Las Vegas COLLEGE

Student Catalog Addendum

This catalog addendum amends the Tuition and Fee Schedule on page 72, Admissions Requirements for RN and PN Nursing Programs on page 4 (and any subsequent reference to TEAS minimum test scores), Maximum Class Size on page 6, Practical Nurse Program sequence chart on page 59, Satisfactory Academic Progress Policy on pages 9-13, and the Business Digital Marketing and Accounting program lengths in the 2020 Student Catalog, Rev 3-2019.

Tuition and Fee Schedule

Modular/Clock Hour 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

Quarter-Based Programs	Program Length	Credit Units	Tuition (1)	Cost Per Unit (1)	Books, Supplies & Uniform	Fees (2)	Reg Fee	Total Program Cost (1)
Practical Nurse (3)	15 months	55.5 credits	$22,200.00	$400.00	$3,655.00	—	$50	$25,905.00
Nursing (3)	24 months	108 credits	$43,200.00	$400.00	$5,400.00	—	$50	$48,650.00
Accounting	24 months	96 credits	$26,400.00	$275.00	$2,840.00	$510.00	$50	$29,800.00
Business Digital Marketing	24 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 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) Note: Students enrolling in these programs must also pass the Test of Essential Academic Skills (TEAS) as well as a criminal background check and fingerprinting/drug screening as explained in the admissions section of the catalog. Fees for these procedures will be paid directly by the student to the testing entities. See Admissions Advisor for more details.

Admissions Requirements for RN and PN Nursing Programs

In addition to the general admissions requirements and procedures above, the following additional and expanded admissions requirements apply to all prospective Nursing and Practical Nurse program students:

- High school diploma or recognized equivalent
- Passing a designated nursing entrance test(s): Wonderlic score of 18 and TEAS score of 62.7 for Nursing program students or 59.6 for Practical Nurse program students; transfers of Anatomy & Physiology require a minimum of 70% on the Human Anatomy & Physiology portion of the science section
- Writing an essay on an assigned topic, to be graded by the Nursing Department. The Essay must be completed at the campus prior to the interview.
- Completing an interview with LVC faculty and/or administrative staff
- Passing a criminal background check and 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

Maximum Class Size

To better provide instruction and training, classes are limited in size. The maximum on-ground class size is 30 students. For the Practical Nurse program, the maximum on-ground class size is 24 students. The maximum online class size is 40 students. The maximum class size for Nursing clinicals is 8 students. No class size will exceed programmatic regulatory requirements.

Practical Nurse Program Sequence Chart

PRACTICAL NURSE
Diploma Program
15 Months – 55.5 Quarter Credit Units

		Theory Contact Hours	Clinical/Lab Contact Hours	Total Contact Hours	Quarter Credits
Quarter I					
BSC1085	Anatomy & Physiology I (1st 6 weeks)	40	0	40	4
BSC2085L	Anatomy & Physiology I Laboratory (1st 6 weeks)	0	0/40	40	2
BSC1086	Anatomy & Physiology II (2nd 6 weeks)	40	0	40	4
BSC2086L	Anatomy & Physiology II Laboratory (2nd 6 weeks)	0	0/40	40	2
	Total Hours	**80**	**0/80**	**160**	**12**
Quarter II					
SLS 1115	Strategies for Nursing Success	30	0	30	3
NUR 1020	Fundamentals of Nursing I	20	0/20	40	3
NUR1145	Pharmacology of Nursing I	15	0	15	1.5
MAT1033	College Algebra	40	0	40	4
	Total Hours	**105**	**0/20**	**125**	**11.5**
Quarter III					
NUR1027	Fundamentals of Nursing II	20	0	20	2
NUR1027L	Fundamentals of Nursing II Clinical	0	45/20	65	2.5
NUR1150	Pharmacology of Nursing II	20	0	20	2
PN 1200	IV Therapy	10	0/20	30	2
	Total Hours	**50**	**45/40**	**135**	**8.5**
Quarter IV					
NUR1210	Nursing Care of the Adult I	40	0	40	4
NUR1211L	Nursing Care of the Adult I Clinical	0	90/20	110	4
PN1500	Introduction to Community Health & Mental Health Nursing	20	0	20	2
PN1510L	Introduction to Community Health & Mental Health Nursing Clinical	0	20/0	20	.5
	Total Hours	**60**	**110/20**	**190**	**10.5**
Quarter V					
NUR2212	Nursing Care of Adult Client II	40	0	40	4
NUR2213L	Nursing Care of the Adult II Clinical	0	90/20	110	4
PN1400	Introduction to Maternal/Child Nursing	20	0	20	2
PN1410L	Introduction to Maternal/Child Nursing Clinical	0	15/10	25	1
PN1600	NCLEX-PN Review	20	0	20	2
	Total Hours	**80**	**105/30**	**215**	**13**
	Total Program Hours	**375**	**260/190**	**825**	**55.5**

Business Digital Marketing Program Length

BUSINESS DIGITAL MARKETING
Associate of Science Degree
24 Months* - 96 Quarter Credit Units

* 21-Month Option: Business Digital Marketing students are usually scheduled to complete three courses per quarter for eight quarters (24 months). Students have the option of completing this program early in seven quarters (21 months) if they choose to complete four courses per quarter for at least three quarters. Please consult the department chair for details.

Accounting Program Length

ACCOUNTING
Associate of Science Degree
24 Months* - 96 Quarter Credit Units

* 21-Month Option: Accounting students are usually scheduled to complete three courses per quarter for eight quarters (24 months). Students have the option of completing this program in early seven quarters (21 months) if they choose to complete four courses per quarter for at least three quarters. Please consult the department chair for details.

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 quarter-based program students at the end of each academic term after grades have been entered. Satisfactory Academic Progress is measured for all modular/clock hour program 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.
If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined later in this section.

Modular/Clock Hour Program Satisfactory Academic Progress

Title IV Evaluation of Satisfactory Academic Progress for modular/clock hour 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 modular/clock hour program students must meet the following standards of academic achievement and successful course completion while enrolled at LVC. LVC's modular/clock hour 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 modular/clock hour program student enrolled at LVC must:

1. Grades: maintain for each module of instruction an academic grade of C 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
2. Attendance: For modular/clock hour programs maintain an attendance level of 90% or better for each module of instruction.

Students meeting both the minimum requirements for grades and attendance 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. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

Probation due to Poor Attendance

Attendance is extremely important to the success of the student at LVC. If a student at the end of a module for a modular/clock hour program has not maintained an attendance level of at least 90% for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

EXAMPLE: if a student in a modular/clock hour program was attending Module A and did not maintain at least 90% attendance for Module A, the student is automatically placed on probation. 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.

Once 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 dismissed from the School.

LVC will allow a student, while on probation for attendance, to repeat a 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 "F" grade received from the unsatisfactory module will not be used in the calculation on 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.

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. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

Satisfactory Academic Progress (SAP) "Appeal Process"

A modular/clock hour program 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 modular/clock hour program 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. Students can only remain in FA Warning status for three (3) modules in total during a program of instruction and cannot be on FA Warning for more than one (1) module consecutively.

Financial Aid Appeal/Probation

If a modular/clock hour program 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

Modular/clock hour program 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.

Quarter-Based Program Satisfactory Academic Progress

55.5 Quarter Credit Hour Program. Total credits that may be attempted: 83.25 (150% of 55.5)				
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
(1st Term)	2.0	1.5	67%	N/A
10-27	2.0	2.0	67%	60%
28-69	2.0	2.0	67%	67%
70-83.25	2.0	2.0	67%	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
(1st Term)	2.0	1.5	67%	N/A
10-54	2.0	2.0	67%	60%
55-130	2.0	2.0	67%	67%
131-162	2.0	2.0	67%	67%

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
(1st Term)	2.0	1.5	67%	N/A
10-48	2.0	2.0	67%	60%
49-120	2.0	2.0	67%	67%
121-144	2.0	2.0	67%	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.
- **Note:** A student can also be dropped from a course for failing to meet the attendance requirement of 75% attendance per course or better. Please refer to the Attendance Policy later in this section for full details. If this happens, the student will receive a grade of of F for the dropped course with the same consequences for the student's SAP, CGPA, and ROP as if the student failed the course for academic reasons.

Academic Guidance

Academic Guidance will be provided for quarter-based program 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 will occur if a student's rate of progress percentage falls below the applicable progress percentage (see charts earlier in this section) at the end of each evaluation period. The maximum timeframe to complete an educational program is 150% of the published program length

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. Quarter-based program 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 in total during a program of instruction and cannot be on FA Warning for more than one (1) term consecutively.

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

Quarter-based 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

Quarter-based program 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

Quarter-based program 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.