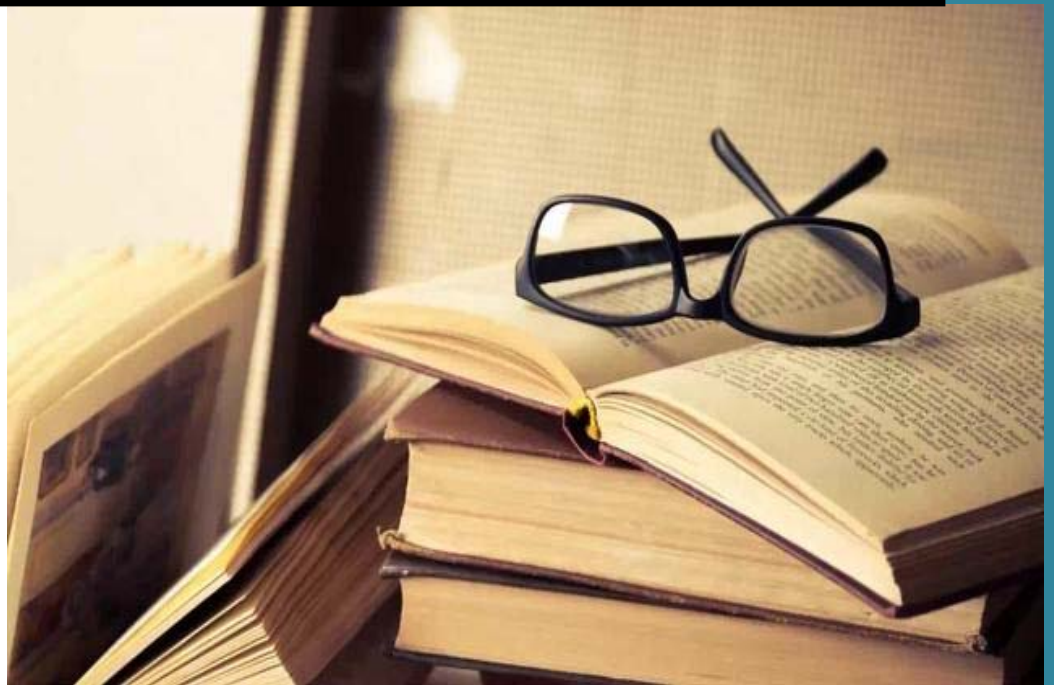




Summit
College

STUDENT CATALOG



www.summitcollege.edu

January 2020 to December 2020

Summit College

SUMMIT COLLEGE CAMPUS LOCATIONS

Summit Career College dba Summit College is a private institution, which is approved to operate by the Bureau of Private Postsecondary Education. §94909(a)(2)

MAIN CAMPUS

SAN BERNARDINO/COLTON

804 E. Brier Dr., San Bernardino, CA 92408

909/422-8950

Auxiliary Classroom - 965 South Mt Vernon, Colton, CA 92324

BRANCH CAMPUSES

SANTA ANA 1639 E. Edinger Ave., Santa Ana, CA 92705

714/635-6232

EL CAJON 411 N. Marshall Ave., El Cajon, CA 92020

909/422-8950

Auxiliary Classroom – 876 Jackman St, El Cajon CA 92020

WEBSITE

www.summitcollege.edu

Welcome to Summit College and congratulations on choosing to continue your education at one of our campuses. We hope your time at Summit will be both effective and rewarding. To this end, we would like to inform you of the following rules and procedures of the institution.

If you have any questions regarding these rules and policies, please do not hesitate to inquire with any staff member. Remember, at Summit College "THE STUDENT ALWAYS COMES FIRST!"

Summit College shall provide our school catalog to any person upon request. In addition, the catalog is available as a pdf at www.summitcollege.edu. Any interested person may receive a flyer for any program offered upon request.

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COLLEGE INFORMATION

Catalog Information

§71810(b)(1) §94909(a)(3)(b)

This catalog covers the period starting on January 2020 ending on December 2020. Summit College updates the Student Catalog once a year with changes placed as an addendum.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided at the time of signing an enrollment agreement. These Performance Fact Sheets are also available as an addendum at the back of this catalog and available for review at www.summitcollege.edu. The catalog and addendums are also available on the website: www.summitcollege.edu.

ADDENDUMS

From time to time, addendums may be needed and will be available at www.summitcollege.disclosures.com. These addendums also cover specific disclosures such as tuition and fees, faculty, performance fact sheets and the, security and safety publication. These addendums will be clearly marked with an effective date, and will govern students enrolling during the effective period.

SECTIONS COVERED IN ADDENDUM

- Program Schedules & Holidays
- Educational Program Costs Disclosures
- Tuition /Books/Equipment/Material Costs
- Faculty & Advisory Board
- Financial Aid Disclosures
- Median Loan Debt Disclosure
- Campus Safety and Security Reporting
- Performance Fact Sheets

Accreditation and Approval Information

ACCET ACCREDITATION

§94909(a)(16)

ACCET - Summit College is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The accreditation process is voluntary for private, postsecondary institutions and consists of a detailed examination and periodic review of the educational curriculums, instructors, facilities, equipment, administration, policies and procedures, financial stability and overall management of the institution according to the accrediting agency's standards and guidelines. The college was granted initial accreditation on April 15, 1994. Copies of the license and accreditation certificates are posted in the lobby for review.

ACCET, Chair Complaint Review Committee,
1722 N. Street NW, Washington, DC 20036
(202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
www.accet.org Email: complaints@ACCET.org

APPROVAL

- Board of Vocational Nursing and Psychiatric Technicians
Summit College meets the requirements for a 4-year certificate of approval.
- Bureau for Private Postsecondary Education
Summit Career College dba Summit College is a private institution, which is approved to operate by the Bureau of Private Postsecondary Education. §94909(a)(2)
- California Department of Public Health Licensing & Certification Program
Summit College meets the requirements for approval to instruct the Certified Nursing Assistant program.
- Committee on Dental Auxiliaries/Dental Board of California
Summit College meets the requirements for approval to instruct the Coronal Polishing and Radiation Safety programs.
- Department of Industrial Relations – Division of Labor Standards Enforcement
Summit College meets the requirement for Electrician Trainees. (Whole General Electrician Curriculum)
- U.S. Department of Education §94909(a)(10)
All campuses have been approved to participate in the Federal Student Aid program through the U.S. Department of Education (USDOE). Please see the Financial Aid chapter for details
- Veterans Administration
Summit College is approved to train veterans by the approving agency. Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval. Please see the Veterans section for details.
- WIOA/EDD/ETPL
Summit College has affiliations with the following organizations and agencies to train eligible participants: Workforce Investment Act (WIOA), Eligible Training Provider list (ETPL).

APPROVAL DISCLOSURE STATEMENT

Summit College, Inc., is a private institution and is approved to operate by the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The College was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94700. The BPPE approval means the institution and their operations comply with the minimum state standards and do not imply any endorsement or recommendation by the State or by the Bureau.

The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions, 94909(a)(2),. An institution must renew its approval every three to five years and is subject to continuing review. The college is currently approved with the BPPE until 2020 to offer the following programs:

****NOTE:** Not all programs are taught at all campuses

PROGRAMS

- CERTIFIED NURSING ASSISTANT
- DENTAL ASSISTANT
- ELECTRICIAN
- HVAC
- LICENSED VOCATIONAL NURSE – DAYS AND EVENINGS
- MEDICAL ASSISTANT – ADMINISTRATIVE & CLINICAL
- PAYROLL, AP/AR & HUMAN RESOURCES
- WELDING - BASIC

CONTINUING EDUCATION CLASSES

- IV THERAPY
- LA City Certification Seminar

An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma.

Prospective enrollees are encouraged to visit the school facilities and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Summit College participates in the following federal and state sponsored loan and grant programs: Federal Stafford Loan (formerly Guaranteed Student Loan), Pell Grant, Supplemental Educational Opportunities Grant, Federal Work Study program, Unsubsidized Stafford Loan program, and Federal Plus Loan program.

The Licensed Vocational Nursing course meets the requirements established by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The California Department of Public Health has approved the Certified Nursing Assistant and there are no other state boards, bureaus, departments or agencies that set minimum standards for program of studies in accordance with Education Code §94860.

GRIEVANCE/COMPLAINT PROCEDURES

Communication is one of the most important aspects of effective education. If a student or a member of the public has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor within the same week as the incident. If the problem or complaint involves the instructor and the person does not wish to approach him or her directly, please see the Education Manager/Coordinator or Director of Nursing.

If the problem is not resolved within two weeks of the incident to the person's satisfaction by means of open discussion, the person may register a formal complaint in writing addressed to the Campus Manager. The letter will be reviewed in private by the staff and a written response will be forwarded to the person involved.

If the problem is still not resolved to the person's satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the person a chance to voice the complaint or problem to the Campus Manager and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general population. Upon conclusion of the meeting, a formal written response will be given to the person that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

ACCET Complaint Procedure

Accrediting Council for Continuing Education & Training

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following information:

- a) Name and location of the ACCET institution;
- b) A detailed description of the alleged problem(s);
- c) The approximate date(s) that the problem(s) occurred;
- d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
- e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
- f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
- g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036
Telephone: (202) 955-1113 Email: complaints@accet.org Website: www.accet.org

**Note: Complainants will receive an acknowledgement of receipt within 15 days.

BPPE

(Bureau of Private Postsecondary Education) Complaint – §94909(a) (3)(b)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which may be obtained on the bureau's internet Web site www.bppe.ca.gov. 94909(a)(3)(C)

Complaints should be in writing and mailed, faxed or emailed to the Bureau for Private Postsecondary Education. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

A detailed description of the problem(s); with the approximate date(s) that the problem(s) occurred;

The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;

Evidence demonstrating that the institution's complaint procedure was not followed prior to contacting the agency. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, the boards will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution). SEND TO:

P.O. Box 980818, W. Sacramento, CA 95798-0818, Toll Free Number: (888) 370-7589

Telephone Number: (916) 431-6959 Fax Number: (916) 263-1897

Internet Web site address: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

BPPE Disclosure on Student Questions --- §94909(a)(3)(a)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at the address above.:

BVNPT

(Board of Vocational Nursing and Psychiatric Technicians)

Disclosure Statement

Unresolved complaints for the Licensed Vocational Nursing Program may be sent to: Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833. Phone: (916)-263-7800.

Email: bvnpt@dca.ca.gov

DISCLOSURE STATEMENTS

CONSUMER INFORMATION

Students who enroll in any medical program should be aware that most medical employers will run a background check on you when you are applying for a job. If you have been convicted of a misdemeanor or felony, you should discuss the effect this will have on your ability to be employed in the medical field with the Career Services Department prior to enrolling in these program.

COPYRIGHT INFRINGEMENT POLICY

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

DISEASE SAFETY

During classroom orientation, all students are made aware of the risks involved during the bloodborne pathogen training and receive a certificate showing this training. Although, we make the student aware of the risks and where to get Hepatitis B Vaccinations they are not mandatory for the Medical Assisting program students. During orientation, we give the student an attestation form (FOP#E504) that indicates they do not wish to receive the Hepatitis Vaccination series at this time. Upon the students signature the form is placed in their student file. Additional information is given to students as to where they can receive the Hepatitis B series if desired.

The college maintains a blood borne pathogen exposure plan for students who may have the potential for blood borne pathogen exposure as part of their laboratory and/or clinical experience. Students at risk of exposure to blood or other potentially infectious materials (OPIM) will receive education and training on Blood Borne Pathogens (BBP) and the training of campus exposure control plan.

ENVIRONMENTAL CONSIDERATIONS

Summit College is proud to be an active participant in working to help clean up our environment. We encourage all students to join our RIDE SHARE program. Please see the Student Services Staff for information on ride sharing. Please recycle used aluminum cans in the bins provided in the student lounge. Remember that every little bit helps. We encourage all students to join our staff in efforts to clean up the environment and conserve energy both at home and at school. Together, we can make a difference!

LIABILITY DISCLAIMER

Summit is not liable, or responsible for the loss of any personal property, or damages to any personal property, or for any personal injury, which may occur while the student is attending Summit College.

NON-DISCRIMINATION STATEMENT

Summit College reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

STRF DISCLOSURE

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925,

STUDENT EQUALITY & EQUAL OPPORTUNITIES

Summit College’s faculty and staff are committed to actively pursue equality for all Summit students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. Summit College incorporates the ethnic and academic pluralism, which is represented within our community into its educational process. All persons shall have equal access to Summit’s programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Summit College is dedicated to respecting, integrating, and celebrating our students’ diverse cultures into all aspects of campus life. The college maintains a professional, handicap accessible, safe environment where students are free to express and share their unique backgrounds and experiences.

STUDENT’S RIGHT TO CANCEL

Ed Code §94911(e)(1)(2)(3) BPPE CEC §94909(a)(8)(B)

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this agreement, if notice of cancellation is made prior to or on the first day of instruction.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Cancellation shall occur when you have given notice of cancellation to the Campus of Summit College listed on the top of the page of this agreement or verbally to the Admissions Department. The notice of cancellation, if sent by mail to the address listed with postage prepaid should be directed to the attention of Admissions Department. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

If the school has given you any equipment, including books or other materials, you must return them to the school within 7 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in new condition within the 7-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the school will issue a refund, less any non-refundable fees and deduction for equipment not returned within the 7-day period and in new condition, within 20 days after your notice of cancellation is received.

STUDENTS WITH DISABILITIES

Summit College will provide equal access to qualified students with disabilities in all programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in, or be denied the benefits of services, programs or activities, nor will the student be subject to discrimination. With advanced notice, all reasonable and appropriate accommodations will be provided for students who have a qualified disability based on a psychological or medical evaluation.

In accordance with the Americans with Disabilities Act, accommodation will not be provided (1) for personal devices or services, even though the individual may be a qualified individual with a disability, or (2) that would result in fundamentally altering the nature of a program, or when the academic requirements are essential to a program of study or to meet licensing prerequisites, or (3) may cause undue financial or administrative burdens. Interested persons, including individuals with disabilities or organizations representing individuals with disabilities, are invited to submit comments or request additional information regarding Summit College's current services, policies and practices.

CAMPUS POLICIES

Anti-Bullying

This policy applies to all Summit College's students. This policy applies at all Summit locations; Summit-sponsored, Student-sponsored, and guest-sponsored social or other events; as well as any activity at which you represent the Organization or are participating as a student of Summit College.

This policy reaffirms Summit College's commitment to provide an environment, which reflects the highest level of ethical, respectful and lawful conduct. This policy prohibits conduct, often referred to as bullying, that is intimidating, hostile or verbally or physically abusive.

Summit College defines bullying as repeated, deliberate, abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another person or persons, which negatively affects the bullied party's ability to attend classes or interact with Summit personnel and other students.

Bullying may be intentional or unintentional. However, the intention of the alleged bully is irrelevant, and may not be given consideration when determining discipline. Summit College considers the following types of behavior examples of bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name-calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage or deliberately interfering or tampering with someone's personal effects or work equipment including phone, computer, email, Internet, software.

Gesture Bullying: non-verbal threatening gestures or glances.

Exclusion: socially or physically excluding or disregarding a person in work-related activities

Additionally, the following examples, while not exhaustive, may constitute or contribute to evidence of bullying:

- Persistent singling out of one person.
- Shouting or the raising of voice at an individual in public and/or in private.
- Public humiliation or reprimands in any form.
- Repeated criticism on matters unrelated or minimally related to the person's performance or description.
- Ignoring/interrupting an individual during class or at a meeting.
- Repeatedly accusing someone of errors, which are not documented.
- Spreading rumors or negative gossip about individuals.
- Encouraging others to disregard instructions.
- Manipulating the ability of someone to do their classwork or job (e.g., overloading, under-loading of work, withholding information, and assigning meaningless tasks, knowingly setting deadlines that cannot be met, deliberately giving ambiguous instructions or supplying incorrect information).
- Assigning menial or demeaning tasks not in keeping with the normal responsibilities.
- Consistently taking credit for another person's ideas or accomplishment
- Refusing reasonable requests for leave without legitimate justification.

STUDENT BULLYING COMPLAINT PROCEDURE

Summit College encourages any student who believes that he or she has been or is being subjected to bullying to immediately report the incident promptly to his or her instructor, or Department Director or the Campus Manager. All students have an obligation to cooperate with any investigation.

VIOLATION

Any student found to violate this policy may be subject to disciplinary action, up to and including termination of school or employment. Any manager or supervisor who is aware of any possible violation of this policy and fails to take corrective action or notify the Campus Manager may be subject to disciplinary action, up to and including termination.

NO RETALIATION

Summit College will not tolerate any retaliation against any student/employee who reports in good faith known or suspected violations of this policy or who participates in an investigation of a complaint. Summit College recognizes that false accusations can have serious effects on innocent individuals. We trust all of our student/employees will act responsibly to establish and maintain a safe environment.

Cell Phone Usage

In general, all cell phones must be turned off during class time; phone calls should be made or received during the breaks. iPods, electronic devices including earphones use in class are unacceptable. Exceptions may be made with the permission of Department Director or if included in class study.

Code of Student Conduct

Summit College strives to provide a professional learning environment for all of its students. Therefore, students are asked to dress for class in attire that would be acceptable in your chosen field. Abusive language and profanity are not allowed.

Summit College is a "closed" campus. Children and/or guests of enrolled students must check in at the reception desk before being allowed on in classrooms.

Students are expected to not only adhere to the high standards of scholarship, but also to personal conduct that will not interfere with the learning process of any other student, the classroom presentation by the instructor, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to review by the Disciplinary Committee and subject to suspension and/or termination.

The school administration reserves the right to exercise its judgment to suspend and/or dismiss a student for any of the following reasons:

- Failure to abide by the rules and regulations of the school
- Conduct which reflects unfavorably on the school or its students
- Failure to adhere to Satisfactory Progress policies and excessive absences or tardiness
- Cheating, or falsifying school records
- Putting patients or other students in jeopardy through the exercise of poor judgment or inability to meet clinical objectives.
- Failure to adhere to the rules or regulations of clinical sites

- Entering the campus, classrooms, or clinical sites under the influence of alcohol, drugs or illegal narcotics of any kind.
- Conduct which interferes with the learning process of other students or the instructional process
- Conduct that interferes with the progress of the class as a whole
- Instigation or participation in rebellious activities against the school or its students
- Sexual harassment of any kind toward students, staff or patients
- Profanity on campus or at clinical sites
- Theft, vandalism or destruction of student, school or clinical property

Students are expected to stay in their seats during class time. Students will not leave the classroom during class time without permission from the Instructor.

Drug and Alcohol

DRUG FREE SCHOOLS ACT INFORMATION

Each year, the college is required to provide to all enrolled students its Drug Free Schools Act policy and information. The college provides this information to all enrolled students at orientation.

Drug and Alcohol Prevention/Awareness Policy

Summit College is committed to maintaining a Drug and Alcohol free environment for its students and employees. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campus prohibits the following:

Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.

Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.

The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law also will be referred to the appropriate law enforcement authorities.

Separate from any legal requirements, our school is concerned with the health and well-being of members of our campus community. Students may contact the Student Services office, for Legal Sanctions, Prevention and Available Resources handouts, in confidence you may receive referrals or information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs. The College periodically hosts informational seminars and guest speakers on drug and alcohol abuse.

Finally, we ask for your help in keeping our campus free of substance abuse. Please notify management if you become aware of any alcohol or drug-related activity in violation of this Policy.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed below:

Los Angeles County

- Alcoholics Anonymous 626/914-1861
- Women’s and Children’s Crisis Hotline 562/945-3939
- Suicide Hotline (24 hours) 800/255-6111
- Treatment Centers Medical Detoxification 800/996-1051
- National Council on Alcoholism and Drug Dependency 213/384-0403

Orange County

- Addiction Treatment Center 714/530-9350
- Recovery 714/543-8481
- Child Abuse Hotline 714/289-2222
- Victims Program Administration 714/843-8900
- Sober Living Drug and Alcohol Treatment Center 800/647-0042

Riverside County/San Bernardino County

- Recovery Center 626/914-1861
- Gibson’s home 562/945-3939
- MFI Recovery Center 877/425-4038

San Diego County

- American Addiction Center 855/286-6747
- Hope by the Sea 877/788-8703
- Recovery.org 855/400-4180

Sexual Harassment/Offense Policy

The college conducts periodic seminars and guest lectures regarding sexual harassment and sex offenses including rape, acquaintance rape and other forcible and non-forcible sex offenses. If a student feels that he/she has been a victim of a sex-related offense or sexual harassment, the following steps should be taken:

1. The incident should immediately be reported to the Campus Manager.
2. Students should be aware that it is important to preserve any evidence of a sexual or other criminal offense to aid in providing proof of the offense.
3. A student has the option to notify local law enforcement agencies regarding the offense. If requested, an Executive Staff member will assist the student in doing so.
4. The college maintains information on local counseling and mental health agencies that can assist the student in coping with a sex related offense. To obtain this information, please see the Student Services or the Student Advisor. All inquiries regarding this information will be held in strictest confidence.

5. The college will make every effort to modify the student's academic situation after an alleged sexual offense if requested.
6. Disciplinary action will be taken in cases of an alleged sexual offense if requested in writing by the accuser. The request for disciplinary action should include the date of the alleged offense, the specific location, time, details and circumstances of the alleged offense, the name of the accused and be signed by the accuser. The request should be forwarded by certified mail, return receipt requested to:

Campus Manager (San Bernardino), 804 E. Brier Dr. San Bernardino CA 92408

7. If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the proceeding and both the accused and the accuser will be informed of the outcome of any disciplinary proceeding brought alleging a sex related offense. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the executive management of the college, the accused, the accuser and their other parties to the extent allowed by law.
8. The following sanctions may be imposed following a final determination of a disciplinary proceeding regarding Sexual Harassment, rape, acquaintance rape, and other forcible or non-forcible sex offenses:

Warning (either verbal or written) documented in the accused student or employee file.

If the accused has been previously warned either verbally or in writing for a similar offense, the accused may be immediately terminated from enrollment or employment without the possibility of reinstatement.

Immediate termination from enrollment or employment without the possibility of reinstatement.

Smoking Policy

Summit College provides its students with a smoke-free environment and smoking is not permitted anywhere in the facility. THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE. Smoking is permitted in designated areas outside the facility. Students who wish to smoke may smoke in the parking lot behind the facility during normal class breaks. All smokers must follow California smoking laws. Please dispose of smoking materials properly.

CAMPUS SECURITY/SAFETY

Annual Disclosure Requirement

In compliance with federal law, the college publishes an annual Campus Safety and Security report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been made on campus since the college began operation. Along with campus crimes, Summit College is responsible for gathering the applicable crime statistics from local agencies to comply with the requirements of the Jeanne Clery Disclosure.

CRIME AWARENESS/STATISTICS

The safety and well-being of our students, faculty, and staff is important. Although the campus is a safe place, crimes do occur. The statistics are published in compliance with the Crime Awareness and Campus Security Act of 1990, which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees. This report is available to any applicant for enrollment or employment, in hardcopy upon request from the Receptionist, or on our website under disclosures <http://www.summitcollege.edu/required-disclosures> See Safety & Security – Clery Act Addendum Section 5 for complete reporting.

REPORTING OF EMERGENCY/CRIMINAL OFFENSE OR SAFETY ISSUE

Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel. Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at Summit College, the student should immediately report the matter directly to the Campus Manager or Human Resources Office or call 911.

The College's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Administrator or report the hazard to the Campus Manager. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services Administrator. The college conducts regular fire drills on an unannounced basis. Please review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

All students are requested to complete a Medical Emergency Information form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service Administrator and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in medical conditions, medications, allergies or related information.

CRIME HELP CONTACT INFORMATION

Department of Justice Violence Against Women Office -- www.ojp.usdoj.gov/vawo/

Department of Education World Wide Web site on Campus safety – www.ed.gov/offices/ope/ppi/security.html

Department of Education Web Site for Financial Aid Professionals – <http://ifap.ed.gov/IFAPWebApp/index.jsp>

Higher Education Center for Alcohol and other Prevention World Wide Web site – www.edc.org/hec/

EMERGENCY NOTIFICATION & EVACUATION

If the Campus Manager deems a situation on or off campus constitutes a serious or continuing threat to students and/or employees, a warning may be issued. An emergency or dangerous situation is defined as a threat to the health or safety of persons on the campus. On determination of needed actions, all staff and students will be notified.

Security & Access to Visitors

The Campus is open to students and employees during business and class hours as campus rules and regulations are adhered to. The campus is NOT open to the public. Visitors are subject to campus rules and regulations and must sign-in at the front desk when visiting Summit College campuses. Visitors must be accompanied at all times and need to be aware of the following:

Smoking and Tobacco Products: Summit is a non-smoking, non-tobacco product environment. Smoking, including the use of electronic cigarettes and the use of all tobacco products are strictly prohibited within the building(s).

Alcohol and Drugs: The use of alcohol and illegal drugs is not permitted at Summit. Anyone suspected of using drugs or alcohol will be asked to leave Summit's campus.

Firearms: Firearms are not permitted on the Summit campuses

Pets: Pets are not allowed on campus. Only service animals are allowed on campus all other pets are strictly prohibited from being on campus.

All visitors must obey the following rules of conduct at all times:

- Follow all verbal instructions and signs;
- Food and drinks are not permitted in classroom/lab areas;
- Do not touch or attempt to operate any machinery, devices or equipment unless given permission to do so;
- Report all injuries or problems immediately to the Campus Manager/Human Resources;
- All visitors must be accompanied by their designated Summit escort at all times;
- Photography is strictly prohibited unless approved in advance. If approved in advance, photos will be reviewed before being removed from the facility.
- Computer Usage: Anyone bringing a personal computer onto the Summit campus must receive permission from the Director of Information Technology prior to connecting to Summit's network. The Director of Information Technology may require a virus scan to be performed.

SUMMIT INFORMATION

Business Hours

Regular Business hours for ALL campuses are 8:00 AM until 5:00 PM Monday thru Friday. The campuses are open for regular instruction: Monday thru Thursday from 8:00 am until 11:00 pm. Short courses may be offered on Friday's and Saturday's from 8:00 am until 5:00 pm. See the Addendum section for Holiday Schedule and Individual Program Schedules Students enrolled are provided with scheduled time at enrollment. The student will also be given a complete schedule at class orientation. Also see Addendum Section 1 for Holiday schedule. Students enrolled in courses less than 250 hours are provided with a schedule at the time of enrollment. The schedule will be determined by when the next class is being taught.

OBSERVED HOLIDAYS

- | | |
|--|-------------------------------------|
| • Wednesday, January 1 - | New Year's Day |
| • Monday, January 20 - | Birthday of Martin Luther King, Jr. |
| • Monday, February 17 - | Presidents Day |
| • Monday, March 30 | Caesar Chavez |
| • Monday, May 25 - | Memorial Day |
| • Friday, July 3 - | Independence Day |
| • Monday, September 7 - | Labor Day |
| • Monday, October 12 | Columbus Day |
| • Wednesday, November 11 - | Veterans Day |
| • Thursday, November 26 and Friday, November 27 - | Thanksgiving Day |
| • Thursday, December 24 thru Friday, January 1, 2021 | Christmas & School Break |

COURSE SCHEDULES (ACADEMIC CALENDAR)

§71810(b)(11) §94909(a)(4)

Summit College has an open enrollment policy, which means that students may start a program at the beginning of the next module of the program with a few exceptions please check with an Admissions representative or at www.summitcollege.edu for the start dates of all programs. Most programs start a new module every three or four weeks, with the exception of Welding which starts every six weeks. All Summit classes are taught at one of our campuses we do not offer distance learning.

Licensed Vocational Nursing Programs have scheduled starts; please see an Admissions representative for the next start date. Certified Nursing Assistant have scheduled starts every 6 weeks. Students will be provided with a schedule of modules at the time of enrollment. During orientation, a schedule and syllabus will be provided for the current module.

The college offers 3 standard "Tracks" to complete a program. This does not apply to all programs nor all campuses.

1. Morning Track Mon - Thurs
Required courses are taken one at a time and completed between 8:00am and 1:00pm.
2. Afternoon Track Mon - Thurs
Required courses are taken one at a time and completed between 1:00pm and 6:00pm.
3. Evening Track Mon - Thurs
Required courses are taken one at a time and completed between 6:00pm and 11:00pm.

Depending upon current enrollment, not all Tracks may be available for every program or at every campus. Please see an Admissions Representative if you have questions or, to see the next start dates you may refer to the web page.

History of the College

Summit College was incorporated in the state of California in June of 1990 and began offering classes in Colton in May of 1991. Summit received initial accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in April 1994. The college was designed to accommodate the training needs of individuals who were participating in vocational rehabilitation through the California Worker's Compensation system. Due to the popularity of its programs, Summit College now offers its programs to participants of WIOA programs, Veterans, and the public but does not offer any distance education.

It is the belief of Summit College that education is an investment in the student's vocational future. Together we can work as a team to help them reach career goals with self-confidence gained through solid, practical training and knowledge.

Summit College does not provide any dormitory facilities or housing nor assumes any responsibility to find or assist a student in finding housing.

Summit College does not have any pending petition in bankruptcy, is operating as a debtor in possession, or has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). §94909(a)(12)

Each campus offers a student-learning library for students to study, do homework and meet with their study groups.

Ownership

Summit Career College Inc. dba Summit College is a privately owned company by Jay Murvine, Esther Abrahams and James Hall.

Mission Statement

The Mission of Summit College is to provide adult learners with entry-level skills and technological knowledge necessary to achieve success in their chosen vocational field. The College is committed to offering quality education that meets the needs of its students and assisting them in pursuing their educational goals.

GOALS

To instill, through knowledge, the ability to contribute to society in a professional and successful manner.

To provide a caring, nurturing learning environment that promotes academic excellence.

To employ qualified and dedicated faculty members who possess both educational and related experience in the fields they teach. To encourage their continued professional development, and support of the college's mission, purpose and objectives.

To support our students in their studies by means of tutorial services, academic advisement, and employment assistance.

To provide our students with a facility that offers technologies and equipment relevant to the field of study.

To remain committed to a culture of academic freedom and collegial engagement.

To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired result in entry-level employment.

CAMPUS INFORMATION

Courses Offered

Allied Health, Business/Technology, Technical/Trade are on a monthly start rotation, please check with the Admissions department or the website for the next start date. LICENSED VOCATIONAL NURSING– Day programs are scheduled four times a year and the Evening program twice a year; Certified Nursing Assistant program starts every six weeks; please contact your Admissions Advisor for proposed start dates. Individual program and Description of Instruction by Course are located in the Education Section of this Catalog.

Curriculum & Policy Changes

The college reserves the right to change internal academic and administrative policies, curriculum, program content and any other changes deemed necessary. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students. When changes occur students will be notified of any changes via posted notices.

General Facilities & Equipment

All campuses are equipped with ample classrooms, laboratories, computer labs, and a non-smoking student lounge, which includes vending machines and microwaves. Classrooms are equipped with audiovisual abilities to be used in the instruction of supplemental material. Equipment and instruments are available for students to gain the knowledge and technical skills needed for success in their chosen field. §71810(b)(9).

Parking is provided to all students at no charge in the designated spaces of the college parking lot, and on adjoining streets. Summit College does not accept responsibility for damage or theft of students’ personal belongings in or on Campus or vehicles while parked in the colleges’ parking areas. Students park at their own risk. PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

SAN BERNARDINO/COLTON

- Locations

Main Campus - Summit College	804 E. Brier Dr, San Bernardino CA 92408,	909/422-8950
Auxiliary Classroom	965 S. Mt Vernon, Colton, CA 92324	

- Facility Specifications

Summit College’s main campus is located at 804 E. Brier Drive, San Bernardino, CA 92408. The facility has a student lounge, handicap accessible rest room facilities, administrative offices and a reception area. The Trades auxiliary classroom is located in Colton at 965 S Mt. Vernon, Colton, CA 92324. The facility has handicap accessible rest room facilities, and workshops. **See specific program for more information on instructional materials.

- Courses

DENTAL ASSISTANT	LICENSED VOCATIONAL NURSING – DAYS AND EVENINGS
MEDICAL ASSISTANT – Administrative and Clinical	ELECTRICIAN
PAYROLL AP/AR & HUMAN RESOURCES	HVAC
CERTIFIED NURSING ASSISTANT	WELDING BASIC

Continuing Education

CPR BLS for HEALTHCARE PROVIDERS	IV THERAPY	LA City Certification Seminar
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EL CAJON

- Locations

Branch Campus - El Cajon	411 N. Marshall Ave, El Cajon, CA 92020	909/422-8950
Auxiliary Classroom	876 Jackman St, El Cajon, CA 92020	

- Facility Specifications

Summit College's branch campus is located at 411 N. Marshall Ave, El Cajon, CA. The facility has handicap accessible restroom facilities, administrative offices and a reception area, and a student lounge. Summit College does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the colleges' parking areas. Students park at their own risk. The auxiliary classroom is located at 876 Jackman Rd, El Cajon.

**See specific program for more information on instructional materials.

PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

- Courses

MEDICAL ASSISTANT – Administrative and Clinical	HVAC
ELECTRICIAN	WELDING BASIC

Continuing Education

CPR BLS for HEALTHCARE PROVIDERS

LA City Certification Seminar

SANTA ANA

- Locations

Branch Campus - Santa Ana	1639 E. Edinger Ave, Unit A Santa Ana, CA 92807	714/635-6232
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- Facility Specifications

Summit College's branch campus is located at 1639 E. Edinger Ave, Unit A, Santa Ana, CA. The facility has handicap accessible restroom facilities, administrative offices and a reception area, and a student lounge. Summit College does not accept responsibility for damage or theft of students' personal belongings in or on Campus or vehicles while parked in the colleges' parking areas. Students park at their own risk.

PLEASE LOCK YOUR VEHICLE! SUMMIT COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

- Courses

ELECTRICIAN

HVAC

WELDING BASIC

Continuing Education

LA City Certification Seminar

DORMITORY FACILITIES

Summit College does not have dormitory facilities under its control; the availability of housing located reasonably near the institution's facilities are homes or apartments varying in cost. Summit College assumes no responsibility to find or assist a student in finding housing. §71810(b)(13) Current statistics on housing costs are available at http://www.csac.ca.gov/pubs/forms/grnt_frm/studentexpensebudget.pdf.

LIBRARY, AND COMPUTER LAB

§71810(b)(10)

The Library, and Computer Lab is available at the college and are central to the support of student learning. Open 5 days a week during campus hours to all students and graduates, this area is comfortable and quiet, offering a place to study with computer access. The area is equipped with learning materials and computers for research, along with test bank practice questions to assist nursing students with their NCLEX testing needs. Maps of the campus are available from the receptionist of your campus.

ELIGIBLE CAREER PATHWAYS

Public Law 114-113 amended the definition of an eligible career pathway program for purposes of Title IV aid eligibility under section 484(d)(2) of the HEA to align with the definition of career pathway in section 3 of the Workforce Innovation and Opportunity Act (WIOA) (29 U.S.C. 3102(7)). Under section 484(d)(2) of the HEA, an eligible career pathway program means a program that combines rigorous and high-quality education, training, and other services that—

Aligns with the skill needs of industries in the economy of the State or regional economy involved;

Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the ‘National Apprenticeship Act’; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.);

Includes counseling to support an individual in achieving the individual’s education and career goals;

Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;

Enables an individual to attain a high school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and

Helps an individual enter or advance within a specific occupation or occupational cluster.

An eligible career pathway program **MUST** meet each of the statutory requirements above. Under those requirements, an eligible career pathway program must include two components: a Title IV eligible postsecondary program component as defined under 34 CFR 668.8, and a component that enables an individual to attain a high school diploma or its recognized equivalent. The component of the eligible career pathway program that enables an individual to attain a high school diploma or its recognized equivalent may not be paid for using Title IV aid and should not be incorporated into a student’s Title IV enrollment status or Title IV cost of attendance as defined in section 472 of the HEA. Only the enrollment status and costs associated with the Title IV eligible postsecondary program component can be paid for using Title IV aid. In developing an eligible career pathway program, institutions should work closely with an appropriate adult secondary school education provider and with their financial aid administrator to ensure that the program is eligible for Title IV aid.

- Eligible career pathway programs contains 2 components:
- An adult education component, and
- Title IV eligible postsecondary program component

Eligible Career Pathways Admission

Eligible Career Pathways admission is available on a limited basis for all currently offered Summit College programs recognized as core or trade. Licensed Vocational Nursing and Certified Nursing Assistant are excluded. All applicants must complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, and review the school catalog.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB/Eligible Career Pathways program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. Summit College utilizes the Wonderlic Basic Skills (WBST) Test. Minimum scores are as follows:

Language Usage - 200

Math - 210

If a prospective student successfully passes the ATB test, the Admissions Representative will route the student through the Eligible Career Pathways ECP prospective student procedure as follows:

1. Complete all financial aid and enrollment processes.
2. Schedule the student for mandatory ECP orientation
3. Schedule the student to enroll in the accredited Adult H.S. Diploma Program (C4L)
4. Sign and commit to the ECP Student Academic Agreement of:

Attend scheduled academic advising meetings with the Career Pathways Coordinator regarding Academic progress, C4L progress and career counseling.

Maintain 80% attendance minimum and 2.0 GPA as required by SAP

Complete tutoring plan requirements as outlined by instructors and/or the Career Pathways Advisor.

ELIGIBLE CAREER PATHWAYS FINANCIAL AID ELIGIBILITY

To be eligible for financial aid, a student must have completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

VETERAN'S BENEFITS

Enrollment & Benefit Explanation

The **School** Certifying Official (SCO) will meet with all prospective students that are eligible to use VA benefits in order to obtain information on the VA benefit the individual is eligible. The SCO will inform the prospective student of the certification process and provide information regarding what will be covered by the VA benefit and what the prospective student may be responsible. The SCO will explain that the student will be held to all policies and procedures contained in the Summit College Student Catalog. The SCO and Summit College will act in accordance to the Principles of Excellence as described below.

PRINCIPLES OF EXCELLENCE:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- We will not commit fraudulent and aggressive recruiting techniques and misrepresentations.
- We will make accommodations for Service members and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

Prospective students will be asked to provide the following documents prior to certification.

- Certificate of Eligibility, Statement of Benefits or VAF 28-1905 form for chapter 31
- Transcripts from previous education and/or military education and training

Transcripts will be reviewed by the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for applicable transfer credit.

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

Effective August 1, 2019 as part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code, Summit College adheres to the following:

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

- We permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Summit College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Summit College will require Ch. 31 and Ch. 33 students to take the following additional actions:

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

Transcript Review

Upon notification of the enrollment of a prospective student with VA benefits, the SCO will forward transcripts to the Director of Nursing (DON) or Education Manager/Coordinator (EM/EC) for review. Transcripts will be reviewed for any relevant education that can be used for credit for previous training (CPT).

Prior credit must be reviewed and credit shall be granted as appropriate as indicated in Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4). We do not have to report prior credit to VA, however, we must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly.

The SCO should make every effort to obtain transcripts to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, we may continue to certify enrollment as long as the student has matriculated. Military education and training should be evaluated for prior credit.

The Certification process

The SCO will certify VA benefits in VA-Once as follows:

LVN Program – Students will be certified one term at a time. At the end of each term grades and attendance will be reviewed prior to the next certification to ensure SAP and attendance minimums have been met.

HVAC, Electrician and Welding Basic – Students will be certified upon completion of the prerequisite courses. After completion of the prerequisite courses, grades and attendance will be reviewed prior to the next certification to ensure SAP and attendance minimums have been met. Exceptions can be made to this policy in the event the months remaining in a student's VA eligibility are less than the program length.

Medical Assistant and Payroll, AP/AR & Human Resources – Students will be certified three times. First, through the midpoint of their program. Second, from midpoint to Externship and lastly for their Externship class. Exceptions can be made to this policy in the event the months remaining in a student's VA eligibility are less than the program length.

Break Days will be noted in all certifications as mandated by the VA/CSAAVE.

Attendance & Academics

Students accessing VA benefits are required to maintain Satisfactory Academic Progress as outlined in the Summit College Student Catalog. Students accessing VA benefits are also required to maintain attendance standards as outlined in the Summit College Student Catalog. Failure to adhere to these standards will result in the termination of their VA benefits and/or termination from their program.

ADMISSION REQUIREMENTS

§94909(a)(8)(a)

Minimum Requirements

All programs at Summit College are taught at one of our campuses. We do not offer Distance Education.

Summit College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements.

To be eligible for admission to Summit's programs a prospective student must meet the following requirements:

Applicants for the Core and Technical programs must be of compulsory age, provide an acceptable High School diploma, GED or equivalent and complete an Interview with an Admissions Advisor. Students may enroll at any time; however, scheduled module start days are the only days that students may begin classes. Each module is designed and taught as a "stand alone" module. Therefore, students may begin instruction on the first day of any individual module in the program, and proceed until all the required modules have been completed per the individual program requirements. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Applicants for Nursing programs (LVN, CNA) be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and LVN applicants pass the Wonderlic SLE entrance exam. Students may enroll at any time; for the next scheduled class. Nursing and CNA starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

FOREIGN STUDENTS/LANGUAGE SERVICES

§71810(b)(3)(4)(5).

Summit College does not provide language services or ESL classes. No visa services are provided for students nor does Summit vouch for student status, and associated charges. The level of the English language proficiency required of students must meet the set entrance test qualifications.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

§71810(b)(3)(4)(5).

Summit College does not provide language services. No visa services are provided for students. The level of English language proficiency required of students must meet the U.S. high school requirement and the chosen course qualifications.

Special Needs Accommodation

Summit College does not discriminate against individuals with a disability. Qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. All Special Needs students must meet the age, and education requirements for enrollment into any program, if applying for a program in the Nursing Department all California Board policies for enrollment must also be met. Qualified individuals with a disability who need a reasonable accommodation should use

the Institute's Disability Accommodation Request Form to submit the request. The form must be submitted to the Institute's Disability Compliance Coordinator. Institute faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Institute's Disability Compliance Coordinator.

Summit College's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations.

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain the process. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the Summit's Grievance Policy.

NEED TO NOTIFY OF SPECIAL NEEDS

When Summit is not adequately made aware of the special needs or requirements of disabled persons prior to admission, the special needs student cannot be guaranteed that suitable staff and/or facilities will be made available to meet those needs or requirements. In some cases, the College may require appropriate evidence of the extent of a particular disability before it is able to commit itself to providing resources and/or appropriate support.

Procedure for ALL students

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department. Applicants will be interviewed by an Admissions Advisor to ascertain their interests and previous educational and professional experience. Summit encourages parents or spouses of prospective students to attend this interview. Prospective students and family will then receive a tour of the facility and have an opportunity to ask questions. Students will need to provide a high school diploma, GED or equivalent. An interview with the Department Director may also be required for some programs.

The applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students. All students will be scheduled to meet with the Financial Aid Department for pre-qualification. To be eligible for financial aid, a student must have a high school diploma or equivalent. **

Readmission Requirements

Former students that have withdrawn from a program and/or have been terminated from school will not be allowed automatic readmission. Any student who wishes to be considered for readmission must submit a written request to the Office of Student Services explaining the reasons for readmission. Readmission will be determined on an individual basis by the Readmission Committee comprised of the Campus Manager, the Department Representative and the applicable Department Director/Coordinator. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons, and has been out of the program for 12 months or longer, may need to take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration

that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous training will apply. The student will be notified in writing of the Committee's decision within 21 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a "space available" basis.

TRANSFER OF CREDIT

§94909(a)(15)/ §71770(c)(1)(2)(3)(6)

Program Transfer and/or Readmit Students

Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within twelve months from the last date of attendance will receive academic credit for all previously completed courses. Students must meet Satisfactory Academic Progress requirements concerning grades and attendance.

Summit College does not provide language services. No visa services are provided for students. The level of the English language proficiency required of students must meet the set entrance test qualifications. §71810(b)(3)(4)(5).

Notice Concerning Transfer Ability of Credits and Credentials Earned

CREDITS AND CREDENTIALS EARNED AT SUMMIT COLLEGE

"The transferability of credits you earn at Summit College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma which you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Summit College to determine if your credits, degree, diploma will transfer."

Students interested in transferring to another institution during or after their enrollment period at Summit College are encouraged to request official transcripts for their completed coursework and maintain or request copies of their program syllabus. Summit College cannot guarantee the transferability of the credits and/or hours earned at our institution, we do recommend our students and former students are prepared in the event they are interested in continuing their education. **Summit College has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OF CREDIT FROM ANOTHER SCHOOL

Summit will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled.

Summit College may grant credit to a student for prior experiential learning only if:

- The prior learning is equivalent to a college or university level of learning;
- The learning experience demonstrates a balance between theory and practice and;
- The credit awarded for the prior learning experience directly relates to the student's program of study and is applied in satisfaction of some of the degree requirements.
- Each college or university level learning experience for which credit is sought shall be documented by the student in writing.
- Each college or university level learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain what college or university level learning the student's prior experience is equivalent, and how many credits toward a diploma may be granted for that experience.

A student must notify the admissions department at time of registration if requesting such credit. The Department Representative and/or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a "C" (2.0) or better, and the former institution must be accredited by an agency recognized by either the US Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. This may affect financial aid eligibility. Credits awarded for previous education will be limited by program.

A maximum of 25% of the required credits can be transferred from another institution. Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Department Representative or Director of Nursing of the college and dependent upon the type, length and correlation of content to the course being evaluated. §71770(b)

Student's requesting Transfer Credit must:

- Complete a Transfer of Credit Request Form.
- Provide an official transcript from the granting college or university.
- Provide a detailed Course Description, Syllabus or Catalog describing the course(s).

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition cost and the corresponding course will be listed on the student's transcript with a grade of "TC". Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student's scheduled completion date and can affect eligibility for financial aid funds.

Students may appeal the decision of acceptance of transfer credit by written request to the Campus Manager for review by a committee. A review and determination will be completed within 14 days and the student will be informed in writing.

Challenge Credit

All students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Student Services Administrator prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay a non-refundable fee of \$100.00 for Allied Health/Business/Technology or Technical/Trade courses and \$300.00 for Licensed Vocational Nursing at the time of request to schedule a challenge test. (LVN must file with the Director of Nursing prior to anticipate start date.)

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a "CC" and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. Challenging a course will affect a student's scheduled completion date and can affect eligibility for financial aid funds.

CAREER SERVICES

§94909(a)(13)

Summit College provides employment assistance to all qualified graduates at no additional charge. The college does not guarantee employment upon graduation. However, we strive to assist our graduates to become gainfully employed in their program of study. An explanation of the placement services available to all eligible graduates follows:

Placement assistance includes, but is not limited to:

- Assistance in preparing, updating and customizing résumés for graduates.
- Instruction in interviewing techniques including "mock" interviews to assist the student in identifying deficiencies in interviewing techniques.
- Pre-placement interview by the Career Services Department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field(s) for which the graduate is qualified to work.
- Direct marketing to prospective employers.
- Memberships and attendance in local organizations to develop a network of contacts and market the graduates to organizations in their field of study.
- Follow-up with graduates after employment to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers, email and addresses to the Career Services Department to ensure continued assistance.
- All students must provide an updated resume prior to completion of program.

EMPLOYMENT GUARANTEE DISCLAIMER

Recruitment: Informational and promotional materials, advertising, and representations made by or on behalf of the institution for recruiting purposes make only justifiable and provable claims regarding the courses, programs, costs, location, instructional personnel, student services, outcomes, and other benefits. All communication with prospective students is ethical and honest. The institution does not state or imply that employment, occupational advancement, and/or certification and licensing are guaranteed.

Federal Labor Laws

The [Fair Labor Standards Act \(FLSA\)](#) requires employers to prominently post various notices pertaining to specific requirements of the Act in the workplace. These notices are posted in all employee locations. Students may obtain information on Fair Labor Standards www.dol.gov.

CAL OSHA AND FEDERAL LABOR LAWS INFORMATION

82-Educational Services (schools, colleges, universities and libraries)

Public and private sector employers are not required to keep Cal/OSHA injury and illness records for any establishment classified in the following Standard Industrial Classification (SIC) codes, unless they are asked in writing to do so by OSHA, the Bureau of Labor Statistics (BLS), or state agency operating under the authority of OSHA or the BLS. All employers, including those partially exempted by reason of size or industry classification, must report to the Division of Occupational Safety and Health any workplace incident that results in a serious injury, illness, or death, as required - Title 8 Section 342.

1. **General Requirements** -- Summit College will furnish places and conditions free from safety and health hazards.
2. **OSHA Regulations** -- Summit College will comply with applicable regulations of the Occupational Safety and Health Administration.
3. **Reporting Hazards** -- Summit College will respond to reports of hazards on the campus.
4. **Workplace Inspections** -- Summit College will insure that each workplace is inspected annually for hazardous conditions. Summit College will post Notices of Unsafe or Unhealthful Conditions found during the inspections for a minimum of three business days, or until the hazard is corrected, whichever is later.
5. **Correction of Unsafe Conditions** -- Summit College will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.
6. **Safety and Protective Equipment** -- Summit College will acquire, maintain and require use of appropriate protective and safety equipment.
7. **Safety and Health Training** -- Summit College will provide occupational safety and health training.
8. **Reporting Accidents, Injuries and Occupational Illnesses** -- A report of accidental injury/illness for all accidents, injuries or occupational illnesses must be filed with Human Resources.
9. **Safety and Health Committees** -- Summit College will support any safety and health committees that are formed from management and employee representatives.

STUDENT RESPONSIBILITIES

1. **Compliance with Standards** -- Students shall comply with all OSHA and approved Summit College occupational safety and health standards, policies and directives.
2. **Safety and Protective Equipment** -- Students shall use appropriate protective and safety equipment when required for training.
3. **Reporting Hazards** -- Student and their representatives shall have the right to report unsafe or unhealthful conditions to appropriate officials and to request an inspection of the work area. The name of the person making the report will be kept confidential if requested.
4. **Freedom from Fear of Reprisal** -- Students and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the Summit College Safety and Health Program.

RESPONSIBLE OFFICIALS

The Designated Agency Safety and Health Official (DASHO) for Summit College is the office of Human Resources. The Human Resources office may be contacted by asking the operator.

FINANCIAL SERVICES

Financial Aid

§71810(b)(6)

FEDERAL PELL GRANT

The Pell Grant program is designed to assist undergraduate students. Eligibility for this award is based primarily on the student and his/her parents' income and assets, family size, and number of family members in school. Pell grants are awarded to qualified students and do not have to be paid back. All students wishing financial assistance should apply for a Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is designed to assist undergraduate students with exceptional financial need as determined by the program requirements. Priority for awarding this grant is given to Federal Pell Grant recipients. The FSEOG is a grant from the federal government and does not have to be paid back.

FEDERAL SUBSIDIZED STAFFORD LOAN

The Federal Stafford Loan (formerly the Guaranteed Student Loan program) is a loan program administered by state governments in coordination with participating lending institutions. The Federal Stafford Loan is a loan to the student that must be paid back plus any interest.

FEDERAL UNSUBSIDIZED STRAFFORD LOAN

This loan is similar to the regular Stafford Loan with the exception that the government will not pay the interest on the loan during the student's enrollment or any grace period. This is a loan that must be repaid by the student along with any interest.

FEDERAL PLUS LOAN

The Federal Plus Loan program allows parents of dependent students to borrow funds up to the amount of the student's unmet financial need for the cost of attending a program. This is a loan that must be repaid along with any interest.

Title IV Course Calculations

For financial aid purposes, except in certain cases specified by USDE, the method of converting clock to credit hours for lecture, laboratory, and/or externship are as follows:

One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

Financial Aid Packaging Statement

Summit College will consider each eligible student's financial aid package on an individual basis and will utilize Pell Grants as a first consideration. The college will then consider the other available loan and grant programs with the FSEOG as the last element of any financial aid assistance package.

Reinstatement of Eligibility for Financial Aid

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of any probationary status notification; and/or
- Met the terms of satisfactory progress academic progress by achieving a 2.0 GPA and/or achieved a 80% attendance except in nursing.

NOTE: Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements may be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

TUITION PAYMENTS

Summit College accepts several methods of payment including cash or debit card, check, money order or credit card towards student payments. Summit College also participates in the following federal and state sponsored financial aid loan or grant programs: Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan Program, Federal Direct Plus, Pell Grant, Supplemental Educational Opportunities Grant. These grants and loans are available to any student who qualifies under the specific requirements for each financing program. General information on these programs is provided below, for specific information or to apply for any of these programs, please see the Financial Aid office.

DISCLOSURES TO ALL STUDENTS

§94909(a)(10)

Any student who obtains a loan to pay for an educational program has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

"If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: §94909(a)(11)

The federal or state government or the loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal financial aid at another institution or for government housing assistance until the loan is repaid.

GRANTS are funds given to you that do not have to be repaid (such as Pell Grants, Cal Grant-C) however, LOANS are funds that must be repaid, usually with interest (Federal Direct Loans).

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. (§94909(a)(16) §94897(p)

Collection Procedures

Students whose financing package does not cover the entire cost of tuition will be required to pay the balance due by means of cash payment, check or debt card, money order or credit card at the time of enrollment or the execution of a Retail Installment Contract. The Retail Installment Contract will be calculated to pay off the balance due by means of monthly payments for the length of the student's enrollment period. No interest charges will be assessed on a Retail Installment Contract during the term of instruction. Students will receive a payment schedule upon execution of the Retail Installment Contract. Monthly statements will be mailed at the end of each month. Tuition payments are due on the 1st day of each month and may be made by cash; check, credit card or money order payable to Summit College. Please see the Business office to make a payment.

A late fee of \$10.00 will be charged if payment is not made by the 10th of each month, and an additional \$5.00 will be charged if the payment is not made by the 15th of the month. A service fee of \$25.00 will be assessed on any returned check. If one payment is returned, all future payments must be made by credit card, cash or cashier's check. Any student account that remains past due for over 20 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Diploma
- Suspension of Placement services
- Termination from the program

CANCELLATION/WITHDRAWAL AND REFUNDS

§94909(a)(8)(B) CANCELLATION OF ENROLLMENT Ed Code §94911(e)(2) – Accet Doc 31/29.1(12)

Cancellation Due To:

- **Rejection of Applicant:**
If an applicant is rejected for enrollment by Summit College, or if a prospective international student has his/her visa application rejected, a full refund of all monies minus the registration fee paid will be made to the applicant.
- **Program Cancellation:**
If Summit College cancels a program subsequent to a student's enrollment, Summit College will refund all monies paid by the student.
- **Cancellation Prior to the Start of Class or No Show:**
If an applicant accepted by Summit College cancels prior to the start of scheduled classes or never attends class (no-show), Summit College will refund all monies paid, less the non-refundable registration fee for the program.
- **Cancellation After the Start of Class**
A student who has attended classes may cancel this enrollment agreement on or before the seventh day following the first day of scheduled class. The College will refund any money paid, less the non-refundable

registration fee, and any deduction for equipment not returned in a manner and in new/unopened condition, within 30 calendar days of the notice of cancellation being received.

If Summit College has provided any equipment, including books or other materials, it must be returned to the College within 7 calendar days following the date of notice of cancellation. If equipment is not returned, including books or other materials in new/unopened condition with the 7 –day period, the College may deduct its documented cost for the equipment from any refund that may be due.

All program costs including tuition, fees, and any other costs are published in the “Educational Cost Disclosure” Addendum Section 2. Any non-refundable fees and charges are clearly labeled as such.

“The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.”

Withdraw from the Course

Ed code §94911(e)(3) - Accet Doc 31 BPPE CEC §94909(a)(8)(B)

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the seventh day of instruction and prior to completion of up to 60% of the total program hours, the College will provide a prorated tuition refund, less the registration fee within 30 days of your withdrawal (see below for a refund calculation example), If you obtain equipment, as specified in the agreement as a separate charge, and return it in new/unopened condition within 7 days following the date of your withdrawal, the college shall refund the charge for the equipment paid by you. If you fail to return the equipment in new condition, within the 7-day period, the college may offset against the refund the documented cost to the college of that equipment.

You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of your equipment may be less than the amount charged, and the amount the college has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract.

- ✓ IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL.
- ✓ IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Example 1:

The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.

- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is \$15,000. Tuition for each period is \$7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.
- Number of weeks student attended 8 weeks = 33.3%
- Number of weeks financially obligated 24 weeks

- Pro rata portion completed based on 8 weeks = 33.3%
- 33.3% of \$7,500 tuition = \$2,500 (earned tuition)
- 10% of unearned tuition (\$7,500-\$2,500 = \$5,000 unearned) = \$ 500
- Owed to institution = \$3,000
- Student payment = \$7,500
- Refunded to student by April 22nd = \$4,500

Example 2:	Step 1	$2075.00 - 75.00 / 400 = 5.00$
	Step 2	$100 * 5.00 = 500.00$
	Step 3	$2225.00 - 500.00 - 225.00 = 1500.00$

**** Students who attend more than 60% of the total program hours will be charged 100% tuition and fees.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the college of your withdrawal or the actual date of intent of withdrawal.
- When you have given notice of cancellation to the Campus of Summit College you were to attend verbally to your Admissions Advisor. Or, if sent by mail to the address listed with postage prepaid should be directed to the attention of "Admissions." The notice need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. Main Phone Number - 888/497-3382
- The college terminates your enrollment
- For failure to attend classes in violation of the college's attendance policy. In this case, the date of withdrawal shall be deemed to be the last day of recorded attendance
- You fail to submit three consecutive lessons or you fail to submit a completed lesson required for homework or workbook assignments within 60 days of its due date.

Refund amounts are based on a student's last day of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amounts of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

**** Students who attend 60% of the total program hours will be charged 100% tuition and fees.**

Refunds

FEDERAL REFUND VS. STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 60% of their program, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the institution.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

- To determine the percentage of the payment period completed, the number of days* attended in
- The payment period is divided by the total days* in the payment period.
- *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.
- The net amount of Title IV funds disbursed, and what could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title aid.
- The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
- The institution will return unearned aid for the payment period.
- Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
- Unsubsidized Stafford Loan Program
- Subsidized Stafford Loan Program
- Stafford PLUS Program.
- A student who withdraws after the 60% point-in-time, there are no unearned funds.

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- Federal Pell Grant Program
- Federal SEOG Program
- Other assistance awarded

Note: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, veterans should call the DVA nationwide toll free number at 1-800-827-1000.

Calculation of Amount of Tuition/Equipment Refund

(Per California Private Postsecondary and Vocational Education Reform Act, Section 94720)

The institution shall have and maintain the policy set forth in this article for the refund of the unused portion of tuition and fees and other charges if the student does not register for the period of attendance or withdraws at any time prior to completion of the courses, or otherwise fails to complete the period of enrollment. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

The refund shall be calculated as follows:

- Deduct a non-refundable registration fee not to exceed \$150 from the total tuition charge.
- Divide this figure by the number of hours in the program.
- The quotient is the hourly charge for the program.
- The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.
- The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.
- You fail to attend 40% of your scheduled classes in a 10-week term.

Additional Cost Disclosure

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

- **Housing Costs** --The College does not offer housing to any student. You will be responsible for your own Housing.
- **Travel expenses to and from school and/or extern or clinical sites (if applicable)**
The college does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site (if applicable).
- **Incidental school supplies**
The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalogue. You will be responsible for paying for these items separately.

Federal Work Study Program

This program provides federal funds to assist employers to hire eligible students participating in financial aid programs. Eligibility for this program is dependent upon evidence of financial need. A limited number of federal work-study positions are available on campus and with outside employers. The positions are part-time, temporary jobs that students can apply for while they are attending school.

Specific details, eligibility requirements, repayment obligations and applications for these programs are available from the Financial Aid office. The Financial Aid office will provide students with all pertinent information regarding the importance of financial aid obligations and repayment as well as the penalties involved for failure to repay a student loan.

All students participating in financial aid programs are required to maintain satisfactory progress and must be in classroom attendance throughout their enrollment to remain eligible for financial aid assistance. The Financial Aid department will provide students with entrance counseling explaining the options, obligations and details of financing arrangements of being a responsible student loan borrower. Private tuition financing arrangements may be available to students in addition to the programs listed above. For complete details on tuition financing, please make an appointment to meet with the Financial Aid office. The deadline for applying for additional Title IV funds is the midpoint of a student's program.

STUDENT SERVICES

The Student Services department is a resource for current students and alumni. To meet the needs of our students as they progress through their college experience we provide a wide variety of services from enrollment verifications to information on community services. Students are encouraged to visit our department with questions in regards to the College's policies and procedures and to receive assistance with the following services.

- Attendance/Enrollment Verifications
- Information on Community Services
- Student ID's
- Changes to Student Contact Information
- Transcripts and diplomas

STUDENT COUNSELING

Our current students and alumni may also visit Student Services to pick up their Diploma, Official Transcripts, and Commencement Applications. Our mission is to offer students the support and guidance necessary to successfully complete their educational programs. §71810(b)(12)

Records / Transcripts

- In Accordance with the Family Education Rights and Privacy Act (FERPA)

All student information contained in the student's academic, administrative, financial aid and Career Services files are held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the Student Services Administrator. For a fee, official transcripts will be produced for former and current students. A 72 hour rush transcript is available for an additional fee upon request, however if received after 1:00pm it will go out on the fourth business day. A student may request a replacement diploma for a fee. Please see the business office for a schedule of fees.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Manager if the request for amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Manager.

Student records will be maintained for a period of not less than 5 years as required by law. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the Student Services Administrator. §71810(b)(15)

Program Transfer

All students wishing to transfer from one program to another must request the transfer in writing and receive approval prior to transfer. A “Request for Program Transfer” form can be obtained from the Student Services Administrator. Program transfer requests will be considered providing they occur within the first 30 days of enrollment. After 30 days of enrollment, program transfers are limited only to programs of greater credit hour value unless the transfer is approved by the Campus Manager, Financial Aid Manager and Department Representative. Program transfers may affect a student’s scheduled completion date and Financial Aid eligibility. For more information on transferring from one program to another, please see the Student Services Administrator.

PROGRAM TRACK TRANSFER

Students wishing to transfer from one schedule track to another must request the change in writing and receive approval prior to changing tracks by the Department Representative. A “Request for Track Change” form can be obtained from the Student Service Administrator. Track changes will affect a student’s estimated completion date and financial aid eligibility. Track transfers are initiated at the beginning of the next sequential module.

Adding / Dropping / Withdrawals

Students may add a module to their planned schedule on a space-permitting basis. Modules that are less than 60 days in length must be started at the first class session. All requests to add a module must be made in writing with the Student Services Administrator and be approved by the Department Representative. Adding a module will affect the student’s scheduled completion date and could impact financial aid eligibility. Students are required to speak to the Admissions and Financial Aid departments to determine what effect adding a module will have on their account.

Dropping or withdrawing from the module/term within the first five days of instruction will not affect the student’s CGPA nor will the student incur any financial responsibility. The module/term will not appear on the student’s transcript. However, if a student withdraws from a module/term of instruction after the first five days of instruction, the module/term will appear on the transcript with a “W” grade and the credits attempted will count toward the maximum allowable time frame. Withdrawing from a module will affect the student’s eligibility for financial aid. Withdrawing from all modules will cause the student’s enrollment to be terminated.

OFFICIAL WITHDRAWAL PROCEDURES

Students who intend to withdraw from a program must notify the college either orally or in writing. The designated office for official notification of withdrawal is the Student Service Administration office. Students who do not provide official notification of withdrawal to the student services office will be terminated per the college’s satisfactory progress and attendance policies. The withdrawal date will be the last date of attendance at an academically related activity. Students, who notify the college of intent to withdraw and subsequently rescind that decision, must provide the college with written notification of the rescission.

WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in termination from the program and all Financial Aid will cease.

DETERMINATION OF THE WITHDRAWAL DATE

The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution’s signed documentation.

Note: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.

Repeating a Course

- Allied Health/Business-Technology/Technical-Trade Programs

Students may repeat a course as required by the College due to academic or other reasons at the discretion of the Department Representative. The best grade for the last repeated course will be listed and count toward the CGPA. All courses repeated will be at no cost to the student. All attempted credits will be calculated in determining satisfactory academic rate of progress. Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for financial aid.

"Time and a Half" - Students repeating a module must complete the program within the maximum allowable time frame, which is 1.5 times the program length to be considered as maintaining satisfactory progress and remain eligible for financial aid. A student may be allowed to repeat a unit of study within a program that the student failed or did not complete, on a space-available basis.

GRADUATION REQUIREMENTS

Diploma

Diplomas will be awarded to all students who successfully fulfill all graduation requirements and complete the "exit interview" process. Diplomas will reflect the achievement of those students who graduate with honors. A student must meet the following requirements at the time of graduation:

- Achievement of an overall, final grade point average of 2.0 or better. Meets all attendance requirements for the program of study.

Standard of Achievement

Allied Health/Business and Trades §71810(b)(8)

In order to receive a Diploma from a program of study, students must:

- Complete the required credit hours within the maximum number of credits attempted. This includes clinical and/or externship.
- Complete all requirements within 1.5 times the program length.
- Must meet a minimum of 80% attendance requirement of modules and 100% attendance for externship.
- Have a CGPA of at least 2.0 at the completion of the program.
- Participate in an exit interview and complete the required exit paperwork with Financial Aid.
- Meet with the Career Services Department and provide a current résumé.
- Fulfill all financial obligations to the College.

Honors and Awards

Allied Health/Business-Technology/Technical-Trade program students completing their program with a GPA of 3.5 or higher will receive an Honor Roll certificate and be recognized at graduation for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance Certificate and be recognized for their accomplishment.

Commencement & Pinning Ceremonies –

CEREMONIES – ALL PROGRAMS

The college will host several Commencement Ceremonies and Pinning Ceremonies for its eligible students throughout the year. The dates will be announced approximately 2-3 months prior to the ceremony date.

Students who complete a Short Program or C.N.A. program are not eligible to participate in Commencement or Pinning Ceremonies.

Eligible students in the Allied Health, Business and Technology, and Technical Trade Departments must:

- Complete all graduation requirements and be in good standing with the college.
- Participation in the Commencement Exercises is limited to those candidates who have completed their training program on or before the cut-off date identified on the application and have not attended an earlier commencement ceremony for the same program. The student must be current on financial obligations.

PINNING CEREMONIES

Licensed Vocational Nursing

Students who complete the LVN program grad requirements may participate in the Pinning Ceremony. In order to participate a students must receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.

Purchasing Regalia

Students must pay a commencement fees and submit an application by the deadline given for each ceremony. This commencement fee includes cap, gown and tassel, a diploma cover and if honors a sash. Please see the Business Office for cost and purchasing.

ACADEMIC INFORMATION

Attendance

ALLIED HEALTH/BUSINESS-TECHNOLOGY/TECHNICAL-TRADE

Requirements §94909(a)(8)(d)

- Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must adhere to the following attendance requirements:
- Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.
- Tardiness and early departures will affect a student's attendance and grades.

Students must attend a minimum of 80% of the scheduled class/module hours for each class/module attempted.

TARDINESS

All students attending Allied Health, Business or Trade programs at Summit College must arrive at school no later than fifteen (15) minutes after the starting time for their particular course.

If a student arrives late for class or return from break and has not signed in on the attendance roster by the prescribed times, the student will be considered as tardy. Attendance hours will be reduced by the number of hours the student missed.

Students who have excessive tardies can be placed on attendance probation. In addition being tardy can affect student participation score for the day.

Tardies are calculated in the attendance time and students are referred to the Department Representative if they fall below the minimum attendance requirement.

EARLY DEPARTURES

All Students

All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment. Time spent away from class is recorded in quarter hour increments and deducted from student's attendance time. Time spent away from class is discouraged, while there is provision for make-up hours, they rarely compare to the missed lectures/lab time during the day.

MAKE-UP CREDIT / ATTENDANCE & EXTRA CREDIT

- Allied Health/Business-Technology/Technical-Trade

While students are expected to attend all classes and complete all assignments as scheduled, the College does allow students to receive academic credit for make-up assignments, late assignments and/or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day of student returning to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each accredited day late after returning to class. If a student is absent for a test or quiz, the missed quiz or test must be

completed immediately upon their return to class. Failure to complete the quiz or test upon return to class will result in an “zero” grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra Credit assignments are not designed to take the place of regular, required assignments or homework; therefore, students are only allowed to receive a maximum of 10 percentage points of Extra Credit for each course attempted. All extra credit assignments must be discussed, approved, and assigned by the instructor and documented in the student’s academic file with maximum possible points established prior to assigning the project. Make up and Extra Credit assignments will not be counted toward a student’s attendance percentage.

In order to maintain the 80% minimum attendance standard, students may receive attendance credit hours for time spent in the classroom or comparable to content, time/assignment and delivery of the classes missed after normal scheduled course hours. Make-up attendance credit is allowed on a “space available” basis and student MUST make prior arrangements with their instructor to schedule make-up time. Students are also required to sign in and out on the make-up time sheet in the classroom.

Warning & Probation

§94909(a)(8)(c)

If the student does not have cumulative attendance of at least 80% at the end of any module, he/she will be placed on Attendance Warning for the next module by the Instructor or Education Manager/Coordinator. The student must meet with the instructor or Education Manager/Coordinator and abide by the terms outlined in the attendance warning notice. The student will sign a form and this form will be stored in the student’s Educational file.

At the end of the module on attendance warning the student must be making progress toward meeting the 80% cumulative attendance requirement and have met all of the terms of the attendance warning notice. Additionally, if at the end of the module on attendance warning, if he/she has made progress but is still not meeting the 80% cumulative attendance requirement, the student will be put on attendance probation for the next module.

The student will meet with the Education Manager/Coordinator to sign the attendance probation form generated by the college data base. Once signed this form will remain in the student services file. If the student does not progress during probation, the student will be terminated for non-compliance with our attendance policy. Please see Make-up section in this catalog.

Termination

Per federal policy, in the event that a student fails to attend at least one class in any consecutive 14-day calendar period (excluding leaves of absence, scheduled breaks and holidays) the student will be terminated. The Date of Determination will be the 15th day after the Last Date of Attendance as recorded on the attendance record.

Leave of Absence

§94909(a)(8)(e)

A Leave of Absence may be granted to students who require one for medical or extreme hardships/legal reasons or military orders. Leaves of Absence are granted on an individual basis and must be requested in writing by the student and approved by the Department Representative and/or the Director of Nursing. A student may take multiple Leaves of Absence during their entire program. During the term of a Leave of Absence, eligibility for financial aid is suspended. The total cumulative length of time that a student may take for a Leave of Absence must not exceed 180 days or ½ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a Leave of Absence will be required to return to the training program at the point of instruction where they left off. ALL students requesting a Leave of Absence are required to meet with the Department Representative and/or Director of Nursing for approval.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. No additional charges will be assessed to a student's account during a Leave of Absence. Students will be readmitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.

Title IV recipients should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student's "grace period" for beginning repayment of federal loans. For example, if a student takes an approved leave of absence for 90 days and fails to return to classes (withdraws from school) the withdrawal date will be the first day of the Leave of Absence. Therefore, 90 days of the student's grace period would already have been used. For an explanation of grace periods, please see the Financial Aid Department. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Academic Dean and/or the Director of Nursing and Campus Manager.

Students are required to follow the following procedures:

- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- The institution must document its approval of the leave of absence request in accordance with its published policy. The institution may not assess the student any additional charges as a result of the leave of absence.

SATISFACTORY ACADEMIC PROGRESS

(ACCET-Doc18)

Credit Hour Programs

QUALITATIVE STANDARD

Summit College's Qualitative standard measurement for SAP is the student's cumulative grade point average. Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.00 at a rate that allows them to complete the program within 1 ½ times the length of the program, measured in credits. If the student fails to meet the GPA requirement as measured by Cumulative GPA and Rate of Progression, the student will follow the remediation pattern described hereafter.

ACADEMIC WARNING

Progress is measured at the end of each module and at the conclusion of the program, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated. If a student does not meet (SAP) at the end of any module, they will be placed on Academic Warning for the next module. Students on Academic Warning remain eligible for Financial Aid. The grading and attendance policy as it relates to satisfactory academic progress (SAP) is covered as part of the new student orientation and in admissions when enrolling. Throughout the module if students are not meeting either of the standards the instructor will provide the student with a deficiency notice. At the end of the module the instructor will provide the student with a Student progress report. If the student is not meeting SAP they will be referred to the Education Coordinator for counseling and warning.

ACADEMIC PROBATION

At the re-evaluation date the Education Coordinator will meet with the student and review their progress report. If the student is still not meeting SAP at the end of the next module, the student will be placed on Academic probation. At that time, the Education Coordinator will provide counseling to the student on ways to improve student progress through an Academic plan and the student will be given another re-evaluation date. The Education Coordinator or Director of Student Services will meet with the students during the reevaluation to remove the student from probation pending meeting SAP or the student may be dropped from the program. If a student is removed from academic probation the student will receive a progress report reflecting this status. If a student is terminated from the program the student will meet with the education coordinator for processing of the termination.

ACADEMIC APPEAL

Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within five calendar days to the Student Services Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed by the appeals committee comprised of the Academic Dean, Student Services Director and Education Coordinator. The appeals committee will respond within three business days from the date the appeal was filed.

QUANTITATIVE STANDARD

To maintain satisfactory academic progress (SAP) and maintain eligibility for financial aid, a students must have sufficient progress in the program to assure that it can be completed within the maximum time frame of 1.5 times the

normal program length, as measured in attempted credit hours. Students exceeding the maximum time frame are no longer eligible to receive financial aid.

REQUIRED PACE OF COMPLETION RATE

Students must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program.

Credit Hour Programs

Credit Hour Programs	Required Credits	Max. Credits Attempted Calculated 1.5 X Credits
Dental Assisting (Colton Campus Only)	52	78
Electrician	55	82.5
HVAC	54	81
Medical Assistant – Administrative and Clinical	43	64.5
Payroll AP/AR & Human Resources	44	66
Welding	42	63

Tables by Program

Credit Hour Program: Dental Assisting			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 52 Maximum Credits Allowed: 78		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13	19.5*	2.0
Period 2, 50% of Program Financial Aid SAP Review	26	39	2.0
Period 3, 75% of Program	39	58.5*	2.0
Period 4, 100% of Program	52	78	2.0

Credit Hour Program: Electrician			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 55 Maximum Credits Allowed: 82.5		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13.75*	20.625*	2.0
Period 2, 50% of Program Financial Aid SAP Review	27.5*	41.25*	2.0
Period 3, 75% of Program	41.25*	61.875*	2.0
Period 4, 100% of Program	55	82.5	2.0

Credit Hour Program: HVAC			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 54 Maximum Credits Allowed: 81		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	13.5*	20.25*	2.0
Period 2, 50% of Program Financial Aid SAP Review	27	40.5*	2.0
Period 3, 75% of Program	40.5*	60.75*	2.0
Period 4, 100% of Program	54	81	2.0

Credit Hour Program: Medical Assistant			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 43 Maximum Credits Allowed: 64.5		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	10.75*	16.125*	2.0
Period 2, 50% of Program Financial Aid SAP Review	21.5*	32.25*	2.0
Period 3, 75% of Program	32.25*	48.375*	2.0
Period 4, 100% of Program	43	64.5	2.0

Credit Hour Program: Payroll AP/AR & Human Resources			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 44 Maximum Credits Allowed: 66		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	11	16.5	2.0
Period 2, 50% of Program Financial Aid SAP Review	22	33	2.0
Period 3, 75% of Program	33	49.5	2.0
Period 4, 100% of Program	44	66	2.0

Credit Hour Program: Welding			
*When reviewing this uneven credit, the College will round up to benefit the student.	Required Credits for Completion: 42 Maximum Credits Allowed: 63		
ACCET SAP Academic Review Period	Credits Earned	Maximum Credits Allowed	Required Minimum CPGA
Period 1, 25% of Program	10.5	15.75	2.0
Period 2, 50% of Program Financial Aid SAP Review	21	31.5	2.0
Period 3, 75% of Program	31.5	47.25	2.0
Period 4, 100% of Program	42	63	2.0

Clock Hour Programs

QUALITATIVE STANDARD

- CNA Program:

The CNA program requires a minimum 2.0 GPA for completion of the program.

- LVN Program:

Due to the academic rigor of the LVN Program, the grading standards within the terms are higher than our general student population. However, the minimums GPA still remains at a 2.0 GPA for purposes of reviewing SAP.

Progress by maintaining a minimum cumulative grade point average of 2.00 at a rate that allows them to complete the program within 1 ½ times the length of the program, measured in clock hours.

Fundamentals of Nursing:	78% passing grade
Fundamentals Clinical:	Pass (Pass/Fail)
Med Surg I:	78% passing grade
Med Surg I Clinical:	Pass (Pass/Fail)
Med Surg II	80% passing grade
Med Surg II Clinical:	Pass (Pass/Fail)
Maternal Child:	80% passing grade
Maternal Child Clinical	Pass (Pass/Fail)

All students must maintain these minimum standards at term transition or they will be required to repeat the term. If the student fails to meet the GPA requirement as measured by Cumulative GPA and Rate of Progression, the student will follow the remediation pattern described hereafter.

ACADEMIC WARNING

Progress is measured at the end of each term and at the conclusion of the program, at which time both the Grade Point Average and the Rate of Progress/Passed measurement is calculated. If a student does not meet (SAP) at the end of any term, they will be placed on Academic Warning for the next term. Students on Academic Warning remain eligible for Financial Aid. The grading and attendance policy as it relates to satisfactory academic progress (SAP) is covered as part of the new student orientation and in admissions when enrolling. Throughout the term if students are not meeting either of the standards the instructor will provide the student with a deficiency notice. At the end of the term the instructor will provide the student with a Student progress report. If the student is not meeting SAP they will be referred to the Director of Nursing for counseling and warning

ACADEMIC PROBATION

At the re-evaluation date the Director of Nursing will meet with the student and review their progress report. If the student is still not meeting SAP at the end of the next term, the Director of Nursing will process academic probation paperwork. At that time, the Director of Nursing will provide counseling to the student on ways to improve student progress through an Academic Plan and the student will be given another re-evaluation date. The Director of Nursing or Director of Student Services will meet with the students during reevaluation to remove the student from probation pending meeting SAP or the student may be dropped from the program. If a student is removed from academic probation the student will receive a progress report reflecting this status. If a student is terminated from the program the student will meet with the Director of Nursing for processing of the termination

ACADEMIC APPEAL

Students have the right to appeal a warning/probation/termination action by the school. To do so, the student must submit a written appeal within five calendar days to the Student Services Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed by the appeal committee comprised of the Academic Dean, Student Services Director and Education Coordinator. The appeals committee will respond within three business days from the date the appeal was filed.

QUANTITATIVE STANDARD

Summit College offers two programs that are calculated by clock hour: Certified Nursing Assistant and Licensed Vocational Nurse. Both programs have a regulatory agency that dictates the minimum required hours for completion.

- CNA Program:

Within the CNA Program, the California Department of Public Health requires students complete all 232 hours of the program. This means a 100% attendance rate and 100% rate of progress. A minimum 2.0 GPA is required for completion of the program.

- LVN Program:

Within the LVN Program the Board of Vocational Nursing and Psychiatric Technicians allows for a rate of progression aligned with the accreditation commission and federal guidelines. Therefore, LVN students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average of 2.00 at a rate that allows them to complete the program within 1 ½ times the length of the program, measured in clock hours.

Program	Required Hours	Max. Hours	Minimum CGPA
Certified Nursing Assistant* *CDPH (CA State Law requires 100% completion of hours in specified timeframe)	232	232	2.0
Licensed Vocational Nursing – Days	1586	2379	2.0
Licensed Vocational Nursing – Evening	1586	2379	2.0

Financial Aid

Summit College reviews financial aid on the disbursements specified by the Department of Education and ACCET. ACCET Doc 18 states “Financial Aid Purposes: For institutions participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must align with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.”

The Office of Student Services will monitor the student rate of progress and CGPA and update the SAP status prior to Financial Aid requesting disbursement. For academic purposes, the clock hours are reviewed quarterly as specified by ACCET.

Students may be placed on Financial Aid Warning due to not making satisfactory progress after the end of a payment period. Students who fail to make satisfactory progress after the warning period lose their financial aid eligibility unless they successfully appeal and are placed on probation.

Students placed on Academic Probation will remain eligible for Financial Aid, however all Title IV funding including disbursements may be placed on hold. If a student does not make progress towards meeting the CGPA minimum within the next consecutive grading period, the student’s enrollment will be terminated.

REINSTATEMENT OF ELIGIBILITY

Eligibility for financial aid can be reinstated at any time after the student has:

- Met the terms of probationary status notification; and/or
- Met the terms of satisfactory progress academic progress by achieving a 2.0 GPA.

Exceptions to Satisfactory Academic Progress

The college may consider a student to be maintaining satisfactory progress if the student has not met policy minimums and extraordinary circumstances apply. Such circumstances include the death of a family member and/or prolonged illness or severe injury of the student. Students who have a mitigating circumstance affecting their satisfactory progress must meet with the Education Coordinator or Director of Nursing to explain the situation. Mitigating circumstances will be reviewed on a case-by-case basis and the decision of the Academic Dean regarding exceptions to the satisfactory progress policy minimums is final. Documentation of the decision is kept in the students’ file. Generally all periods of the student’s enrollment count when assessing progress: Course incompletes, withdrawals and repeated courses. Transfer students accepted and applicable to the credit for previous training (CPT) policy will be subject to the same standards as institutional credits

GRADING SYSTEM

Grading Breakdown

Grades are calculated by totaling your weekly scores and dividing by the number of weeks in the course. You will be given a weekly exam, lab assignments, homework assignments, and typing exercises. In addition, you will be graded for attendance and professionalism. Please see specific program for grade scale breakdown. Please see individual program for more breakdown of grading. The following chart is used for a letter grade:

PROGRAMS WITH LETTER GRADES

P, F,	Pass, Fail. These grades are given for Internships or Externships and are not counted in the CGPA.
AU	Audit. Students choosing to audit a course do not receive academic credit and this grade does not affect the CGPA.
CC	Challenge Credit. Students who successfully pass a challenge examination(s) will receive this grade. This grade does not affect the CGPA.
TC	Transfer Credit. Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.
W	Withdrawal. Students who drop/withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.
I	Incomplete. Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be converted to an "F" grade if the requirements are not met within 10 calendar days of the last scheduled day of instruction for the course.

ALLIED HEALTH/BUSINESS/TRADES GRADING SCALE

Grade	Range	Points		Grade	Range	Points
A	96-100	4.0		C	70-75	2.0
A-	90-95	3.7		C-	67-69	1.7
B+	87-89	3.3		D+	63-66	1.3
B	83-86	3.0		D	60-62	1.0
B-	80-82	2.7		F	0-59	0
C+	76-79	2.3				

CLASSROOM PROTOCOLS

Take responsibility for your education - Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.

Attend every class - You will find that students who attend every class, listen to the instructor and take good notes will be more likely to pass (with a higher grade). If you have an emergency or illness, contact your instructor ahead of time to let her/him know that you will be absent. If you miss a class it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.

Get to class on time - Students who walk into the classroom late or leave early distract other students and disrupt the learning environment.

Do not have private conversations - The noise is distracting to other students.

Turn cellular phones off - It is very distracting to hear someone's phone go off in class. Texting in class is prohibited.

Do not dominate other students' opportunities to learn by asking too many questions - It's good to ask questions and make comments, but if you dominate the class time with too many questions and/or comments, the instructor and other students cannot participate in class discussions. When asking questions or making comments, keep them related to the discussion at hand.

Respect your instructor - Openly challenging the instructor's knowledge or authority in the classroom is not proper. If you take issue with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/him privately.

Instructors' classroom policies, procedures and teaching styles vary - Instructors enforce attendance policies. Assignments and classroom activities are at the prerogative of the instructor. Each instructor has the freedom and authority to set the guidelines and policies for their classroom (within the overall policies of the college).

Your classmates deserve your respect and support - Others may have different ideas and opinions from yours, they may ask questions you perceive to be "obvious," but they deserve the same level of respect from you as you wish from them.

Come to class prepared - Students who forget common classroom supplies such as a pencil, paper, books, test materials, etc. usually waste class time. Students who have not completed their assigned homework many times ask questions that could have been answered through their assignments.

Turn in your work on time - It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. Study and do your assignments every day. If a problem occurs at the last minute such as a computer malfunction, you will still be prepared.

Do not bring children to class - Children in classrooms are distracting to the instructor, other students, and you. You need to plan ahead for childcare.

Students are expected to be:

- Prepared for class and clinical on a daily basis.
- Homework assignments are completed and the student is prepared for discussion and questions during lecture. If an instructor feels a student is not prepared for lecture, and unsafe for clinical training, the instructor has the right to excuse the student from class and/or clinical practice.
- Be respectful and attentive during class. If the student's behavior is disruptive to either the instructor or the fellow students, the instructor has the right to excuse the student from class. Examples of disruptive behavior includes but are not limited to:
 - Leaving the classroom between breaks.
 - Talking and passing notes during lecture.
 - Speaking without raising hand to be recognized by instructor.
 - Arriving late or leaving early from class.
- Be considerate for the classroom environment, no food or soda except water in the classroom. Gum chewing is not allowed.
- Be conscious of the school policies on absences and tardiness, defined in the student catalog. These policies will be strictly enforced.
- Conscious of the school's academic policies.

Cheating of any kind will not be tolerated and is grounds for immediate termination from the program. Examples of cheating include but are not limited to:

- a. Plagiarism, Crib notes or looking at someone else's work.
- b. Removing test and Scantron from classroom.
- c. Sharing test related information with other classes and/or terms.

RESPONSIBILITIES

Students who have questions/concerns regarding school policies and procedures should discuss with the instructor privately or make appointment to speak with the Director/Coordinator of the program or their designee.

Student Preparation and Behavior

Students are expected to be prepared for class. This means that reading and homework assignments are completed, the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner in the clinical area. If an Instructor feels that a student is not prepared in either the lecture or clinical portions of the program, the Instructor has the right to excuse the student from the area or classroom and the student will be required to make up objectives missed. Students are expected to be respectful and attentive during class. If a student's behavior is disruptive to either the Instructor or to fellow students, the Instructor has the right to excuse the student from class and refer them to the Education Coordinator (Allied Health, Business and Technical/Trades Programs), Director of Nursing (Nursing Programs), and the student will be required to make up objectives missed with penalties. Continued negative behavior will result in progressive disciplinary action, which may include termination from the program.

DRESS CODE POLICY

In keeping with the philosophy of dressing for success, we require that all students of Summit College dress in attire that would be appropriate for your field of study workplace.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an unexcused absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that appears inappropriate or in direct violation of the dress code. Continued failure to abide by the dress code will result in the student being sent home from classes with an unexcused absence.

Nursing - At the start of clinical rotations, the student must wear the school uniform at clinical sites and while attending classes on campus. This uniform and supplies are included in the cost of the program. Additional uniforms and supplies may be purchased through the college's business office or from outside sources. Uniforms not purchased from the college's business office must be in EXACT CONFORMITY with the official school uniform.

Nursing Students please see the Nursing Section for additional requirements.

General Guidelines

The following guidelines will be required in all programs:

Dress – Clothes must be clean and ironed with no stains, tears, rips or wrinkles. No exposed underwear. No jeans, miniskirts or shorts can be worn. Men's shirts must have a collar. No exposed underwear, midriffs, backs or posterior, no plunging necklines or halter-tops. Appropriate undergarments, must be worn at all times. You may wear a jacket or sweater with no sport or affiliation logos. The jackets must not have hoods attached to them (no "hoodies") or bandannas, sunglasses or headphones may be worn in class. Medical: All undergarments need to be white. White lab coat or white sweater for outerwear. *Exceptions for Technical/Trade programs – jeans, t-shirts and appropriate Baseball Caps may be worn.

Shoes – Shoes must be clean and in good condition. No flip-flops, slippers or extremely high heels. Medical: Nurse's duty shoes or non-canvas all white tennis shoes. White socks only. Clean shoes and laces. No open back shoes. For Technical/Trade programs –the appropriate designed boots/shoes must be worn while in the shop, you may choose to wear other shoes in the classroom, which must follow program requirements. Nursing: Clinical-White, Theory: Black or white shoes.

Hair - Clean, dry hair and well-groomed with professional natural colors, all hair touching the shoulders must be secured off the shoulders and bangs below the eyebrow must be secured to head. Medical & Nursing: Hair must be neat, off the collar and secured to avoid the possibility of falling into food or onto a sterile field. **Hair must not be allowed to fall onto a patient** i.e. nothing that dangles from the hair. Hair combs, clasps, barrettes and pins should be brown or black. They should be functional and not worn for decoration. Hair color must be maintained in naturally occurring shades. Hairstyles must be subdued and acceptable in a regular business or medical office environment. (e.g. "Mohawk" or "Spiked" styles are examples of hairstyles that are NOT acceptable)

Nails/Make-Up--The length of your nails should not impede progress in typing skills and the colors and design should be professional shades or hues. Nursing: No acrylics or gels. Clear polish only. The length of your nails should not exceed the length of the finger. Make-up – Recommend simple light, make-up for a professional environment. Any make-up worn should be subdued. Fingernails should be short and clean.

Jewelry & Body Art – (Extremely important for Allied Health and Nursing students) One pair of earrings only, (one earring in each ear) No hoops, Nursing: Studs ONLY. No visible facial or body piercing and all tattoos must be covered including facial, neck and hands during skills & clinical days. Jewelry not to exceed excessive amounts such as too many necklaces one is acceptable but must not be visible, bracelets and rings. One watch. One ring on each hand is ok.

General Appearance – wearing appropriate professional dress for your field must be observed at all times. No unauthorized headgear, sunglasses or headphones are allowed in the class. No gum chewing or smoking is allowed. All "No Smoking" policies must be observed. Good personal hygiene and grooming, including use of a deodorant. No perfume, cologne or aftershave is allowed. Scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients.

Any student unwilling to comply with the dress code will be sent home and receive an absence.

Trades

*Exceptions for Technical/Trade programs – jeans, t-shirts and Baseball Caps may be worn.

- Student ID badge with you at all times, this will allow you to be identified as a student.
- Non-flammable (heavy cotton) long pants, jeans with no holes are okay (No Shorts)
- School shirt

In cold weather: Sweatshirts underneath school shirt are allowed (no dangling cords or hoods), and/Baseball cap with non-offensive material is okay to wear, NO HOODIES.

Safety glasses must be worn while in the shop area (prescription eyeglasses do not replace the use of safety glasses)

Shoes –

The appropriate designed boots/shoes must be worn while in the shop, you may choose to wear other shoes in the classroom, which must follow program requirements.

- NOT ACCEPTABLE
- Flip-flops,
- Tennis Shoes

Uniform Distribution

Students will be measured for uniforms and orders will be placed during the first three weeks of classes. All other items included in the Uniform Package will be issued to students prior to starting clinical rotations. After the Uniform Package has been issued, students must wear the required uniform while on campus and at clinical sites. Failure to dress in the required uniform once issued will result in the student being sent home and an absence will be credited to the student's attendance.

TESTING

Definitions

QUIZ

A short spoken or written test that accesses small increments of theory knowledge discussed recently.

TEST

A procedure that a student studies for to check the quality, performance, or reliability of (something), especially before putting it into widespread use or practice.

TESTING PROTOCOLS

Classroom doors will be locked at the beginning of the test and students will not be allowed to enter the room after the test has begun. Students who arrive late and are locked out will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.

Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom.

Students should make every effort to arrive on time and complete the regular test. Students who are absent on the test day must take an alternate test on the same day that they return to classes. Alternate testing may not be postponed.

Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

Talking of ANY KIND AND FOR ANY REASON is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, she/he should raise his/her hand for assistance by the instructor/TA.

Due to current messaging technology, all cellular phones and pagers must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a cellular phone or pager turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee for termination proceedings.

All tests will be monitored by the instructor and/or teaching assistant. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student's answer sheet or any other form of cheating witnessed by the instructor or teaching assistant will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission.

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class.

STUDENT DISCIPLINARY PROCEDURE

Disciplinary Committee

The college maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions/behavior on campus or at clinical/externship sites, or any other serious matter concerning a student's period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination/expulsion from the college. All Disciplinary Committee meetings are closed and students referred to the Committee for action will be informed in writing of the Committee's decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

Student Termination

Students may be terminated for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to achieve minimum passing scores per Grading Policies
- Failure to adhere to the terms of probationary notices.
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel/clients.
- Cheating on class assignments, exams, tests or quizzes.
- Failure to attend classes for three consecutive days per term (Licensed Vocational Nursing) without notifying the college (excluding LOAs, holidays & scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (Core Classes) (excluding LOAs, scheduled breaks & holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Failure to adhere to the terms of warning notice(s).
- Any violation of BVNPT policy. (LICENSED VOCATIONAL NURSING Students)
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to make up missed clinical days in current term. (LICENSED VOCATIONAL NURSING)
- Falsification of school records
- Failure to adhere to student conduct guidelines

All terminations are subject to review. The Department Director/Supervisor makes the final decisions.

A LICENSED VOCATIONAL NURSING student may also be terminated for failure to abide by the EXPECTATIONS FOR STUDENT BEHAVIOR while at clinical.

A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:

- Placing a patient in physical or emotional jeopardy
- Medication Error
- Failure to demonstrate competence
- Gross negligence
- Violation of the Summit College and/or BVNPT Attendance Policies
- Failure to meet theory or clinical objectives
- Failure to maintain personal composure
- Violation of Summit College Drug and Alcohol or Weapon Policies
- Patient abandonment
- Leaving the clinical site without authorization

When a faculty member perceives that a student may be experiencing difficulty or violating the code of conduct, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behavior. It is the primary objective of all instructors to de-escalate all problems before they reach critical levels.

Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results (e.g. Warning) will be made in the Anecdotal Notes. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the instructor, the student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances.

Students may be sent from the clinical facility to the campus if Student Behavior standards are not met. The student will receive an absence for the day.

Tutoring Program

Summit College's Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Student tutors are recommended by faculty members for their positions. Students are invited to request tutoring.

EXTERNSHIP

Definition: (Noun): Externship –

Externships are experiential learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study. At Summit, it is a part of a course of study to help students gain the on job training experience in your chosen field of study.

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer.

Externship is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field. Not all programs require an externship if your program requires an extern site the Career Services Coordinator will meet with the student prior to starting an extern. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program.

The Career Services Coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the Career Services Department by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which could lead to termination from the program.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student may be asked to help find their next site to comply with the specified time frame to avoid termination from the program.

If a student is released from an externship site for inappropriate conduct the student may be required to find his or her own site within the specified time frame to avoid termination from the program.

The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

Requirements:

- Extern Hours **MUST** be completed in order to graduate.
- Scheduling preferences, accommodations and requirements are coordinated and confirmed between Site Supervisor and Extern Coordinator.
- An extern student cannot work more than 8 hours a day and **MUST** attend the extern site at least 1 day a week.
- Weekly communications and timesheet submittal is a **MUST**.
- 14 Day no site interaction can lead to termination.
- Upon completion of your extern hours, you **MUST** complete an Exit Interview. This interview must be in person, within 48 HOURS of your last day on site. The interview is with a Coordinator in Summit's Career Services Department.
- You **MUST** bring all your original timesheets completed and signed by you and your supervisor.
- Before going to extern, student needs to be in good academic (GPA 2.0) and Attendance (80%) standing.

LICENSURE - TRADES DEPARTMENT

HVAC

The EPA Section 608 consists of four types of HVAC Technician certifications. These certifications are required before you can start to professionally perform repair, service, maintenance or chemical disposal. The types of required certifications are listed below for your reference. This program teaches multiple attributes for your final exam and requirements for completion of the Universal Certifications:

TYPE I CERTIFICATION

HVAC technicians, whose primary job is to service small appliances such as vending machines, window air conditioners, and domestic refrigerators, may take the Type I certification.

TYPE II CERTIFICATION

HVAC technicians whose primary job is servicing and disposal of equipment with high pressure refrigerant such as residential air conditioners and heat pumps, supermarket refrigeration and process refrigeration, are required to have a Type II certification.

TYPE III CERTIFICATION

HVAC technicians whose primary job is to service and dispose of equipment with low-pressure refrigerant, like chillers, may get the type III certification.

UNIVERSAL CERTIFICATION

HVAC technicians who want to service all types of equipment must possess the Universal Certification.

The EPA Universal Certification Exam contains:

- Items of multiple-choice questions
- 25 items of core questions,
- 25 items each of Type I, Type II, Type III questions

In order to pass the exam, you need to get a score of 72% on each section. Meaning you need to have 18 correct answers out of the 25 questions to acquire a certification for each section.

However, if the prospective HVAC technician fails to pass all the given sets of questions but passes one type of exam, he or she will still be given a certification on the type of exams passed. However, the requirement for Summit College program completion is for the student to pass the EPA Universal Exam.

OUTSIDE CERTIFICATIONS

Certiport/NCCT/NHA

Summit College is proud to be a test center for Certiport, NCCT (National Center for Competency Testing) and NHA (National Healthcareer Association). As an authorized test center, our students may sign up to test at Campuses offering the program for certification in the following programs:

- Business Program
- Microsoft Office (Access, Word, PowerPoint, Excel, Publisher),
- Quickbooks
- Payroll, AP/AR & Human Resources
- Administrative Healthcare Professional Certifications:
- [Certified Medical Administrative Assistant, \(CMAA\)](#)
- Clinical Healthcare Professional Certifications:
- [Certified Clinical Medical Assistant, \(CCMA\)](#)

Welding

- Los Angeles Department of Building and Safety Certifications (Didactic) Testing

CLASS INFORMATION

Classrooms & Programs

San Bernardino

804 E. Brier Drive
San Bernardino, CA 92408
(909) 422-8950
Toll Free (888) 416-3456

Auxiliary Classrooms in Colton

965 S. Mt. Vernon
Colton, CA 92324
909/422-8950

Santa Ana

1639 E. Edinger Ave Unit A
Santa Ana, CA 92705
714) 635-6232 Toll Free (877) 786-6485,

El Cajon

411 N. Marshall Ave
El Cajon, CA 92020
909/422-8950

Auxiliary Classrooms

876 Jackman St
El Cajon, CA 92020
909/422-8950

PROGRAMS	San Bernardino	Auxiliary - Colton	Santa Ana	El Cajon	Auxiliary El Cajon
Certified Nursing Assistant	XX				
Dental Assistant					
Electrician		XX	XX		XX
HVAC		XX	XX	XX	
IV Therapy	XX				
LA City Certification		XX	XX	XX	
Licensed Vocational Nurse	XX				
Medical Assistant Administrative and Clinical	XX				XX
Payroll, AP/AR & Human Resources	XX				
Welding - Basic		XX	XX	XX	

FACULTY & ADVISORY BOARD

Summit College instructors have been selected from the professional community where they excel at what they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching. Our Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. Instructors are changed based on Summit needs and availability. See Summit's Faculty & Advisor Addendum Section 3 for current Staff and Advisory Board Members.

Summit also has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year with faculty to share their knowledge.

CLOCK/QUARTER CREDIT HOURS CONVERSION

Summit College uses the following Carnegie Clock to Quarter Credit hour conversions for lecture, laboratory and externship/internship. For Financial Aid purposes, the clock hour conversion applies.

Homework hours represented in Description of Instruction by Course will be shown in actual minimum in clock hours.

Lecture Hours: Instructional hours consisting of theory or new principles.

Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

Externship/Internship/Clinical Hours: Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

Homework: Homework is a vital part of program expectations; Homework expectations for most students range from 2.5 to 4 hours weekly for expected course homework hours please see individual courses for estimated homework time. *Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours.

As defined, the minimum clock hour/quarter credit hour conversion rates are as follows:

Lecture:	10 clock hour's equal 1 quarter credit hour
Lab:	20 clock hour's equal 1 quarter credit hour
Externship/Clinical	30 Clock Hours equal 1-quarter credit hour

In the application of this section , for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 and .00

For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship are as follows:

One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

Definition of Full-Time Equivalent (FTE) is a unit of measurement used to determine the amount of instruction that equates to one full-time student during one year. Defined as one FTE as 900 student contact clock hours, 45 quarter credit hours, or 30 semester credit hours of instruction.

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed I.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

ACTIVE PROGRAMS

NOTE: NOT ALL PROGRAMS TAUGHT AT ALL CAMPUSES

CREDIT HOUR PROGRAMS – WITH EXTERNSHIP

Program	Code	Theory/LA B	Externship	Total Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Dental Assistant	DO	300/340	160	800	52	151	36
Medical Assistant <i>Administrative and Clinical</i>	MED1	260/380	160	800	43	144	36
Payroll AP/AR & Human Resources	FA1	260/260	160	680	44	155.5	30

CREDIT HOUR PROGRAMS – WITHOUT EXTERNSHIP

Electrician	EL1	380/340	720	55	98	36
HVAC	HVAC	360/360	720	54	108	36
Welding Basic	WB	120/600	720	42	84	36

CLOCK HOUR PROGRAMS WITH CLINICALS

Program	Code	Theory/LAB	Clinical	Total Clock Hours	Total Quarter Credit Hours	Homework Hours	Weeks of Classes
Certified Nursing Assistant	CNA	100/20	112	232	0	27	6
Licensed Vocational Nurse	LVN	632/307	647	1586	0	208	52/84

PROGRAMS BY DEPARTMENT

NOTE: NOT ALL PROGRAMS TAUGHT AT ALL CAMPUSES

ALLIED HEALTH PROGRAMS

DESCRIPTION OF INSTRUCTION:

The courses within this Department are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining "hands-on" experience.

*REQUIREMENTS FOR COMPLETION:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students must meet a minimum of 80% attendance in order to complete the program. Within the externship course, the students must complete 100% of the specified hours. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

DEPARTMENT PROGRAM CHART

Programs within this department are listed below:

Program	Code	Theory/LAB	Clinical /Externship	Total Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
Dental Assistant	DO	300/340	160	800	52	151	36
Medical Assistant <i>Administrative and Clinical</i>	MED1	260/380	160	800	43	144	36

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: 1 pair white shoes, Wristwatch w/sweep second hand, ballpoint pen, black ink,. ESTIMATED COST \$100.00.

CAMPUS FACILITIES/EQUIPMENT

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are equipped with furniture, equipment and supplies appropriate for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus. Our shops and labs have workstations simulating the environment relating to the training of the program. All Campuses are non-smoking within the college.

FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

DEPARTMENT ADVISORY BOARD

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets twice a year.

Dental Assistant

Only available @ Colton Campus

PROGRAM DESCRIPTION

The Dental Assistant Program is designed to give students the knowledge and skills necessary to work as a Dental Assistant in a dental office; emphasis is placed on both dental office management as well as back office clinical skills. The administrative portion of the Dental Assistant Program emphasizes receptionist responsibilities, marketing, communication techniques, and business office systems including software applications, patient scheduling, and records management. The clinical portion prepares students to work as a chairside assistant in a dental setting. The clinical portion includes a 160-hour, 4-week externship.

TYPE OF AWARD GIVEN

Student will receive a Diploma once all requirements of completion have been satisfied.

* Graduation from the Dental Assistant program at Summit College does not automatically qualify you to sit for the RDA examination. After completion of the program you may work as an unlicensed Dental Assistant, you must still: (1) Complete at least 15 months (1,280 hours) of satisfactory paid work experience as a dental assistant with a dentist licensed in one of the states in the United States; and (2) show successful completion of Board-approved courses 8 hour course in infection control, show proof of completion of a basic life support course and California Dental Assisting Practice Act before a license will be issued.

CAREER OUTCOMES

This program prepares students for an industry related entry-level dental assistant position.

PROGRAM CODE: DO

CIP#51.0601

O*NET Codes –31-9091.00

Positions: Dental Assistant

O*Net Occupation Titles www.O*Netcodeconnector.org	SocCode
Dental Assistant, Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), Orthodontic Assistant, Certified Registered Dental Assistant, Oral Surgery Assistant, Surgical Dental Assistant Nursing Assistants	31-9091.00
Dental Lab Technician	51.9081

INSTRUCTIONAL MATERIALS/EQUIPMENT

The Dental Assistant program offers students practical experience within the dental industry through simulation in the lab setting. Students are exposed to equipment and materials that are consistent with dental offices.

- Dental Chairs & Trays
- Anatomical Models and Charts
- Typodonts
- Impression Materials & Instrument Trays
- X-Ray Equipment (Digital & Film)
- Autoclave
- Oral Evacuation Delivery Units
- Coronal Polishing Equipment

PROGRAM INFORMATION

Total Quarter Credit Hours: 52

Class Time: 20 Hours per Week

Length of Program: 800 Clock Hours

Extern Hours: 160 Hours

of Weeks: 36

Externship hours per Week: 40 hours

Minimum Work Outside of Classroom: 151 Hours

Teacher/Student Ratio: 1:30 Class / 1:15 Lab

PROGRAM MODULES

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		Home work	TOTAL HOURS	
		Clock	credit	Clock	credit	Clock	credit		clock	credit
DO710	Oral Health & Nutrition	30	3	30	1.5		0	14.5	60	4.5
DO715	Preparation of Patient Care /Universal Precautions	40	4	20	1		0	24	60	5
DO720	Introduction to Chairside Assisting	30	3	30	1.5		0	15.5	60	4.5
DO725	Dental Radiology I	30	3	30	1.5		0	14	60	4.5
DO730	Dental Radiology II/Safety	20	2	40	2		0	17.5	60	4
DO735	Dental Specialties	30	3	30	1.5		0	14	60	4.5
DO740	Chairside Restorative Materials	20	2	40	2		0	11	60	4
DO745	Laboratory Materials & Techniques	20	2	40	2		0	12.5	60	4
DO750	Advanced Chairside Functions /Coronal	20	2	40	2		0	8	60	4
DO755	Dental Office Management	40	4	20	1		0	17	60	5
CD0110	Career Development	20	2	20	1		0	3	40	3
DO700	Externship		0			160	5		160	5
Totals		300	30	340	17	160	5	151	800	52

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test – Final Exam	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation/Lab	40%

MODULE DESCRIPTION

Oral Health & Nutrition

Prerequisite:	None
Course Number:	D0710
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	4.5
Course Breakdown:	30 Lecture Hours /30 Lab Hours /14.5 Homework Hours

This course is designed to introduce the student to the history of dentistry, the dental team members, the nine ADA recognized dental specialties, and professionalism. As a theoretical foundation to the dental assisting program, basic anatomy, morphology, physiology, and histology of the tooth will be introduced. The anatomy and physiology of the oral cavity and head, as it relates to the practice of dentistry, will be addressed. This course will introduce students to Black's cavity classification system and the methodology of charting dental caries, other pathological conditions, and restorations on both anatomical and geometrical charts. In this course, the student will be introduced to and apply the concepts of infection control in the dental office and sterilization techniques as per OSHA regulations and the CDC Bloodborne Pathogens Standard. The use and care of dental instruments, equipment and the operatory are emphasized.

Preparation for Patient Care/Universal Precautions

Prerequisite:	None
Course Number:	D0715
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	5
Course Breakdown:	40 Lecture Hours / 20 Lab Hours / 24 Homework Hours

In this course, students are introduced to Occupational Safety and Health Administration (OSHA), standards for infection control and hazard communication. Topics include microbiology, tooth morphology, contagious disease concerning the dental team, universal precautions, and barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Students learn the procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (typodonts), placing instruments and materials. Students also study related dental terminology and spelling.

Intro to Chairside Assisting

Prerequisite:	None
Course Number:	D0720
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	4.5
Course Breakdown:	30 Lecture Hours / 30 Lab Hours / 15.5 Homework Hours

This course introduces students to chairside assisting duties and techniques practiced in general dentistry. It will provide the student with knowledge of the following: disease transmission and microbial control in the dental office, methods of sterilization, disinfecting, and OSHA guidelines for infection control, tooth morphology and anatomy. Students also study related dental terminology and spelling.

Dental Radiology I

Prerequisite:	None
Course Number:	D0725
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	4.5
Course Breakdown:	30 Lecture Hours / 30 Lab Hours / 15.5 Homework Hours

In this course, the student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Students practice techniques of film placement and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Mounting techniques include bitewing and FMX, the bisecting angle and paralleling techniques are performed on a patient simulator manikin. Students also study related dental terminology and spelling. This is an approved California Dental Board Radiation Safety Course.

Dental Radiology II/Safety

Prerequisite:	D0710 & D0725
Course Number:	D0730
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	4
Course Breakdown:	20 Lecture Hours / 40 Lab Hours / 17.5 Homework Hours

This course places the emphasis on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice techniques of film mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques reviewed include bitewing, bisecting and parallel techniques and are performed on live patients. Students process film using a fully equipped darkroom and automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Professional responsibilities regarding the State Radiation Safety Certificate are introduced. Students learn dental terminology and spelling. This is an approved California Dental Board Radiation Safety Course. Students will receive a Radiology Certificate upon successful completion of both D0725 and D0730. * Students will be required to provide 4 patients 18 years of age or older for X-ray certification practice during the course. See Dental Department for details.

Dental Specialties

Prerequisite:	None
Course Number:	D0735
Course Length:	3 Weeks / 60 Total Hours
Credit Units:	4.5
Course Breakdown:	30 Lecture Hours / 30 Lab Hours / 14 Homework Hours

In this course, the student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy are continued. The course will focus on orthodontics, endodontics, pediatric dentistry, oral surgery and dental implants. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing/ligating arch wires. Theory on orthodontic assistant duties, office routine and Angle's classifications are presented. Students also study related dental terminology and spelling.

Chairside Restorative Materials

Prerequisite: None
 Course Number: D0740
 Course Length: 3 Weeks / 60 Total Hours
 Credit Units: 4
 Course Breakdown: 20 Lecture Hours / 40 Lab Hours / 11 Homework Hours

This course is designed to provide students with entry-level knowledge of chairside assisting duties and techniques practiced in preventative dentistry with emphasis on four-handed dentistry. The student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy will be continued. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants are presented. Special considerations for disabled and abused patients are presented.

Laboratory Materials & Techniques

Prerequisite: None
 Course Number: D0745
 Course Length: 3 Weeks / 60 Total Hours
 Credit Units: 4
 Course Breakdown: 20 Lecture Hours / 40 Lab Hours / 12.5 Homework Hours

The student will apply the concepts of infection control in the dental office utilizing OSHA and CDC regulations, which include personal protective equipment. The study of tooth morphology and anatomy will be continued. Students receive hands-on training in taking impressions and constructing student and master casts. Students are exposed to a variety of impression and gypsum materials and procedures. The cast are then used to practice dental procedures such as the fabrication of custom trays. Prosthodontics, as a specialty is presented with instruction in crown and bridge, and full and partial denture impression techniques. Students are introduced to dental implants and the various types of mouth guards such as night guards, sports guards and bleaching trays. Laboratory safety and infection control are presented.

Advanced Chairside Functions / Coronal

Prerequisite: None
 Course Number: D0750
 Course Length: 3 Weeks / 60 Total Hours
 Credit Units: 4
 Course Breakdown: 20 Lecture Hours / 40 Lab Hours / 8 Homework Hours

In this course, students will practice dental office simulations including charting, chairside assisting, bleaching trays, and theory pit and fissure sealants. Students will also practice theory and practical Tofflemire matrix placement, temporaries, acrylic and metal ion crowns as well as theory and practical periodontics/periodontal dressing. The student will cover the mechanical skills in general RDA procedures to include coronal polish theory and procedures. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license. Students will also review related dental terminology, policies and procedures applicable to dental assisting. Students also study related dental terminology and spelling.* Students will be required to provide 3 patients 18 years of age or older for coronal polishing certification practice during the course. See Dental Department for details. Students will obtain CPR certification through the American Heart Association.

Dental Office Management

Prerequisite: None
Course Number: D0755
Course Length: 3 Weeks / 60 Total Hours
Credit Units: 5
Course Breakdown: 40 Lecture Hours / 20 Lab Hours / 17 Homework Hours

This course focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Emphasis will be placed on the topic of psychology and communication in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, and inventory control and telephone communication are included. Students become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records. Students also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Students also study related dental terminology and spelling. Students will obtain CPR certification through the American Heart Association.

Career Development

Prerequisite: None
Course Number: CD0110
Course Length: 2 Weeks / 40 Total Hours
Credit Units: 3
Course Breakdown: 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours

This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Externship

Prerequisite: All Modules
Course Number: D0700
Course Length: 4 Weeks / 160 Total Hours
Credit Units: 5

Upon successful completion of classroom training, Dental Assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs and opportunity to work with patients and apply 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. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records.

Medical Assistant - Administrative and Clinical

PROGRAM DESCRIPTION

The Medical Assistant - Administrative & Clinical program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Medical Assistant - Administrative & Clinical program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

TYPE OF AWARD GIVEN:

Student will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

This program prepares students for an industry related entry-level medical assistant position.

PROGRAM CODE: MED1 CIP# 51.0801

O*NET Codes – 31.9092 – 43.6013

Positions: Medical Assistant, Medical Back Office, Medical Front Office

O*Net Occupation Titles	SocCode
www.O*Netcodeconnector.org	
Medical Assistant: Medical Assistant, Certified Medical Assistant(CMA), Doctor's Assistant, Medical Office Assistant, Clinical Assistant, Outpatient Surgery Assistant	31-9092.00
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative(PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00

INSTRUCTIONAL MATERIALS/EQUIPMENT

The Medical Assistant- Administrative and Clinical offers students with an opportunity to learn skills within the health care clinical setting including administrative functions and clinical procedures. As such the program is equipped with software associated with training for clerical and administrative duties as well as a lab that is equipped with items common in medical clinical offices.

- Anatomical Charts & Skeletons
- Autoclave
- Centrifuge
- Computers & Electronic Charting System
- Examination Tables
- Microscopes
- Scales
- Stethoscopes
- Thermometers
- Training Mannequins
- Wheelchair, Crutches, Walkers

PROGRAM INFORMATION

Total Quarter Credit Hours: 43

Class Time: 20 Hours per week

Length of Program: 800 Clock

Extern Hours: 160 Hours

of Weeks: 36

Externship hours per week: 40 hours

Minimum Work Outside of Classroom: 144 Hours

Teacher/Student Ratio: 1:30 Lecture/1:15 Lab

PROGRAM MODULES

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		Home work	TOTAL HOURS	
		Clock	credit	Clock	credit	Clock	credit		clock	credit
MA3510.1	OB/GYN & Pediatrics	24	2	36	1.5		0	20.5	60	3.5
MA3510.2	Ethic & Law/The Medical Record	24	2	36	1.5		0	17	60	3.5
MA3520.1	Circulatory System/ Electrocardiogram/	24	2	36	1.5		0	16	60	3.5
MA3520.2	Microbiology/Minor Surgery Skills	24	2	36	1.5		0	14	60	3.5
MA3530.1	Musculoskeletal & Skin	24	2	36	1.5		0	8	60	3.5
MA3530.2	Basic Pharmacology & Nutrition	24	2	36	1.5		0	11.5	60	3.5
MA3540.1	Gerontology/ Vital Signs & CPE	24	2	36	1.5		0	18.5	60	3.5
MA3540.2	Medical Doc/Emergency Procedures	24	2	36	1.5		0	11.5	60	3.5
MA3550.1	Medical Insurance Coding/EHR	24	2	36	1.5		0	12	60	3.5
MA3550.2	Medical Assistant as a Professional/EMR	24	2	36	1.5		0	12	60	3.5
CD0110	Career Development	20	2	20	1		0	3	40	3
MA3500	Externship				0	160	5		160	5
Totals		260	22	380	16	160	5	144	800	43

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation	10%
Project	10%
Software Practice	10%
Projects	10%

MODULE DESCRIPTION

Course Name: **OB/GYN & Pediatrics**

Prerequisite: None

Course Number: MA3510.1

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /20.5 Homework Hours

This course includes an overview of medical terminology of the genitourinary system with instruction specific to the obstetrics, gynecology and pediatrics patient. Students develop working knowledge of the skills necessary to assist in a pediatrician's office and OB/GYN. Skills developed through the course include height and weight measurement, restraining techniques used for infants and children, vaccination schedules and documentation. In addition, students will practice vital checks, assist with diagnostic examination and laboratory tests, and instruct patient's about health

promotion practices for all ages. Students will gain knowledge of signs and symptoms of possible child abuse or neglect and become familiar with human growth across the life span. Students will learn to assist in pelvic examinations and breast exams. They will become familiar with the instruments needed for these exams and the privacy procedures associated.

Course Name: **Ethics & Law/The Medical Record**

Prerequisite: None

Course Number: MA3510.2

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /17 Homework Hours

Students will learn legal and ethical behaviors needed for maintaining confidentiality in addition to HIPAA regulations. Student will understand the medical standard of care and how it directly affects them. Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting. This course also includes an overview of medical terminology, the types of documentation within the medical chart. Students will develop the ability to distinguish the difference between subjective symptoms and objective symptoms.

Course Name: **Circulatory System / Electrocardiogram**

Prerequisite: None

Course Number: MA3520.1

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /16 Homework Hours

This course examines the circulatory system including functions of the heart, along with diseases and disorders, diagnostic test and medical terminology as it pertains to the blood and blood forming organs. Hematology will be discussed along with the test used to detect pathologic conditions of the circulatory system. Students will apply knowledge of the electrical pathways of the heart muscle in preparation for applying a 12-lead (ECG). Emphasis is placed on front and back office hands on clinical skills to prepare student to work in a health care setting including specialties such as cardiology. Students will learn specimen identification, collection, handling and transportation procedures and practices for venipuncture and routine diagnostic hematology. Students will practice how to instruct patient's about health promotion practices for patients with heart disease.

Course Name: **Microbiology/Minor Surgery Skills**

Prerequisite: None

Course Number: MA3520.2

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /14 Homework Hours

The course introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Maintenance and care of laboratory equipment is discussed. Students will gain knowledge of minor office surgical procedures and methods used for infection control. Students will understand the procedures in setting up as well as assisting in minor surgery along with maintaining surgical asepsis. The importance of safety skills in the lab will be discussed in addition to microbiology, infection control, and agent to promote healing. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in health care setting including setting up a sterile tray and instruction on how to provide pre and post op planning for the patient.

Course Name: **Musculoskeletal & Skin**
Prerequisite: None
Course Number: MA3530.1
Course Length: 3 Weeks / 60 Total Hours
Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /8 Homework Hours

This course includes an overview of the functions and structures of the muscular and integumentary systems along with the anatomy and physiology of the special senses including the ears and eyes. Students will learn about common disorders and medical terminology related to these systems. Emphasis is placed on front and back office hands on clinical skills to prepare the student to work in a healthcare setting. Students will learn to test patients for visual acuity, use the Ichihara chart to test for color blindness and performing an ear lavage. Students gain knowledge in the stages of wound healing, dressing and bandaging a wound along with fitting the patients for crutches.

Course Name: **Basic Pharmacology & Nutrition**
Prerequisite: None
Course Number: MA3530.2
Course Length: 3 Weeks / 60 Total Hours
Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /11.5 Homework Hours

This course includes an overview of the functions and structures of the endocrine system, digestive system, metabolic disorders. Students will learn about common disorders, procedures and medical terminology related to these systems. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and the effects of therapeutic drugs are discussed. Emphasis is placed on safe medication administration along with patient education on diet modification for maintenance of disease. Front and back office hands on clinical skills to prepare student to work in a healthcare setting including instruction on how to research prescribed medications using a Physician's Desk Reference to ensure the patient is given a safe dosage and how to complete a prescription form manually and electronically.

Course Name: **Gerontology/ Vital Signs & CPE**
Prerequisite: None
Course Number: MA3540.1
Course Length: 3 Weeks / 60 Total Hours
Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /18.5 Homework Hours

Students will understand the importance of obtaining patient vital signs and how this directly can affect the patient's treatment. The anatomy and physiology functions of the respiratory system along with common diseases will be discusses. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in a healthcare setting including instruction for common medications and procedures used in treatment and diagnosis for the patients with asthma, and pulmonary disease. Students will learn patient education on health maintenance for the common diseases within this system.

Course Name: **Medical Documentation/Emergency Procedures**

Prerequisite: None

Course Number: MA3540.2

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours /11.5 Homework Hours

This course includes an overview of medical terminology, computer/keyboarding skills, in addition to the understanding of proper documentation. Students will receive instructions in (CPR) and the use of the automated external defibrillator is used, which allows them to respond to cardiac emergencies. Students will obtain CPR certification through the American Heart Association. Emphasis is placed on front and back office hands on clinical skills to prepare students to work in a healthcare setting including the medical assistant's role in emergency preparedness and assisting during and after a disaster. In addition, the functions and structures of the nervous system and basic understanding about mental and behavioral health disorders will be discussed.

Course Name: **Medical Insurance Coding/EHR**

Prerequisite: None

Course Number: MA3550.1

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours / 3.5 Homework Hours

This course includes an overview of medical terminology, basic computer/keyboarding skills. Students will gain knowledge of basic medical insurance billing, coding concepts and the use of the ICD-10, CPT and HCPCS coding reference books. All of the previous will be discussed in relation to processing of insurance claim submission both manually and electronically. In addition, students will gain knowledge about the major medical insurances, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, Worker's Compensation and Disability insurance. This module covers patient expectation for medical billing and collections. Students will gain the ability to manage medical records along with scheduling patient appointments electronically. Emphasis is placed on administrative skills needed to work in the front office of a medical clinic or physicians practice.

Course Name: **Medical Assisting as a Professional/EMR**

Prerequisite: None

Course Number: MA3550.2

Course Length: 3 Weeks / 60 Total Hours

Credit Units: 3.5

Course Breakdown: 24 Lecture Hours /36 Lab Hours / 3.5 Homework Hours

This course introduces students to the medical assisting profession and the professional qualities and professional personal appearance required. Additionally, students study the significance of becoming a credentialed professional and employment strategies for the medical assistant. Students also study the importance of interpersonal skills and application of these skills with patients and fellow employees. Students will practice the administrative and clinical uses of an electronic medical record. Emphasis is placed on appointment scheduling, writing patient instructions, documentation of procedures electronically.

Course Name: **Career Development**
Prerequisite: None
Course Number: CD0110
Course Length: 2 Weeks / 40 Total Hours
Credit Units: 3

Course Breakdown: 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours

This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Course Name: **Externship**
Prerequisite: All Modules
Course Number: MA3500
Course Length: 4 Weeks / 160 Total Hours
Credit Units: 5

The student will work in an office setting under the direction of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

BUSINESS/TECHNOLOGY

§94909(a)(5)

DESCRIPTION OF INSTRUCTION:

The courses within this department are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Externship hours are assigned hours outside the classroom with an affiliated site. Externship hours are intended to assist students in gaining "hands-on" experience.

*REQUIREMENTS FOR COMPLETION:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 80% attendance in all courses in order for them to complete the course. Within the externship course, the students must complete 100% of the specified hours. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

DEPARTMENT PROGRAM CHART

Programs within this department are listed below:

Program	Code	Theory/LAB	Clinical /Externship	Total Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
Payroll AP/AR & Human Resources	FA1	260/260	160	680	44	155.5	30

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense:

CAMPUS FACILITIES/EQUIPMENT

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are equipped with furniture, equipment and supplies appropriate for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus. Our shops and labs have workstations simulating the environment relating to the training of the program. All Campuses are non-smoking within the college.

FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

DEPARTMENT ADVISORY BOARD

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets twice a year.

Payroll AP/AR & Human Resources

PROGRAM DESCRIPTION

The Payroll AP/AR & Human Resources program provides students with the skills and confidence necessary to perform entry-level bookkeeping and accounting work for local employers. Payroll AP/AR & Human Resources graduates may work at a small business and be responsible for all aspects of bookkeeping or work in a larger firm under the supervision of an accountant and specialize in a certain area.

TYPE OF AWARD GIVEN:

Student will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

This program prepares students for an industry related entry-level position in accounting, payroll and timekeeping, accounts receivables or payables.

Program Code: FA1 CIP#52.0399 & 30.1601 & 52.0201 O*NET Codes –43-3031 & 43-3051

Positions: Accounting Clerks, Bookkeepers, Payroll Clerks, Accounting Clerks / Payroll and Timekeeping clerks

O*Net Occupation Titles	SocCode
www.O*Netcodeconnector.org	
Tax Preparers	13-2082.00
Billing, Cost, and Rate Clerks	43-3021.02
Billing, Posting, and Calculating Machine Operators	43-3021.03
Bookkeeping, Accounting, and Auditing Clerks	43-3031.00
Payroll and Timekeeping Clerks	43-3051.00
Statistical Assistants	43-9111.00

INSTRUCTIONAL EQUIPMENT

The Payroll, AP/AR & Human Resources program provides the students an array of computer experience including Microsoft Office, Excel, PowerPoint and QuickBooks.

- Student Computers for Each Student
- Microsoft Excel, PowerPoint and Word
- Human Resources Books and CA Guides
- QuickBooks
- Payroll Books

PROGRAM INFORMATION

Total Quarter Credit Hours: 44

Class Time: 20 Hours per week

Length of Program: 680 Clock Hours

Extern Hours: 160

of Weeks: 30

Externship hours per Week: 40 hours

Minimum Work Outside of Classroom: 155.5 Hours

Teacher/Student Ratio: 1:45 Class

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		Home work	TOTAL HOURS	
		Clock	credit	Clock	credit	Clock	credit		clock	credit
PA5510	Intro. To Accounting/QuickBooks	40	4	40	2		0	27.5	80	6
PA5520	Computer Operations for Payroll	40	4	40	2		0	25	80	6
PA0110	Financial & Managerial Accounting	40	4	40	2		0	21.5	80	6
PA0120	Human Resources	40	4	40	2		0	22.5	80	6
PA0130	Payroll Accounting	40	4	40	2		0	40	80	6
PA0140	Accounts Payable & Accounts Receivable	40	4	40	2		0	16	80	6
CD0110	Career Development	20	2	20	1		0	3	40	3
PA0300	Externship					160	5		160	5
Totals		260	26	260	13	160	5	155.5	680	44

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation	10%
Software Practice	10%
Projects	10%
Professionalism	10%

MODULE DESCRIPTION

Course Name: **Intro to Accounting / Quickbooks**

Prerequisite: None

Course Number: PA5510

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 27.5 Homework Hours

This course includes instruction in basic bookkeeping, transaction analysis, and source document recognition. Students will apply knowledge gained in basic accounting and transaction analysis to making entries in Quick Books along with an introduction to the basic operations of the program. Student will use projects and simulations to facilitate their knowledge and practice setting up companies and related accounts within Quick Books.

Course Name: Computer Operations for Payroll

Prerequisite: None

Course Number: PA 5520

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 25 Homework Hours

This course includes instruction in basic computer functions internal and external components and MS Windows operations. This course will also introduce students to the basic functions of word processing using MS Word, MS PowerPoint and electronic spreadsheets using MS Excel.

Course Name: Financial & Managerial Accounting

Prerequisite: None

Course Number: PA0110

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 21.5 Homework Hours

This course is an introduction to financial accounting. Particular emphasis is placed on the fundamental principles and skills of the accounting profession, along with basic terminology and introduction to Excel Spreadsheets. This course will include recording of transactions, financial presentation of accounting data, and the theoretical framework of double entry accounting. This course also introduces methods for evaluating financial performance using advanced Excel Spreadsheets. This course includes cost accounting and ratio analysis. Focus is placed on budget building and analysis along with planning operations and controlling activities.

Course Name: Human Resources

Prerequisite: None

Course Number: PA0120

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 22.5 Homework Hours

This course provides an overview of human resource management with an emphasis on the knowledge and skills necessary for an entry-level human resources specialist. Topics will include state and federal regulations governing the employment process, recruitment, selection and hiring processes, discrimination, harassment, employee leave of absence and other benefits, workplace safety and ending employment relationships. Students will learn how to develop human resources policies and procedures consistent with applicable regulation and how to complete state mandated employment practices, forms and reports.

Course Name: Payroll Accounting

Prerequisite: None

Course Number: PA0130

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 40 Homework Hours

This course will provide an overview of payroll procedures. Included are a discussion of employees and independent contractors, employer taxes, recording payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Some emphasis will be placed on computerized payroll accounting. This course

introduces federal laws affecting personnel and payroll records and covers the calculation and recording of gross pay and overtime for hourly and salaried employees, federal income taxes, mandatory and voluntary withholdings, social security taxes, and federal and state unemployment taxes. Required federal tax and information returns and deposit rules are also covered. The student will also gain a general background of the elements and characteristics of business law and ethics.

Course Name: **Accounts Payable & Accounts Receivable**

Prerequisite: None

Course Number: PA0140

Course Length: 4 Weeks / 80 Total Hours

Credit Units: 6

Course Breakdown: 40 Lecture Hours / 40 Lab Hours / 16 Homework Hours

This course presents simplified but realistic versions of applications to real-world models, especially in business situations. Emphasis is placed on computational skills, ideas, and problem solving and some mathematical theory. The course is also designed to provide students with general knowledge that would enable them to manage their own finances. Topics include personal risks, personal financial planning, personal insurance products and strategies, cash and debt management skills, investment strategies and main products, and tax basics.

Course Name: **Career Development**

Prerequisite: None

Course Number: CD0110

Course Length: 2 Weeks / 40 Total Hours

Credit Units: 3

Course Breakdown: 20 Lecture Hours / 20 Lab Hours / 3 Homework Hours

This course provides instruction in the art of getting a job. Students will be introduced to résumé preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the résumé, interview and negotiation of the employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Course Name: **Externship**

Prerequisite: All Modules

Course Number: PA 0300

Course Length: 4 Weeks / 160 Total Hours

Credit Units: 5

The student will work in an office setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

NURSING DEPARTMENT

- Nursing Department – All Programs are Clock Hours

DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture, lab and externship. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Clinical hours are simulated exercises that prepare the students to assist patients upon completion of their program.

*REQUIREMENTS FOR COMPLETION:

- Certified Nursing Students:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 100% attendance in all courses in order for them to complete the course. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

- Licensed Vocational Nursing:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Please see LVN grading policy and graduation requirements for specifics. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

DEPARTMENT PROGRAM CHART

***Nursing Programs are calculated by Clock Hours – ALL HOURS MUST BE COMPLETED TO GRADUATE**

Definition of clock hour to credit hour conversion

One Quarter Credit Hour = 10 classroom /lecture hours; or 20 lab/shop hours; or
30 Clinical/internship hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

Programs within this department are listed below:

Program	Code	Theory/LAB	Clinical	*Total Clock Hours	Weeks of Classes
Certified Nursing Assistant	CNA1	100/20	112	232	6
Licensed Vocational Nurse	VND/VNE	632/307	647	1586	52/84

CAMPUS FACILITIES/EQUIPMENT

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FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence. The faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students.

DEPARTMENT ADVISORY BOARD

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The advisory board meets twice a year.

APPLICANTS

Applicants for Nursing programs (LVN, CNA) be of compulsory age, provide an acceptable High School diploma, GED or equivalent, complete an Interview with an Admissions Advisor and LVN applicants pass the Wonderlic SLE entrance exam. Students may enroll at any time; for the next scheduled class. Nursing and CNA starts are scheduled throughout the year. Dates are posted on our Website. Students may be able to start their training on the first day of but no later than the second day of classes per California regulations.

Certified Nursing Assistant

California CNA Certification

In California, CNA prerequisites include a current background check, two fingerprint cards, Photo ID, two photos (passport size). A negative TB test within the past 6 months and proof of immunizations will be required. You will also be required to show a high school diploma or GED.

ENTRANCE EXAM REQUIREMENTS

Nursing applicants must take an entrance exam to register for courses and pass the exam with the following minimum SLE score as stated for each program:

SLE Entrance Exam		
Program	CIP Code	Minimum Score
CERTIFIED NURSING ASSISTANT	51.1614	13

RETESTING NOTE

Nursing student applicants may attempt SLE no more than twice per day with a maximum of four (4) attempts every 6 months. If a student has been enrolled in previously at Summit and meet the minimum score, they will not be required to take the SLE exam a second time.

ELIGIBILITY FOR ADMISSION TO THE CERTIFIED NURSING ASSISTANT

All prospective Nursing Assistant students will complete this admissions process to ensure all required information is reviewed and discussed.

- Completion of Assessment testing
- Provide documented evidence of a high school diploma, GED or equivalent

ADMISSION

- Applicants to the CNA program will undergo a nursing interview session to discuss requirements of the program.
- Application for admission to the college shall be submitted to the Admissions Office.

The Certified Nurse Assistant Program has courses each 6 weeks of 15 students per session, per 1 instructor.

Admission to the college is on a first come first serve basis

Students must meet all entrance requirements

Should the college receive more than 15 applications, the first 15 to apply and meet entrance requirements are enrolled to the program. The remaining applicants will be placed on a wait list for the next start.

If students graduated from High School and /or college in another country, transcripts must be evaluated by a private international evaluation service and bring the documentation, as well as official international transcripts, to the Admissions Department. Evaluation must be equivalent to the United States High School Diploma.

The prospective student will be interviewed and provided all required information pertinent to the program.

Student will be given a tour of the campus facilities.

APPEAL PROCEDURE

An applicant who is denied admission may:

1. Appeal in writing to the Director of Nursing/ Campus Manager within ten days.
2. If the Director of Nursing/Campus Manager denies the appeal, the student may appeal to the Academic Dean.
3. In the event that the above steps do not result in satisfaction to the applicant, the applicant may initiate a grievance through the Grievance policy stated in this catalog.

CRIMINAL RECORD REQUEST OF CLEARANCE

The Department of Public Health outlines in the health and safety code 1337.9(c) the specific criteria for the California Department of Public Health criminal convictions or any office to either grant or deny based on criminal convictions. Summit's policy for individuals (prospective students) who might have convictions or have questions about their ability to obtain the certification may request a "clearance only".

The prospective students who have questions about their past can submit to inquire by completing the following:

- Fill out the top two sections of the CDPH283b form, and sign the applicant signature line. On the top of the form, write "Clearance only with letter". Summit College does not need to fill out any information on the document.
- Write at the top of the Live scan form (BCIA8016,) "Clearance only with letter" when at the Live scan vendor site.

The student is responsible for all costs associated for fingerprinting for this purpose.

Student MUST submit clearance from the Aide and Technician Certification Section (ATCS) prior to enrollment and acceptance in the Nursing Assistant program.

Patient Safety and Background Clearance

All prospective students will be informed of the CDPH rules and regulations in relation to criminal background clearance. Each student will have cleared the background check prior to the first day of clinical.

Student Background Clearance to Test

Summit College will submit the following to Aide and Technician Certification Section (ATCS) of the California Department of Public Health on the day of orientation.

Completed application form (cdph283b)

Completion of CDPH 283i Transmittal for Criminal Background

Copy of the completed Request for Live Scan Services form -BCIA 8016

The student must have CDPH clearance to remain in the program prior to day 9 the first day of clinical.

The Nurse Assistant Registry verification line will be called to ensure background clearance who will give a confirmation number for verification.

PHYSICAL HEALTH REQUIREMENTS

The prospective CNA student must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the education and training of a Certified Nursing Assistant.

Upon acceptance into the program, the student must satisfactorily pass a health examination by a licensed physician or nurse practitioner and have various laboratory tests and immunizations, as needed, to determine physical fitness. The health physical must be completed before the first day of clinical. Per the approved training schedule, the first day of clinical is day nine (9).

- Procedure:
 - Student will sign Health Career Release of Information- Acknowledgement
 - This gives the school the right to share the physical health information to the clinical sites as required.
 - **Medical Health History** (Health Careers Release of Information Health History)
 - Must be filled out and signed by the student as part of the health history for the physical health requirements
 - Student will be given Resources for physical exams and immunizations
 - Health physical must be completed within 60 days prior to the start of the program and must be submitted before the first day of clinical (day 9) including the following.
 - Completion of the Health Careers Release of information –Immunizations and Physicians’ Record
 - Tuberculin Skin test or chest x-ray within 60 days of the start of clinical with a negative result. Student may not attend clinical without demonstration of a negative PPD or chest x-ray
 - Physician or Nurse Practitioner must indicate and clear student with no health condition that creates a hazard to self or others.
 - Student must sign Attestation Form Regarding: Hepatitis B Immunization before the first day of clinical.
 - Must have Physician or Nurse Practitioner’s signature and stamp

PROGRAM DESCRIPTION

The Certified Nursing Assistant Program is designed as a pre-nursing course and gives the students the knowledge and skills for entry-level positions in a nursing career. A major goal is to help nursing assistants develop an understanding of the principles on safe and effective care of residents in long-term care. Core values stressed include empathy, caring, communications skills, and respect for residents and families. Special emphasis is placed on ensuring resident’s rights, adequate nutrition & hydration, maintenance of mobility, psychosocial interactions, & safe environment. The clinical portion prepares students to work as a Certified Nursing Assistant in a long-term care setting. Graduates of this course will qualify for the California Department of Health Services, Nursing Assistant Certification test.

TYPE OF AWARD GIVEN

Students will receive a Diploma once all requirements of completion have been satisfied.

- *Requirements for Completion:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students are required to have 100% attendance in all courses in order for them to complete the course. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

- Certification Facts
 - Provide perinatal care, assist with bath, make beds
 - Provide care to patients with urinary, gastric, oxygen and intravenous tubing (excluding inserting, suctioning, changing or repositioning the tubes)
 - Insert cleans in enemas, laxative, suppositories
 - Heimlich maneuver
 - CPR (with current certification)
 - Apply non-sterile dry dressings to intact skin surfaces,
 - Apply non-legend topical ointments, creams, lotions, and solutions to intact skin surfaces
 - Chart medical record

CAREER OUTCOMES

This program prepares students for an industry related entry-level certified nursing assistant position. Upon successful completion of all state tests and protocols, students will qualify to become certified nursing assistant. Please see Licensure Eligibility Requirements – Nursing Department in this catalog.

PROGRAM CODE: CNA1 CIP#51.1614

*O*NET Codes –31-1014*

Positions: Certified Nursing Assistant

O*Net Occupation Titles	SocCode
www.O*Netcodeconnector.org	
Nursing Assistants	31-1014.00

INSTRUCTIONAL MATERIALS/EQUIPMENT

The CNA program offers students an opportunity to practice clinical skills in the lab setting prior to rotations in the long-term care setting. The equipment and room set up is representative of long-term care facilities.

- Beds & Side Tables
- Mannequins
- Bathing and Dressing Units
- Sample Adult Hygiene Products
- CPR Equipment
- Ambulation Equipment: Wheelchairs, Walkers and Gait Belts

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ballpoint pen. ESTIMATED COST \$100.00. Students may not have either natural or acrylic fingernails, which extend beyond the fingertips.

PROGRAM INFORMATION

Total Quarter Clock Hours: 232

Class Hours: 100 Lab Hours: 20

of Weeks: 6

Clinical hours: 112

Minimum Work Outside of Classroom:

Teacher/Student Ratio: 1:15

PROGRAM MODULES

		LECTURE HOURS	LABORATORY HOURS	CLINICAL HOURS	Home work	TOTAL HOURS
Course Number & Title		Clock	Clock	Clock		clock
CO610	Essentials of the Certified Nursing Assistant	100				100
CO620	Clinical Training			112		112
CO630	Skills Lab		20			20
Total		100	20	112		232

Certified Nursing Assistant students are required to attend **all** theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenrolled into the next class if space is available. It is the responsibility of the student to call the NURSING department or *CNA clerk* the day they are absent. *Previously completed hours and associated tuition costs are not transferable.*

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

Lecture: 10 clock hours equal 1 quarter credit hour

Lab: 20 clock hours equal 1 quarter credit hour

Externship/Clinical 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

- Grading Scale

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Exam 1 (100 pts)	28%
Exam 2 (100 pts)	28%
Exam 3 (100 pts)	28%
Final Exam (60 pts)	16%
Skills	Pass/Fail

MODULE DESCRIPTION

Course Name: **Essentials of the CNA & Clinical Training**

Prerequisite: CPR Course

Course Number: CO0100 & CO0130

Course Length: 6 Weeks / 232 Total Hours

Course Breakdown: 100 Lecture Hours / 20 Lab Hours / 112 Clinical Hours

This entry-level course prepares students for the State Nurse Assistant certification examination. This course includes classroom instruction and clinical practicum in long-term care facilities. Interpersonal skills, communication, safety,

asepsis, weights and measurements, resident care skills, nutrition, rehabilitative nursing, vital signs, assessment data collection and emergency procedures are integrated throughout the program. Content preparation promotes a successful transition from classroom to community while providing comprehensive professional development that is of such scope, size and quality to bring about improvement in the quality of care for our increasing geriatric population.

A CNA may not perform any nursing functions that must be performed by a Licensed Healthcare Professional.

Perform invasive procedures, Suctioning, Pass/administer medications or give injections.

(This includes the administration of any medication associated with treatment of eyes, ears, nose, mouth, or genitourinary tract.) Perform ostomy care or apply wafer to skin, Insert, irrigate, or replace catheters

Perform sterile procedures (dressing changes, debridement, tracheostomy care, administer gastrostomy or nasogastric feedings, Administer oxygen.

INJURY AFTER ENROLLMENT

If a student enrolled in the program has developed a condition that would prevent successful performance of his/her responsibilities and tasks, the Director of Nursing may require the student to be re-examined by a licensed physician. If the licensed physician verifies the condition, then there is sufficient cause for termination from the program. The student would be terminated from the program and allowed to reapply to the program.

EXPENSES

Health and safety screenings are additional expenses the student will incur. Students are responsible for providing their own transportation to clinical facilities and any other miscellaneous expenses such as but not limited to the following:

- White Nurse Duty Shoes
- Watch with sweeping second hand
- Paper and pencil and required handouts
- Drug Testing Requirement

All nursing students are advised that clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Summit College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and "Drug Free" policies.

ADDING / DROPPING / WITHDRAWING

Withdrawal from the CNA courses at any time will result in termination from the program.

ATTENDANCE

Certified Nursing Assistant students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenroll into the next class if space is available. Previously completed hours and associated tuition costs are not transferable.

It is the responsibility of the student to call the NURSING department or CNA clerk the day they are absent.

The student is responsible for making all arrangements with student services and admissions for admittance to the next class.

MAKE-UP

As the CNA program is a six-week course, which leaves no time to make up necessary objectives CNA students will not be allowed to make-up hours that are missed. All modules build on each other and to complete the course CNA students must meet all the required course times and objectives.

Certified Nursing Assistant students are required to attend all theory and clinical classes as scheduled missing a day will mean the student will be dropped and must reenroll into the next class if space is available. It is the responsibility of the student to call the NURSING department or CNA clerk the day they are absent.

Previously completed hours and associated tuition costs are not transferable.

REPEATING A COURSE

Students must reenroll to repeat the CNA program on a space availability basis.

CLINICAL ROTATION UNIFORM

Certified Nursing Assistant Students

Surgical scrub pants and scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn at clinical site at all times. Optional cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn.

Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.

The student is to be dressed in full uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

LICENSURE

Certified Nursing Assistant

Upon completion of the Nursing Assistant program students will be eligible to sit for the Nursing Assistant Exam. There are two parts to this exam;

Written consists of 70 multiple choice questions.

Skills evaluation or manual exam consists of 5 random selected Nurse Assistant skills.

First time test fees are paid by Summit College once student fulfills all program obligations.

TRANSFER CREDIT FOR UNCOMPLETED COURSE IN CERTIFIED NURSING ASSISTANTS

All transfer students who have taken coursework at another CNA program will be evaluated on an individual basis. Previous CNA coursework must be no older than 2 years. The student must present a letter from the director of the former CNA program, stating the circumstances necessitating the transfer, and an evaluation of clinical safety. Students who are deemed unsafe in the clinical area are not eligible for transfer.

SPECIAL CONSIDERATIONS FOR CNA/HHA TRANSFER CREDIT

CPT for CNA/HHA Training - Completed Program

The CNA/HHA training program must have been completed within 5 years of the date of request for CPT. If the actual training program was completed 5 or more years ago, the training is not eligible for training based CPT.

The student must provide an OFFICIAL transcript and course description or syllabi from the college where training was received.

A maximum of 98 hours may be granted for training based CPT for CNA/HHA coursework based upon the curricular correlation to the college's LICENSED VOCATIONAL NURSING program.

The student must pay non-refundable fee of \$100.00 for complete transcript review by the Director of Nursing.

NOTE: If you have been working as a CNA/HHA but you completed your actual training program more than five years ago, you are not eligible for training based CPT.

CPT FOR CNA/HHA WORK EXPERIENCE

The student must have been working full-time in the field within the last five years.

The student must provide proof of employment on official company letterhead.

The student must take and pass a competency based written and skills demonstration examination prior to start of the LICENSED VOCATIONAL NURSING program. The pass rate for the written examination is 80%. Skill testing is pass/fail based upon instructor observation for each skill tested.

The student must pay a non-refundable \$300.00 examination fee covering both examinations.

Any Student who requires and is granted CPT cannot participate in that portion of the program for which CPT was granted.

NOTE: The number of program hours the student must complete in order to qualify for graduation from Summit College Vocational Nursing Program will be determined by assessing pre-existing, completed related subjects and discussed with the applicant. An appeal may be made in writing to the Campus Manager if Transfer Credit is denied.

Licensed Vocational Nursing

Licensed Vocational Nursing Programs have scheduled starts; please see an Admissions representative for the next start date. Certified Nursing Assistant have scheduled starts every 6 weeks. Students will be provided with a schedule of terms at the time of enrollment. During orientation, a schedule and syllabus will be provided for the current term.

ENTRANCE EXAM REQUIREMENTS

Nursing applicants must take an entrance exam to register for courses and pass the exam with the following minimum SLE score as stated for each program:

SLE Entrance Exam		
Program	CIP Code	Minimum Score
LICENSED VOCATIONAL NURSE – DAYS AND EVENINGS	51.3901	18

RETESTING NOTE

Nursing student applicants may attempt SLE no more than twice per day with a maximum of four (4) attempts every 6 months. If a student has been enrolled in previously at Summit and meet the minimum score, they will not be required to take the SLE exam a second time.

ELIGIBILITY FOR ADMISSION

To be eligible for admission to the LICENSED VOCATIONAL NURSING Program, an applicant must meet the following requirements:

- Pass a required entrance exam. (see testing requirements and test scores)
- Provide documented evidence of a high school diploma, GED or equivalent
- Receive final approval from the Director of Nursing to enter the program.

For the LICENSED VOCATIONAL NURSING program, new students must begin instruction in Term I and complete the objectives of each sequential Term unless granted Challenge Credit or Transfer Credit.

All applicants are considered as LVN candidates to enter the program. Factors used to judge prospective students include, but are not limited to attitude/professionalism, previous experience/training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission staff accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview application for purposes of enrolling. If the Director of Nursing approves the Candidate for enrollment, the Candidate will be allowed to enroll in the program as an enrolled/alternate candidate.

Enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the candidacy list until clinical rotations start and will be required to attend the mandatory Pre-requisite course.

All LICENSED VOCATIONAL NURSING students will be provided with a Physical Examination worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning the Nursing Program.

PRE-REQUISITE COURSE

Enrolled Candidacy is conducted on an ongoing bases. During this pre-requisite to start, the student will participate in an academic course inclusive of medical math, medical terminology, and overview of anatomy, physiology and ethics. This course is 36 hours in length.

All enrolled LICENSED VOCATIONAL NURSING candidates will be allowed to attend the theory classes until clinical rotations. This period will be used to determine which Enrolled Candidates will be awarded regular student status for the class. To qualify for progression, All Enrolled Candidates will be evaluated at the end of the candidacy interval or prior to the end of instruction to determine which Enrolled Candidates will be granted regular student status for the class. Enrolled Candidates are ranked according to academic standing as well as attendance record during this period.

In the event that two or more enrolled LICENSED VOCATIONAL NURSING candidates are tied in academic standing (GPA) for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the Director of Nursing will make final determination.

All Enrolled Candidates should note that this is a CRITICAL period of instruction that will determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the class by the Nursing Department weekly. Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide assistance in increasing their academic standing during the Fundamentals unit.

Note to prospective students: It is important to know that the Admissions Committee will typically review approximately 300-350 applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and/or achieve Enrolled Candidate status.

The college will attempt to make reasonable accommodations where possible in compliance with ADA standards.

PHYSICAL EXAM REQUIREMENT

All students accepted as LICENSED VOCATIONAL NURSING enrolled candidates must provide a physician's release and evidence of good health by completing a recent (within 30 days prior to enrollment) physical examination including the following elements:

- History and Physical Clearance
- Height & Weight
- Blood Pressure, Pulse and Respiration

Hepatitis B vaccination series is recommended, but not mandatory. RPR, two-step TB test or chest x-ray is mandatory to assure students are not in active stage(s) of tuberculosis. MMR Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Proof of a tetanus vaccination within the last 2 years is also required.

The physician's release evidence of good health must be verified by Physician's office stamp. Falsification of such information will result in denial of admission to the program. If the applicant is pregnant or becomes pregnant, a full medical release signed by the physician with no clinical restrictions will be required.

The physical examination, lab tests and vaccination records MUST be turned in to the Nursing Office for review PRIOR to the Orientation for the class start (1 week before the start date).

The Nursing Office will provide each prospective student or Enrolled/Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.

DRUG TESTING REQUIREMENT

All nursing students are advised that clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of Summit College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug-screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and "Drug Free" policies.

TRANSFER CREDIT FOR LICENSED VOCATIONAL NURSING

(BPPE §71810(b)(7) – (BVNPT Article 5 Section 2535).

(a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

- (1) Approved vocational or practical nursing courses.
- (2) Approved registered nursing courses.
- (3) Approved psychiatric technician courses.
- (4) Armed services nursing courses.
- (5) Certified nurse assistant courses.
- (6) Other courses the school determines are equivalent to courses in the program.

Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the Summit College Vocational Nursing Program.

CHALLENGE CREDIT

For LICENSED VOCATIONAL NURSING applicants a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorate basis for credits granted to students receiving Challenge Credit.

PROGRAM DESCRIPTION

The LICENSED VOCATIONAL NURSING program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Licensed Vocational Nurse (DOT code: 079.347-014) in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes four consecutive quarters of 13 weeks (days) or 21 weeks (evening). The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy & physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.

TYPE OF AWARD GIVEN:

Students will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

This program prepares students for an industry related entry-level vocational nursing position which requires a license. Upon successful completion of all state tests and protocols, students will qualify to become licensed vocational nurses. Please see Licensure Eligibility Requirements – Nursing Department in this catalog.

PROGRAM CODE: VND & VNE CIP#51.3901

O*NET Codes – 29-2061

Positions: Licensed Vocational Nurse

O*Net Occupation Titles

SocCode

www.O*Netcodeconnector.org

Licensed Practical and Licensed Vocational Nurses: Licensed Practical

29-2061.00

Nurse(LPN),Charge Nurse, Licensed Vocational Nurse(LVN), Clinic Licensed Practical Nurse(CLINICLPN),Pediatric Licensed Practical Nurse (PEDIATRIC LPN),Clinic Nurse, Office Nurse Private Duty Nurse ,

INSTRUCTIONAL MATERIALS/EQUIPMENT

The LVN program is delivered in a format that provides students with didactic and clinical skills experience. This includes a space available for theory classroom that is equipped with audio and visual equipment to support a dynamic lecture as well as a white board for further explanation, diagrams and details for the students. In the skills labs, where clinical skills are practiced, they are set up to simulate multiple health care settings including long-term care, hospital, neonatal and pediatric rooms. The equipment below is a sample of the items that will be utilized in the program.

INSTRUCTIONAL EQUIPMENT

- Catheters
- Catheter trays
- Beds
- Glucometers
- Medical Carts
- Skeletons
- Stethoscopes
- Blood Pressure Cuffs
- Wheelchairs/ Walkers
- Hospital Room Set Up (Beds & Side Tables)
- Mannequins (Obstetric and Pediatric)
- Scales
- Sphygmomanometers
- Thermometers
- Venipuncture & IV Equipment
- CPR Equipment
- Gastronomy Tubes
- Naso Jejunal Feeding Tube

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: 1 pair white, uniform shoes, Wrist watches w/sweep second hand, Black ink, ball point pen. ESTIMATED COST \$100.00. Students may not have either natural or acrylic fingernails, which extend beyond the fingertips and tattoos must be covered to the best ability of the student.

- Required Uniform

(2)	Scrub Set (Top & Pants)		
(4)	School Patches	(1)	ID Badge
(1)	Gait Belt	(1)	Stethoscope
(1)	Pen Light	(1)	Bandage Scissors
(1)	CPR face shield		

(Included in Total Program Cost):

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the program cost, students will be required to provide the following items:

<u>Item</u>	<u>Approximate Cost</u>
Physical Examination	\$85 - \$150
Uniform Shoes	\$35 - \$85

Wrist watch \$15 - \$25 Ball point pen \$.50

REQUIRED PHYSICAL EXAMINATION / LAB TESTS

All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning class. The physical examination and lab tests are not included in the total program cost.

The physical examination must include the following elements:

- Basic Physical Exam
- Height & Weight
- Blood Pressure, Pulse and Respiration

Tetanus vaccination booster, RPR, PPD or chest x-ray is mandatory to assure students are not in active stage(s) of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.

REQUIRED CLINICAL BACKGROUND CHECK (INCLUDED IN TOTAL PROGRAM COST)

Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. The college will conduct a limited background check on all students in accordance with its clinical facility contracts. The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program.

IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY.

Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

PROGRAM INFORMATION

Total Clock Hours: 1586

Lecture Hours: 632 Lab Hours: 307

Length of Program: # of Weeks:

Days 54 Evenings 84

Clinical hours: 647

Minimum Work Outside of Classroom:

Teacher/Student Ratio: Clinical 1:15 Theory: N/A

Class Times: *Day Program - 8:30am – 3:30 pm / Evenings Program 4:00 -10:00 pm ((May include Sat & Sun)*

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

Lecture: 10 clock hours equal 1quarter credit hour

Lab: 20 clock hours equal 1 quarter credit hour

Clinical 30 Clock Hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

This program is presented in a standard term, quarter credit format over four consecutive quarters.

*Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census. A basic schedule information page is available from the Admissions Department.

PROGRAM MODULES

		LECTURE HOURS	LABORATORY HOURS	CLINICAL HOURS	TOTAL HOURS
Course #	<i>Modules</i>	clock	clock	clock	clock
VN-1701	Term 1 -- Fundamentals of Nursing	186	155	43	384
VN-1702	Term 2 – Medical/-Surgical 1 --	173	48	168	389
VN-1703	Term 3 – Medical/-Surgical 2	144	48	228	420
VN-1704	Term 4 –Medical/Surgical III, Maternal/ Child Health: Leadership, Capstone	129	56	208	393
	Totals	632	307	647	1586

GRADING SCALE

Term Grade	
The student must achieve a passing grade based on the scale listed below:	
Term 1:	78% passing grade
Term 2:	78% passing grade
Term 3:	80% passing grade
Term 4:	80% passing grade

TERM 1

Anything below 78 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Breakdown		
Quiz /Adaptive	105 pts	20%
Presentations	30 pts	10%
NCLEX Adaptive Quizzing	10 pts	10%
Midterm	125 pts	25%
Final	150 pts	25%
HESI Remediation	30 pts	10%
	450 Pts	Total

TERM 2

Anything below 78 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Breakdown		
Quiz /Adaptive	105 pts	20%
Presentations	30 pts	10%
NCLEX Adaptive Quizzing	10 pts	10%
Midterm	125 pts	25%
Final	150 pts	25%
HESI Remediation	30 pts	10%
	450 pts	Total

TERM 3

Anything below 80 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Breakdown		
Quiz /Adaptive	105 pts	20%
HESI Remediation	30 pts	10%
NCLEX Adaptive Quizzing	10 pts	10%
Midterm	125 pts	25%
Final	150 pts	25%
Presentations	30 pts	10%
	450 pts	

TERM 4

Anything below 80 is a failing grade. See yellow highlight

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	73-77	2.0
A-	90-95	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	.5
C+	78-79	2.3	F	0-59	0

Breakdown		
Quiz /AQ HW (Maternal Child, Leadership Capstone, and Med/Surg 3	105 pts	2.5%
Midterm	125 pts	15%
Presentations	30 pts	2.5%
HESI FINAL minimum 850	1062 pts	80%
TOTAL POINTS	1322	

ALL NURSING STUDENTS

The student must achieve a clinical passing grade in all categories in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will denote a term final grade of “fail”.

Students must pass the Specialty Exam at the end of a term at minimum score or will need to remediate and retest within 7 calendar days. Failure to pass remediation will result in Academic Probation for the term to follow. Academic Probation requires student to give Bi-Weekly progress reports to Director of Nursing.

- Rating Scale

Theory

- Class presentation
- Comprehensive Final Exam
- Comprehensive Pharm Exam
- Quizzes

Clinical: Pass or Fail

- Clinical Performance /Attendance/participation

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a “pass” or “fail”. The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program.

Each of the four required terms is made up of multiple modules/or courses of instruction. All modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed under the “Grading” section of this catalog.

- LVN Clinical

Licensed Vocational Nursing students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on a Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical pass is based on satisfactory achievement of all clinical objectives.

- Performance Rating Scale- LVN Clinical

The clinical evaluation has six categories:

- Knowledge Base
- Implementation of Nursing Care
- Communication and Documentation
- Professional Growth and Development
- Interpersonal Relations
- Professionalism

The student must practice within the standards of the five categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

MIDTERM REMEDIATION

Remediation has been established to assist the student in improving theoretical knowledge while compensating for a failed examination. The student in any term will be provided with one (1) remedial opportunity after the midterm and will be required to complete the remediation within Seven (7) Days. Remediation consists of self-study, tutorial, and testing and will be offered to students when the cumulative GPA is below the term minimum. Midterm examinations for daytime classes this will occur. Students who do not remediate and/or retest below the minimum score, will be placed on Academic Warning and will be required to continue tutoring and remediation support. Students who pass the retest midterm examination will have completed their academic contract.

SPECIALTY EXAM REMEDIATION:

Students who do not pass a specialty exam at the minimum score, will have also undergo a remediation plan but will only have one week to complete remediation and then retest the specialty exam. If a student does not pass the specialty exam retest at the minimum score the student is placed on Academic Probation and is required to give bi-weekly progress reports to the Director of Nursing for review and counseling if needed. If a student does not complete the terms of the Academic Probation, they will be subject to repeat the term.

REMEDICATION SCORING EFFECTS ON FINAL GRADE:

If the student has completed the remediation process in the midterm or specialty exam process but does not achieve a passing score equal to the term score (i.e. 78%, 78%, 80% or 1200, 1200, 1200, 850 Final Exam) the higher of the two scores will be used when calculating final grade totals.

Term	Midterm Minimum Score	Term	Specialty Exam Minimum Score
Term 1	78%	Term 1	1200*
Term 2	78%	Term 2	1200*
Term 3	80%	Term 3	1200*
Term 4	80%	Term 4	850

*If the student does not score a 1200 on the specialty examination, the students will be required to complete a High Risk Remediation Plan within 7 calendar days of the examination in order to be cleared to take the examination a second time. This may include one or all of the following: mandatory tutoring, adaptive quizzing exercises, and content review and study hour minimums.

PHILOSOPHY OF THE NURSING PROGRAM

Summit College believes that nursing is caring and that caring is a nursing virtue. Orem's nursing framework guides the education of our vocational nursing students based on the nursing paradigm that includes the person, health, environment and the nursing systems. The framework emphasizes the interrelationships between the *self-care* agency and the nursing systems.

Central to Orem's theory, limitations or loss of self-care results in dependence to the nursing systems. It is the goal of the nurse to assist the individual from having self-care deficit to autonomous self-care, and to promote the well-being of every individual with health care needs.

We believe that it is only through nursing education that a person's worldview of caring becomes meaningful. Nursing education is a continuous learning process, which encourages active participation, self-awareness, and self-direction in a rapidly changing society. Embracing Orem's framework in our nursing education program allows the student to develop a deeper appreciation of the core of nursing; the person, the environment, and the person's health.

Vocational nursing is an integral, interacting part of the health care structure. The Vocational Practice Act, states that Vocational nursing incorporates the nursing process in patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines.

Our faculty and staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

ATTENDANCE

Licensed Vocational Nursing

Summit College provides accelerated learning programs and strongly encourages students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary on program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the LICENSED VOCATIONAL NURSING program:

Students are required to attend all theory and clinical classes as scheduled.

Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day(s) absent.

It is the responsibility of the student to call the LICENSED VOCATIONAL NURSING department or attendance clerk the day they are absent. ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL.

Absences must be called in to the instructor or attendance clerk in the LICENSED VOCATIONAL NURSING office on the same day of the absence. Students need to connect with the instructor or the office attendance clerk for clinical or theory absences. Students are expected to be accountable for their actions.

*The student is responsible for making all arrangements with LVN staff or instructor for all theory or clinical make-ups.

The school may review and will require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

To return to school after a medical LOA, the student must provide the school with a full medical clearance.

The student will be readmitted on a space-available basis.

ALL CLINICAL ABSENCES will require documentation by the instructor on the attendance form, the clinical evaluation, and on the Clinical contract of the clinical objectives missed.

If a student is absent for three (3) or more theory classes and/or three (3) or more clinical rotations throughout the Term the student may be subject to termination from the entire program.

All attendance issues are subject for review by the Director of Nursing or by the Department Representative

TARDINESS

LVN students:

When a student is late for clinical or class it disturbs the flow of assignments.

The student is allowed to be late to clinical one (1) time up to fifteen (15) minutes with Deficiency notice given any further tardiness the student will be sent home and marked absent. Sign in/sign out sheets must be completed on time and accurately or students will be marked absent for the day.

CLINICAL GUIDELINES

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his/her duties will be considered absent.

EARLY DEPARTURES

LVN students:

Early departures will be marked absent for the day and the student must make up all missed time and objectives.

All students are requested to post all appointments they have during school hours with the instructor. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment. Time spent away from class is recorded in quarter hour increments and deducted from student's attendance time. Time spent away from class is discouraged, while there is provision for make-up hours, they rarely compare to the missed lectures/lab time during the day.

STUDENT UNIFORM DRESS GUIDELINES

Upon issue of approved school uniform, the following rules must be followed: The ONLY exception to this policy would be certain designated events that may require another type of dress code policy. Any exceptions must be approved by the Director of Nursing or Department.

While on campus, students are required to wear the Official Scrub Uniform (surgical scrub pants and scrub top with school emblem on left sleeve), supplied by the school. Picture ID badge worn just below left clavicle. Optional blue cardigan sweater. Other jackets or coats may NOT be worn in class or in clinical facilities. White shoes and white socks. Bare feet, slippers, and sandals are not allowed.

All nursing students are REQUIRED to provide the following additional items that are not included in the uniform package: White uniform shoes, wristwatch with sweep second hand and Black ink ballpoint pen (required prior to clinical rotations)

CLINICAL ROTATION UNIFORM

Black scrub pants and Gray scrub top with school emblem on left sleeve. Picture ID badge worn just below left clavicle. The picture I.D. name badge is to be worn in all hospital units at all times. Optional white or black cardigan sweater. The uniform should be laundered and free of wrinkles each time it is worn.

Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.

A current CPR Card must be carried by all students at all times while on clinical rotation.

The student is to be dressed in full clinical uniform before clinical pre-conference and is not allowed to change out of the uniform until after clinical post-conference.

No key necklaces at clinical

TUTORING PROGRAM

Licensed Vocational Nursing students who receive a failing grade on any examination can be required to attend mandatory tutorial sessions. Students must request tutorial assistance through the Learning Academy or Nursing Department.

PROGRAM OR TRACK TRANSFER

A student may make a schedule change from LICENSED VOCATIONAL NURSING Full Time to LICENSED VOCATIONAL NURSING Part Time only once. A schedule change from Part Time to Full Time will not be allowed. All changes must be approved by the Director of Nursing.

ADDING / DROPPING / WITHDRAWING

Withdrawal from a Term will result in termination from the program and all Financial Aid will cease. A Term of instruction must be completed with a passing grade in theory and a “pass” grade in clinical according to the grading policies.

MAKE-UP LICENSED VOCATIONAL NURSING

- Make-up Time and Assignments

Licensed Vocational Nursing students will be expected to make up all work necessary to meet program/course objectives. Students are responsible for missed didactic material. Make-up for missed classroom objectives will be at the discretion of the instructor and approved by the Director of Nursing. Clinical make-up must be done within 14 calendar days of the absence within the same term. Theory make-up must be done within 7 calendar days of the absence within the same term.

- Criteria for Make-Up Exams

Before any make-up exam may be taken by the Licensed Vocational Nursing student they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero ("0") on the exam. The following criteria must be followed:

- a) Student must bring written verification of illness or emergency to the instructor.
- b) Student must contact the instructor on the student's first day returning to school in order to schedule a make-up exam on the first Theory day after the absence.
- c) All make-up exams must be taken after scheduled Theory hours.
- d) Pop-quizzes cannot be made up.
- e) All students must make-up the missed exam within 7 days.
- f) All make-up exams scores are equal to the maximum score is term passing.

REMEDIAL LAB

A Licensed Vocational Nursing Remedial Lab has been established for your benefit to assist in improving your test-taking abilities and increase your theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. All tests will focus on a specific area of study.

Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test-taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail.

Regardless, attending Remediation may ultimately enable you to study more effectively and achieve higher test scores, which will result in better grades. Please schedule some time to work with your instructors.

SKILLS LAB

The Licensed Vocational Nursing Program Skills Lab is available to provide supervised time and by appointment or by assigned time for students to increase their proficiency in clinical skills, such as review of mathematics, aspects of medication administration, assessment and clinical documentation.

INSTRUCTOR REFERRAL

An instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase understanding and competency of clinical skills.

A form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the instructor.

The learning activities available in the Skills Lab are listed on the Form. The instructor may specifically list other objectives in order to meet the student's needs.

Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

TUTORING PROGRAM

Summit College's Tutoring Program is dedicated to providing the support and assistance students need to be successful in their course work. Free individual and small group tutoring is provided in specific content areas as well as study skills assistance. Student tutors are recommended by faculty members for their positions. Students are invited to request tutoring.

Licensed Vocational Nursing students who receive a failing grade on any examination can be required to attend mandatory tutorial sessions. Students must request tutorial assistance through the Learning Academy or Nursing Department.

REPEATING A COURSE

Student may be allowed to repeat terms of instruction with approval from the Director of Nursing at no cost to the student. The student must score above a 70% in order to be eligible to be considered for a repeat of Terms 1 or 2 and 75% for Terms 3 or 4. When a Nursing term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing. Students repeating will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed and repeating students will be assigned a seat only on a "space available" basis. Nursing students may be required to repeat the term on warning status depending upon the circumstances surrounding the cause of the initial term failure or withdrawal. The grade for the repeat will become the official grade. Students repeating a term must complete the program within the maximum allowable time frame, which is 1.5 times the program length to be considered as maintaining satisfactory academic progress and remain eligible for financial aid.

WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in termination from the program and all Financial Aid will cease. A course of instruction must be completed with a passing grade for LICENSED VOCATIONAL NURSING both in theory and clinical according to the grading policies.

COMPLETION OF THEORY AND CLINICAL FOR LVN

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program. Each of the four required Terms is made up of multiple Modules/or courses of instruction. All Modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed in the LVN Program section.

GRADUATION STANDARD OF ACHIEVEMENT

§71810(b)(8)

Meet attendance requirement of 100%.

Fulfill all financial obligations to the College; and,

Must meet with the Career Services Department and provide a current resume.

Additionally in order to graduate from the LICENSED VOCATIONAL NURSING program.

Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements

Term Grade Percentage: Term 1: 78% Term 2: 78% Term 3: 80% Term 4: 80%

HESI Scores: Term 1: 1200* Term 2: 1200* Term 3: 1200* Term 4: 850 (Final Exam)

*This score is a target score. Students who do not achieve this score will be given a targeted review that must be completed in the specified time on the contract so student remain eligible to retake the exam.

The program requires concurrent clinical make-up times for excused absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame may be dropped from the program. Students will be officially graduated upon completion of all clinical make-up days.

As LICENSED VOCATIONAL NURSING students progress in the program, each student will participate in the specialty-testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

LICENSURE

NURSING NCLEX PREPARATION:

NCLEX preparation begins at the start of the program. As preparation and passing the NCLEX exam is a core goal of the program, Summit College recommends of all students to spend quality time each week reviewing and practicing NCLEX questions. This foundational approach will strengthen your understanding of the Nursing profession.

NCLEX TEST PREP FLOW

At the beginning of Term IV, Student Services will meet with you to handle any record of conviction issues and assist the required with apology letters.

Summit College will meet with Term IV students 30 days prior to graduation to review the application process assisting with Live Scan and 2 x 2 photos. The cost for the application and fingerprinting is included in the Board Application Fees.

Once a student completes all graduation requirements, a required mandatory NCLEX Review is scheduled. 100% attendance and class participation is required. Applications to sit for the state exam will be mailed along with required fees. Should a student not participate in the required review the institution will not pay for any associated costs. Allow 4-8 weeks for BVNPT processing time.

Students will receive Authorization to Test (ATT) by mail and should contact the NCLEX Success Office directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.

The NCLEX Success Office will receive an e-mail as a result of the ATT and arrange a test date with the student

Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.

- TEST DAY!

Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the NCLEX Success Office to expedite Licensure fee payment. The college will then issue the required fee to the BVNPT on behalf of the student so the license can be issued.

**All Summit College Licensed Vocational Nursing graduates are required to successfully pass the NCLEX review course to qualify for payment of application & testing fees.

- Licensure Eligibility Requirements

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The LICENSED VOCATIONAL NURSING program at Summit College has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the LICENSED VOCATIONAL NURSING Program at Summit College, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the NCLEX Coordinator.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest/Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis.

First time NCLEX fees will be paid by Summit College once a student fulfills **all** program obligations.

- Notice Regarding LVN Licensure Delays

This notice is to provide the Licensed Vocational Nursing (LVN) Students at Summit College with information relating to testing and licensure after graduation. Unfortunately, budget and staffing cuts within the State of California have resulted in delays in processing time for testing as well as receipt of licenses following successful passing of the NCLEX

test. For example, the current average time between passing NCLEX-PN and receiving a license is upwards of 2 to 3 months. Furthermore, in order for a LVN to be employed as a nurse, they must have their LVN license - employers will not consider graduates without a physical license even if they have passed the NCLEX-PN. The entire licensing process may take as long as eight (8) months from submission of paperwork to receipt of license.

While these challenges are beyond our control, Summit College will do everything possible to assist LVN students throughout this process. We strongly encourage our graduates to schedule testing immediately upon completion of their training in order to get into the cycle at the earliest possible date.

- NCLEX Board Testing - License Application Process

As a benefit to our graduates, the college will pay for a graduate's actual fees to sit for the NCLEX examination and the cost of the actual vocational nurse license once the NCLEX review program has been completed. In order to accommodate the payment of these fees, students need to be in contact with the college after graduation. An explanation of the licensure process and fee payment is outlined below.

All graduates are required to successfully pass the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the LICENSED VOCATIONAL NURSING program, the following steps will need to be taken to apply for licensure.

Step 1 ----. *The college will* submit the graduate's BVNPT application for licensure along with the applicant's background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application

Step 2. --- When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college and the college will pay the testing center on behalf of the graduate so that the test can be scheduled. The college will pay for the first attempt at the examination *only upon completion of an NCLEX review*. Should the institution determine the student is not ready to sit for the exam; the student will be strongly encouraged to continue with a prescribed course of remediation.

Step 3. ---- Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college. The college will then issue the proper license fee to the BVNPT on behalf of the student so that the license can be issued.

Note: Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application & testing fees.

MANDATORY EXIT EXAM REQUIREMENT

ALL LICENSED VOCATIONAL NURSING students will be required to pass each Term for both theory and clinical objectives in order to progress from one term to another to graduate.

Effective February 5, 2018 – The mandatory Exit Examination given after completion of Term 4 will be a comprehensive examination that will cover material from all four terms. All students must pass this test with a minimum score of 850 in order to graduate from the program. The test will be offered under standard testing protocols. If a student fails the initial examination at the schedule testing date, the student must participate in remediation for a period of 2 weeks

prior to attempting the exit exam a second time. In the event the student fails the exit exam on the second attempt the student must repeat Term 4.

LICENSURE ELIGIBILITY REQUIREMENTS

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The LICENSED VOCATIONAL NURSING program at Summit College has been approved by the BVNPT as meeting the standards set for application for licensure. Upon successful completion of the LICENSED VOCATIONAL NURSING Program at Summit College, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the NCLEX Coordinator.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest/Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis. First time NCLEX fees will be paid by Summit College once a student fulfills all program obligations.

First time test fees are paid by Summit College once student fulfills all program obligations.

TECHNICAL/TRADE PROGRAMS

DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture, lab. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field.

*REQUIREMENTS FOR COMPLETION:

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the students cumulative GPA and is also monitored through their attendance. Students must meet a minimum of 80% attendance in order to complete the program. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

DEPARTMENT PROGRAM CHART

Definition of clock hour to credit hour conversion

One Quarter Credit Hour = 10 classroom /lecture hours; or
20 lab/shop hours; or
*Homework Hours – are estimated and not included in total Clock Hours or
Quarter Credit Hours

Programs within this department are listed below:Program	Code	Theory/Lab	Total Clock Hours	Total Quarter Credit Hours	*Homework Hours	Weeks of Classes
Electrician	EL1	380/340	720	55	98	36
HVAC	HVAC	360/360	720	54	108	36
Welding –Basic	WB	120/600	720	42	84	36

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: Work boots with rubber soles approximate cost \$60.00.

CAMPUS FACILITIES/EQUIPMENT

Summit has designed all their campuses to teach the skills required of students to succeed in their chosen careers. All facilities are equipped with furniture, equipment and supplies appropriate for the programs. Summit provides student areas where vending machines and a microwave may be found. Seating for consumption of food and beverages are also provided and ask students help in maintaining a clean professional appearance throughout their campus. Our shops and labs have workstations simulating the environment relating to the training of the program. All Campuses are non-smoking within the college.

FACULTY

Summit College instructors have been selected from the professional community where they excel at what they teach. These professionals bring a practical hands-on knowledge of the workplace as well as a talent for teaching their expertise. Summit instructors are encouraged to inspire students to achieve personal goals as well as career goals through the attainment of knowledge, skills and self-confidence.

Summit faculty is involved in the industry in which they teach. This provides them with the opportunity to stay current on present and future needs and skills. They know what employers are looking for and are encouraged to convey this information to students. Instructors are changed based on Summit needs and availability. Please see Faculty and Advisory Addendum.

DEPARTMENT ADVISORY BOARD

Summit College has an active Program Advisory Board comprised of professionals who are working in or associated with the industry for which training is offered. The function of the board is to provide a vital link with Summit in keeping programs current with industry needs. The board meets twice a year. Please see Faculty and Advisory Addendum.

Electrician

PROGRAM DESCRIPTION:

The Electrician Program prepares our graduates for a career in the field of electricity both residential and commercial. Graduates will know the necessary core and specialty skills to successfully meet electrician standards and function in a new market. Instructional topics include: electrical safety, theories and tools associated with electricity, the National Electrical Code (NEC), wiring, power distribution, circuits, AC/DC motors and low voltage, cabling and green electricity. Special topics for this program will prepare students for an array of job opportunities including, but not limited, to electrical installation in residential and commercial settings.

TYPE OF AWARD GIVEN

Students will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

This program prepares students for an industry related entry-level electrician.

PROGRAM CODE – EL1 CIP#46.0302

O*NET Codes –47-2111.00

Positions: Electrician

O*Net Occupation Titles	Soc Code		
Electrical Power-Line Installers and Repairers	49-9051.00	Electrical and Electronics Repairers	49.2094.00
Electrical and Electronic Equipment Assemblers	51-2022.00	Electrical Engineering Technician	17-3023.03
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	49-2095.00	Electrical Engineering Technologists	17-3029.02
Electrical and Electronics Installers and Repairers, Transportation Equipment	49-2093.00	Electrical Drafters	17-3012.02
Electric Motor, Power Tool, and Related Repairers	49-2092.00	Helpers--Electricians	47-3013.00
Electrical and Electronic Engineering Technicians	17-3023.00	Electrical and Electronics Drafters	17-3012.00
Electrical and Electronics Repairers, Commercial and Industrial Equipment	49-2094.00		
Helpers--Installation, Maintenance, and Repair Workers	49-9098.00		
Electronic Equipment Installers and Repairers, Motor Vehicles	49-2096.00		

INSTRUCTIONAL MATERIALS/EQUIPMENT

The student will be involved in the simulated wiring of all key areas of a residential installation. The student will also experience hands on commercial wiring techniques, including feeder and branch circuits, including main panels and sub-panels. The student will learn fire alarm control panel applications and wiring configurations. The student will also receive hands-on experience with data connections and local area networks. Analog, Digital, and ip-based Communications will be wired and tested for proper operation.

- Residential Application:
- 100A/1P/3W Load Center w/Meter Socket
- Commercial Application:
- 125A/1P/3W Load Center
- 200A/208V/3P/4W Panel Board
- FACP Application:
- 1 GE Fire Alarm Control Panel
- 2-wire smoke detector
- 4-wire smoke detector
- SPST toggle switch 15A @ 125VAC
- Pull Station
- Strobe
- Audible horn
- Horn/strobe
- Fractional Horsepower AC Induction Motor mounted and pre-wired
- Fractional Horsepower DC Shunt Wound Motor mounted and pre-wired
- Wall mounted and pre-wired AC Inverter Drive (VFD)

- Wall mounted and pre-wired Magnetic Motor Starter
- Wall mounted and pre-wired Manual Motor Starter
- Wall mounted and pre-wired External Switches and Speed Control Potentiometer enclosure used in conjunction with AC Inverter Drive
- Wall mounted and pre-wired Remote “Start/Stop” pushbutton station used in conjunction with Magnetic Motor Starter
- Wall mounted and pre-wired Control Circuit Transformer used in conjunction with Magnetic Motor Starter
- Wall mounted and pre-wired 3 pole 208 Volt Fused Safety Disconnect Switch
- Wall mounted and pre-wired 120 Volt Power Duplex Receptacle

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: Work boots with rubber soles approximate cost \$60.00.

PROGRAM INFORMATION

Total Quarter Credit Hours: 55

Class Time per Week: 20 Hours

Length of Program: 720 Clock Hours

of Weeks: 36

Minimum Work Outside of Classroom: 98

Teacher/Student Ratio: 1:30 Lecture 1:20 Lab

PROGRAM MODULES

		LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL HOURS	
Course Number & Title		Clock	credit	Clock	credit		clock	credit
EL1400	Electrical Theory	50	5	30	1.5	14	80	6.5
EL1410	Measuring for Electricians	60	6	20	1	14	80	7
EL1420	National Electrical Code Application	60	6	20	1	10	80	7
EL1430	Electrical Circuits	60	6	20	1	10	80	7
EL1440	AC Machines & Motors	30	3	50	2.5	10	80	5.5
EL1450	Low Voltage	30	3	50	2.5	10	80	5.5
EL1460	Green Electricity	30	3	50	2.5	10	80	5.5
EL1470	Residential Installation	30	3	50	2.5	10	80	5.5
EL1480	Commercial Installation	30	3	50	2.5	10	80	5.5
Totals		380	38	340	17	98	720	55

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation	10%
Laboratory	30%

MODULE DESCRIPTION

Course Name: **Electrical Theory**

Prerequisite: None

Course Number: EL1400

Course Length: 80 hours / 4 Weeks

Credit Units: 6.5

Course Breakdown: 50 Lecture Hours/ 30 Lab Hours/ 14 Homework Hours

This course introduces students to the fundamentals of safety, electrical theory, Ohm's Law, static charges, resistors, magnetism, voltage, wattage, and other measures of power. Upon completion of the course, students will learn concepts of energy, Kirchhoff's Law, Thevenin's and Norton's theorems, the Electron Flow Theory, Conventional Current Flow Theory, Electron Theory of Magnetism, and the effects of electric current on the body. Topics include general safety rules when working with electric equipment or circuits, early history of electricity and atomic structure, static electricity and the basic principles and terms associated with magnetic concepts. Students will participate in CPR certification through the American Heart Association and OSHA 10 training.

Course Name: **Measuring for Electricians**

Prerequisite: None

Course Number: EL1410

Course Length: 80 hours / 4 Weeks

Credit Units: 7

Course Breakdown: 60 Lecture Hours/ 20 Lab Hours/ 14 Homework Hours

This course introduces students to the fundamentals of mathematics and measuring. Students will review relevant mathematical concepts such as averages, estimates, powers, roots, measurement, ratio and proportions. Concepts such as formulas, Ohms theory and basic trigonometry will be discussed. In an applied setting, measuring instruments will be introduced such as: analog meters, voltmeters, multirange voltmeters, reading a meter, ammeter, ammeter shunt, DC-AC clamp on ammeters, ohmmeters, bridge circuits and one family dwelling load calculations.

Course Name: **National Electrical Code Application**

Prerequisite: None

Course Number: EL1420

Course Length: 80 hours / 4 Weeks

Credit Units: 7

Course Breakdown: 60 Lecture Hours/ 20 Lab Hours/ 10 Homework Hours

This course introduces students to definitions, terms, and organization of the National Electrical Code (NEC). Upon completion of the course, students will be able to navigate through the NEC book in order to adhere to regulations and follow all requirements. The majority of the NEC book will be reviewed with attention to utilizing best practices in the field and applying safe electrical practices.

Course Name: **Electrical Circuits**

Prerequisite: None

Course Number: EL1430

Course Length: 80 hours / 4 Weeks

Credit Units: 7

Course Breakdown: 60 Lecture Hours/20 Lab Hours/ 10 Homework Hours

This course provides students with the skills and knowledge required to learn the rules governing the values of resistance, voltage, current, and power in a series circuit, and the divisions of transformer principles, voltage and current values. Upon completion of the course, students will learn a basic understanding of how voltage drop impacts devices that are connected in a series, how current flows through a series circuit, and identify rules for solving electrical values of circuits. Topics include but are not limited to, resistive-inductive series and parallel circuits, resistive-capacitive series and parallel circuits, series, parallel, and combination circuits.

Course Name: **AC Machines & Motors**

Prerequisite: 1400/1410/1420/1430

Course Number: EL1440

Course Length: 80 hours / 4 Weeks

Credit Units: 5.5

Course Breakdown: 30 Lecture Hours/ 50 Lab Hours/ 10 Homework Hours

This course is designed to introduce students to the difference between AC and DC machines and concepts. Upon completion of the course, students will be able to describe the theory of operation of a DC generator, list and discuss the differences between different types of generators, draw schematic diagrams, explain the differences of AC alternators and how to interpret the NEC when determining how to connect and determine protective devices. Topics include major types of generators, counter torque techniques, armature winding and reaction, controlling, cumulative, and differential compounding, and AC components such as three-phase motors and alternators, and the rotating magnetic field.

Course Name: **Low Voltage**

Prerequisite: 1400/1410/1420/1430

Course Number: EL1450

Course Length: 80 hours / 4 Weeks

Credit Units: 5.5

Course Breakdown: 30 Lecture Hours/ 50 Lab Hours/ 10 Homework Hours

This course is designed to introduce students to low voltage electrical systems including audio, networking and technology equipment, power supplies, batteries, emergency systems, fire alarms, security systems and closed circuit television. The students will also discuss the National Electrical Codes associated with circuits, fiber-optic cabling, telecommunications, and wireless communications. Topics include: speakers, amplifiers, computer-networking systems, generators, wiring of fire alarms, optical fiber cables, telephone and residential cabling, security systems wiring, antennas, wireless and satellite communication, and closed circuit television systems.

Course Name: **Green Electricity**

Prerequisite: 1400/1410/1420/1430

Course Number: EL1460

Course Length: 80 hours / 4 Weeks

Credit Units: 5.5

Course Breakdown: 30 Lecture Hours/50 Lab Hours/ 10 Homework Hours

This course is designed to introduce students to alternative energy systems through installation and maintenance procedures. Upon completion of the course, students will learn the components, systems and typologies for monitoring system function and performance, specific alternative energy systems such as solar, wind, hydrogen and battery backup systems, and key components of circuit configuration related to alternative energy installation. Topics include electrical

theory for renewable energy, photovoltaic cells (PV) and applications, wind turbine power generation, measurements and mechanical construction, and fuel cell principles of operation.

Course Name: **Residential Installation**

Prerequisite: 1400/1410/1420/1430

Course Number: EL1470

Course Length: 80 hours / 4 Weeks

Credit Units: 5.5

Course Breakdown: 30 Lecture Hours/ 50 Lab Hours/ 10 Homework Hours

This course introduces students to definitions, terms and organization of wiring installations for residential dwellings. Upon completion of the course, students will learn NEC requirements for residential dwellings. Applied topics include foundational provisions related to general installation of boxes and enclosures, cables, single-family and multifamily dwellings. Students will be expected to demonstrate wiring ability in a simulated one-family dwelling and multi-family dwelling. Special attention will be given to proper installation practices and accurate load calculations.

Course Name: **Commercial Installation**

Prerequisite: 1400/1410/1420/1430

Course Number: EL1480

Course Length: 80 hours / 4 Weeks

Credit Units: 5.5

Course Breakdown: 30 Lecture Hours/ 50 Lab Hours/ 10 Homework Hours

This course introduces students to definitions, terms and organization of wiring installations for commercial dwellings. Upon completion of the course, students will learn NEC requirements for commercial industry. Applied topics include foundational provisions related to load calculation differences in non-dwellings and commercial facilities. A review of equipment and space requirements for panel board, switch boards, and motor control centers. Students will understand Class I, II and III location as well as the parameters for Divisions 1 and 2 within operating conditions. Special occupations and special conditions and their provisions, regulations and NEC codes will be discussed.

HVAC

PROGRAM DESCRIPTION

The HVAC Program is a basic HVAC education program encompassing heating, ventilation, air conditioning and refrigeration. The content in each course focuses on learning objective that have been identified by HVAC industry groups (such as AHRI, NATE) as key knowledge for an HVAC technician. It is specially structured to prepare technicians to be eligible for the EPA 608 Universal Certification prior to graduation and the initial NATE Core Certification after graduation. Upon successful completion of this program, students will understand the operations, maintenance and repair of residential and commercial heating and air conditioning systems and prepare for entry level positions in the HVAC industry.

TYPE OF AWARD GIVEN

Students will receive a Diploma once all requirements of completion have been satisfied.

*REQUIREMENTS FOR COMPLETION:

All courses within this program must be complete in order for the student to be eligible for a Diploma. The Universal EPA exam for Certification must be passed before a student will receive a Diploma.

LICENSURE

The U.S Environmental Protection Agency, or EPA, requires HVAC certification, (EPA Section 608), to anyone who performs maintenance, service, repair and disposal of refrigerants that releases the chemicals inside the appliance to the atmosphere.

CAREER OUTCOMES

This program prepares students for an industry related entry-level heating, air conditioning and refrigeration positions. Student must sit for the required testing of EPA 608 Universal Certification prior to graduation. Please see Licensure Eligibility Requirements – Trades Department in this catalog.

PROGRAM CODE: HVAC CIP#15.0501& 47.0201

O*NET Codes –49-9021.0

Positions: Heating, Air Conditioning and Refrigeration Technology/Technician

O*Net Occupation Titles	SocCode
www.O*Netcodeconnector.org Heating, Air Conditioning and Refrigeration Technology/Technician	15.0501

INSTRUCTIONAL MATERIAL/EQUIPMENT

The HVAC program provides students will exposure to various AC and Refrigeration units. This equipment gives the students an opportunity to think critically and trouble shoot machines.

- 3 Ton Residential AC Unit
- 3 Ton Commercial AC Unit
- 3 Ton Condenser Complete (various)
- 5 Ton Condenser Complete (various)
- Ice Maker
- Refrigerator (various kinds)
- Freezer
- 90% Efficiency Comfort
- 3 Ton Heat Pump

DESCRIPTION OF INSTRUCTION:

The courses within this program are taught by lecture. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field.

As a requirement of the US Environmental Protection Agency, HVAC/R technicians practicing in refrigerants must pass the EPA 608 Certifications within the type of equipment being worked on. Our program prepares the students to be eligible to test for the EPA 608 Universal Certification which encompasses (EPA 608 Certification Type I, II, and III).

UNIFORM AND SUPPLIES INFORMATION

See Catalog Addendum for further information. In addition, students may be required to furnish some items at their own expense: Work Boots approximate cost \$60.00

PROGRAM INFORMATION

Total Quarter Credit Hours: 54

of Weeks: 36

Class Time: 20 Hours per Week

Minimum Work Outside of Classroom: 108 Hours

Length of Program: 720 clock Hours

Teacher/Student Ratio:1:35 Class / 1:20 Lab

PROGRAM MODULES

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL HOURS	
		Clock	credit	Clock	credit	Home Work Hours	Clock	Credit
Pre-requisites								
HV510	Principles of Heat, Energy & Pressure	40	4	40	2	12	80	6
HV520	Electrical Systems & Components	40	4	40	2	12	80	6
HV525	HVAC Brazing Techniques	40	4	40	2	12	80	6
HV575	Green Job Training	40	4	40	2	12	80	6
HV530	Commercial Environmental Systems	40	4	40	2	12	80	6
HV540	Commercial Refrigeration	40	4	40	2	12	80	6
HV550	HVAC System Design	40	4	40	2	12	80	6
HV560	Residential & Commercial	40	4	40	2	12	80	6
HV570	Refrigerants & Refrigeration Systems	40	4	40	2	12	80	6
Totals		360	36	360	18	108	720	54

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

Lecture: 10 clock hours equal 1 quarter credit hour

Lab: 20 clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid

Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test	25%
Quiz	15%
Homework	10%
Attendance	10%
Participation	40%

MODULE DESCRIPTION

Course Name: **Principles of Heat, Energy, and Pressure**

Prerequisites: None

Course Number: HV510

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/40 Lab Hours/ 12 Homework Hours

This course provides the student with knowledge on the theory of refrigeration by learning the underlying principles of heat, energy, temperatures and pressures and the common tools, materials and supplies used in working with HVAC/R systems. The student will gain hands-on experience in calculating and measuring pressures, trouble shooting and simulated service calls on refrigeration systems with emphasis placed on industry safety standards.

Course Name: **Electrical Systems and Components**

Prerequisites: None

Course Number: HV520

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 20 Lecture Hours/ 60 Lab Hours/ 12 Homework Hours

This course provides the student with knowledge of basic electrical theory such as Ohms Law, circuit schematics symbols, circuit characteristics used in the HVAC/R industry. The student will earn the most common types of motor, starting components, protection devices, as well as troubleshooting strategies. The student will demonstrate a working knowledge of basic electrical safety including "Lock Out" and "Tag Out" procedures and practices.

Course Name: **HVAC Brazing Techniques**

Prerequisites: None

Course Number: HV525

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course provides the student a thorough understanding of HVAC/R pipe and tubing materials including service valves, gauges and joints. The student will learn Oxyacetylene welding, flame cutting, brazing and soldering techniques

with emphasis placed on industry safety standards. The student will gain hands-on experience fitting HVAC/R pipe and tubing utilizing welding, soldering and brazing techniques while monitoring and maintaining line pressure and joints seals.

Course Name: **Commercial Environmental Systems**

Prerequisite: HV-510/520/525/575

Course Number: HV530

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course provides the student with understanding of systems that control heating, ventilation and air conditioning equipment in commercial and industrial buildings. Types of equipment include cooling towers, water chiller systems, hydronic heating systems and boilers. The student will learn the various processes used to preserve and store perishable food. The student will have hands-on experience adjusting belt drives, performing routine maintenance on cooling towers, water circulating pumps and system blowers.

Course Name: **Commercial Refrigeration**

Prerequisite: HV-510/520/525/575

Course Number: HV540

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course will provide the student with the understanding of refrigeration systems such as refrigerators, ice machines, coolers and freezers in residential and commercial environments. Students will learn to locate, troubleshoot, service, and install all components of the HVAC/R system.

Course Name: **HVAC System Design**

Prerequisite: HV-510/520/525/575

Course Number: HV550

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course provides the student with the knowledge necessary to identify techniques and procedures used in the residential construction industry to determine proper sizing of HVAC equipment and ducts to meet the requirements for a high-quality, comfortable climate in terms of heating, cooling, humidifying, dehumidifying, ventilation and air cleaning or filtering.

Course Name: **Residential and Commercial Systems**

Prerequisite: HV-510/520/525/575

Course Number: HV560

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course provides specific knowledge and hands-on training experience in the installation, service, and maintenance of furnaces, heat pumps, and air conditioning systems. Students will study the electrical and mechanical components of

cooling and heating systems, proper use of tools and service equipment, as well as various methods and techniques of troubleshooting.

Course Name: **Refrigerants and Refrigeration Systems**

Prerequisite: HV-510/520/525/575

Course Number: HV570

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course covers refrigeration system components, performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to identify system components and understand their functions, properly recover/recycle refrigerants, and demonstrate service procedures which comply with the no-venting laws.

Course Name: **Green Job Training**

Prerequisites: None

Course Number: HV575

Course Length: 80 hours / 4 Weeks

Credit Units: 6

Course Breakdown: 40 Lecture Hours/ 40 Lab Hours/ 12 Homework Hours

This course will provide the student with the basic understanding of the latest information on green mechanical technology. Emphasis is placed on the use of green concepts, comfort cooling combination systems, HVAC/R electrical and plumbing. Upon completion, students should be able to identify system components and understand their functions, properly demonstrate knowledge in energy efficiency and energy management.

Welding Basic

PROGRAM DESCRIPTION

The Welding program is designed to provide the student with the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various welding processes. Basic Welding includes training in metal cutting and brazing utilizing the Oxyacetylene torch and welding employing four welding processes, (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Cored Arc Welding). The program includes knowledge in welding safety; symbols and blue print reading for Welders. The Welding program is also designed to introduce students to the skills and knowledge necessary to successfully perform the functions of an entry level Welder in various shops. This includes Shielded Metal Arc Welding. The program is offered in both lectures and “hands-on” practical lab formats. As an approved Test Agent site for the Los Angeles Department of Building and Safety (LADBS), students are eligible to participate in the didactic portion of certification testing administered under the guidelines of the American Welding Society (AWS) testing protocol.

TYPE OF AWARD GIVEN:

Students will receive a Diploma once all requirements of completion have been satisfied.

CAREER OUTCOMES

This program prepares students for an industry related welding technician position.

PROGRAM CODE: WB CIP#48.0508

O*NET Codes – 51.9198 --- 51.4121.00/.06/.07

Positions: Production Workers Welders, Cutters, Solderers, and Brazers Welders, Cutters, and Welder Fitters

O*Net Occupation Titles www.O*Netcodeconnector.org	SocCode
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	51-4122.00
Welders, Cutters, and Welder	51-4121.06

INSTRUCTIONAL MATERIAL/EQUIPMENT

The welding program offers equipment that assists the students to learn various and important welding process such as shielded metal arc welding, gas tungsten, gas metal arc welding, flux cored arc welding and Oxyacetylene. The equipment providing in the shops allows for each student to have time to practice the process specified in that module.

- SMAW, TIG and Flux Core machines
- Oxyacetylene Table
- Plasma and Carbon Arc Cutter
- Electrode Oven
- Iron Worker
- Benders (various)
- Grinders (various)
- Chopsaw
- Wellsaw

UNIFORM AND SUPPLIES INFORMATION

See your enrollment package for uniforms included in the total program cost. In addition students may be required to furnish the some items at their own expense: Due to sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are NOT RETURNABLE and the cost of the uniform and supplies package is NON-REFUNDABLE once the student has been issued the uniform and supplies.

PROGRAM INFORMATION

Total Quarter Credit Hours: 42

of Weeks: 36

Class Time: 20 Hours per Week

Minimum Work Outside of Classroom: 84 Hours

Length of Program: 720 Clock Hours:

Teacher/Student Ratio: 1:30 Class / 1:20 Lab

PROGRAM MODULES

Course Number & Title		LECTURE HOURS		LABORATORY HOURS		Home work	TOTAL HOURS	
		Clock	credit	Clock	credit		clock	credit
WB110	Gas Metal Arc Welding Basic	20	2	100	5	14	120	7
WB120	Oxyacetylene, Welding and Cutting	20	2	100	5	14	120	7
WB130	Shielded Metal Arc Welding	20	2	100	5	14	120	7
WB140	Flux Cored Arc Welding/Symbols for Welding	20	2	100	5	14	120	7
WB150	Gas Tungsten Arc Welding/Blueprint Reading	20	2	100	5	14	120	7
WB160	SMAW Structural	20	2	100	5	14	120	7
		120	12	600	30	84	720	42

As defined the minimum clock hour/quarter credit hour conversion rates are as follows:

Lecture: 10 clock hours equal 1 quarter credit hour

Lab: 20 clock hours equal 1 quarter credit hour

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits and work outside of class.

GRADING SCALE

Grading Scale					
Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C	70-75	2.0
A-	90-95	3.7	C-	67-69	1.7
B+	87-89	3.3	D+	63-66	1.3
B	83-86	3.0	D	60-62	1.0
B-	80-82	2.7	F	0-59	0
C+	76-79	2.3			

Breakdown	
Test	20%
Safety	10%
Homework	10%
Attendance	10%
Skills	40%
Participation	10%

MODULE DESCRIPTION

Course Name: **Gas Metal Arc Welding Basic**

Prerequisite: None

Course Number: WB110

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands on and a technical understanding of the Gas Metal Arc Welding Process through the usage of the 5 basic weld joints. Students will end the module with the practice on ½" beveled plates.

Course Name: **Oxyacetylene, Welding and Cutting**

Prerequisite: None

Course Number: WB120

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands-on and a technical understanding of Oxyacetylene Welding and Cutting Process. The student will learn to weld on 11g mild steel in all positions Flat, Horizontal, Vertical and Overhead with the inclusion of tube welding in the 2g, 5g, and 6g positions. Plasma and Oxyfuel cutting will also be used in the cutting and beveling of steel plate.

Course Name: **Shielded Metal Arc Welding**

Prerequisite: None

Course Number: WB130

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands-on and a technical understanding of Shielded Metal Arc Welding Process and will be using a variety of different electrodes such as E7024, E6010, E6011, and E7018. Welding will be done in the Flat, Horizontal, Vertical and Overhead positions. This will also include all 5 Basic Weld Joints.

Course Name: **Flux Cored Arc Welding /Symbols for Welding**

Prerequisite: WB110, 120, 130

Course Number: WB140

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands on and a technical understanding of Flux Cored Arc Welding. The student will be introduced to the two types of fluxcore. Fluxcore with gas and flux core without, while performing the welds on 3/8" T-joints and ½" single v-groove beveled plates in all positions. The student will acquire an understanding of the principles, systems of views, lines and symbols and dimensional data for fit-up and welding, as provided on engineering drawings or blueprints.

Course Name: **Gas Tungsten Arc Welding /Blueprint Reading**

Prerequisite: WB110, 120, 130

Course Number: WB150

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands on and a technical understanding of Gas Tungsten Arc Welding. The student will be able to produce quality weldments on mild steel and aluminum in the flat, horizontal, vertical and overhead positions using ER70S-2 and 4043 Filler metals. The second topic covered in this course is Blue Print Reading for welders and fitters.

Course Name: **SMAW Structural**

Prerequisite: WB110, 120, 130

Course Number: WB160

Course Length: 120 Hours / 6 Weeks

Credit Units: 7

Course Breakdown: 20 Lecture hours / 100 Lab Hours / 14 Homework Hours

This course provides the student with hands-on and a technical understanding of Shielded Metal Arc Welding Process for Structural welding. The student will be able to produce quality open root single v-grooves on 3/8" and 1" mild steel plate in the flat, horizontal, vertical and overhead positions.

CONTINUING EDUCATION PROGRAMS

Continuing Education Classes are courses offer throughout the year, please ask an Admissions Representative for the next class.

DESCRIPTION OF INSTRUCTION:

The courses within this department are taught by lecture, and lab. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the course.

DEPARTMENT PROGRAM CHART

Definition of clock hour to credit hour conversion

One Quarter Credit Hour = 10 classroom /lecture hours; or 20 lab hours; or 30 externship/internship hours

IV Therapy

PROGRAM CODE: IV CIP#51.1001

PROGRAM OBJECTIVE:

The IV Therapy/Bloodwithdraw Certification course is designed to prepare LVN's the necessary skills to provide IV Therapy and Blood Withdrawal on Patients. This is a 36 hour course which includes 27 hours of theory, consisting of 20 hours lecture, 4 hours Lab Application, 3 hours Evaluation and 9 hours of Clinical practice. In addition to the clinical practice, under individually supervised instruction, the student must successfully complete 3 venipunctures on live subjects for IV fluid administration, plus 3 blood withdrawals. This program prepares LVNs with the ability to expand their industry offerings by providing IV therapy and blood withdrawals.

PROGRAM INFORMATION

Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.

CEU Credit 2 Teacher/Student ratio: 1:15

Length of Program: 36 clock hours / 2 Weeks (23 Lecture Hours / 4 Lab Hours / 9 Clinical Hours)

Class Time: Offer throughout the year – see an Admissions Representative

Program	Code	Depart	Theory /LAB	Clinical	Total Clock Hours	Total Quarter Credit Hours	Weeks of Classes
IV Therapy/Blood Withdrawal	IV	Nursing	23/4	9	36	2	2

REQUIREMENTS FOR COMPLETION:

Attend instructional lectures for a total of 23 hours, as scheduled, student must attend full sessions, tardiness nor will absences not be allowed, this includes audio-visual and practical instruction. Pass written examination with at least 80%.

Pass practicum examination. Perform at least 3 successfully supervised venipuncture's (IV) and 3 successfully supervised skin punctures (blood draws) on live subjects. Submit requirements to IV Therapy instructor including LVN license to qualify for certification issued by the Board of Vocational Nursing. Participant will receive a certificate after completion of all requirements of 100% or above, a copy of certification will be sent to the Board of Vocational Nursing.

Cardiopulmonary Resuscitation (CPR)

PROGRAM CODE: CPR CPR BLS for HealthCare providers CERTIFICATE

Part of programs: Dental Assisting, Medical Assisting, Certified Nursing Assistant, Licensed Vocational Nursing

Prerequisite

- Have a copy of the BLS for Healthcare Providers Course manual before class.
- Read the manual before class & bring their manual with them and follow along during class.
- Use the manual as a reference after class.
- If recertifying must possess current BLS card for Healthcare partners.

PROGRAM OBJECTIVE & CAREER OUTCOMES:

The Cardiopulmonary Resuscitation (CPR) Certification is a stand-alone course which is designed to provide healthcare personal the course needed to receive or to recertify in Cardiopulmonary resuscitation (CPR card).

This course provides initial CPR certification or re-certification for healthcare professionals. The courses within this program are taught by lecture. Lecture hours include faculty instruction, classroom activities, assessments, etc.

The American Heart Association designed the BLS for Healthcare Providers Course to prepare a wide variety of healthcare professionals to recognize several life-threatening emergencies and to provide CPR, use an AED and relieve choking in a safe, timely, and effective manner. The course includes adult, child and infant rescue skills in both the out-of-hospital and in-hospital settings.

PROGRAM INFORMATION

Class Time: Offer throughout the year see an Admissions Representative

Type of Award Given: Students will receive a Certificate once all requirements of completion have been satisfied.

Total Quarter Credit Hours: .5 Teacher/Student ratio: 1:9

Length of Class: 8 hours for full course / 4 hours for renewal

Course Title/Number		LECTURE Hours		LABORATORY Hours		EXTERNSHIP/Hours		TOTAL Hours	
		Clock /10	credit	Clock/20	credit	Clock/30	credit	clock	credit
CPR-BLS-1000	Certificate	8	0.5	0	0.0			8	.5
	Total	8	.5	0	0	0	0	8	.5

*REQUIREMENTS FOR COMPLETION:

Students must complete this course through demonstrating a satisfactory knowledge of the learning objectives for each course. Students are required to have 100% attendance. Student will receive a CPR card at the end of course.

LA City Certification Seminar

This seminar is an 8-hour workshop wherein the welding students review all processes required for the LA City Certification. This Certification is an option we offer students; Summit College does not pay for the testing nor is it a requirement to complete the program. Please see the Admissions Department for more information, test dates and cost.