management personnel who are appointed by the CEO and did not sit on the original Grievance Committee without conflict of interest or bias for or against either party. The School's General Counsel will act as the legal advisor to the committee. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the Grievance Committee's decision is warranted and make a final decision.

The decision of the Appeals Panel is final and binding on the parties and is not subject to further consideration or appeal. Appeals decisions will be rendered within fifteen (15) business days after the receipt of the formal request for appeal. Both parties will be notified in writing of appeals outcome.

## **E. Disciplinary Options**

**Penalties:** Substantiated accusations of sexual violence may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

**Complaint Record and Notice of Outcome:** All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified concurrently in writing about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

## **F. Education and Training**

In an effort to promote a safe environment and to prevent acts of sexual misconduct, LVC engages in primary prevention and awareness training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. The programing will cover the following subjects:

- identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- defines what behavior and actions constitute consent to sexual activity;
- provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, options for involving law enforcement, services and protective measures available to victims;
- reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

LVC educates the student community about this policy, sexual violence prevention programs and related school policies during all group orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all school faculty and staff about LVC's Title IX policies and conducting the new student training.

### **G. Bystander Intervention and Risk Reduction**

LVC urges all members of the campus community to help prevent crimes, including crimes of sexual violence, and promote a safe campus environment for themselves and others by practicing bystander intervention and risk reduction.

**Bystander Intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Members of the campus community can help prevent dating violence, domestic violence, sexual assault, and stalking by identifying potentially harmful situations and intervening on a potential victim's behalf when the intervention is not likely to put the bystander themselves in danger. A concept known as the three Ds of Bystander Intervention provides several useful strategies for intervention:

**Direct:** In some situations, you may feel comfortable intervening directly by asking the potential victim if they are okay, expressing concern, or telling the potential offender(s) to stop their behavior.

**Distract:** Another strategy is to interrupt the situation without direct confrontation by providing a distraction. Cut off the conversation with a diversion: you're about to leave the party, would the potential victim like a ride? Or, we're about to order pizza do you want any? Or just say that you or someone else needs to speak to the potential victim urgently.

**Delegate:** If you are too wary or shy to intervene directly, notify someone who might be in a better position to intervene, for example friends of the potential victim, or someone who has the authority to intervene, such as a school official or manager.

In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, LVC urges all members of the campus community to call 911 or to contact an LVC employee immediately.

**Risk Reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

LVC urges members of the campus community to take steps to reduce the chances of themselves or another person becoming a victim of a crime, including but not limited to the following:

- Lock doors and secure items of value.
- Walk in pairs at night and travel to events or parties with others rather than attending by yourself; check in with one another frequently and leave together.



- Avoid impairment caused by alcohol or drugs and/or offer to call a cab for someone if you see they are intoxicated.
- Keep your cell phone charged and with you at all times in case you need to call for help, for yourself or for someone else.
- Be aware of your surroundings and avoid isolated or dimly lit places.
- Trust your own intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of another.

LVC urges all members of the campus community to work together to promote a safe campus environment for everyone. LVC includes training on bystander intervention and risk reduction in all student orientation training.

**H. Additional Information**

Questions regarding this policy should be directed to the Title IX Coordinator. In addition, the U.S. Department of Education Office of Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with all parties involved. For more information, visit the OCR website at: <https://www2.ed.gov/about/offices/list/ocr/index.html>.

**X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.**

The local Police Department provides a link to the Nevada Sex Offender Registry. LVC is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Nevada, information about convicted sex offenders is available at <http://www.nvsexoffenders.gov/>.

**XI. CLERY ACT CRIME REPORT STATISTICS**

**LAS VEGAS COLLEGE – Henderson, NV Campus:**

OFFENSE	PROPERTY	2016*	2017*	2018
Murder and Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-Campus Property	0	0	0
	Public Property	0	0	0
Incest	On-Campus Property	0	0	0
	Public Property	0	0	0

Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Domestic Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Dating Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Stalking	On-Campus Property	0	0	0
	Public Property	0	0	0
Hate Crimes: Related to any of the above listed crimes, and/or involving simple assault, larceny-theft, intimidation or destruction/damage/vandalism of property, within one/more of the following bias categories: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0

Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property	0	0	0

Las Vegas College does not have any noncampus property.

\*Las Vegas College, formerly known as Altierus Career College-Henderson, was acquired from Zenith Education Group, Inc. in November 2018. All crime report statistics for years marked with an \* were compiled by the previous ownership.

**Certification**

I certify that all information contained in this catalog is true and accurate to the best of my knowledge.

A handwritten signature in black ink, appearing to read 'Peter Mikhail', with a long horizontal stroke extending to the right.

Peter Mikhail  
President/CEO