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**January 2017**

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**ACC**  
**Astrodome Career Centers**

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**2656 South Loop West, Suite 380  
Houston, Texas 77054  
(713) 664-5300 (phone)  
(713)664-7951 (fax)**

**School Catalog**

**Effective May 2017**

**Accredited by the Council on Occupational Education (COE), approved and regulated by Texas Workforce  
Commission, Career Schools and Colleges, Austin, Texas**

**Updated May 2017**

**ASTRODOME CAREER CENTERS**

**2656 South Loop West, #380**

**Houston, Texas 77054**

**713.664.5300 (phone)**

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**Approved and regulated by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**

**Accredited by the Council on Occupational Education (COE)**

**Certified by the U. S. Department of Education to participate in the Federal Direct Student/Parent Loan programs**

**Approved by the Veteran's Administration (VA)**

**Certificates:**

**Dental Assisting - 300 Hours**

**Medical Assistant**

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## STATEMENT OF INSTITUTIONAL MISSION, PHILOSOPHY AND PURPOSE

The mission of Astrodome Career Centers (“ACC” or the “School”) is to provide quality education in academics, technical dental and medical skills which reflect current emerging community needs, and to empower students to define, plan, and achieve their personal lifelong and professional career goals.

In order to fulfill this mission, the School is devoted to the following operational objectives:

- ◆ Creating a positive and supportive learning environment where each student’s personal and practical skills development is encouraged.
- ◆ Maintaining qualified, experienced, and dedicated staff and faculty who are committed to the School’s philosophy of promoting students’ academic and professional development.
- ◆ Providing a modern, pleasant physical environment that is conducive to learning.
- ◆ Minimizing the barrier to post-secondary career education for the socially or economically disadvantaged without regard to age, sex or sexual orientation, national origin, creed or religion, race, color, and physical or mental disadvantage.
- ◆ Responding to the constantly changing needs of the business community through revisions of training methods and materials, and through attention to the evaluations and recommendations of employers.
- ◆ Providing student support services, including tutoring, academic advising, and employment assistance, which complement the educational programs.

The School continually measures its achievement of this mission through institutional effectiveness planning. Recognizing that each student’s goals and expectations are unique, it offers student support services to accommodate each student’s educational needs.

## **SCHOOL INFORMATION**

### **SCHOOL HISTORY/STATEMENT OF OWNERSHIP**

Astrodome Dental Career Center was initially founded in 1986 and incorporated in 1987. Astrodome briefly operated under the name Pinnacle Career Centers in order to offer additional courses in the medical field. In August 2008, Astrodome Educational Services Limited purchased Pinnacle Career Centers and changed the name to Astrodome Career Centers.

Astrodome Career Centers has established a good working relationship with the community and has placed graduates in all areas of the city and county, both in public and private facilities. The goals for ACC are to provide qualified graduates with the hands-on practical experience required in their chosen profession. In the future, ACC intends to broaden its scope and offer additional programs which will further satisfy the employment needs of the community.

### **APPROVALS/ACCREDITATION**

- Astrodome Career Centers is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Department, 101 East 15<sup>th</sup> Street, Austin, Texas, 512-936-3100.
- Astrodome Career Centers is institutionally accredited by The Council on Occupational Education, 7840 Roswell Road Blvd 300, Suite 325, Atlanta, Georgia 30350 770.396.3898 the This accreditation demonstrates that Astrodome Career Centers has been inspected by a peer group and meets the expectations of that agency.
- Astrodome Career Centers is approved to train veterans eligible under Title 38, by the Texas Veterans Commission, Stephen F. Austin Building, Suite 620, PO Box 12277, Austin, Texas 512-463-6564
- Astrodome Career Centers is approved to provide training for Department of Assistive and Rehabilitative Services (DARS), 5100 Travis, Houston, TX 77002-9746 713.942.
- Astrodome Career Centers is authorized by the United States Department of Education to participate in the following Title IV, HEA programs.

Federal Direct Student/Parent Loan Programs:  
Federal Direct Subsidized Loan Program  
Federal Direct Unsubsidized Loan Program  
Federal Direct Parent Loan for Undergraduate Students

For more information regarding the Title IV financial assistance programs listed above, please pick up your copy of "Funding Education Beyond High School – The Guide to Federal Student Aid", a United States Department of Education booklet, from Astrodome's Financial Aid Services Department or visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### **MEMBERSHIPS**

Houston Citizens Chamber of Commerce

### **DESCRIPTION OF FACILITY**

Astrodome Career Centers is conveniently located to serve the entire Houston metroplex area. Classes are held on the third floor at 2656 South Loop West, #380, Houston, Texas. The School occupies approximately 3,750 square feet including lecture rooms, a computer lab, a medical lab, a research library, and administrative offices. CD-ROM technology and Internet access are available to students and are utilized in the programs. The building is wheelchair accessible. A parking lot is provided for all students. The classrooms are spacious and conducive to learning. Classroom equipment is similar to equipment found in the business and technical fields for which students are training to enter.

### **EQUIPMENT**

In keeping with the high educational standards of Astrodome Career Centers, the equipment utilized affords students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job. General equipment for all programs includes classroom boards, computers, Internet connections, overhead projectors, and a variety of computer software and other electronic sources. Each program also has specialized equipment, including a general reference library containing texts and other materials relevant to the subject and to career opportunities.

The dental facility is divided into two sections: classroom and clinical. The clinical facilities consist of fully equipped dental offices/labs/operations. These are all equipped with dental chairs for patients, stools for doctor and assistant, high intensity lights, dental units, etc. The clinical office houses x-ray, laboratory, computers compressors, and sterilization equipment. All equipment is modern and up-to-date. Graduates of the dental assisting programs may be eligible for registration exams.

**PROFESSIONAL ADVISORY BOARD**

ACC has an Advisory Board composed of qualified individuals working in the allied health care field, institutional staff, faculty, and graduates of the institution external to the institution. The board addresses such topics as the institution's mission, objectives, and curriculum, as well as student, graduate, and employer comments. The advisory board listing is available to students upon request.

# ADMISSIONS INFORMATION

## ENTRANCE REQUIREMENTS

Astrodome Career Centers does not discriminate in its employment, admission, instruction, or graduation policies on the basis of age, race, creed, color, religion, sex, financial status, or ethnic origin or residence. ACC is open to eligible persons with a genuine desire to be trained for a career in the allied health care field. Prerequisites for each program are listed at the beginning of each course outline and at the end of each individual subject within each course outline. A high school diploma or GED is required for all programs. All prospective students must be at least 17 years of age and must be 18 years of age by the time they are scheduled to enter the externship/clinical portion of their program for entrance into ACC. Age exceptions will be made based on special circumstances and with approval of Admissions and Parents. We make every effort to determine in advance, the prospective student's likelihood of being successful in the allied health care field. Therefore, a personal interview with an admissions representative is necessary before enrollment. An interview with an admissions representative may be scheduled during ACC's business hours.

In addition, the following items are required of all applicants in order to determine eligibility for acceptance:

- A completed Confidential Student Information Sheet
- A personal visit to tour the school.
- Submit proof of a secondary education (successful completion of public, private, or home schooling at the high school level or a GED).

**Note: All diplomas and documents issued outside of the United States must be translated, evaluated for high school or college equivalency.**

- Payment of the registration fee\*
- All applicants must take and pass either the Scholastic Level Examination (Wonderlic Test) or TABE test with a minimum score designed for each program:

Dental Assisting	minimum score: 13
Medical Assistant	minimum score: 10

If a prospective student should fail to meet the minimum required score the first time, the student may retest immediately with an alternative version of the Scholastic Level Exam. If the prospective student should fail to meet the minimum required score for the alternate versions of the test, he/she may retest immediately with a second alternate version of the test, or if a second alternate version is not available, must wait five (5) calendar days before re-testing a third time with the original version.

If the prospective student fails to meet the required score of the test the third time, he/she must wait six months before re-testing.

- A personal interview with an Astrodome staff member.
- Completion of an enrollment agreement and enrollment documentation packet.

**Note: Students under the age of 18 are required to have their parent or guardian sign the enrollment agreement.**

- Statement of General Health completed by the student.
- Submission of two character references to ACC.
- Completion of the "Drug and Alcohol Policy" document.
- Student Orientation (Mandatory before entering the classroom).

Note: The state, employers, and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

## APPLICANTS WITH DISABILITIES

Applicants with mental or physical disabilities are welcome to apply for enrollment at ACC. The institution is structured to meet the needs of the handicapped with ramps, elevators, easy classroom access, restroom facilities, and parking. Disabled applicants are subject to the same entrance requirements as all applicants. Prerequisites for each program are listed at the beginning of each program outline and the end of each subject within the program outline.

## AMERICANS WITH DISABILITY ACT OF 1990

The Rehabilitation Act of 1973 (Section 504) and the Americans With Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at Astrodome Career Centers may be entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity.

The law does not require that students with a disability be given “special” advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/ accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic unit is not required to fundamentally alter the nature of its academic program in order to accommodate students.

Astrodome Career Centers is committed to providing access to all of its programs, activities and services whenever possible and will make reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

ACC strives to ensure that all disabled students have full access to the benefits of the school. As such, ACC will engage in a good-faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures which fundamentally alter the academic programs of the College, or which place an undue financial burden on the school, or which may endanger the student or others at the school. Applicants who wish to request reasonable accommodation must do so before enrolling at ACC.

### **Procedure:**

In order to enjoy the protections of Section 504 and the ADA, the student has an obligation to self-identify that s/he has a disability and needs accommodation. Any student requesting accommodations is required to provide appropriate documentation at student expense in order to establish the existence of the disability and the need for accommodation. Student must submit the following documentation for consideration of accommodations at ACC:

- (1) Completed Astrodome Career Centers 504/ ADA Fact Sheet and Accommodations Request Form (attached)
- (2) Signed, specific identification of qualifying disability from at least one authoritative third party. (e.g. physician, accredited educational institution, etc.)

### **Timeframes:**

Submit, at a minimum, 10 days before accommodations can begin.

## **ACCEPTANCE BY ASTRODOME CAREER CENTERS**

Once the applicant has successfully met the entrance requirements the application is forwarded to administration personnel for review. The applicant is informed of their decision, by telephone, followed by a written letter of acceptance. If an applicant is denied admission to ACC, all monies paid to ACC will be fully refunded.

## **CREDIT FOR PREVIOUS EDUCATION**

Astrodome Career Centers will consider credits from other institutions accredited by an agency recognized by the United States Department of Education. (USDE) or the council for Higher Education Accreditation (CHEA) and grant academic credit for prior education, if the courses are comparable in length and content. Students must provide a written *official* transcript from an accredited institution on a post secondary level prior to signing an enrollment agreement and may be required to test-out to ensure compatibility of courses. Granting of credit for previous education is at the discretion of the School Director. Financial credit will be granted upon submission of an *official* academic transcript prior to enrollment and the program length and cost adjusted.

**Note: Credit for previous education must be completed and approved prior to signing the enrollment agreement. Once the enrollment agreement is signed the institution will not be able to offer credit.**

**All students applying for Veterans benefits must submit official transcripts from all post-secondary institutions previously attended prior to being enrolled and certified by the institution.**

**The institution does not grant credit for non-punitive grades or remedial courses, non-credit courses, advanced placement credit or experiential learning.**

## **POLICY OF NON-DISCRIMINATION**

The School encourages diversity and welcomes applications from all minority groups. The School does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Information pertaining to an applicant’s disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. In order to facilitate its compliance with applicable laws and regulations, the School has appointed a Compliance Coordinator to assist those who believe they have been unlawfully discriminated against. The Compliance Coordinator will be regularly accessible at reasonable times for this purpose. The



name, address, and telephone number of the Compliance Coordinator is noted below or it can be obtained from the School Director of the School.

Maribel Torres, Compliance Coordinator, 2656 South Loop West, Ste., 380, Houston, TX 77054 (713) 664-5300. Monday thru Wednesday 9:30a.m. to 10:30a.m.

If you believe you have been discriminated against, please promptly notify the Compliance Coordinator.

#### Students Seeking Reasonable Accommodations

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. All requests for accommodations should be made to the Compliance Coordinator. The name, address, and telephone number of the Compliance Coordinator is noted in a supplement to this Catalog or can be obtained from the School Director of the School.

### **Model Notification of Rights under FERPA for Postsecondary Institutions**

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

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

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of your student's education records you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The "U.S.A. Patriot Act", effective October 26, 2001, established the following exceptions relative to the release of information from institutional files.:

Ex Parte Orders – Astrodome can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When

Astrodome makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, Astrodome can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas the court may order ACC not

to disclose to any the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency – Astrodome is permitted to disclose personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety of health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS) – Astrodome may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the BCIS.

NOTE: In addition, an institution may want to include its directory information and under the provisions established by the "U.S.A. Patriot Act". public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

#### **STUDENT MEDICAL COVERAGE**

Students are expected to supply their own medical coverage while attending Astrodome. In the event while attending class or during externship a situation arises that requires medical attention or follow-up, it will be the responsibility of the student to seek medical service from their personal physician or medical provider

## **FINANCIAL AID INFORMATION**

Astrodome Career Centers administers several types of financial aid assistance to students that qualify. Most aid is based on individual student financial need. Students are encouraged to inquire about and apply for assistance through the financial aid office. Students are encouraged to apply for financial aid at the same time they apply for admissions. The financial aid office has application packets available for those that wish to apply.

### **FINANCIAL ASSISTANCE APPLICATION PROCESS**

After interviewing with the admissions department, applicants wishing to apply for Title IV student financial assistance must complete the current award year FAFSA (Free Application for Federal Student Aid) in order to determine eligibility for the various programs. The FAFSA forms are available in the Financial Services Office of ACC. Applicants who will be receiving WorkForce or other sources of alternate funding for school must present the agency's written authorization for such funding before starting school. Students who do not wish to apply for Title IV student financial assistance or who do not qualify for an alternate source of external funding must make monthly payment arrangements with the business office of ACC which will commence on the first day of class. Additionally, applicants who are not eligible to have all direct program costs covered by federal student assistance or other source of funding will have weekly payments to ACC beginning on the first day of class. Methods of payment of all direct program costs will be outlined in the finance plan section of the enrollment agreement.

### **YEARLY REAPPLICATION**

The financial aid year begins July 1 each year and continues through June 30 of the following year. Students must reapply for financial aid each year as soon as possible after January 1<sup>st</sup>. Failure to reapply for financial aid may result in a delay of award resulting in students having to pay out-of-pocket for tuition, fees and books.

**SCHOLARSHIPS** – The Institution does not currently offer scholarships.

### **STUDENT ENROLLMENT STATUS**

#### **Semester Hour Programs are not currently being offered at ACC**

All students enrolled in semester credit hour programs must carry an academic course load of at least 12 semester credits per term to be considered full-time.

For the 300 clock hour Dental Assisting-300 Program and Medical Assistant Certificate Program students must be scheduled for a minimum of 24 hours per week to be considered full-time.

### **TUITION INSTALLMENT AGREEMENT**

Students who sign contracts which include payments to Astrodome Career Centers are expected to make the entire payment, due on or before the due date each week. Failure to make payments will result in the following:

1. \$20.00 late fee assessed
2. Dismissal from the program
3. Denied assignment to a externship/clinical site

If you are unable to make payments by the due date, please notify the financial aid department before the due date to avoid a late fee. Postponement of the payment is at the full discretion of the Financial Services Department and will only be granted under certain severe and/or extreme circumstances.

### **CANCELLATION AND REFUND POLICY FOR VOCATIONAL PROGRAMS**

#### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days except that the school may retain not more than \$100 in any administrative fees charged, as well as items for extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

#### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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<sup>1</sup> More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

## **CREDIT HOUR PROGRAM - TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS**

Federal law specifies how ACC must determine the amount of Title IV program assistance you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Loans, and PLUS Loans.

Under the Return of Title IV requirements, a statutory schedule is used to determine the amount of Title IV funds a student has earned on a pay period or semester basis, as of the student's last day of attendance. For example, if you completed 30% of your payment period, you earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or semester from which you withdrew, you earn all the assistance that you were scheduled to receive for that period.

For Pell recipients enrolled in modular/term based programs, Pell grants must be recalculated based upon any reduced enrollment status due to withdrawal, prior to performing return of Title IV calculations. That is to say, if a student did not begin all of the classes scheduled in the term (pay period) from which they withdrew, then only the reduced amount of Pell based on the new enrollment status at drop will be used in the return calculations. The amount of Pell overpaid based on the enrollment status anticipated at the beginning of the term (payment period), will be automatically returned.

If you received (or ACC or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds directly and/or cover part or all of any balance due to Astrodome upon withdrawal. If you received more assistance than you earned, the excess funds must be returned by ACC and/or you.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. ACC may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees, as contracted with the school. It may be in your best interest to allow ACC to keep the Direct Loan funds to reduce your debt to us. If you are due a post-withdrawal disbursement of Pell grant funds not needed to cover tuition and fees, ACC will notify you and you may choose to accept those funds for yourself, should you so choose.

There is some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct Loan Funds that you would have received had you remained enrolled past the 30<sup>th</sup> day. Also, when you withdraw from school, you cannot earn any portion of a second or subsequent disbursement of a Direct Loan.

If you, ACC, or your parent receives on your behalf excess Title IV program funds that must be returned, ACC must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

ACC must return this amount even if it didn't keep this amount of your Title IV program funds.

All Title IV funds required to be returned by ACC under the return of Title IV requirements will be returned to the United States Department of Education within 45 days of the date of determination (effective date) that the student withdrew

If ACC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the Direct Loan promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of the grant overpayment that you must repay is half of the unearned amount. You must pay the overpayment in full to ACC or make arrangements with the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the Texas Workforce Commission Refund Policy ACC follows; see "Texas Workforce Commission Refund Policy and Methodology". Therefore, in most cases, you will have a balance due to ACC to cover unpaid institutional charges. ACC will charge you for any Title IV program funds the school was required to return that would have covered direct educational costs contracted with the school (tuition, fees, etc.), had you not withdrawn or been withdrawn from school. The requirements and procedures for officially withdrawing from ACC can be found in this catalog.

### **Clock Hour Program - Treatment of Title IV Funds when a Student Withdraws (Dental Assistant 300 Program Only)**

The return of Title IV funds is administered by the Financial Aid Department. This policy applies to students who withdraw (officially, unofficially or fail to return from a Leave of Absence) or are dismissed from enrollment at AstroDome Career Centers. **It is separate and distinct from the ACC/TWC Refund Policy (refer to Refund Policy in catalog). Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.** The calculated amount of the Return of Title IV Funds that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

ACC has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent they have 14 calendar days from the date the school sent the notice to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, ACC will return any earned funds that the school is holding to the Title IV programs. Any post-withdrawal disbursement(s) must occur within 180 days of the date the student withdrew.

ACC is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of clock hours the student was **scheduled** to be in attendance.

### **Withdrawal before and after 60%:**

ACC must perform a Return to Title IV calculation to determine the amount of earned aid up through the 60% point in each *period of enrollment*. *This applies ONLY to the DA 300 hour program.* ACC will use the U. S. Department of Education's schedule to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.** ACC must still perform a R2T4 calculation to determine the amount of aid that the student has earned. ACC will still determine whether the student is eligible for a post-withdrawal disbursement.

### **Withdrawals – Official vs. Unofficial:**

A student who withdraws is one who either officially withdraws and submits it in writing to the Operations Officer or, unofficially withdraws (is administratively withdrawn by violation of school policy such as attendance, conduct, etc.).

A student's withdrawal date is determined by using one of the following:

- the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw
- the student's last date of attendance at a documented academically related activity
- the tenth (10<sup>th</sup>) consecutive day of class absence.
- the day a student fails to return from an approved Leave of Absence (LOA) on the scheduled return date. The student's last day of attendance will become the last day he/she actually attended school prior to the LOA.

### **School Return of Title IV Funds/Refund Priorities:**

Any refunds/returns due to or on behalf of the student will be refunded to the following programs/sources in the following order:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal Direct PLUS loan
4. Federal Pell Grants
5. Other Student Financial Aid Programs
6. Other Federal, State, Private, or Institutional sources of aid
7. The Student

Examples of Common refund situations/comparisons are available from the Financial Services Office.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- Any notification of withdrawal from ACC should be in writing and addressed to the Operations Officer.

### **Student Return of Title IV Funds:**

- In cases where ACC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

- Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay will not exceed half of the grant funds you received or were scheduled to receive. You must either pay your grant overpayment in full to ACC or make payment arrangements with Department of Education to return the unearned grant funds.

**Post Withdrawal Disbursements:**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, ACC must get your permission before it disburses any loan funds. You may choose to decline some or all of the loan funds so that you don't incur additional debt. ACC may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. However, it may be in your best interest to keep you loan debt to a minimum.

If you do not already know what ACC's refund policy is, you may ask your Operations Officer for a copy of the refund policy, or refer to your enrollment agreement or school catalog.

Also, if you would like examples of the worksheets for this Return of Title IV Funds policy, contact the Operations Officer at (713) 664-5300.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at:

**1-800-4-FEDAID (1-800-433-3243)**

TTY users may call: **1-800-730-8913**

You may also contact the Financial Services office at ACC: **(713) 664-5300**

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**Refund Policy and Information for Students Receiving Veterans Education Benefits**

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

## **STUDENT INFORMATION AND SERVICES**

### **ACADEMIC FREEDOMS AND STUDENT RESPONSIBILITIES**

Students accepted into an academic program of study at the School have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student's progress toward, and achievement of, course goals, and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures established in accordance with the School non-discrimination policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
6. Students will be given full disclosure and an explanation of all fees and financial obligations to the School.
7. Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice of application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship, and lab settings, and to abide by the policies of the School.
10. Students are expected to conduct all relationships with the School staff and faculty, their peers, and their clients with honesty and respect.
11. Students are to comply with directions by School faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

### **STUDENT HOUSING**

ACC has no dormitory facilities. Although it is the student's responsibility to find living accommodations, the School will help locate lodging for any student needing assistance.

### **STUDENT INTERACTION**

Student interaction is considered to be an important component of the academic experience at the School. Both the facility and class organization are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors or Student Case Manager if they wish to join study or special interest groups.

### **STUDENT HEALTH SERVICES**

The School does not provide health services for students. In the event of a student medical emergency, a staff member will dial 911 for medical services. Students requiring non-emergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.



## **GUIDANCE SERVICES**

Students may experience education, personal, or financial problems during their enrollment. The School staff and faculty welcome the opportunity to assist students in working out solutions to these problems. The School offers academic advising to students as necessary to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred to outside counselors or agencies they may contact.

## **TUTORING AND REMEDIAL WORK**

At some point in nearly every student's training program, he/she may find it necessary to seek some additional help with coursework. The School can provide help through the Tutoring Program. Tutors are available on an as-needed basis. The Tutoring Program is also a viable means for advanced students to help other students. Students have found tutoring to be an advantageous addition to their resume as employers find this to be a very valuable skill. Students may inquire about the Tutoring Program through their instructor.

## **PERSONAL APPEARANCE**

Students are required to dress in an appropriate manner while on campus and at the externship location. In order to maintain a professional career atmosphere, students will be required to adhere to the following dress code while on campus:

- ◆ Uniform: Clean scrubs and lab coats
- ◆ No tank tops, half shirts, or tattered jeans
- ◆ No loose fitting pants
- ◆ White socks and shoes
- ◆ Watch with second hand
- ◆ Jewelry: One small necklace
- ◆ No bracelets
- ◆ One set stud or button-type earrings
- ◆ No facial pierced jewelry
- ◆ Nails: No nail polish allowed
- ◆ Nails not to extend past fingertips
- ◆ No acrylic nails
- ◆ Hair: Must be pulled up or pinned back so that it does not fall forward
- ◆ Male students must be clean-shaven and have their hair combed
- ◆ Head garments, such as caps, bandannas, hats, etc., are not allowed, unless the headgear is required for religious reasons.

Professional appearance is as important as the development of professional skills. All students are expected to arrive for class in attire that is prescribed by the School. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

## **PERSONAL PROPERTY**

The School assumes no responsibility for loss or damage to a student's personal property or vehicle.

## **CRIME AWARENESS AND CAMPUS SECURITY**

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999, the School distributes annually to all current students and employees the campus security report in its entirety for the preceding three (3) calendar years. This report contains actual campus statistics as well as all required policies, procedures, and disclosures.

## **DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266), the School provides a Drug-Free Schools and Workplaces information package to each student during the admission process. This package includes descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

## **DRUG AND ALCOHOL POLICY**

It is unlawful to manufacture, distribute, dispense, have in one's possession, or use a controlled substance. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens or any other controlled substance not prescribed to the user by a physician, and any alcoholic beverage is prohibited on Astrodome campus including parking facilities. Your enrollment and attendance implies consent that automobiles, backpacks, purses, briefcases and the like may be searched when reasonable suspicion exists that a violation of the law regarding this policy exists. Therefore, because of the Federal mandate and ACC's commitment to provide a drug and alcohol free environment, the following policy has been adopted:

1. All students, upon entering ACC, complete a document entitled "Drug and Alcohol Policy". Among other items, **this document contains a permission statement that allows Astrodome to perform random drug testing throughout the student body, as it deems necessary.** In addition, when students complete this form they are stating that they understand and agree to adhere to the Drug and Alcohol Policy. This document is retained in the students' permanent records.
2. If a student is involved in an accident, injured during school hours or exhibits behavior indicative of being under the influence of drugs or alcohol, he or she may be requested to have a drug test. If a needle sticks a student, he/she may be asked to take HIV and Hepatitis B tests, with rules of confidentiality. Test results will be given to the student.
3. The dangers of drug and alcohol abuse on the campus and in the work place are covered in lectures.
4. All staff and faculty members of Astrodome are committed to a drug and alcohol free environment and campus.
5. Any student involved in any way with drugs and their abuse, shall be terminated or required to participate satisfactorily (at the student's expense) in a abuse assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
6. It is necessary that all students know that as a condition of enrollment, Astrodome Career Centers and the grant agency require (if applicable) that they must:
  - a. Abide by the terms of the above and;
  - b. Notify the school and grant agency (if applicable) within five (5) days of any conviction for a criminal drug incident.
7. ACC will notify every grant officer/agency on whose grant a convicted student is attending ACC of any conviction as stated above in number 6.b. The notice shall include the identification number(s) of each grant.
8. One of the following actions will take place within thirty (30) calendar days of ACC receiving notice under subparagraph 6.b. regarding a student who has been convicted:
  - a. ACC will take appropriate action against such a student, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
  - b. ACC will require such a student to participate satisfactorily (at the student's expense) in a drug assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
9. ACC shall continually monitor its Drug and Alcohol Free program to ensure that it is in compliance with the above policy.

## **CONDUCT**

The School is proud of the academic standards it maintains. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report the following violations while on School or externship property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of School documents.
2. Theft of or deliberate destruction, damage, misuse, or abuse of, School property or the property of private individuals associated with the School.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other School activities.
4. The use of alcoholic beverages or controlled substances on the School or externship property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in the School buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas.
6. Failure to comply with School officials acting within the scope of their employment responsibilities.
7. Bringing animals onto School property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.

8. Bringing children into the School teaching areas. The School does not provide childcare services and cannot assume responsibility for their health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official School publications but announced as administrative policy by a School official or other person authorized by the School Director of the School.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the School property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the School.
13. Improper use of email and Internet access. Please see the Computer and Electronic Communications Policy section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. They are not allowed to be turned on during lecture or lab, nor is the student allowed to leave class or lab to use such devices.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension or dismissal.

**\*NOTE: A student terminated by ACC for conduct violations is not eligible for re-entry.**

### **COMPUTER AND ELECTRONIC COMMUNICATION POLICY**

Computer equipment, email accounts, facsimile equipment, Internet access, and instant messaging (if provided) are provided to students at ACC exclusively for educational activities.

Downloading, viewing, distributing, or sending pornographic or obscene materials are prohibited. This includes book marking any such web sites, or opening or forwarding any such email, fax, or voicemail messages. Any communications by students via email, instant messenger, voicemail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation or veteran status.

Any individual with a complaint about such communications should refer to the Policy of Non-Discrimination section in this Catalog.

Students should not expect computer files, email, voicemail, or Internet bookmarks to be either confidential or private. Therefore, students should have no expectation of privacy whatsoever related to their use of these systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the School premises, as well as saved voicemail messages, are the sole property of the School, may be considered business records, and could be used in administrative, judicial, or other proceedings.

The School licenses software to support its education processes. Students are not permitted to copy, remove, or install software.

By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the School's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students may result in discipline up to and including permanent dismissal from Astrodome Career Centers.

### **PROBLEM RESOLUTION, STUDENT COMPLAINTS, AND GRIEVANCE PROCEDURES**

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

- Step 1 ..... Communicate with the appropriate instructor or staff member. Any family member or other person wanting to meet with any staff member must submit the request in writing to the Program Director using the "Student Request for Conference and Meeting" form.
- Step 2 ..... Communicate with your Advisor, Student Services Representative, Program Director or Director of Education.
- Step 3 ..... Unresolved concerns may be appealed to the Review Committee either in writing or by personal appearance. To appear at the Review Committee, make an appointment through your Program Director or Student Services Coordinator. The Review Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the School.
- Step 4 ..... If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may contact:

Veronica Carrera, Admissions/Placement Coordinator  
Astrodome Career Centers, 2656 South Loop West, #380, Houston, Texas 77054 713.664.5300  
Maribel Torres, Director  
Astrodome Career Centers, 2656 South Loop West, #380 Houston, Texas 77054 (713.664.5300)  
The Texas Workforce Commission  
Career Schools and Colleges, 101 East 15<sup>th</sup> Street, Austin, Texas 78778-0001, (512.936.3100)

Step 5 ..... Continue unresolved concerns may be presented to the School's accrediting agency:  
The Commission of the Council on Occupational Education  
7840 Roswell Road Blvd. 300, Suite 325  
Atlanta, Georgia 30350  
770.396.3698

### **Arbitration**

All allegations, claims, disputes and other matters in controversy between the student and the institution arising out of or relating to this agreement or the breach hereof ("Claims"), whether arising in contract, tort, or otherwise, and however phrased, including questions of arbitrability, shall be decided by arbitration in accordance with the commercial arbitrating rules promulgated by the American Arbitration Association, as in effect on the date of any demand for arbitration hereunder ("Arbitration Rules"). The foregoing statement to arbitrate shall be governed by the prevailing Texas arbitration law, except to the extent that Texas law conflicts with the Federal Arbitration Act ("F.A.A.") 9 U.S.C. §§ 1-16, in which case, the F.A.A shall govern. The arbitrator shall apply applicable substantive law consistent with the F.A.A., the Arbitration Rules, and applicable statutes of limitation. The arbitrator shall honor claims of privilege recognized by law.

The parties agree that said arbitration shall be held in Austin, Texas. The award rendered by judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Arbitration shall proceed solely on an individual basis without the right for any Claims to be arbitrated on a class action basis or on bases involving claims brought in a purported representative capacity on behalf of others. The arbitrator's authority to resolve and make written awards is limited to Claims between you and the institution alone. Claims may not be joined or consolidated unless agreed to in writing by all parties. No arbitration award or decision will have any preclusive effect as to issues or claims in any dispute with anyone who is not named party to the arbitration. Notwithstanding any other provision in these terms and conditions and without waiving either party's right of appeal, if any portion of this "Class Action Waiver and Other Restrictions" provision is deemed invalid or unenforceable, then the entire Arbitration Provision (other than this sentence) shall not apply. This Arbitration Agreement shall survive satisfaction for the student's obligations and termination of this Agreement.

**No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the enrollment contract. All modifications to the contract must be in writing by the Contracting Officer or an authorized representative.**

### **CAREER SERVICES**

The School offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this Catalog. Many students desire to obtain employment on their own. The School supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for advising the School of their employment information.

The School's Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, providing motivational and self-improvement courses; CPR Certification for students and assistance with other job search activities. **It should be understood that career services offered by the School are not an obligation or guarantee of employment.** If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the School is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the School to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

# ACADEMIC INFORMATION

## HOURS OF OPERATION

The hours of operation for the School are as follows:

### BUSINESS HOURS:

MONDAY THROUGH THURSDAY ..... 9:00 a.m. to 5:00 p.m.

FRIDAY ..... 9:00 a.m. to 2:00 p.m.

## HOLIDAY SCHEDULE

New Year's Day

Founder's Day/Martin Luther King's Day

Spring break

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas (Dental Programs: Christmas Eve through New Year's Day)

Christmas (Medical Programs: Christmas through New Year's Day)

## METHOD OF DELIVERY

The institution offers residential delivery of instruction. ACC at this time does not offer any distance education.

## ACADEMIC PROGRAM

A student must complete all required **course** work for completion of a program. Externship weeks are *approximate* and depend on the placement site schedule as well as individual program requirements.

## MULTIPLE INSTRUCTORS

ACC employs professional and qualified instructors for all programs. All instructors must meet the requirements as set forth by Texas Workforce Commission, Career Schools and Colleges Department, the state licensing agency. Students may have multiple instructors during the classroom and externship/clinical courses.

## TRANSFER ABILITY OF ACADEMIC CREDIT

As a general rule, credits earned at ACC are not transferable to other institutions. Some institutions may accept credits from ACC courses; however this is at the receiving institution's discretion. Therefore, it should be assumed that ACC courses have limited or no transferability.

## TEXTBOOK POLICY

Textbooks are included in the student's tuition charge and become their permanent possessions. All textbooks are issued to students, as they are needed each module/semester. Students are responsible for keeping their textbooks in their possession and in good condition. Students who lose or damage textbooks must purchase replacements through ACC or another vendor.

## SEMESTER/TERM

A semester or term for the semester credit hour programs is defined as three consecutive modules.

## ACADEMIC YEAR

### **Semester Credit Hour Programs**

An academic year for the semester credit hour programs is defined as two consecutive semesters. (30 weeks for day programs and 46 weeks for evening programs) and 24 semester credits.

### **Clock Hour Programs**

An academic year for a clock hour program is defined as 900 clock hours and a minimum of 26 weeks. For calculation purposes the 300 clock hour Dental Assisting Program is considered to be 1/3 (0.333) of an academic year. The Medical Assistant Program is considered a full academic year.

## ACADEMIC CALENDAR

A detailed academic calendar is included as an Addendum to this Catalog.

## REQUIRED STUDY TIME

Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

## **ATTENDANCE/TARDINESS POLICY**

The School emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building. All students are expected to call whenever absent or tardy. The telephone numbers are: 713.664.5300 or 713.667.6100. Students utilizing funding from a workforce source are required to have a written excuse from that agency when absent. Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Students are expected to attend every class on time.

### **Classroom Attendance**

Because of the nature and scope of the training, ACC does not differentiate between an excused and non-excused absence in computing the maximum number of allowable absences. A student will be terminated when he/she is absent ten (10) consecutive school days or misses more than 20% of the total program hours. In accordance with the Texas Workforce Commission, Career Schools and Colleges policy, ACC is not required to, but may withdraw a student from school with cause if the student violates the attendance policy on or after the point at which the students' tuition is fully earned.

It is the responsibility of the student to obtain missed class work or assignments from his/her instructor. Students should call the school as soon as possible in order to notify the instructor they will be absent. **Absences cannot be made up.**

Attendance will be monitored daily and totaled at the end of each grading period. Students must call the school office if they will be absent. Students who miss in excess of 20% of the total scheduled program hours or ten (10) consecutive school days will be terminated by ACC.

### **Tardiness**

Part of ACC's role in providing quality education and training is to impact or strengthen the need for punctuality and dependability to the workplace. ACC stresses this need by the following tardiness policy:

- Students who are absent at the start of class will be counted tardy
- Tardiness will be accrued in 15-minute increments. Tardiness is defined as coming to class late or leaving class early. Tardiness is accrued as stated below:
  - Four 15 minute tardies = 1 hour of classroom absence
- In addition, all accrued tardies are counted towards the total amount of as stated in the classroom attendance section above.
- Please note that at each individual instructor's discretion, he/she may issue a written advisory or warning to any student who displays habitual or excessive tardiness.

**\*\*NOTE: ACC Personnel reserves the right to contact telephone numbers of record, on school days that the student is not present.**

## **MAKE-UP POLICY**

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with the School guidelines.

Hours of make-up cannot be accepted as hours of class attendance.

Students who are absent on scheduled exam days will have the opportunity to make up the exam. However, in such cases, the individual instructor has discretionary grading authority and may choose to deduct points off the exam for the student's absence on the scheduled exam day. A student making up an exam is given an alternate version of the exam than that which was originally given in class.

### **Make up Work**

- (a) No more than 5% of the total course time hours for a program may be made up.
- (b) The school shall submit make-up work policies to the Commission for approval.
- (c) Make-up work shall:
  - (1) be supervised by an instructor approved for the class being made up;
  - (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
  - (3) be completed within two weeks of the end of the grading period during which the absence occurred;
  - (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
  - (5) be signed and dated by the student to acknowledge the make-up session.

## **CHANGES IN PROGRAMS OR POLICIES**

The School has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements. The School is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

## **CANCELLATION OF CLASSES**

Generally, it is School policy to remain open regardless of weather conditions and to hold classes with as many students and instructors as can reach the facilities. However, should the administration determine that the building must be closed due to inclement weather; students will be notified via television. Cancelled classes must be made up for compliance.

## **GRADUATION REQUIREMENTS**

In order to graduate, a student must:

1. complete with a passing grade all requirements for their program of study within the maximum time frame permitted and attain a minimum CGPA of 2.0;
2. return all property belonging to the School; and
3. fulfill all financial obligations to the School prior to graduation and attend Career Services and Exit Interviews.

Upon completion of the requirements listed above, candidates are eligible to participate in graduation exercises.

**\*NOTE: Students successfully completing the program that have not met their financial obligations to the institution will not be considered a graduate and will be entered into the system as a complete. However, students recorded as complete will not receive a transcript or certificate of completion until all obligations have been met, but remain eligible to participate in the graduation ceremony if they are current with tuition payments. Students that are behind on making tuitions payments will not be eligible to participate in the graduation ceremony until all obligations to the institutions have been met.**

## **GRADUATE REFRESHER COURSES**

Graduates of the School are welcome to return for refresher courses at no cost provided the classes are in the program from which they graduated and space is available in the class. This training is offered at the discretion of the School Director. Graduates must pay for any books, fees, and supplies used during the refresher training. No credits will be awarded for refresher courses.

## **TRANSCRIPTS**

Current or former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript will be mailed. A fee will be charged for additional copies and must be paid in advance before they are processed. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released for students who have a past due account with the School.

## **REPEATING FAILED COURSES**

Students repeating course(s) due to academic failure will be responsible for the cost of those repeat course(s).

## **LEAVE OF ABSENCE**

**A Leave of Absence (LOA) is for the student during a time of dire need.**

Leave of absence, including military leaves, shall be reasonable in duration, a student may have no more than two leaves of absence in a twelve month period not to exceed a total of sixty (60) calendar days, and must be for specific and *extreme circumstances*. A student who requests a leave of absence for a reason not determined to be an extreme circumstance *will not* be granted that leave of absence. A written request for leave of absence, properly completed, dated, and signed by the student and approved by the School Director and CEO must be received on or before the beginning of such leave. Therefore, students may not be allowed to take the maximum leave of absence, depending upon the current class schedule. A student who fails to return from an approved leave of absence on the scheduled return date will be immediately terminated from ACC, making the last scheduled date of the leave of absence the effective date of termination for refund purposes.

Students must be aware that it is highly probable that taking a leave of absence will reduce their financial aid eligibility and in most cases increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the semester in which the leave is taken but in most cases for subsequent semesters also.

Students who take a leave of absence will not complete their program as scheduled. All academic class work and externship hours must be completed before a student is considered to have completed their program. (Students are required to repeat any incomplete courses, as well as courses not taken prior to withdrawing.) Students taking a leave of absence must be aware that they can obtain any missed class work or lecture material only on the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on leave of absence may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Education or Program Director. Requests to audit any class must be made in writing and approved by the Director of Education or Program Director.

The School certifying official is responsible for reporting leaves of absence to the appropriate Department of Veteran's Affairs Regional Office, using the Notice of Change in Student Status (VA Form 22-1999b).

### **CERTIFICATION, STATE BOARD, AND NATIONAL BOARD EXAMS**

Certification, state board, or national board licensing examinations are the individual student's responsibility. The School makes every attempt to provide accurate information on test dates and fees for examinations. Some examinations may include a work experience requirement. No student is automatically certified in any way upon program completion. Graduates may be eligible to take certification exams upon program completion.

A GED certificate or high school diploma may be required for graduates to take their state, national, or certification exams. The state, employers, and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

Although certain programs at ACC are designed to prepare students to take various certification or licensing exams, the School cannot guarantee students will pass those exams. In some cases, field experience may be necessary to be eligible to take or to successfully pass the exams.

### **PROGRAM TRANSFERS**

Efforts are made to direct students to the program of study best suited to their individual goals and abilities. However, students may request a program transfer. Students are required to apply in writing to the School Director for a program change. Program transfers must be approved by the School Director. Additional charge for a program transfer may be assessed. Program and schedule changes will negatively affect financial aid eligibility and may also increase indebtedness to the school. Students wishing to change from one program of study to another program are not generally given credit for education or program cost from the original program. Credit can only be given if the different programs contained identical subjects (both in content and length) and the student had successfully completed the same subject or subjects while attending the original program. In cases where the programs share common subjects and the student previously successfully completed shared subject/subjects, the student will be given academic credit as well as credit for the cost of the subjects already taken.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

### **SUSPENSION AND DISMISSAL**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The School reserves the right to suspend or dismiss any student who:

1. exhibits conduct which is found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the Conduct section of this Catalog;
2. fails to maintain satisfactory academic progress;
3. fails to meet attendance standards; or
4. fails to meet financial obligations to the School.

Time on suspension will be counted as an absence from School and cannot exceed the allowable absences stated in the Attendance Policy.

### **WITHDRAWAL FROM SCHOOL**

Most students who begin classes at ACC successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the School require that students withdraw from School. Students who determine the need to withdraw from School prior to completion must follow the steps below:

1. Meet with the School Director or designated administrator to discuss the decision to withdraw. The School will make every effort to assist students in continuing their education.
2. The Business Office can answer any questions regarding financial obligations to the School and can answer any questions regarding any student loan repayment responsibilities.

Students who have paid the total program tuition and fees, and find it necessary to interrupt their studies for other than academic or attendance reasons may withdraw and reenter within a 12-month period without paying additional tuition.

A student wishing to officially withdraw from school must do so in person with a school official and document and sign the withdrawal on the proper status change form. Students that discontinue attending class who fail to follow this procedure will be withdrawn in accordance with attendance policies of the institution.

Students withdrawing from school after a course has been completely taught, who have not completed all necessary course assignments, will be assigned a grade of incomplete (I) provided the deadline for completing make-up work has not passed at the time of withdrawal. If a student withdraws while a course is in progress, he/she will receive a grade of WP (Withdrew-Passing), if passing that course, or WF



(Withdrew – Failing), if failing the course at the time of withdrawal. WP and WF will not be calculated in determining the student's final grade point average but will be reflected on the student's permanent transcript.

Students withdrawing from school during a semester who later wish to re-enter school should be aware of the following:

- They will have to wait until the courses needed are offered.
- They must repeat any courses not completed prior to withdrawing.
- Their financial aid and program cost will be affected.
- The new program length upon re-entry becomes the scheduled amount of time from the point of re-entry to completion of the program.
- A non-refundable re-entry fee of \$100.00 will be charged.
- They must satisfy all past due financial obligations.

## **RE-ENTRY POLICY**

### **Re-entry Eligibility**

- Students who wish to re-enter after being terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.
- Students whose enrollments are terminated for violation of the attendance policy may not re-enter before the start of the next grading period.
- Students who wish to re-enter after withdrawing or being terminated for financial or personal reasons are eligible to re-enter as early as the next grading period.

### **Procedure**

Students wishing to re-enter school are required to follow the re-entry procedure :

- Prior to petitioning for re-entry the student must satisfy all past due financial obligations.
- Submit a justification in writing for re-entry into the program to the Education Coordinator or Program Director with a request to meet with the re-entry committee.
- Meet with the re-entry committee
- If allowed to re-enter the student must make an appointment with the Program Director to develop education plan and schedule for the remainder of the program. Complete TWC credit for previous education form.
- Meet with financial aid to determine new finance plan.
- Students will complete a NEW enrollment agreement and required documents with assigned admissions representative.
- A non-refundable re-entry fee of \$100.00 is payable at the time of enrollment.
- Students must re-enter at the beginning of a module or the next available class.

**NOTE: Students re-entering school after one (1) year of the official drop date, will be required to take the Scholastic Level Exam and pass with the minimum accepted score for that program.**

**\*\*Students that have been dropped from their program may petition the re-entry committee for re-entry into the program one time (1) only. Students that re-enter the program and drop for the second (2<sup>nd</sup>) time are not eligible for re-entry.**

## **EXTERNSHIP POLICIES**

Astrodome Career Centers believes that externship is an integral part of every program and makes every effort to ensure students begin externship in a timely fashion. It is our aim to provide students with knowledge, technical proficiency, and job readiness to make them employable for entry-level positions in the allied health care field. Good attendance is very important employment trait which will not only help the student obtain employment, but maintain employment as well.

During externship, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.

All externship sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The School maintains affiliation agreements with a variety of facilities. Students should be aware that some facilities might have special requirements that must be met. Students are encouraged to seek out externship sites under the guidance of the Career Services Department. If a student has a particular interest in a facility with which the School is not affiliated, the student may bring this to the attention of the Career Services Department so the site may be evaluated.

Students may arrange the days or times of externship training only with written permission from the School. If a student is absent from externship training, both the site and the School must be informed by the student.

The externship facility will submit evaluations of the student's performance based on the standards set by the School. Students must satisfactorily complete the externship assignment and submit an approved verification of time completed in order to graduate. To

complete the externship in the time allowed, students may have to increase the number of hours spent on externship beyond those normally required during classroom training. Night students are expected to make arrangements to complete their externship during daytime work hours.

A reassignment of the externship training will be evaluated on a case-by-case basis, and may result in additional charges.

- **THERE ARE ABSOLUTELY NO NIGHT SITES FOR EXTERNSHIP.**
- **STUDENTS ARE NOT ALLOWED TO RECEIVE COMPENSATIONS FOR HOURS WORKED DURING EXTERNSHIP.**
- **STUDENTS DO NOT HAVE THE OPTION OF CHOOSING THEIR EXTERNSHIP SITES.** Sites are assigned by availability of the sites as well as the skills/procedures required to meet the course objectives. ACC offers clinical sites located in the metropolitan area and many of the surrounding areas. Some students may be assigned to facilities that require traveling to and from the facility or possible relocation. Students are also responsible for the cost of parking and travel expenses while attending externship/clinical courses.
- **Students who are pregnant at the time of their X-ray externship rotation should (are recommended to) sign a Declaration of Pregnancy form before being assigned a site.**

**\*\*NOTE:** Students are required to attend a mandatory externship orientation prior to completing classroom instruction. This orientation provides the necessary information in regard to their externship placement, attendance/grading policies and expected professional standards of conduct. Students will be notified approximately three (3) weeks in advance of the scheduled date. Orientation is a group presentation and students are expected to make the necessary arrangements to attend the scheduled orientation. Individuals arriving late or not attending orientation may have to wait until the next orientation is offered.

### Externship Eligibility

Students must be current on their weekly tuition payments before being allowed to begin externship. Students who are not current on their weekly payments to ACC must become current on their accounts or make alternative payment arrangements with the Director of Financial Services prior to expiration of the ten (10) business days following classroom completion. Students who do not begin externship on the date they are assigned may be terminated from the program.

### Externship Attendance

The Externship Office will monitor externship attendance closely. Students must attend their extern site as scheduled. Students failing to attend the required minimum hours assigned each week may be terminated from the program. Any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate from ACC unless they have performed all externship hours prescribed for their program. Additionally, students are expected to begin externship immediately following classroom training, (externship is an extension of classroom training and an approved portion of the curriculum), and must begin externship within ten (10) business days following assignment to an extern site or the students will be terminated. In addition, students who begin an externship and miss ten (10) consecutive business days from that site will be terminated from ACC. Assignments to clinical sites are made by the externship coordinators. Students are assigned to sites pending availability of sites. (i.e., waiting for current students to complete externship hours thus making the site available for new students). ACC makes every effort to assign sites in a timely manner. There are circumstances beyond the institution's control that may hinder this process, such as student's unprofessional behavior, attendance or attitudes causing students to be dismissed from the site leading to a loss of the site.

### Externship Time Records

All students on externship assignments are required to call in their hours of attendance on a daily basis or in person. Students that fail to call in attendance on a daily basis will be required to report to the school in person to meet with an externship coordinator. FAILURE to call to report attendance and meet with the externship department in a timely manner may result in repeating any hours submitted after the deadline before a student will be given credit.

### Externship Schedules

In order for students to complete their programs on schedule it is necessary for them to attend externship for a set number of hours per week. The chart below indicates the minimum number of hours that must be scheduled by program.

Program	Length of Externship (in clock hours)	Minimum Required Scheduled Hours Per Week
Dental Assisting (300)	135 hours	32 Hours/Week
Dental Assisting (300) Evening	135 hours	32 Hours/Week
Medical Assistant	180 hours	36 Hours/Week

### Termination/Withdrawal from Externship

Any student displaying unprofessional behavior while performing externship duties which causes externship supervisors to request they be moved to other externship sites more than one time will be terminated by ACC.

Students displaying unprofessional behavior while performing externship duties which causes the institution to lose the site will be terminated by ACC for conduct and will not be considered eligible for re-entry to ACC.

Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from ACC. Students terminated from ACC for externship attendance violations who wish to seek re-entry into ACC must petition the re-entry committee.

### **GRADING SYSTEM**

The grading system listed below is used for all courses. Letter grades are used for transcripts. All grades are considered final when recorded by the Registrar's Office. Any grade change, other than completion of an Incomplete grade, must be made within thirty (30) days from the time the grade was earned. All requests for grade changes must be submitted in writing to the Director of Education or designee.

#### **Academic Credit**

Students earn 1 semester credit for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of externship successfully completed. Successful completion of a credit(s) is defined as passing each semester/course with a minimum grade of 2.0. Students must maintain a cumulative grade point average (GPA) of 2.0 in order to maintain satisfactory academic progress. The minimum satisfactory rate of progress is completion of 67% of the credits attempted for each semester.

#### **Quality Grade Points**

The number of quality points earned for each course can be determined by multiplying the grade points for the letter grade received for the course, by the credit value of that course. For example, a grade of "A" (4.0 grade points) for a 3.0 credit course would earn (4.00 X 3.00) 12 quality points.

#### **Cumulative Grade Point Average**

The cumulative grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted.

#### **Clock Hour Definition**

A clock hour is defined as a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

### **GRADING SCALE**

<b>GRADE</b>	<b>GRADE POINTS OR DEFINITION</b>
<b>A</b>	<b>4.0</b>
<b>B</b>	<b>3.0</b>
<b>C</b>	<b>2.0</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0</b>
<b>PR</b>	<b>Proficiency Credit</b>
<b>R</b>	<b>Repeated Course</b>
<b>TC</b>	<b>Transfer Credit</b>
<b>I</b>	<b>Incomplete</b>
<b>W</b>	<b>Withdrawal</b>
<b>WF</b>	<b>Withdrawal Failing</b>
<b>WP</b>	<b>Withdrawal Passing</b>

**PR**. Proficiency Credit. The student who has been granted credit for the College Level Examination Program (CLEP) or passes a proficiency exam will be assigned a grade of "PR." This grade will not affect the student's Cumulative Grade Point Average (CGPA).

**R**... Repeated Course. This indicated a course that has been repeated. An "R" grade is not calculated into the CGPA; however, the time spent attempting the course does count toward the 150% maximum time frame for program completion.

**TC. Transfer Credit.** Students transferring from another institution may be eligible for credit for courses they have already taken. A grade of “TC” will be given for transferred courses, and will not affect the student’s CGPA.

**I.....Incomplete.** This grade will not affect a student’s CGPA until a final grade is assigned. Students receiving an incomplete in a course must complete the course requirements by a deadline determined by program policy not to exceed one grading period. If students do not complete required class work, assignments, and tests within the extension period, they will receive a grade of “0” for the incomplete work. The “0” will be averaged with the student’s other grades to determine the final grade for the course. A student who is obligated for the full tuition may request a grade of Incomplete if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student has twelve (12) months following the date of withdrawal and receiving an Incomplete to complete the subjects without payment of additional tuition.

**W.. Withdrawal.** Students receive a “W” if they withdraw from school mid course(s) A grade of “W” does not impact the student’s CPGA.

**WP Withdrawal Passing.** Student withdrew mid course passing the course at withdrawal. “WP” does not affect the student’s CGPA.

**WF Withdrawal Failing.** T Student withdrew mid course failing the course at withdrawal. “WP” does not affect the student’s CGPA.

**The institution does not award credit for non-punitive grades or remedial courses.**

The class syllabus for each course will explain the grading scale and course weighting used for each course. Students must obtain a minimum score of 70% (2.0 GPA) to successfully complete the course.

**EXAMPLE: Formula for Determining Individual Course Grades**

Type of Evaluation	% of Final Course Grades
Quizzes	10%
Assignments	10%
Exams	80%

*\*Quizzes are given randomly without prior notice to students. Final exams are scheduled for the end of each course (subject).*

**Grade Point Average Calculation**

Grade Point Average (GPA) calculations will be based upon the following:

Course Credits x Grade Points = Total Points

Total Points ÷ Credits = GPA

Example:

Course	Semester Credits		Grade (Points)		Total Points
Course 1	3.0 Cr.	x	B (3.0)	=	<b>9.0</b>
Course 2	5.0 Cr.	x	C (2.0)	=	<b>10.0</b>
Course 3	7.0 Cr.	x	A (4.0)	=	<b>28.0</b>
<b>Totals</b>	<b>15.0 Cr.</b>				<b>47.0</b>

Grade Point Average for this example: 47.0 points ÷ 15 Credits = **3.19 GPA**

**GRADING PERIODS**

**Semester Credit Programs**

A grading period for the modular semester credit hour programs (Day program = 5 weeks, Evening program 7.5 weeks) consists of a module, except in the case of the medical assistant program where the externship portion of these programs are considered to be a grading period in themselves.

**Clock Hour Dental Assistant (300) Program**

During a student’s enrollment, there are two grading period(s)

- At the end of Classroom / Clinical Training
- At the end of Externship Training & Completion

**PROGRESS REPORTS**

All students are informed of their grade point averages in writing. Students receive progress reports at the end of each grading period, which informs them of their grade point average for that period as well as their cumulative weighted GPA (CGPA). Students attending externship/clinical courses will receive a mid-point and end final evaluation grade.

**HONORS AND AWARDS**

Graduates who have a cumulative grade point average as reflected below will receive the following recognition:

4.0.....	Highest Distinction
3.75 - 3.99.....	High Distinction
3.50 - 3.74.....	Honors

Dean's List: At the end of each grading period, full-time students in an approved program who have earned a GPA of 3.96 - 4.0 for that grading period will be added to the Dean's List.

Honor Roll: At the end of each grading period, full-time students in an approved program who have earned a GPA of 3.50 - 3.95 for that grading period with no grade below a "B" will be added to the Honor Roll.  
In addition, attendance and special recognition awards may also be presented.

## **ACADEMIC COMPLIANCE**

### **Dental Assistant-300 Satisfactory Academic Progress (SAP) Standards**

Students must make satisfactory grades in order to maintain SAP and to remain eligible for federal student financial assistance. SAP is evaluated at the end of each payment period to determine whether the qualitative, quantitative, and maximum time frame requirements have been met.

#### **Program Classification**

The Dental Assistant-300 program is classified as a clock hour program of one year or less.

#### **Grade Point Average Requirement: (Qualitative)**

Students must maintain an acceptable cumulative grade point average (GPA) to maintain good academic standing. If a student's GPA falls below the minimum requirement of 2.0 at the end of the initial grading period, the student will be placed on SAP probation for the following grading period.

#### **Completion Rate Requirement: (Quantitative)**

At the completion of the each evaluation period students must successfully complete a minimum of two thirds (2/3) of all course hours scheduled. Students must complete a minimum of 100 hours of the 150 hours of the initial payment period to meet the SAP quantitative criteria. Failure to successfully complete this minimum will result in the student being placed on financial aid warning for the following payment period.

#### **Maximum Time Frame**

All program requirements must be completed within a maximum allowable time frame. In no case will the maximum allowable time frame for program completion exceed one and a half times (150%) the normal length of the program in which they enrolled. For clock hour programs a student must complete the program within one and a half times the program length in weeks.

In order to complete the program within the maximum allowable time frame, students must maintain a satisfactory rate of progress. Note that all transfer credits accepted by ACC will count toward a student's quantitative rate of academic progress. The rate of progress will be reviewed at the end of each payment period and students who are determined to be unable to complete the program within the maximum time frame will be terminated.

To successfully complete a program the student must complete all program requirements within 150% of the program length, measured in weeks. For example:

- The 10 week programs must be completed within 15 weeks

#### **SAP Evaluation Period**

Academic progress is evaluated at the end of each payment period. For this clock hour program this is at the end of each payment period of the program.

#### **SAP Probation**

The result for a student who fails to maintain SAP at the end of a SAP evaluation period will be placed on SAP probation.

#### **SAP Dismissal**

The result for a student on SAP probation who has failed to achieve SAP at the end of the probationary SAP evaluation Period.

#### **Financial Aid Satisfactory Academic Progress**

Students receiving federal financial aid will have satisfactory academic progress (SAP) reviewed at the scheduled end of the first payment period and at the scheduled end date of the program.

Students failing to meet SAP at the evaluation points will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period will lose federal student aid eligibility.

## **APPEAL PROCESS**

A student may appeal an unsatisfactory determination after Financial Aid Warning. To do so, the student must submit a written appeal within five (5) calendar days of receiving the notice. This appeal should be addressed to the Campus Director. The appeal must be accompanied by documentation of the situation, events, or circumstances that prevented the student from attaining satisfactory academic progress or otherwise explains the student's deficient performance. Generally, only extraordinary circumstances are considered, such as the severe illness of the student or an immediate family member.

The student's appeal must address the following:

- 1) The reason why the student failed to meet the SAP standard(s) AND
- 2) What has changed in the student's situation so that he or she will now be able meet the SAP standards.

The student may be asked to meet with the Campus Director as part of the appeal review process. The Campus Director will discuss the appeal with the appropriate Academic and or Financial Aid personnel to reach a decision. The student will be notified in writing of the decision within five (5) days of the school's receipt of the appeal. The decision of the Director or his/her designee will be final.

A student whose appeal is granted will be placed on Financial Aid Probation and will be required to meet terms of an Academic Plan outlined in an Academic Probation notice. Students may only remain in Financial Aid Probation for one payment period. Student who achieves the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be placed back into good standing. Students who do not achieve the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be dismissed.

### **Student Right to Appeal the Determination of Unsatisfactory Academic Progress Dismissal**

If a student wishes to appeal the determination of unsatisfactory academic progress dismissal, he/she must petition the Program Director in writing. The written request for appeal must state the reason for the appeal and must be well documented. Such documentation might include such items as a doctor's statement, accident report, police report, or death certificate.

Once the request for appeal and supporting documentation has been received, they will be reviewed by the Appeal Committee. The student will be informed of their decision within seven calendar days of receipt of the request for appeal. The decision arrived at by the above mentioned school personnel is final.

### **How to reestablish Title IV eligibility**

A student who successfully appeals their unsatisfactory academic progress dismissal termination will be able to resume their education after sitting out one grading period. On return the student will be placed on SAP probation for their initial grading period. The student will not be eligible for Title IV Federal Student Financial Assistance during this probationary grading period. If the student maintains SAP throughout the initial grading period, he/she will be removed from SAP probation and will become, or remain eligible to apply for Title IV Federal Student Financial Assistance. If however the student does not maintain SAP throughout the initial grading period, he/she will be terminated by the college.

### **Notification of Termination to Student Not Making Satisfactory Academic Progress**

If it is determined that a student is not making SAP and must be terminated, the student will be notified by his/her instructor, or Career Services personnel (if the student was on externship when the determination of unsatisfactory academic progress was made).

### **Incomplete grade**

An incomplete grade will not be counted in determining SAP. However, students have one week from the end of the respective course to complete the work required to finish the course. Failure to do so will result in a grade of "F" which will be averaged into the GPA and require that the course to be repeated. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the School Director or Director of Education.

If a student is given an "F" for any incomplete grade (either because they did not earn a grade in the time frame allotted for completing incomplete grades, or earned a "F" for the course(s) when completing the coursework) the "F" will be calculated into the students CGPA (qualitative measure) and the student's rate of progress (quantitative measure).

### **Withdrawal**

All "W" grades will not count in the student's qualitative progress, but will be counted in the quantitative measure.

In addition, a student who withdraws from a course(s) will be given a grade of "W" (withdrew) .

Once he/she has become obligated for the full program cost, provided the student withdraws for an appropriate reason unrelated to his/her academic status and the student requests the grade at the time of withdrawal. A student, who receives a grade of "W" under these circumstances, may re-enroll in the program during the 12 month period following the date of withdrawal and repeat those incomplete courses at no cost.

## **Repeated Course Grades**

A student must complete and pass **all required core course work** with a grade of “C” or better for completion of a program. Students will be required to repeat each unsuccessfully completed course (grade of I, W, D and F) within the program prior to beginning externship. *Students are responsible for the cost of all repeat courses*, except as otherwise indicated by school policy. Students will be allowed one repeat of an unsuccessfully completed course without an appeal. A student who requests additional attempts to successfully complete a course must appeal in writing to the Director of Education and may receive approval based on the circumstances in the appeal. The failing grades for the course as well as the repeat grade will be recorded in the permanent student record. The higher grade will replace the lower grade when calculating the student’s CGPA. However, both course attempts will count toward a student’s quantitative measure of academic progress.



# **ACADEMIC COMPLIANCE**

## **ACADEMICS - SAP POLICY (IN ACCORDANCE WITH TEXAS RULES)**

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at ACC. To maintain SAP a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. In addition, each student must maintain an adequate rate of progress toward completion of their program and cannot exceed one and one half times (1.5) the credit hours or clock hours required to complete the respective program. Both requirements are evaluated at the end of each grading period and both standards must be met in order to be considered to be making satisfactory academic progress.

<b>End of Grading Period</b>	<b>CGPA Minimum Requirement (Qualitative)</b>	<b>Rate of Progress Passing Grade in Credits Attempted (Quantitative)</b>
#1	1.5	One Half (1/2)
#2	2.0	One Half (1/2)
#3 through Program Completion	2.0	Two Thirds (2/3)

### **ACADEMIC PROBATION**

A student who has not achieved a satisfactory cumulative grade point average (CGPA) at the end of a grading period will be placed on academic probation. When a student is placed on academic probation the student will be counselled prior to returning to class. The date, action taken, and terms of the probation will be documented and maintained in the student's file.

If the student on probation achieves satisfactory progress (2.0) for the probationary grading period, but fails to achieve a CGPA of 2.0 at the end of the probationary grading period, the student may continue on probation for one additional grading period.

If the student on probation does not achieve satisfactory progress (2.0) for the probationary grading period, the student will be terminated from the program.

The enrollment of a student who fails to achieve satisfactory progress for two consecutive grading periods shall be terminated.

### **RE-ENTRY**

A student terminated for unsatisfactory progress must wait a minimum of one grading period before being eligible to apply for re-entry. A student who is approved to re-enter will be placed on academic probation for the first returning grading period. The student will be advised of this action and documented in the student's file accordingly. A student who fails to achieve satisfactory progress at the end of the probationary grading period will be terminated from the program.

## **FINANCIAL AID - STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

**PURPOSE:** The purpose of this policy is to establish an academic progress policy that meets institutional requirements and is also compliant under federal regulations for purposes of assessing and determining individual students' eligibility for federal student aid. Any student who requires additional information regarding ACC's Satisfactory Academic Progress ("SAP") policy (including any of the information discussed below) should contact the Financial Aid Department for assistance.

**POLICY:** All enrolled students must make SAP in order to both remain enrolled at ACC and maintain continued eligibility to receive federal financial aid assistance. ACC determines whether a student is making SAP by reviewing two academic components – a qualitative and a quantitative factor – at specific evaluation points.

### **I. Evaluation of SAP**

ACC evaluates each student to determine if he/she is making SAP at the end of each payment period. Each of ACC's payment periods generally corresponds to a semester for term-based programs for federal financial aid purposes. For non-term based programs, a payment period is one-half (50%) of an academic year. Thus, the end of each payment period (and semester, for term-based programs) is a SAP evaluation point.

### **II. SAP Factors (Qualitative and Quantitative)**

The first SAP component, referred to as the qualitative factor, is measured by the student's cumulative grade point average ("CGPA"). The second, referred to as the quantitative factor, is the student's rate of academic progress toward successful completion

of the credit hours they have attempted (i.e., the ratio of credit hours earned to credit hours attempted). A student must meet both the qualitative factor (CPGPA) and the quantitative factor (rate of progress) to be considered by ACC to have made SAP. Each factor is discussed in more detail below.

For non-term programs, student must successfully completed both the credits and the weeks of instructional time required for the payment period evaluated. *See* SAP Table (below).

**A. CGPA Requirement (Qualitative Factor):**

When ACC reviews the student’s academic file at each evaluation point, that student must maintain a minimum CGPA in order to meet this factor and be considered in good academic standing. As detailed in the SAP Table (*see* below), the CGPA a student must attain varies based upon how many payments periods (or semesters) the student has completed. For example, a student in a term-based program who has reached the evaluation point after her first payment period (which corresponds to her first semester), must have a CGPA of 1.5 to meet the qualitative SAP factor. Alternately, a student who has just completed his fourth payment period in a term-based program (which again corresponds to his fourth semester), must have a CGPA of 2.0 to meet the qualitative SAP factor. Please consult that SAP Table (*see below*) to confirm what CGPA you must attain in a given payment period (and/or semester).

ACC maintains each student’s academic file and it is available for review upon request. Grades are calculated pursuant to the general academic policies of ACC. A student may appeal a grade assigned by an instructor/faculty member as provided for in the Course Catalog. *See* “Grade Appeals” section of the Course Catalog.

In addition, at the end of the two academic years of enrollment, students in programs longer than two (2) academic years (i.e., more than four semesters or payment periods) must have CGPA of at least 2.0 or the equivalent needed to graduate within the Maximum Time Frame. *See below*, Definition of Maximum Time Frame.

**B. Rate of Academic Progress (Quantitative Factor):**

When conducting a SAP review, ACC also checks to find out if the student has earned (i.e., successfully completed) at least a certain percentage of those credit hours he/she has attempted. The formula used to complete the evaluation is:

$$\frac{\text{Total Credit Hours Earned}}{\text{Total Credit Hours Attempted}}$$

Total Credit Hours Earned are defined as those credit hours the student attempted (including transfer credits accepted by ACC towards completion of the student’s current program) less those credit hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal. Total Credit Hours Attempted are defined as those credit hours that are contained in the student’s academic history at ACC, including, as may be applicable, transfer credits. *See* ACC’s Catalog for more information about the transfer credit policy. Please see ACC’s Course Catalog for detail regarding how non-punitive grades and repeated coursework impact SAP. *See, e.g.*, Course Catalog at p. 28. Please note that ACC does not grant credit for remedial courses, non-credit courses, advanced placement courses, or experiential learning.

**SAP TABLE (TERM-BASED PROGRAMS)**

<b>Evaluation Period*</b>	<b>Minimum CGPA (Qualitative)</b>	<b>Minimum Rate of Academic Progress (Quantitative)</b>
Payment Period 1	1.5	50%
Payment Period 2	2.0	50%
Payment Period 3 (Through program completion)	2.0	66.67%

**\*For term-based programs, the payment period corresponds with ACC’s academic semester.**

For example, if a student attempts 12 credit hours during his first semester, he would be expected to have earned (i.e., successfully completed) at least six (6) of these credits (because  $6/12 = 50\%$ ) in order to comply with the minimum quantitative standards. In order to meet SAP, that same student would also need a CGPA of 1.5.

As another example, consider a student who has just finished her third semester. She has attempted 36 total credit hours. That student would need to have earned (i.e., successfully completed) at least 24 credits (because  $24/36 = 66.67\%$ ) to satisfy the quantitative component. She would also need to have a CGPA of at least 2.0 in order to meet SAP.

**SAP TABLE (NON-TERM-BASED PROGRAMS)**

<b>Evaluation Period**</b>	<b>Minimum CGPA (Qualitative)</b>	<b>Minimum Rate of Academic Progress (Quantitative)</b>
Payment Period 1	1.5	50%
Payment Period 2	2.0	66.67%
Payment Period 3 (Through program completion)	2.0	66.67%

**\*\*For non-term-based programs, the payment period is the equivalent of one-half (50%) of an academic year.**

For example if student is enrolled in the non-term Medical Assisting program, the full program length is 35 weeks (with 24 required credit hours). The student's first payment period ends at the 50% point of the academic year (which occurs at 19 weeks (and 12 credits). To meet SAP, the student must have successfully completed 9 credits ( $9/12 = 66.67$ ) and have a CGPA of 1.5.

#### **A. Maximum Time Frame**

Students must also complete their programs within the maximum timeframe (“MTF”). MTF is 1.5 times the normal time frame required to complete the program pursuant to ACC’s Catalog. Official leaves of absence and other official interruptions of educational training are not computed as part of the student’s progress for purpose of MTF calculation. Failure to complete the academic requirements necessary to graduate by the end of the MTF will result in the student’s academic dismissal.

For example, if the normal timeframe within which students complete a program is 24 credits and 35 weeks, the MTF for that program is 36 credits ( $1.5 \times 24$  credits) and 52.5 weeks ( $1.5 \times 35$  weeks).

### **III. Failure to Make SAP**

When a student satisfies both the qualitative and quantitative factors when ACC conducts a SAP review at an evaluation point, ACC considers that student to have met SAP. If a student does not meet either the qualitative or quantitative factors when ACC completes its SAP review at an evaluation point, ACC considers that student to have failed to make SAP. ACC will notify a student in writing that he/she has failed to make SAP, including any resulting consequences (e.g., being placed on Financial Aid Warning, the need to file a SAP Appeal to remain eligible for additional federal financial aid, etc.).

#### **A. Students Not Receiving Federal Financial Aid**

If a student is not receiving federal financial aid but fails to make SAP at an evaluation point, he or she will be placed on Academic Warning status (this is similar to the Financial Aid Warning status detailed below). This occurs automatically, though the student will be notified by ACC. ACC will counsel the student regarding ways to improve academic success as well as the potential problems and negative consequences associated with reaching the MTF without having completed the program requirements.

If a student fails to make SAP at the next evaluation point following the payment period during which he/she was on Academic Warning, the student will be dismissed from ACC. However, a student may file a SAP Appeal by following the procedures outlined below. If the student files a complete and timely SAP Appeal and ACC approves the appeal, the student will be placed on Academic Probation. Failure to make SAP (or have complied with the individual academic plan developed in cooperation between ACC and the student) at the following evaluation point will result in dismissal from ACC.

#### **B. Students Receiving Federal Financial Aid**

If a student is receiving federal financial aid (i.e., Title IV funds such as a Pell Grant or Stafford Loan (whether subsidized or unsubsidized)), failure to make SAP can or will impact his/her ability to continue receiving financial aid disbursements. The potential consequences for such students are explained in more detail below.

##### **i. Financial Aid Warning**

If a student fails to make SAP after an evaluation point, he/she will be placed on Financial Aid Warning for the following payment period. This occurs automatically, though the student will be notified by ACC. A student may be on Financial Aid Warning for no longer than that following single payment period (which is also a semester in a term-based program). A student on Financial Aid Warning will also receive academic advisement to assist them improve in their studies.

While the student is on Financial Aid Warning status, he/she may continue to receive federal financial aid. If, at the following evaluation point, the student is making SAP, he/she will be considered to be in good academic standing and will be able to receive additional disbursements of federal financial aid. However, if the student fails to make SAP for a second consecutive semester, he/she may only continue to receive federal financial aid if he/she files a SAP Appeal, ACC approves that appeal, and the student is placed on Financial Aid Probation status.

##### **ii. SAP Appeal**

Students on Financial Aid Warning and who do not appear likely to (or will/do not) meet SAP at the next evaluation point (i.e., the end of the current payment period) may file a SAP Appeal. In a SAP Appeal, the student explains the extenuating circumstances which prevented him/her from meeting SAP requirements and what corrective action he/she has taken (or will take) to meet SAP at the next evaluation point.

Students may file a SAP Appeal at any time, including prior to the end of the current semester or payment period. That is, a student may begin the appeal process prior to the date when ACC determines the student, who would be on FA Warning, has not met

SAP for a second semester or payment period. In some cases, this may allow the student to avoid any potential disruption to their enrollment status.

### **1. Filing a SAP Appeal**

In order to file a SAP Appeal, a student must complete the SAP Appeal Form in writing. The SAP Appeal Form is available from ACC's Financial Aid Department. The written appeal should explain the extenuating circumstances which contributed to the student's failure to meet SAP. Typical circumstances might include the death of a relative, an injury or illness suffered by the student (or a close family member), or some other special circumstances which negatively impacted the student's ability to succeed academically. Supporting document is also needed to substantiate the basis for the SAP Appeal. This might include a doctor's note, an obituary for a deceased family member, or other relevant information which objectively documents the particular circumstances. The SAP Appeal should also include an explanation addressing what corrective action the student has taken (and/or will take) to ensure he/she can (and will) meet SAP requirements if the appeal is granted.

### **2. Evaluating a SAP Appeal**

Upon submission of a SAP Appeal, ACC's Director of Education will review the student's SAP Appeal to determine if it is complete and supports approval of the appeal. If the SAP Appeal is denied, the student will be dismissed from ACC. If the SAP Appeal is accepted, ACC will move the student into Financial Aid Probation status and assist the student as discussed below.

In addition, staff members will assess the student's academic file to determine if it is mathematically possible for the student to (i) meet SAP within the necessary timeframe (typically by the time the student reaches the next evaluation point) and thus be back in good academic standing and (ii) complete all remaining coursework within the maximum time frame.

In addition, ACC's Director of Education will determine ways to counsel the student and provide suggested strategies and/or identify resources to help the student succeed academically. This process may also include development, in cooperation with the student, of a customized academic plan which, if followed, should allow the student to meet SAP within the required timeframe (i.e., by the next evaluation point).

### **iii. Financial Aid Probation**

If a student fails to make SAP during the semester following the semester during which he/she was on Financial Aid Warning, he/she may only continue to receive federal financial aid by filing a SAP Appeal and being placed on Financial Aid Probation. A student may receive federal financial aid during that semester or payment period upon (i) the student's filing of an appeal; (ii) ACC's determination that the student should be able to meet SAP by end of the semester (or payment period); and (iii) ACC providing the student with an academic plan that, if followed, will allow the student to meet SAP by a specific point in time (likely, though not necessarily, the end of that semester). A student may receive federal financial for the semester following the FA Probation period only if, as of the following evaluation point, the student is meeting SAP or has met the requirements imposed by the ACC academic plan.

Failure to meet SAP at the next evaluation point while on Financial Aid Probation will preclude the student from receiving any additional federal financial aid. It will also result in the student's dismissal from ACC.

### **iv. Re-Establishing Federal Financial Aid Eligibility**

As indicated above, establishing eligibility to receive continued disbursements of federal financial aid (i.e., Title IV funds) varies based upon the student's status. A student on Financial Aid Warning for failure to make SAP may continue to receive additional disbursements of funds during the semester (or payment period) during which he/she is on Warning status. If a student meets SAP at the next evaluation point, he/she will be placed back on good standing and able to receive additional disbursements of federal financial aid. If a student on Financial Aid Warning fails to meet SAP for a second consecutive semester, he/she cannot receive any additional disbursements of Title IV funds without (i) filing a SAP Appeal, (ii) having that Appeal approved by ACC, and (iii) being moved onto Financial Aid Probation status.

A student placed on Financial Aid Probation may receive disbursements of federal financial aid during the semester in which he/she is on Probation status. Such a student may only receive additional disbursements of federal financial aid in the next semester if the student has (i) met SAP at the next evaluation point (i.e., the one at the end of the semester during which the student was on Probation status) in a subsequent payment period or (ii) is determined by ACC to have satisfied the requirements of the academic plan developed by the student and ACC.

## **IV. Obtaining Readmission Upon Dismissal**

Students who seek to return to ACC upon dismissal for failing to meet SAP must file a written statement explaining why they were not previously making SAP and what conditions in their lives has changed which will now allow them to succeed academically. The written statement must be filed with the Director of Education. If the student is allowed to return, he/she will be placed on Financial Aid Probation for the next evaluation period. This is because the student must previously have not met SAP to have been dismissed. *See above* (detail related to students on Financial Aid Probation status). A readmitted student may be allowed to receive federal financial aid while he/she is on Financial Aid Probation status.

**V. Changes in Major/Program of Study**

If a student chooses to withdraw from his/her current program of study and enroll in a new program, only those credits which ACC counts towards the new program will be included in the SAP determination.

**VI. Additional Degrees**

If a student enrolls in an additional (i.e., second or more) degree program, only those credits which ACC counts towards the new program will be included in the SAP determination.

**VII. Program Classification**

ACC classifies its academic programs as either term or non-term. Each program is measured in credit hours or clock hours. The charts below identify each program's (i) classification (i.e., as term or non-term based), measurement (i.e., clock or credit hours), and (iii) length of each payment period (which also corresponds to a semester). The chart further identifies the maximum time frame ("MTF") per payment period and length of the full program.

**Non Term Program credits or clock hours/weeks.**

<b>Program(s)</b>	<b>Measurement (Clock / Credit Hour)</b>	<b>Length of Payment Periods (Period 1/Period 2)</b>	<b>Full Program Length</b>
Medical Assistant (Day)	Credit Hours	19/16 weeks	35 weeks
Medical Assistant (Eve)	Credit Hours	29/25 weeks	54 weeks

# **PROGRAMS**

**Certificates:**  
**Dental Assisting - 300 Hours**  
**Medical Assistant**

## DENTAL ASSISTING - 300 HOURS Certificate

**Objective:** The Dental Assistant program is designed to prepare students for entry-level employment as a Dental Assistant via classroom and clinical hands-on training, as well as professional development. Graduates will demonstrate skills in personal oral hygiene, emergency treatment, taking/recording blood pressure, cleaning infectious spills, preparation and recalculation of instruments, exposing adult radiography, obtaining patient histories, recording dental exams, and assisting of dentists in private dental offices, group dental practices and out-patient dental surgery centers.

**Program Requirements:** Each participant must possess a high school diploma or GED and be able to read and write English. Participants must have good coordination and health, be neat, professional, and must pass the Scholastic Level Exam (Wonderlic) with a minimum score of 13.

**Program Length:** The length of time normally required to complete the morning program is approximately 10 weeks. The length of time normally required for completing the evening program is approximately 18 weeks.

**State Registration Requirement:** Effective 09/01/06, to apply to become a registered dental assistant, a student must successfully complete a mandatory short course approved by The Texas State Board of Dental Examiners (TSBDE). An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must be registered with TSBDE in order to take x-rays at a dentist's office.

### DAY CLASS SCHEDULE

Monday through Thursday from 8:00 a.m. to 2:30 p.m. per day; Friday from 8:00 a.m. to 12:00 p.m.

### EVENING SCHEDULE

Monday through Thursday from 6:00 p.m. to 9:00 p.m.

### CURRICULUM

Course#	Course Title	Lecture/Lab/Extern	Total Hours	Semester Credit Hours (SCH)
DA-301	Dental Assisting	15/00/00	15	1.0
DA-302	Dental Anatomy & Physiology	30/00/00	30	2.0
DA-303	Basic Computer Skills	15/00/00	15	1.0
DA-305	Dental Laboratory Procedures I	15/15/00	30	1.5
DA-306	Dental X-Rays	15/15/00	30	1.5
DA-307	Dental Sterilization Procedures	15/15/00	30	1.5
DA-304	Introduction to Externship	15/00/00	15	1.0
DA-308	Dental Clinical Externship	00/00/135	135	3.0
	<b>Program Totals</b>	<b>120/45/135</b>	<b>300 hours</b>	<b>12.5</b>





## Medical Assistant Certificate Program

Offered at Astrodome Career Center

**Objective:** The Medical Assistant program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via classroom and clinical hands-on training, as well as professional development. Graduates possess clinical and administrative skills, i.e. EKG's Injections, Phlebotomy, Examinations, Patient Histories, Vital Signs, Insurance, Billing, which enable them to perform both front and back office procedures in a physician's private practice, group medical practice, or long-term medical care facilities. A career as a medical assistant will enable one to have a stepping stone to possible future careers in medicine.

**Program Requirements:** Applicants to the Medical Assistant Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam with a minimum score of 10. The participant should also be able to read and write English, have good coordination and be neat and professional at all times.

**Program Length:** The total length of this program is 900 clock hours and 36 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
<b>MODULE I</b>						
MSS130	Master Student/Study Skills	8	0	0	8	.5
HIP130	HIPAA / OSHA / Infection Control	10	0	0	10	.5
MED130	Medical Terminology	24	0	0	24	1.5
APO130	Overview of Anatomy & Physiology	24	0	0	24	1.5
<b>Total Module I</b>		<b>66</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>4.0</b>
<b>MODULE II</b>						
MA301	<b>A&amp;P A - Nervous System and Special Senses</b>	24	0	0	24	1.5
PSYT101G	Intro to Psychology	48	0	0	48	3.0
MA302	Medical Clinical Procedures A	8	16	0	24	1.0
<b>Total Module II</b>		<b>80</b>	<b>16</b>	<b>0</b>	<b>96</b>	<b>5.5</b>
<b>MODULE III</b>						
MAAS213G	MEDICAL OFFICE PROCEDURES/MANAGEMENT	48	0	0	48	3.0
MAAS211G	Medical Insurance and Managing Medical Records	48	0	0	48	3.0
<b>Total Module III</b>		<b>96</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>6.0</b>
<b>MODULE IV</b>						
MA303	<b>A&amp;P B – Muscular and Skeletal Systems</b>	24	0	0	24	1.5
MA304	Medical Clinical Procedures B	20	28	0	48	2.0
MA305	Medical Law and Ethics	24	0	0	24	1.5
<b>Total Module IV</b>		<b>68</b>	<b>28</b>	<b>0</b>	<b>96</b>	<b>5.0</b>
<b>MODULE V</b>						
MA306	<b>A&amp;P C - Cardiovascular, Lymphatic, Circulatory, and Respiratory Systems</b>	32	0	0	32	2.0
MA307	Medical Clinical Procedures C	28	36	0	64	3.0
<b>Total Module V</b>		<b>60</b>	<b>36</b>	<b>0</b>	<b>96</b>	<b>5.0</b>
<b>MODULE VI</b>						
MA308	<b>A&amp;P D – Integumentary, Digestive, and Endocrine Systems</b>	32	0	0	32	2.0
MA309	Electronic Health Records	28	36	0	64	3.0
<b>Total Module VI</b>		<b>60</b>	<b>36</b>	<b>0</b>	<b>96</b>	<b>5.0</b>
<b>MODULE VII</b>						
MA310	<b>A&amp;P E – Urinary and Reproductive System</b>	32	0	0	32	2.0
MA311	Medical Clinical Procedures D	12	24	0	36	1.5
MA312	Medical Administrative Procedures	8	20	0	28	1.0
<b>Total Module VII</b>		<b>52</b>	<b>44</b>	<b>0</b>	<b>96</b>	<b>4.5</b>
<b>MODULE VIII</b>						
CSP201	Customer Service/Professionalism and Career Preparation	30	18	0	48	2.5
MAC301	Cert Prep	15	15		30	1.5
MAX301	Externship			180	180	4.0
<b>Total Module VIII</b>		<b>45</b>	<b>33</b>	<b>180</b>	<b>258</b>	<b>8.0</b>

<b>Total Hours/Credits</b>	<b>527</b>	<b>193</b>	<b>180</b>	<b>900</b>	<b>43.0</b>
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*Total Program Hours = 900/ 43.0 Semester Credits*

*Note: Upon successful completion of all course work, typing requirements, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.*

**COURSE DESCRIPTIONS:**

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

*Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below. Module 1 is a prerequisite for all other modules.*

<b>MSS130</b>	<b>MASTER STUDENT/STUDY SKILLS</b>	<b>8/0/0/8/1.5</b>
	Students will become familiar with basic study and learning skills to include learning styles, goal setting, memorization techniques, reading comprehension, note taking, test taking, critical thinking, effective communication diversity, and technology. <b>Prerequisite: None.</b>	
<b>HIP130</b>	<b>HIPAA/OSHA/INFECTION CONTROL</b>	<b>10/0/0/10/1.5</b>
	Students will learn about the Health Information Portability and Privacy Act (HIPAA). This course will identify rights for individuals and the processes that health care providers must implement to support individual rights. Students must demonstrate knowledge of the rules for the use and disclosure of information. Students will learn about transmission of disease, hand washing techniques and gloving. This course will ensure that students are aware of biohazards and airborne pathogens, including infection control procedures and laboratory safety. Students must demonstrate infection control procedures and laboratory safety. <b>Prerequisite: None.</b>	
<b>APO130</b>	<b>OVERVIEW OF ANATOMY and PHYSIOLOGY</b>	<b>24/0/0/24/1.5</b>
	Students will learn and identify basic structures, functions and dysfunctions of the body. This course covers a general treatment of the sensory, muscular, nervous, endocrine, digestive, respiratory, circulatory, urinary, reproductive, integumentary, and skeletal system. <b>Prerequisite: None.</b>	
<b>MED130</b>	<b>MEDICAL TERMINOLOGY</b>	<b>24/0/0/24/1.5</b>
	Students will learn the study of the word roots, prefixes, suffixes as well as abbreviations and symbols that are necessary tools for building a medical vocabulary. <b>Prerequisite: None.</b>	
<b>MA301</b>	<b>A&amp;P A – NERVOUS SYSTEM AND SPECIAL SYSTEMS</b>	<b>24/0/0/24/1.5</b>
	Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Nervous System and Special Senses. <b>Research Assignment 1 - “Goof Proof Resumes and Cover Letters”.</b> <b>Prerequisite Mod I.</b>	
<b>PSYT101G</b>	<b>INTRO TO PSYCHOLOGY</b>	<b>48/0/0/48/3.0</b>
	This courses covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. <b>Prerequisite Mod 1.</b>	
<b>MA302</b>	<b>MEDICAL CLINICAL PROCEDURES A</b>	<b>8/16/0/24/1.0</b>
	Students will learn skills with emphasis on patient assessments, physical examination, assist with eye and ear care and treatments as directed by physician: Includes vital signs, specimen collection and documentation of patient information, medical asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. Student will complete skills competencies. <b>Prerequisite Mod 1.</b>	
<b>MAAS213G</b>	<b>MEDICAL OFFICE PROCEDURES/MANAGEMENT</b>	<b>48/0/0/48/3.0</b>
	Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. <b>Prerequisite Mod 1.</b>	
<b>MAAS211G</b>	<b>MEDICAL INSURANCE AND MANAGING MEDICAL RECORDS</b>	<b>48/0/0/48/3.0</b>
	This course introduces students to the subject of medical health records. Students consider inpatient and outpatient scenarios and	

	the differences between paper and electronic files. The course explores the advantages and risks of electronic medical records with a focus on HIPAA compliance. <b>Prerequisite Mod 1.</b>
<b>MA303</b>	<b>A&amp;P B – MUSCULAR and SKELETAL SYSTEMS</b> <b>24/0/0/24/1.5</b>
	Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Muscular, Skeletal and Digestive systems. <b>Research Assignment 2</b> – Update resume and cover letter. <b>Prerequisite Mod I.</b>
<b>MA304</b>	<b>MEDICAL CLINICAL PROCEDURES B</b> <b>20/28/0/48/2.0</b>
	This course introduces sources and forms of drugs, drug classifications, drug effects on the body systems, and basic concept of administration and calculation of dosages. Students will also learn the basic principles of IV therapy; review vital signs; patient education; Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. Students will complete skills competencies. <b>Prerequisite Mod I.</b>
<b>MA305</b>	<b>MEDICAL LAW AND ETHICS</b> <b>24/0/0/24/1.5</b>
	The students will learn the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. <b>Prerequisite Mod I.</b>
<b>MA306</b>	<b>A&amp;P C – CARDIOVASCULAR, LYMPHATIC, CIRCULATORY, AND RESPIRATORY SYSTEMS</b> <b>32/0/0/32/2.0</b>
	Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Cardiovascular, Lymphatic, Circulatory, and Respiratory systems. <b>Research Assignment 3</b> – Use Virtual Library/Career Edge: "Create a Great Resume" and "Create Great Cover Letters". <b>Prerequisite Mod I.</b>
<b>MA307</b>	<b>MEDICAL CLINICAL PROCEDURES C</b> <b>28/36/0/64/3.0</b>
	This course introduces phlebotomy; clinical laboratory procedures; EKG's; CPR Certification; Pulmonary Function Testing. Students will review vital signs, aseptic technique, and charting, patient education and medication administration. Students will identify parts of the microscope, as well as perform hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students as assisting with minor surgeries, medical emergencies and emergency readiness. Students will complete skills competencies. <b>Prerequisite Mod I.</b>
<b>MA308</b>	<b>A&amp;P D – INTEGUMENTARY, DIGESTIVE, AND ENDOCRINE SYSTEMS</b> <b>32/0/0/32/2.0</b>
	Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Integumentary and Endocrine systems. <b>Research Assignment 4</b> – Interview tips using "Job Interviews that get you hired" OR "Goof proof interviews". <b>Prerequisite Mod I.</b>
<b>MA309</b>	<b>ELECTRONIC HEALTH RECORDS</b> <b>28/36/0/64/3.0</b>
	This course reviews the history of and current state of the electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper based health record to an electronic health record and the associated issues. <b>Prerequisite Mod I.</b>
<b>MA310</b>	<b>A&amp;P E – URINARY AND REPRODUCTIVE SYSTEMS</b> <b>32/0/0/32/2.0</b>
	Students will learn the specific terminology and learn and identify basic structures, functions and dysfunctions of the body as they pertain to the Urinary and Reproductive systems. <b>Research Assignment 5</b> – "Microsoft Outlook and Exploring Careers, research the requirements and specifics of the industry. <b>Prerequisite Mod I.</b>
<b>MA311</b>	<b>MEDICAL CLINICAL PROCEDURES D</b> <b>12/24/0/36/1.5</b>
	Students will learn to perform Urinalysis (physical/chemical/microscopic); students will identify and assist with life span specialties and specialty exams, students will also review proper charting. Students will complete skills competencies. <b>Prerequisite Mod I.</b>
<b>MA312</b>	<b>MEDICAL ADMINISTRATIVE PROCEDURES</b> <b>8/20/0/28/1.0</b>
	Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. <b>Prerequisite: Mod I.</b>
<b>CSP210</b>	<b>CUSTOMER SERVICE/PROFESSIONALISM AND CAREER PREPARATION</b> <b>30/18/0/48/2.5</b>
	This course will teach the student about professionalism, including work-place behaviors that result in positive business relationships. Students will learn goal-setting, stress-management, time-management, professional

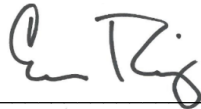
	dress, etiquette, diversity in the work place relationships, excellent customer service, communication at work, conflict management, job search skills, building resumes, and interview techniques.. <b>Prerequisite: Mods I-VII.</b>
<b>MAC301</b>	<b>CERT PREP</b>  <b>15/15/0/30/1.5</b>
	Certification Prep allows the student to review for a state or national registry. This is done by using review material and the use of practice exam that covers all areas of the exam. Student will complete exam application and take certification exam. <b>Prerequisite: Module I-VII.</b>
<b>MAX301</b>	<b>EXTERNSHIP</b>  <b>0/0/180/180/4.0</b>
	Students will be able to apply in a practical setting the professional skills learned in the classroom, as a Medical Assistant. <b>Prerequisite: Module I-VII.</b>

**BOARD OF DIRECTORS  
ASTRODOME CAREER CENTERS  
James Cummins, President  
Erick Bing, CEO**

**ASTRODOME CAREER CENTERS STATEMENT**

**Astrodome Career Centers reserves the right to amend this catalog, its rules and regulations at anytime, at the discretion of ACC, the ACC Board, the Texas Workforce Commission, Career Schools and Colleges, and/or the Accrediting Body (COE) without prior notice.**

**“The information contained in this catalog is true and correct to the best of my knowledge.”**



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**Erick Bing, CEO**

## FACULTY AND STAFF

### **MARIBEL TORRES**

Currently serves as Director of Astrodome Career Centers. Previously served as Financial Aid/Director of Operations and TWC Designee with Astrodome Career Centers and previously with Pinnacle Career Center since 1991. During these 25 years of experience in proprietary education she has served as an administrative assistant, financial records, admission representative, IT specialist assistant, registrar, outreach coordinator as Financial Records Manager. She is well versed in compliance and accreditation, having served as Director of Operations for our accreditation agency, COE since 2008. Attended FSA and SFA University from the U.S. Department of Education in 2002 and 2010 and received certificates for Precertification Training and New Financial Aid Administrator Training. Assisted University of Houston and completed certificate at MTI, with the School since 1991. Numerous continuing education courses and seminars.

### **VERONICA CARRERA**

Placement Manager/Admissions/Registrar- TWC Designee - Responsible for placing participants on externship sites and job sites. Handles the preparation of all employment verification information. Visits dental offices and provide job placement follow-up. Admission Enrollments and tours for potential clients. Responsible for student files and records. Training received at Astrodome Dental Career Center - 1992. Numerous continuing education courses and seminars. Representative for marketing and outreach for the School.

### **DENIS TORRES, C.D.A.**

Classroom/Clinical Instructor with the School since 2000. Responsible for providing classroom and clinical instruction, along with case management to participants. Oversees clinical examinations to evaluate participants' skills. Education: Astrodome Dental Career Center, 1999. Licensed Dentist in El Salvador. Numerous continuing education courses in the dental field.

### **LAVANDA MANNING, R.D.A.**

Classroom/Clinical Instructor started with ACC in 1991 thru 1999. Has worked in several Dental Offices gaining experience after leaving Astrodome. She is currently responsible for providing students with classroom and clinical instruction. Because of her experience in the Dental Field she is able to communicate to students the real world instruction and expectations once they go out on externship. She is also responsible for overseeing clinical examinations and evaluating participant's skills. Graduated in 1989 from Astrodome Career Centers and is a Registered Dental Assistant. Has taken numerous continuing education courses in the dental field.

### **DR. AL-UBAIDI WISAM F., M.B.CH.B.**

Director of Education/Classroom/Clinical Instructor for the Medical Assistant Program. Hold a Bachelor degree of Medicine & General Surgery, with years of experience in emergency and trauma sciences for many Medical Centers in the Middle East. In spite of Dr. Al-Ubaidi was a marketing & sales director for Meyers Instruments Co., he has 4 years of experience in teaching medical sciences for many educational facilities like ATI, Forties & Pima Institute and CHCP. Dr. Al-Ubaidi has one son and his best hobbies of interest is Bodybuilding , Swimming & Gardening.

### **MAGALY GARZA**

Financial Aid Advisor with Astrodome Career Centers since November 2016. Responsible for administering Financial Aid to students, collections and students FA files. Also responsible for IPEDS Reports and Annual TWC and COE Reports. Has worked in several schools as a Financial Aid Advisor. Graduated in 2004 from Barbara Jordan High School and attended Houston Community College. Has taken and will continue to take numerous FA continuing education courses and seminars.

### **ANGELA DIAZ**

Admissions representative with Astrodome Career Centers since April 2017. Responsible for admissions enrollments and tours for potential students. Graduated from Texas State University with a Bachelor of Arts in Psychology. Has taken and will continue to take numerous continuing education courses



**ADDENDUM II**

**Dental Programs Start and Ending Dates**

**Dental Assisting - 300 Hours**

**Class Start Date:**

November 28, 2016  
January 30, 2017  
March 20, 2017  
May 1, 2017  
June 12, 2017  
July 24, 2016  
September 05, 2017  
October 17, 2017  
December 04, 2017  
January 29, 2018  
March 19, 2018  
April 30, 2018

**Class Ending Date:**

February 17, 2017  
April 07, 2017  
May 26, 2017  
July 7, 2017  
August 18, 2017  
September 30, 2017  
November 10, 2017  
January 01, 2018  
February 23, 2018  
April 06, 2018  
May 25, 2017  
July 6, 2018

**DA-300 Evening**

**Start Date:**

August 22, 2016  
January 23, 2017  
May 8, 2017  
August 14, 2017  
November 27, 2017  
March 26, 2018  
July 02, 2018  
October 8, 2018  
February 04, 2019  
May 20, 2019  
August 26, 2019

**Ending Date:**

December 27, 2016  
June 05, 2017  
September 08, 2017  
December 19, 2017  
April 20, 2018  
July 27, 2018  
November 2, 2018  
March 01, 2019  
June 14, 2019  
September 20, 2019  
January 07 2020

**Medical Assistant Class Schedule**

**Class Start Date:**

August 8, 2016  
September 6, 2016  
October 3, 2016  
October 31, 2016  
December 5, 2016  
January 17, 2017  
February 13, 2017  
March 20, 2017  
April 17, 2017  
May 15, 2017  
June 12, 2017  
July 10, 2017  
August 7, 2017  
September 5, 2017

**Class Ending Date:**

May 12, 2017  
June 09, 2017  
July 7, 2017  
August 4, 2017  
September 1, 2017  
September 29, 2017  
October 27, 2017  
December 01, 2017  
January 05, 2018  
February 2, 2018  
March 02, 2018  
April 06, 2018  
May 4, 2018  
June 1, 2018

**Class Start Dates:**

October 2, 2017  
October 30, 2017  
December 4, 2017  
January 8, 2018  
February 5, 2018

**Class Ending Date:**

June 29, 2018  
July 27, 2018  
August 24, 2018  
September 21, 2018  
October 19, 2018

**Holiday Schedule**

**New Year's Day - January 2, 2017; January 2, 2018**  
**Founder's Day/ Martin Luther King's Day – January 16, 2017; January 15, 2018**  
**Springbreak – March 13-17, 2017; March 12-16, 2018**  
**Good Friday – April 14, 2017; March 30, 2018**  
**Memorial Day - May 29, 2017; May 28, 2018**  
**Independence Day - July 4, 2017; July 4, 2018**  
**Labor Day - September 4, 2017; September 3, 2018**  
**Thanksgiving Day - November 20-24, 2017; November 19-23, 2018**  
**Winter Break - December 19-January 03, 2017; December 18-January 02, 2018**



REVISED  
TUITION AND FEES

**Dental Assisting - 300 Hours**

<b>Tuition</b>	<b>\$4,310.00</b>
<b>Books</b>	<b>140.00</b>
<b>Registration Fee</b>	<b><u>50.00</u></b>
<b>Total</b>	<b>\$4,500.00</b>

**Medical Assistant**

<b>Tuition</b>	<b>\$9,950.00</b>
<b>Books &amp; Supplies</b>	<b>Included</b>
<b>Registration Fee</b>	<b><u>50.00</u></b>
<b>Total</b>	<b>\$10,000.00</b>

## VETERAN'S ADMINISTRATION POLICIES

### ABSENTEE POLICY

An absence is **ANY** portion of the regularly scheduled class day for which the student is **NOT** in attendance. This includes minutes, hours, or the entire class day. The total hours of absence must be converted to days of absence. There will be no carryover from one calendar month to another.

(For Example: If the student is tardy 30 minutes, this is 30 minutes of absence. If the student is scheduled to attend from 8:00 a.m. to 1:00 p.m. and shows up at 10:00 a.m., this is 2 hours of absence. If the student's schedule is 5 hours per day, 5 days per week, 5 total hours of absence constitutes a day).

**Make-up work will not be authorized for the purpose of removing an absence or tardy.**

### INTERRUPTION POLICY

A Veteran or other eligible person will be reported (VA Form 22-1999b) for the violation of the attendance policy when he/she accumulated absences of the following:

- 5 days in a calendar month (trainee in attendance 5 or more days per week)
- 4 days in a calendar month (trainee in attendance 4 days per week)
- 3 days in a calendar month (trainee in attendance 3 days per week)

**School holidays or breaks, such as summer vacation and Christmas holidays, etc. are not considered as days of absence for interruption.**

### RE-CERTIFICATION POLICY

Veterans or other eligible persons, who have been interrupted for VA pay purposes because of excessive absences, will not be reinstated prior to **ONE MONTH** from date of interruption. A veteran or other eligible person, who has been interrupted for VA pay purposes for excessive absences caused by emergency or emergencies, such as personal illness, or death in the immediate family, jury service, etc. may re-enter training upon presentation of acceptable evidence to the institution. Such evidence will be made part of the student's file.

### LEAVE OF ABSENCE

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed that period stated in the approved catalog, and shall be for specific and acceptable purposes.

The school attendance records will clearly show leave of absence granted.

A written request for leave of absence properly dated and signed by both the student and the school director must be placed in the individual student file prior to the effective date of such leave of absence.

The school certifying official is responsible for reporting leaves of absence to the appropriate Department of Veteran's Affairs Regional Office, using the Notice of Change in Student Status (VA Form 22-1999b)

If the student fails to return from leave, he or she will be automatically terminated and a refund will be totally consummated within forty (40) days.

## **SATISFACTORY CONDUCT POLICY**

Students, who follow all school rules and regulations, will be considered meeting the satisfactory conduct requirements.

Violations of satisfactory conduct include, but are not limited to:

- Harming or threatening to harm school officials, staff or students
- Possession of alcoholic beverages, illegal substances, or weapons on school property
- Consumption of alcoholic beverages or illegal substances on school property
- Appearance on school property under the influence of alcoholic beverages or illegal drugs
- Gambling on school property
- Abusive conduct toward students, school officials, or school employees
- Theft of property belonging to school, staff, employees, or students
- Willful destruction of property belonging to the school, staff employees, or students or
- Conduct that is detrimental to the best interest of the students, employees and the school

Students found in violation of the above will be placed on probation for thirty (30) days. Further violations during this probationary period will result in immediate termination. At the end of the probationary period, if the student has exhibited satisfactory conduct, she/he will be removed from conduct probation. Depending on the severity of the initial violation, as determined by the director, the student may be terminated immediately.

## **SATISFACTORY PROGRESS POLICY**

A student who maintains a cumulative grade point average of 2.0 (or 70%) is considered making satisfactory progress.

Students who fail to maintain this grade point average will be placed on probation for one grading period.

Students who achieve at least a 2.0 (or 70%) for the probationary period may continue for a second probationary period. (Students who fail to make at least 2.0 (or 70%) will be terminated) at the end of the second probationary period will be terminated. (Students receiving VA educational benefits who fail to meet progress requirements will be reported to the Department of Veteran Affairs Regional Office as making unsatisfactory progress.

A student who is dismissed due to unsatisfactory progress may re-enter after one grading period or at the discretion of the School Director.