



Charlotte, North Carolina

**2017–2018
Academic
Catalog**

KING'S COLLEGE

322 Lamar Avenue

Charlotte, North Carolina 28204

(704) 372-0266

www.kingscollegecharlotte.edu

Academic Year 2017 – 2018

July 2017

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GENERAL INFORMATION

MISSION STATEMENT

King's College is an institution of higher learning dedicated to quality education. We prepare students in specific, career-focused programs of study that are completed in 8 to 16 months, and we strive to ensure that students graduate and are placed in a job within their career fields.

VALUE STATEMENTS

Excellence

- King's College is committed to high quality teaching delivered by credentialed faculty with strong professional experience.
- King's College values a structured learning environment that combines general education with career-focused classes leading to associate in applied science degrees and professional diplomas.

Service

- King's College is dedicated to assisting graduates in securing employment in their field of study.
- King's College continually improves its services by evaluation educational assessments and employment feedback to ensure that graduates are well prepared for successful careers in the field that they have chosen.

Compliance

- King's College continuously operates with integrity and fairness to ensure full compliance with accrediting standards and all regulatory bodies.

GOALS / OBJECTIVES

- Students will acquire the specific skills and knowledge required for their career fields through our specialized programs.
- Graduates will grow professionally in their chosen fields and add value to the community in which they live.
- Graduates will be prepared with a solid foundation for future progress in their careers and will embrace life-long learning.

HISTORY

King's College, the first independent college of business established in North Carolina, was founded in 1901 by John Hugh King. In its early history, the school was located in Charlotte's central business district. It was moved to its present Lamar Avenue location in the late 1950s to better serve the needs of its students. In 2000, The University of North Carolina Board of Governors approved King's College for licensure to award Associate in Applied Science degrees.

For years, King's has served Charlotte and the two Carolinas by providing thorough and practical business training for young men and women. Because of its distinguished service, the school is well-recognized by many leading business firms. Today, thousands of graduates are serving in administrative, accounting, computer programming, graphic design, medical assisting, paralegal, travel, and other positions throughout the country.

LOCATION AND FACILITIES

King's College is located in a tree-shaded area at the intersection of Lamar Avenue and Park Drive, one mile east of Charlotte's downtown business district. The school's buildings are bordered on one side by municipally owned Independence Park, which contains a variety of flowering trees and shrubs, a well-maintained rose garden, walks, and shaded tables for the enjoyment of the area's residents. Presbyterian and CMC/Mercy hospitals, as well as a number of other institutions and businesses including churches and restaurants, border the opposite side of the school.

King's College strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. The Administration Building at 322 Lamar Avenue houses the school's administrative offices and classrooms. The educational section of the building consists of lecture rooms, two medically oriented rooms, which are equipped with microscopes, a centrifuge, two EKG machines, and a HemoPoint H2 DMS System, and three rooms with networked personal computers and laser printers. A fourth computer classroom is outfitted with Apple iMac computers and black-and-white and color laser printers. The King's College library and four additional lecture classrooms are located in the Pritchett Building, which is across Lamar Avenue from the Administration Building. The school is accessible to the handicapped.

ACCREDITATION

King's College is accredited by the Accrediting Council for Independent Colleges and Schools (www.acics.org) to award diplomas and associate's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780.

The King's College Medical Assisting Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U. S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

AFFILIATIONS

King's College is a member of the North Carolina Association of Career Colleges and Schools (NCACCS). In addition, King's College is represented in a number of other organizations through the membership and participation of various faculty and staff members. The North Carolina Business Education Association, as well as the Southern Business Education Association and the National Business Education Association are organizations in which the school is routinely represented.

APPROVALS

King's College is licensed by the North Carolina State Board of Community Colleges; this state board offers licensure and is not an accrediting agency. King's College is authorized to award the associate in applied science degree by the Board of Governors of The University of North Carolina. All diploma and associate degree programs offered at King's College are approved for training of veterans and for the rehabilitation of disabled veterans as well as for training under the War Orphan's Education Assistance Act. Various governmental agencies, including the Division of Vocational Rehabilitation Services of the North Carolina Department of Human Resources, the North Carolina Commission for the Blind, and the City of Charlotte Manpower Department, have sponsored students in programs at King's.

Students who expect to seek or receive assistance under any governmental or private program are advised to consult with the school's representative concerning the necessary approvals and procedures for filing an application for assistance or sponsorship.

LEGAL CONTROL

King's College is legally controlled by Bradford Schools, Inc., 133 Freeport Road, Pittsburgh, PA 15215. Members of the Board of Directors are Joseph L. Calihan, Chairman, and Martin J. Calihan, President, Chief Executive Officer, and Treasurer. In addition to Messrs. Joseph L. Calihan and Martin J. Calihan, corporate officers are Jo Ann Travis, Vice President; Vincent S. Graziano, Vice President; A. Christopher Seigle, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Antonelli Institute, Philadelphia, Pennsylvania
Bradford School, Columbus, Ohio
Bradford School, Pittsburgh, Pennsylvania
Fox College, Bedford Park, Illinois
Hickey College, St. Louis, Missouri
International Business College, Fort Wayne, Indiana
International Business College, Indianapolis, Indiana
Minneapolis Business College, Minneapolis, Minnesota
Vet Tech Institute, Pittsburgh, Pennsylvania
Vet Tech Institute of Houston, Houston, Texas

BONDING

King's College maintains a pledged account and a guaranty bond for prepaid tuition in the amount of one million four hundred thousand dollars (\$1,400,000). These documents are located in the Chief Academic Officer's office and are available for review for anyone wishing to see them.

PROGRAM MODERNIZATION

King's College prepares its students for employment in the business and medical community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. King's College, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), King's College reserves the right to suspend training for a period not to exceed 90 days.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. King's College is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Chief Academic Officer, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached by phone at 704-372-0266 or by mail or in person at 322 Lamar Avenue, Charlotte, NC 28204, is the Title IX coordinator at King's College. Questions regarding Title IX may be referred to the Title IX coordinator or the U.S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint.

Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

King's College requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive rights of reproduction

and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

STUDENT CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965, as amended, require King's College to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, King's College has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the Chief Academic Officer. The most recent important information about the educational debt, earnings, and completion rates of students who attended programs at King's College may be found at www.kingscollegecharlotte.edu/our-programs.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be considered for admission to King's College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Additionally, applicants must complete an entrance test. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college and their score on the entrance test. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. Previous training in business subjects is generally not required.

Students initially applying to the paralegal program are required to complete a test for reading and written English expression and have obtained grades in English classes completed in high school that demonstrate a sound level of English language competency. Students currently enrolled in the legal administrative assistant or the legal administration program may apply to the legal studies program manager for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, the student's attendance record, and other relevant factors. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

ADMISSIONS PROCEDURE

All programs typically begin in the fall semester. Some programs may also begin in March and/or July. Prospective students should call or write the Admissions Department to request an application form. Potential students may also apply online at www.kingscollegecharlotte.edu. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Admissions Office, King's College, 322 Lamar Avenue, Charlotte, North Carolina 28204.

Prior to application, potential students are expected to receive a tour of the school. Upon receipt of the application, the school will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within four weeks after submission of the application.

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee \$50
Payable with all applications for admission. This fee is refunded if the application is rejected.

Tuition Deposit \$50
A \$50 tuition deposit is due no later than 30 days after a student's acceptance, except for students who apply in the summer for admission not in the upcoming academic year but in the subsequent year. In those cases, deposits are due by October 1. Tuition deposits are applied to tuition when students begin classes. They are not refundable after their due date.*

Confirmation Deposit \$50
A \$50 confirmation deposit is due no later than 30 days after the financial plan is held. This deposit is credited to tuition when the student begins classes. It is not refundable after its due date.*

Residence Deposit..... \$100
This deposit reserves a residence and is applied to residence fees when the student enters the residence. The residence deposit may be paid at any time after the student is accepted but is due no later than 75 days before the student's program begins. This deposit is not refunded after its due date.*

Rates for students entering between January 1, 2017, and December 31, 2017:

Tuition
Per semester** \$7,170

Residence Facilities
Per semester*** \$3,280

Other Fees
Medical Assisting Lab Fee (per semester) \$105
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Textbooks and Supplies
Book charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$145 to \$1,445 per semester. Actual charges will be used in the student's financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

**Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

***The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling mid-semester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.*

****To remain enrolled as a student in school, a student who enters a residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

Rates for students entering between January 1, 2018, and December 31, 2018:

Tuition

Per semester** \$7,180

Residence Facilities

Per semester*** \$3,280

Other Fees

Medical Assisting Lab Fee (per semester) \$130

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Textbooks and Supplies

Book charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$145 to \$1,445 per semester. Actual charges will be used in the student's financial plan.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

**Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.*

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****To remain enrolled as a student in school, a student who enters a residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.*

CANCELLATION POLICIES

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five calendar days following either the regularly scheduled orientation procedure or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, except the school may retain up to a total of \$150.

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the college of his/her intention to withdraw. Questions about refunds of tuition,

residence fees, and other charges should be referred to the college's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Refunds of tuition shall be made based primarily on a weekly prorated rate through the sixty percent point of the semester (or stand-alone term) and shall be calculated by dividing the number of weeks remaining in the semester (or stand-alone term) by the total number of weeks in the semester (or stand-alone term), rounded down to the nearest ten percent. The following table illustrates the portion of the tuition that will be refunded according to this policy:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone Term</u>	<u>% Refund</u>
1	100% *	1	100%
2, 3	80%	2	75%
4	75%	3	60%
5, 6	60%	4	50%
7, 8	50%	5	30%
9	40%	After Week 5	None
10	30%		
After Week 10	None		

* Less non-refundable fees and deposits.

If the student's withdrawal is within the first 25% of the semester, the percentage refund will be no less than 75%.

Refund Policy for Students Called to Active Military Service

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Chief Academic Officer or to his/her program manager.

Residence Deposit

A residence deposit made early is refundable until the due date if a student cancels. A deposit paid on or after the due date is not refundable except when an application is rejected.

Residence Fees

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the college. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

Medical Lab Fee

For the purpose of refunds, lab fees for the students in the Medical Assisting programs are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid a fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

Textbooks and Supply Kits

Textbooks and supply kits are available from the college bookstore; however, students are not required to purchase books or supplies from the college. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for the purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

Return of Title IV Funds Upon Withdrawal

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Stafford loan. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-

withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Chief Academic Officer, the date on which the notice is given is the date of withdrawal. A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

TERMS OF PAYMENT

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the college. The college does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to college costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the college, the student should ensure that the financial obligations have been met prior to graduation.

FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, and other academic work leading to the award of credit hours.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, parent loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. King's College offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid (FAFSA). Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

In the unexpected circumstance that an associate degree or diploma program does not pass standards established by the U.S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use

federal Title IV aid to continue to pay for the program, King's College will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

Verification Policies and Procedures

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the

school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

SCHOLARSHIPS AND INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS

Four \$5,000 scholarships are awarded by King's College based on the results of a competitive scholarship test. There is no application deadline for this test; students must attend on the scheduled day in order to qualify for this scholarship. The test is based on general education knowledge; the test content does not specifically relate to an individual field of study or skill. The upcoming testing date is January 20, 2018. Each scholarship will be disbursed in halves at the beginning and midpoint of the first academic year.

In addition to the above, scholarships are available through the North Carolina Distributive Education Clubs of America, the North Carolina Future Business Leaders of America, and the North Carolina Health Occupations Student Association. These scholarships are awarded by the North Carolina Department of Public Instruction through these student organizations. Three scholarships are offered annually by King's College under these programs with a maximum single award of \$1,000.

Recipients of the T. Carl Brown North Carolina Distributive Education Clubs of America Scholarship are selected on the basis of merit by the North Carolina Distributive Education Clubs of America Scholarship Selection Committee. Only high school seniors who are active DECA members are eligible to enter. Instructions and an application may be found on the NC DECA website (www.ncdeca.org). On the home page, click on the "Resources" heading. On the Resource Library page, click on "NC DECA Scholarship Application and Process" under the "Scholarships" heading. Complete the application online, print, and submit the application with the necessary documents listed in the instructions. The application must be submitted by February 2, 2018.

The North Carolina Future Business Leaders of America Sonja H. Litton Scholarship will be presented to one outstanding FBLA member who plans to further his or her education at King's College in Charlotte, North Carolina. High school seniors who are active FBLA members are eligible to enter. Instructions and an application may be found on the FBLA website (www.ncfbla.org). On the home page, click on "Documents" and then select 2017-2018 NCFBLA Competitive Events Program; the application will be found on pages 215-216. The application deadline is January 12, 2018.

The North Carolina Health Occupations Student Association awards the scholarship to one outstanding HOSA member who plans to further his or her education in medical assisting at King's College in Charlotte, North Carolina. Only high school seniors who are active members of HOSA are eligible to enter. Instructions and application information may be found on the North Carolina Health Occupations Student Association website (www.nchosa.org). On the homepage, click on the "More" heading, select the "Members" tab, and open "Scholarships." The application deadline is February 2, 2018.

King's College participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$40,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

A student is limited to one institutional scholarship. The scholarship may be used only at King's College with all scholarships posted directly to the student's account. Additional information regarding any of these scholarships may be obtained through the Admissions Office.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

STUDENT SERVICES

ADVISING

Counseling and advising are important services at King's College. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. Program managers and individual faculty members are responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Placement Department provides counseling in the areas of job interviewing and related placement activities. The Director/Chief Academic Officer and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties.

PLACEMENT

Graduates of all King's College programs are entitled to use the services of the Placement Department at no additional charge. The school cannot, of course, guarantee employment or placement in the student's field of study, but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application.
- Prepare a resume, cover letter, and thank you letter.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a placement representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective placement assistance. Employers contact the placement department on a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

King's College reserves the right to deny placement services to a graduate at any time if he/she is delinquent or in default on a student loan, if he/she owes a refund on any federal or state student financial aid program, or if his/her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

LIBRARY

The King's College library is composed of a basic collection of books, periodicals, and reference books to support the courses offered in the various programs.

The library staff is available to provide reference services and to orient new students to research techniques. The faculty and the library staff work together to provide book and non-book selection and instructional support.

PERSONAL PROPERTY

King's College cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

STUDENT RESIDENCES

King's College maintains residence facilities for women. Women reside in one of two residence facilities--Pritchett Hall or Calihan Hall, which are located on the campus of King's College. Our residence facilities offer safety, convenience, and a chance for students to experience an independent lifestyle. No meals are provided, as each building has fully equipped kitchen areas for the use of resident students.

Residence charges are based on the college's overall costs for the calendar year. For that reason, the normal semester or half-semester term rate is not reduced for a student whose program includes a period of externship during which the student does not reside in the residence facility.

Residence facilities are only for the use of currently enrolled King's College students. A student who withdraws or is dismissed from King's College may not continue to reside in the residence facilities without express permission from the school.

Detailed policies concerning the King's College residence facilities are published separately from the catalog and are available upon request from the school's Admissions Office.

CAMPUS ANNUAL SECURITY REPORT

King's College strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at King's College include the directors, assistant residence directors, program managers, and security personnel. All incidents are then reported to the Director/Chief Academic Officer, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the school directors, are also considered Responsible Employees. King's College does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

Campus Safety Procedures and Crime Prevention Programs

Orientation is held the first week of classes for all new students. Mandatory orientation is also conducted for all students residing in college residence facilities. Orientation agendas include information in the areas of personal safety and theft protection. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards,

residence hall bulletin boards, and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. During non-business hours, these buildings are locked and access is by key, which have been assigned to designated personnel. The security officer on duty activates the building alarm/security system once the buildings are vacated at the end of each business day.

King's College residence facilities have a resident staff member and security guard on duty each night to assist students. For security, the residence facilities are opened at 7:00 a.m. Monday through Sunday. The residence facilities are closed, alarmed, and secured at 1:00 a.m. Sunday through Thursday nights and at 3:00 a.m. Friday and Saturday nights. Outside doors will not be unlocked and unalarmed prior to the scheduled opening time, and students must be in their assigned residence hall before the facilities are closed and secured for the night. Inside doors have adequate locks, and students are reminded to keep their room door locked. Students are directed to call 911 to reach the city police or fire department should an emergency arise when security is not available.

Safety and security issues are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus.

Safety and security maintenance requests receive priority treatment over non-safety and non-emergency requests.

Authority of Campus Security Personnel

King's College does not have a campus police or security department. The college contracts with an outside agency to provide security services on its campus. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus*	0	0	1
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Stalking	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Fondling	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Incest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Burglary	On Campus*	2	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	1
Motor Vehicle Theft	On Campus*	0	0	1
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and nonnegligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery,

aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2014, 2015, and 2016 there were no reported hate crimes at any of the above-listed geographic locations.

Caveat: King's College has no non-campus buildings or property nor does it recognize any off-campus locations of student organizations.

Disclosures to Alleged Victims

King's College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in campus residence facilities, and on public property within or adjacent to the campus. The Director/Chief Academic Officer is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the King's College Drug Prevention Program for details. The King's College campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The College will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

King's College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social

relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

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

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in North Carolina are as follows:

Based on good-faith research, it appears North Carolina does not have a specific definition relating to dating violence (see domestic violence below).

Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

1. Attempting to cause bodily injury, or intentionally causing bodily injury; or
2. Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment

- that rises to such a level as to inflict substantial emotional distress; or
3. Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.

For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:

1. Are current or former spouses;
2. Are persons of opposite sex who live together or have lived together;
3. Are related as parents and children, including others acting in loco parentis to a minor child or as grandparents and grandchildren;
4. Have a child in common;
5. Are current or former household members;
6. Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

NC General Statutes 14-27 defines rape, sexual assault, and statutory rape as the following:

A person is guilty of rape in the first degree if the person engages in vaginal intercourse with a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim or with another person by force and against the will of the other person and employs a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon or inflicts serious personal injury upon the victim or another by one or more other persons. A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person by force and against the will of the other person or who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally or physically helpless.

A person is guilty of first degree sexual assault if the person engages in a sexual act with a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim or with another person by force and against the will of the other person and (a) employs a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon or (b) inflicts serious personal injury upon the victim or another, by one or more other persons, or (c) the person commits the offense aided and abetted by one or more other persons. A person is guilty of second degree sexual assault if the person engages in a sexual act by force and against the will of the other person or with a person who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally or physically helpless.

A person is guilty of statutory rape if the person engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person except when the defendant is lawfully married to the person or who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person except when the defendant is lawfully married to the person.

A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following:

1. Fear for the person's safety or the safety of the person's immediate family or close personal associates.
2. Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

Consent is defined in North Carolina as explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Nonverbal communication (i.e., pushing someone away or moving your body away from someone), silence, passivity, or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual:

1. Is forced, pressured, manipulated, or has reasonable fear that they will be injured if they do not submit to the act.
2. Is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol. This includes drugs such as GHB, Rohypnol, and Ketamine that are often used to facilitate sexual assault and rape.
3. Has a mental or physical disability which inhibits his/her ability to give consent.

King's College sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include an annual mandatory seminar for all students and employees that focuses on understanding the definitions of rape, domestic violence, sexual assault, etc., and the prevention of these acts and information on how to report these acts should they occur. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as personal safety, rape prevention, and the procedures for reporting a crime. These programs are offered and conducted by the Sexual Assault Unit and the Crime Prevention Unit of the Charlotte-Mecklenburg police department. Information on registered sex offenders can

be obtained from the web site address www.4ncrecords.com.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (704) 372-0266. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include assistant residence directors, program managers, and security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to the victim by the education support office.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to either school Director, who will be responsible for determining what accommodations are reasonable. School officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. King's College does not issue orders of protection. However, if requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. King's College will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either Director. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the

accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the school imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

Missing Student Notification

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating a King's College student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the school for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify an individual to be contacted by the school in case a student is determined to be missing. Contact information will be registered confidentially, this information will be accessible only to authorized campus officials, and the contact information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. No later than 24 hours after a student is determined to be missing, the office of the Director of Student Services will notify the contact individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the Chief Academic Office or any other member of the college administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the college administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will,

in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the buildings. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, leave on room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Director of Student Services.

King's College conducts fire safety training for resident students during their residence orientation. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
7. Leave the building using the nearest accessible stairway.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

King's College also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

HEALTH CARE SERVICES

King's College is fortunate to be located within a two-block area of two major hospitals with emergency facilities and within three miles of the region's largest major medical facility. Thus, emergency health care services are readily available. Each of the residence facilities and the classroom building contain a first aid kit adequate to handle minor emergencies. Emergency care services will be summoned when necessary. King's College accepts no responsibility for provision of health care nor for charges incurred for emergency care requested.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 8 a.m. to 3:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Tardies are recorded for students who arrive late for a scheduled class. The accumulation of three tardies in a course is the equivalent of one absence and every tardy thereafter is recorded as an absence for that course. Chronic tardiness may result in a lower grade or other administrative action. Development of timeliness and dependability while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The King's College policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. Absence in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates ten (10) consecutive days of absence is considered to have withdrawn from school with a dismissal status with no right to appeal this status.

Students enrolled in the externship portion of their program are required to complete the necessary on-the-job hours as outlined in the course description.

MAKEUP POLICY

Absence from class, regardless of reason, involves a loss both to the student and to other members of the class. **Students may make-up only one item per course per 8-week term.**

A missed **homework** or **in-class assignment** that qualifies for the make-up option must be submitted on the first day that the student returns to class. A missed **test** must be made up (completed) on the first available make-up testing day, and it is the student's responsibility to sign-in with the Education Department for this test. A missed item that is not submitted/completed on the appropriate date becomes an automatic zero. Unannounced (pop) quizzes cannot be made up, and a zero will be earned on these grades. The concept of "excused" and "unexcused" absences will not be an element under this policy.

DRESS CODE

Students are required to dress in appropriate business attire. The King's College student is expected to maintain the same high standards of appearance and grooming that are expected by the business community. Additional details regarding the King's College dress code requirements are contained in the student handbook.

STUDENT CONDUCT

Students at King's College are expected to conduct themselves as responsible adults.

Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

1. Interruption or any manner of interference with the normal operation of the school.
2. Destruction, damage, or misuse of school equipment, facilities, or property.
3. Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities.
4. Illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities.
5. Use, possession, or furnishing of weapons while on campus or while involved in school-related activities.
6. Verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community.
7. Theft of another's property occurring on school premises.
8. Participation in hazing.
9. Academic cheating, plagiarism, or copyright infringement.
10. Stalking.
11. Commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious.

Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The school Director/Chief Academic Officer will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director/Chief Academic Officer, who is also the Title IX Coordinator, will ensure that the investigation complies with all the Title IX requirements. A student who wishes to question any decision made by the school Director/Chief Academic Officer may appeal to the other school Director, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

CLASS SIZE

Class size is dependent on the nature of instruction. Maximum class sizes are 38 for lecture, 35 for computer laboratory, and 20 for other laboratory classes. Class sizes typically are less than these maximums.

DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

COURSE NUMBERING SYSTEM

King's College uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

GRADING SYSTEM

The following grade scale is used at King's.

<u>Grade</u>	<u>Numerical Value</u>	<u>Quality Point Value</u>
A	96-100	4.0
A-	91-95	3.7
B+	88-90	3.3
B	86-87	3.0
B-	83-85	2.7
C+	80-82	2.3
C	78-79	2.0
C-	75-77	1.7
D+	71-74	1.3
D	68-70	1.0
F	0-67	0.0
I	Incomplete	0.0
S	Waived by Substitution	
W	Withdrawal	
X	Credit by Transfer	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits assigned to the course.
2. Add all accumulated quality points.
3. Divide by the total number of credits the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

GRADE REPORTS

Grade and progress reports are issued to students every term.

Progress reports are kept on both veteran and non-veteran students, and these reports are furnished to the veteran and non-veteran student at the end of each school term.

TRANSCRIPTS

Upon request, each student may receive one free copy of his or her transcript. Additional transcript copies will be provided at a fee of \$5 each. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

WITHDRAWAL

Students who find it necessary to withdraw from a program should have a preliminary interview with their program manager. The student is also required to have an exit interview with the Financial Aid Office.

If a student provides notice of withdrawal either verbally or in writing to their Program Manager or to the Chief Academic Officer, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws before the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in a program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation; failure to achieve satisfactory academic progress toward graduation.
2. Attendance Excessive absences.

3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal this decision by following the grievance procedure outlined on pages 48.

READMISSION

Readmission to King's College following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Chief Academic Officer.

A student cannot reenter the school if he or she 1) owes the school money, 2) has a loan in default, or 3) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time.

If a withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left the school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Associate in Applied Science Degree in the Medical Assisting program is 60 credits. Using that number, 150 percent would equal 90 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The cumulative grade point average will include all grades earned at King's College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
 2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort;
- or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one non-prerequisite course.

At the end of each term, King's College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. King's College does not offer noncredit remedial courses. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have been successfully completed.

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Chief Academic Officer within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Chief Academic Officer will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

Course Repetitions

Students should discuss course repetitions with the Chief Academic Officer. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

GRADUATION REQUIREMENTS

To be eligible for graduation, students in all programs must:

1. Pass all designated courses.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate's degree indicating satisfactory completion of all program requirements.

HONORS

The Dean's List is published at the end of each term and reports all students who have earned a grade point average of 3.5 or higher for the term.

GRADUATION AND TRANSFER-OUT RATES

To comply with federal regulatory requirements, King's College is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Chief Academic Officer's office.

SCHEDULING

Students must complete all courses listed for the program in which they enroll.

Depending on the student's start date, not all programs can be completed without a break in the class schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. King's College reserves the right, however, not to offer a planned program if there is insufficient enrollment.

CREDIT TRANSFER FROM ANOTHER INSTITUTION

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Chief Academic Officer for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. Other documentation may also be required. Credits considered for transfer are evaluated by the Chief Academic Officer to determine if the course work is similar in nature, content, and level to that required at King's College. If the course work is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at King's College. Because programs at King's College are specially tailored to career preparation, course

credits from other postsecondary schools may not be transferable. At a minimum, 25 percent of the credits required for graduation must be completed at the school.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). King's College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

CREDIT TRANSFER TO ANOTHER INSTITUTION

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. **Because programs at King's College are designed specifically for career preparation, students must assume that credits for courses taken at King's College are not transferable to other institutions.** Neither King's College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Chief Academic Officer at King's College. King's College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

NOTIFICATION OF RIGHTS UNDER FERPA

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day King's College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The King's College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the King's College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask King's College to amend a record that they believe is inaccurate or misleading. They should write the King's College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If King's College decides not to amend the record as requested by the student, King's College will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by King's College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom King's College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person 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 responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full-time or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to King's College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

STUDENT GRIEVANCE PROCEDURE

If a student has a problem regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the program manager for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Chief Academic Officer.

If the problem is not resolved and the problem is not an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the department director can be made in writing to either school director. An appeal of decisions made by either school director can be made in writing to the other director. In this case, the decision by the director is then considered final.

If the problem is not resolved at this level, the student may state the concern in writing to the Accrediting Council for Independent Colleges and Schools. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, DC 20002-4223, (202) 336-6780. The student can also contact the North Carolina State Board of Community Colleges at 5001 Mail Service Center, Raleigh, NC 27699-5016, (919) 807-7148 or the Board of Governors of The University of North Carolina at General Administration, PO Box 2688, Chapel Hill, NC 27515-2688, (919) 843-4538.

DISABILITY SUPPORT SERVICES

King's College is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director/Chief Academic Officer identified in the Administration, Faculty, and Staff section of this catalog, by phone at (704) 372-0266 or by mail or in person at 322 Lamar Avenue, Charlotte, NC 28204. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

PROGRAMS OF STUDY

King's College offers a wide choice of programs, each designed to prepare students for a particular career in the field of modern business. Relatively short, yet comprehensive, these programs are carefully planned to provide the best education possible in the business field of your choice.

King's College offers 15 specialized programs. Students may select from seven major areas of study.

1. Accounting
2. Administrative Support
3. Computer Specialist/Programming
4. Graphic Design
5. Legal Studies
6. Medical Assisting
7. Travel and Tourism

ASSOCIATE IN APPLIED SCIENCE DEGREE IN ACCOUNTING

The objective of this associate degree program is to prepare students for entry-level employment in the accounting field. The program emphasizes basic and advanced accounting principles, theories, and practices with related studies in the areas of computer applications and oral and written communications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC108	Accounting Principles I	3
AC109	Accounting Principles II	3
AC111	Accounting Principles III	3
AC207	Federal Income Tax	2
AC209	Computerized Accounting	1
AC210	Cost Accounting	2
AC211	Financial Analysis and Reporting	1
AC212	Intermediate Accounting I	3
AC214	Intermediate Accounting II	3
EN104	Oral Communications in the Workplace	2
OT118	Electronic Spreadsheets	1
OT217	Advanced Spreadsheets and Electronic Communications	1
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI 200	Personal Finance	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
OT219	Business Law	2
PD102	Professional Development	2

Related Courses (continued)		
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	62
TOTAL CREDITS REQUIRED FOR GRADUATION:		62

ACCOUNTING PROGRAM

The objective of this accounting diploma program is to provide a specialized education for various entry-level positions in the field of accounting. Graduates are qualified to handle office accounting preparation procedures, such as accounts receivable, accounts payable, payroll, and general record keeping. This program will normally be completed in 8 months of full-time enrollment. This diploma program transfers in full to the Associate in Applied Science Degree in Accounting program.

Course Number	Course Name	Semester Credits
AC103	Business Mathematics I	2
AC104	Business Mathematics II	2
AC105	Payroll Accounting	2
AC108	Accounting Principles I	3
AC109	Accounting Principles II	3
AC111	Accounting Principles III	3
AC209	Computerized Accounting	1
AC211	Financial Analysis and Reporting	1
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications in the Workplace	2
FI 200	Personal Finance	2
OT118	Electronic Spreadsheets	1
OT217	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	31
	TOTAL CREDITS REQUIRED FOR GRADUATION:	31

ADMINISTRATIVE ASSISTANT PROGRAM

The objective of this program is to provide comprehensive training in oral and written communications and computer applications for entry-level positions in today's office environment. Students develop administrative skills and competency with word processing, electronic spreadsheet, and presentation graphics programs. This program will normally be completed in 8 months of full-time enrollment. Upon successful completion of this program, students will receive a diploma. This program transfers in full to the Associate in Applied Science in Office Administration program.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications in the Workplace	2
EN105	Business Communications III	2
EN201	Written Business Communications	2
OT109	Word Processing—Core	1
OT113	Presentation Design and Development	1
OT118	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
OT124	Database Management	1
OT206	Word Processing—Expert	1
OT217	Advanced Spreadsheets and Electronic Communications	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
	TOTAL	29
	TOTAL CREDITS REQUIRED FOR GRADUATION:	29

ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER PROGRAMMING

The objective of this associate degree program is to provide specialized education in the area of computer applications and programming for entry-level employment. Students learn to use a variety of programming languages to develop solutions to business problems. Students also learn to administer and manage a basic networking system and gain proficiency with a variety of software application packages, including word processing, electronic spreadsheets, database management, and graphics. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon meeting graduation requirements, the students receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
CA103	Database Concepts	1
CA104	Microsoft Operating Systems	1
CA111	Computer Concepts	2
CA114	Web Development	2
CA115	Database Applications	2
CA122	Web Authoring Tools	2
CA124	Programming Logic	2
CA125	Computer Applications--*NIX	1
CA127	PC Hardware and Diagnostics	3
CA128	.NET Programming	3
CA129	Networks	3
CA131	IT Customer Support	1
CA132	Network Administration	1
CA133	Microsoft Integration	1
CA210	Advanced Project Development	2
CA215	Object-Oriented Programming	2
CA216	Implementing and Administering SQL Servers	1
CA218	Advanced .NET Programming	1
CA219	Java	2
OT118	Electronic Spreadsheets	1

Related Courses		
AC103	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
FI 200	Personal Finance	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	61
TOTAL CREDITS REQUIRED FOR GRADUATION:		61

COMPUTER SPECIALIST PROGRAM

The objective of this program is to build student skills in microcomputer operations for single- and multi-user systems for entry-level employment in the information technology field. Students learn to use and customize packaged word processing, spreadsheet, graphics, and database programs. The students also develop skills in software development documentation, database software development, network administration, and web authoring tools. This program will normally be completed in 10 months of full-time enrollment. This diploma program transfers in full to the Associate in Applied Science in Computer Programming Degree.

Course Number	Course Name	Semester Credits
AC103	Business Mathematics I	2
CA103	Database Concepts	1
CA104	Microsoft Operating Systems	1
CA111	Computer Concepts	2
CA114	Web Development	2
CA115	Database Applications	2
CA122	Web Authoring Tools	2
CA124	Programming Logic	2
CA125	Computer Applications--*NIX	1
CA127	PC Hardware and Diagnostics	3
CA128	.NET Programming	3
CA129	Networks	3
CA131	IT Customer Support	1
CA132	Network Administration	1
CA133	Microsoft Integration	1
EN101	Business Communications I	2
EN102	Business Communications II	2
FI 200	Personal Finance	2
OT118	Electronic Spreadsheets	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	38
	TOTAL CREDITS REQUIRED FOR GRADUATION:	38

ASSOCIATE IN APPLIED SCIENCE DEGREE IN GRAPHIC DESIGN

The objective of this associate degree program is to provide a specialized education in graphic design so that students can find entry-level employment in the graphic design field. The program provides training in color and design principles and the principles and use of typography, drawing, and illustration techniques as well as an introduction to the production process. In addition to graphic design skills, students will develop skills in verbal and written communications, critical thinking, and problem solving. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
GD101	Drawing	1
GD102	Introduction to Macintosh	1
GD109	Electronic Drawing I	3
GD110	Design and Color	3
GD114	Electronic Drawing II	3
GD115	Typography I	2
GD117	Introduction to Production	2
GD121	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD129	Typography II	1
GD130	Web Development With HTML	1
GD131	Desktop Publishing	1
GD132	Electronic Layout and Design	3
GD133	Multimedia, Animation, and Experience Design	2
GD201	Web Design for Graphic Designers	2
GD206	Microsoft Skills	1
GD208	Design and Presentation Development	3
GD210	Advertising Art Portfolio	3
GD211	Advanced Multimedia, Animation, and Experience Design	1
GD212	Social Media Management	2

Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
PD103	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
	TOTAL	62
TOTAL CREDITS REQUIRED FOR GRADUATION:		62

GRAPHIC DESIGN PROGRAM

The objective of the graphic design diploma program is to prepare students for an entry-level position in the advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces. This program will normally be completed in 12 months of full-time enrollment. Upon successful completion of this program, students will be issued a diploma. This diploma program transfers in full to the Associate in Applied Science Degree in Graphic Design program.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
GD101	Drawing	1
GD102	Introduction to Macintosh	1
GD109	Electronic Drawing I	3
GD110	Design and Color	3
GD114	Electronic Drawing II	3
GD115	Typography I	2
GD117	Introduction to Production	2
GD121	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD129	Typography II	1
GD130	Web Development With HTML	1
GD131	Desktop Publishing	1
GD132	Electronic Layout and Design	3
GD133	Multimedia, Animation, and Experience Design	2
GD201	Web Design for Graphic Designers	2
GD206	Microsoft Skills	1
GD208	Design and Presentation Development	3
GD210	Advertising Art Portfolio	3
GD211	Advanced Multimedia, Animation, and Experience Design	1
PD103	Professional Development for Designers	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
	TOTAL	45
	TOTAL CREDITS REQUIRED FOR GRADUATION:	45

ASSOCIATE IN APPLIED SCIENCE DEGREE IN LEGAL ADMINISTRATION

This associate degree program is designed for those students who have an interest in working in a legal-related administrative capacity. The objective of the program is to prepare students for entry-level employment by providing instruction in legal vocabulary, legal office procedures, computer applications, administrative functions, and communication. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
OT109	Word Processing – Core	1
OT118	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
OT130	Legal Computer Applications	2
OT206	Word Processing–Expert	1
OT219	Business Law	2
PL105	Introduction to Law and the Legal System	3
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL123	Legal Research and Legal Writing I	3
PL126	Ethics	1
PL142	Real Estate Law	2
SS212	Legal Office Management	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

Related Courses		
AC110	Essentials of Accounting	2
EN216	Research and Business Report Writing	2
FI 200	Personal Finance	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
PD102	Professional Development	2
	TOTAL	60
	TOTAL CREDITS REQUIRED FOR GRADUATION:	60

LEGAL ADMINISTRATIVE ASSISTANT PROGRAM

The objectives of this diploma program are to provide comprehensive training in legal concepts and to develop basic legal administrative assistant, computer applications, and communication skills. Graduates will be prepared for entry-level positions in several types of office environments, including legal firms, corporate legal offices, nonprofit organizations, and government offices. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Associate in Applied Science Degree in Legal Administration program.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
FI 200	Personal Finance	2
OT109	Word Processing – Core	1
OT118	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
OT130	Legal Computer Applications	2
OT206	Word Processing–Expert	1
OT219	Business Law	2
PD102	Professional Development	2
PL105	Introduction to Law and the Legal System	3
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL123	Legal Research and Legal Writing I	3
PL126	Ethics	1
PL142	Real Estate Law	2
SS212	Legal Office Management	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
	TOTAL	37
	TOTAL CREDITS REQUIRED FOR GRADUATION:	37

ASSOCIATE IN APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING

The objective of this degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical Assisting students must provide an immunization history. This program will normally be completed in 16 months of full-time enrollment, and upon successful completion of this program, students will receive an Associate in Applied Science Degree.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, King's College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
MD101	Medical Terminology	2
MD106	Clinical Procedures I	2
MD112	Pharmacology	2
MD113	Medical Insurance	2
MD121	Anatomy & Physiology I	2
MD123	Medical Administrative Procedures I	1
MD124	Clinical Procedures II	3
MD125	Clinical Procedures III	3

Area of Specialization Courses (continued)		
MD127	Anatomy & Physiology II	2
MD128	Medical Laboratory Procedures	3
MD129	Medical Administrative Procedures II	1
MD130	Medical Office Systems	1
MD206	Medical Externship	6
MD207	CMA Review	1
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI 200	Personal Finance	2
OT204	Introduction to Supervisory Management	2
OT219	Business Law	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	60
	TOTAL CREDITS REQUIRED FOR GRADUATION:	60

MEDICAL ASSISTING PROGRAM

The objective of this program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical Assisting students must provide an immunization history. This program will normally be completed in 10 months of full-time enrollment. Students who complete this program will receive a diploma.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, King's College cannot guarantee that graduates will be eligible to take the certification or registration examinations at all or at any specific time, regardless of their eligibility status upon enrollment. This program transfers in full to the Associate in Applied Science Degree in Medical Assisting program.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
MD101	Medical Terminology	2
MD106	Clinical Procedures I	2
MD112	Pharmacology	2
MD113	Medical Insurance	2
MD121	Anatomy & Physiology I	2
MD123	Medical Administrative Procedures I	1
MD124	Clinical Procedures II	3
MD125	Clinical Procedures III	3
MD127	Anatomy & Physiology II	2
MD128	Medical Laboratory Procedures	3
MD129	Medical Administrative Procedures II	1
MD130	Medical Office Systems	1
MD206	Medical Externship	6
PD102	Professional Development	2

Courses (continued)		
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	38
TOTAL CREDITS REQUIRED FOR GRADUATION:		38

ASSOCIATE IN APPLIED SCIENCE DEGREE IN OFFICE ADMINISTRATION

The objectives of this associate degree program are to develop and build office administration skills and to provide intensive hands-on computer training necessary for entry-level positions in today's office environment. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN105	Business Communications III	2
EN201	Written Business Communications	2
EN207	Business Communications IV	2
HP104	Event Planning	2
OT109	Word Processing—Core	1
OT113	Presentation Design and Development	1
OT118	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
OT124	Database Management	1
OT206	Word Processing—Expert	1
OT217	Advanced Spreadsheets and Electronic Communications	1
OT218	Data Analysis	1
PD108	Human Relations in the Workplace	2
SS110	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

Related Courses		
EN104	Oral Communications in the Workplace	2
EN216	Research and Business Report Writing	2
FI 200	Personal Finance	2
OT204	Introduction to Supervisory Management	2
OT211	Business Organization	2
OT219	Business Law	2
PD102	Professional Development	2
	TOTAL	60
	TOTAL CREDITS REQUIRED FOR GRADUATION:	60

ASSOCIATE IN APPLIED SCIENCE DEGREE IN PARALEGAL STUDIES

The objective of this associate degree program is to provide students with the specialized training necessary to obtain entry-level employment in a capacity or function that involves the performance of specifically delegated legal work under the direction and supervision of an attorney. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many different areas of law and many types of law-related activities. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
PL105	Introduction to Law and the Legal System	3
PL116	Civil Litigation and Procedure	2
PL121	Client Interview and Communication Skills	1
PL123	Legal Research and Legal Writing I	3
PL125	Legal Research and Legal Writing II	3
PL126	Ethics	1
PL130	Tort Law	2
PL142	Real Estate Law	2
PL145	Contracts	2
PL201	Domestic Relations and Family Law	2
PL204	Business Organizations	2
PL205	Estate Planning and Administration	2
PL221	Legal Administrative Law	1
PL222	Criminal Law	1
PL223	Paralegal Capstone Course	1
PL235	Legal Externship	6
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
FI 200	Personal Finance	2
OT109	Word Processing—Core	1

Related Courses (continued)		
OT118	Electronic Spreadsheets	1
OT123	Introduction to Database Management	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
	TOTAL	63
TOTAL CREDITS REQUIRED FOR GRADUATION:		63

ASSOCIATE IN APPLIED SCIENCE DEGREE IN TRAVEL AND TOURISM MANAGEMENT

The objective of this associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the hospitality and travel industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Applied Science Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN202	Public Speaking	3
EN203	Interpreting Literature	3
EN204	Compositional Writing	3
GS206	Introduction to Psychology	3
GS207	Quantitative Principles	3
Area of Specialization Courses		
EN104	Oral Communications in the Workplace	2
EN201	Written Business Communications	2
HP104	Event Planning	2
HP108	Front/Back Office Operations	1
HP110	Guest Relations Management	1
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR102	Worldwide Tourism	2
TR103	Domestic Destinations	2
TR105	Worldwide Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR111	Sales and Customer Service	1
TR203	Computerized Reservations	3
TR205	Travel/Tourism Externship	6
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN216	Research and Business Report Writing	2
FI 200	Personal Finance	2
OT109	Word Processing—Core	1
OT204	Introduction to Supervisory Management	2

Related Courses (continued)		
OT219	Business Law	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	62
TOTAL CREDITS REQUIRED FOR GRADUATION:		62

TRAVEL AND TOURISM PROGRAM

The objective of this program is to prepare individuals for entry-level employment in the hospitality and travel industry. The program emphasizes principles of tourism, hotel management, and event planning with related studies in computer applications and oral and written communications. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 10 months of full-time enrollment. Upon meeting graduation requirements, the students receive a diploma. This program transfers in full to the Associate in Applied Science Degree in Travel and Tourism Management program.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications in the Workplace	2
EN201	Written Business Communications	2
HP104	Event Planning	2
HP108	Front/Back Office Operations	1
HP110	Guest Relations Management	1
OT109	Word Processing—Core	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR101	Introduction to Travel	2
TR102	Worldwide Tourism	2
TR103	Domestic Destinations	2
TR105	Worldwide Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR111	Sales and Customer Service	1
TR203	Computerized Reservations	3
TR205	Travel/Tourism Externship	6
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	39
	TOTAL CREDITS REQUIRED FOR GRADUATION:	39

COURSE DESCRIPTIONS

AC103 BUSINESS MATHEMATICS I

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC104 BUSINESS MATHEMATICS II

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. Prerequisite: AC103 Business Mathematics I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC105 PAYROLL ACCOUNTING

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. Prerequisite: AC108 Accounting Principles I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC108 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting, including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC109 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. Prerequisite: AC108 Accounting Principles I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC110 ESSENTIALS OF ACCOUNTING

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC111 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. Prerequisite: AC109 Accounting Principles II (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC207 FEDERAL INCOME TAX

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. Prerequisite: AC111 Accounting Principles III (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

AC209 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. Prerequisite: AC109 Accounting Principles II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

AC210 COST ACCOUNTING

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. Prerequisite: AC109 Accounting Principles II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

AC211 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. Prerequisite: AC111 Accounting Principles III (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

AC212 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. Prerequisite: AC111 Accounting Principles III (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

AC214 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. Prerequisite: AC212 Intermediate Accounting I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA103 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA104 MICROSOFT OPERATING SYSTEMS

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA111 COMPUTER CONCEPTS

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA114 WEB DEVELOPMENT

In this course, students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA115 DATABASE APPLICATIONS

In this course, students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. Prerequisite: CA103 Database Concepts (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA122 WEB AUTHORING TOOLS

In this course, students learn to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. Prerequisite: CA114 Web Development (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

CA124 PROGRAMMING LOGIC

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. Prerequisite: CA111 Computer Concepts (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

CA125 COMPUTER APPLICATIONS—*NIX

This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

CA127 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. Prerequisite: CA104 Microsoft Operating Systems (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA128 .NET PROGRAMMING

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA129 NETWORKS

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. Prerequisites: CA104 Microsoft Operating Systems, CA111 Computer Concepts, and CA127 PC Hardware and Diagnostics (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

CA131 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (12 Lecture Hours/26 Laboratory Hours—1 Semester Credit)

CA132 NETWORK ADMINISTRATION

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. Prerequisite: CA129 Networks (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

CA133 MICROSOFT INTEGRATION

In this course, students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. Prerequisites: OT118 Electronic Spreadsheets, CA103 Database Concepts, and TY102 Keyboarding II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA210 ADVANCED PROJECT DEVELOPMENT

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. Prerequisites: CA115 Database Applications and completion of an advanced programming language course (10 Lecture Hours/66 Laboratory Hours—2 Semester Credits)

CA215 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. Prerequisites: CA124 Programming Logic and CA128 .NET Programming (22 Lecture Hours/35 Laboratory Hours—2 Semester Credits)

CA216 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course, students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. Prerequisite: CA115 Database Applications (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

CA218 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. Prerequisite: CA128 .NET Programming (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

CA219 JAVA

This course instructs students in the use of the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE). Prerequisite: CA215 Object-Oriented Programming (16 Lecture Hours/60 Laboratory Hours—2 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course will provide an introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS IN THE WORKPLACE

This course is designed to develop and enhance the oral communication skills required in the workplace. Special emphasis is placed on proper techniques for telephone and interpersonal office communications. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

EN105 BUSINESS COMMUNICATIONS III

This course completes the student's foundation in the mechanics of writing and editing for business. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. Assignments support the writing demands that students will face in a business environment. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN201 WRITTEN BUSINESS COMMUNICATIONS

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, which may include letters, memorandums, short reports, and emails. Prerequisite: EN102 Business Communications II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN202 PUBLIC SPEAKING

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

EN203 INTERPRETING LITERATURE

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid in their understanding of literature. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

EN204 COMPOSITIONAL WRITING

This course focuses on the development of fluency and productivity in writing and on the development of effective techniques for revising and editing papers for a variety of purposes and audiences. (33 Lecture Hours/24 Laboratory Hours—3 Semester Credits)

EN207 BUSINESS COMMUNICATIONS IV

This course is the capstone course in the business communications course sequence. Students will apply previously learned material to create a variety of business documents appropriate to meet industry standards. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

EN216 RESEARCH AND BUSINESS REPORT WRITING

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

FI200 PERSONAL FINANCE

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD101 DRAWING

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD102 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD109 ELECTRONIC DRAWING I

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD110 DESIGN AND COLOR

In this course, students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD114 ELECTRONIC DRAWING II

In this course, students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. Prerequisite: GD109 Electronic Drawing I (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD115 TYPOGRAPHY I

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typesizes and sizes, leading, readability requirements, basic typesetting, and the history of type. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD117 INTRODUCTION TO PRODUCTION

This course explains the production of professional quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD121 HISTORY OF GRAPHIC DESIGN

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GD123 COMPREHENSIVE ILLUSTRATION

This course builds and develops illustration skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. Prerequisite: GD101 Drawing (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD129 TYPOGRAPHY II

In this course, students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. Prerequisite: GD115 Typography I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD130 WEB DEVELOPMENT WITH HTML

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD131 DESKTOP PUBLISHING

In this course, students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. Prerequisites: GD102 Introduction to Macintosh, GD110 Design and Color, GD129 Typography II (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD132 ELECTRONIC LAYOUT AND DESIGN

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. Prerequisites: GD114 Electronic Drawing II, GD117 Introduction to Production, and GD131 Desktop Publishing (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD133 MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

In this course, students apply design principles and utilize popular authoring tools to create multimedia applications that focus on creating interactive experiences. Prerequisites: GD102 Introduction to Macintosh and GD130 Web Development With HTML (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD201 WEB DESIGN FOR GRAPHIC DESIGNERS

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. Prerequisite: GD130 Web Development With HTML (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

GD206 MICROSOFT SKILLS

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. Prerequisites: TY101 Keyboarding I and EN102 Business Communications II (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

GD208 DESIGN AND PRESENTATION DEVELOPMENT

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. Prerequisites: GD132 Electronic Layout and Design and PD108 Human Relations in the Workplace (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD210 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. Prerequisite: GD132 Electronic Layout and Design (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

GD211 ADVANCED MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

This course is a continuation of GD133 Multimedia, Animation, and Experience Design. Students design and publish functional, professional-looking multimedia presentations that incorporate text, graphics, video, and animation. Prerequisite: GD133 Multimedia, Animation, and Experience Design (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

GD212 SOCIAL MEDIA MANAGEMENT

In this course, students will learn to plan, execute, measure, and evaluate a professional social media campaign using several online outlets. Prerequisite: EN102 Business Communications II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

GS206 INTRODUCTION TO PSYCHOLOGY

This course provides a study of the basic topics in classic psychology. Included are principles of learning, memory, personality, perception, child development, mental health, and human relations. (36 Lecture Hours/21 Laboratory Hours—3 Semester Credits)

GS207 QUANTITATIVE PRINCIPLES

This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems. (33 Lecture Hours/24 Laboratory Hours—3 Semester Credits)

HP104 EVENT PLANNING

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

HP108 FRONT/BACK OFFICE OPERATIONS

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. Students complete a computerized front office simulation. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

HP110 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

MD101 MEDICAL TERMINOLOGY

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD106 CLINICAL PROCEDURES I

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

MD112 PHARMACOLOGY

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources. Prerequisite: MD127 Anatomy and Physiology II (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD113 MEDICAL INSURANCE

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. Prerequisite: MD101 Medical Terminology (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD121 ANATOMY AND PHYSIOLOGY I

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. Body systems studied include musculoskeletal, digestive, urinary, female and male reproductive, nervous, skin, and sense organs. Prerequisite: MD101 Medical Terminology (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD123 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course, the medical assisting students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MD124 CLINICAL PROCEDURES II

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. Prerequisite: MD106 Clinical Procedures I (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD125 CLINICAL PROCEDURES III

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: EKGs, fecal occult blood, and preparation for specialty examinations, including pediatrics and gynecology. Prerequisite: MD124 Clinical Procedures II (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD127 ANATOMY AND PHYSIOLOGY II

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. Systems covered include cardiovascular, respiratory, blood, lymphatic and immune, and endocrine. Other topics covered include oncology and psychology. Prerequisite: MD121 Anatomy and Physiology I (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

MD128 MEDICAL LABORATORY PROCEDURES

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (16 Lecture Hours/60 Laboratory Hours—3 Semester Credits)

MD129 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical assisting administrative functions. Prerequisite: MD123 Medical Administrative Procedures I (10 Lecture Hours/28 Laboratory Hours—1 Semester Credit)

MD130 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. The students utilize the concepts of billing and collection, bookkeeping functions, and banking and payroll procedures. Students also learn to dictate progress notes. Prerequisites: MD113 Medical Insurance and MD129 Medical Administrative Procedures II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

MD206 MEDICAL EXTERNSHIP

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The unpaid externship experience is a combination of both performance and observation. The students are supervised and evaluated by personnel at the extern site and by King's College faculty for work performed in both the administrative and clinical areas. Prerequisites: MD112 Pharmacology, MD125 Clinical Procedures III, MD128 Medical Laboratory Procedures, MD129 Medical Administrative Procedures II, and MD130 Medical Office Systems (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

MD207 CMA REVIEW

This course is designed to present a comprehensive review, for the medical assisting student, of the courses covering medical administration, laboratory, and clinical topics in preparation for the Certified Medical Assisting examination. Prerequisite: Successful completion of all other medical assisting specialization coursework (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT109 WORD PROCESSING - CORE

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT113 PRESENTATION DESIGN AND DEVELOPMENT

In this course, students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT118 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT123 INTRODUCTION TO DATABASE MANAGEMENT

In this course, students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT124 DATABASE MANAGEMENT

Using database management software, students continue to learn to use the computer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. Prerequisite: OT123 Introduction to Database Management (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT130 LEGAL COMPUTER APPLICATIONS

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time management software and billing software. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

OT204 INTRODUCTION TO SUPERVISORY MANAGEMENT

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT206 WORD PROCESSING - EXPERT

In this course, students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. Prerequisite: OT109 Word Processing—Core (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT211 BUSINESS ORGANIZATION

In this course, the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor management relations, and business strategies are also discussed. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

OT217 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. Prerequisite: OT118 Electronic Spreadsheets (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT218 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. Prerequisites: OT109 Word Processing—Core, OT113 Presentation Design and Development, OT118 Electronic Spreadsheets, and OT124 Database Management (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

OT219 BUSINESS LAW

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, bankruptcy, forms of business ownership, labor and employment laws, and court procedures. The course also explores occupational safety and health topics, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Occupational Safety and Health Administration (OSHA). (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PD102 PROFESSIONAL DEVELOPMENT

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for completing job applications, participating in job interviews, and starting a successful new career. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Effective time management techniques, as well as stress management techniques, are also introduced. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD103 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for making job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PD108 HUMAN RELATIONS IN THE WORKPLACE

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL105 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL116 CIVIL LITIGATION AND PROCEDURE

This course offers a basic understanding of the process of civil litigation, the rules of civil procedure, and the functions and operations of the state and federal court systems. Students learn the basic principles and rules that regulate civil pleadings, pre-trial discovery, motions, court orders, and judgments. Drafting litigation documents using the correct application of the rules of civil procedure is emphasized. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and to give and receive constructive feedback. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL123 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in PL125 Legal Research and Legal Writing II. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL125 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memoranda, briefs, and other legal documents, while accurately citing research sources. Prerequisite: PL123 Legal Research and Legal Writing I (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

PL126 ETHICS

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL130 TORT LAW

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL142 REAL ESTATE LAW

In this course, students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

PL145 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

PL201 DOMESTIC RELATIONS AND FAMILY LAW

In this course, students gain an understanding of the legal aspects of marriage, divorce, annulment, child custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL204 BUSINESS ORGANIZATIONS

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, limited liability companies, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

PL205 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

PL221 LEGAL ADMINISTRATIVE LAW

This course offers a basic understanding of the major areas of administrative law, including workers' compensation, unemployment security, Social Security, immigration, and bankruptcy. Students learn the basic principles and rules that apply to administrative law practice. Gaining familiarity with agency-mandated document formats and identification of relevant information are emphasized. (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL222 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn about documents and procedures in criminal cases in order to assist and participate with the attorney in the administration of the criminal justice system. (16 Lecture Hours/22 Laboratory Hours—1 Semester Credit)

PL223 PARALEGAL CAPSTONE COURSE

This course is taken in the academic term immediately preceding externship placement. The course requires the student to synthesize the specialized information and resources learned in all previously completed paralegal courses and to apply this knowledge to capstone activities. Hands-on work with proprietary court computer systems and software as well as gaining familiarity with courthouse and clerk of court operations are emphasized. Prerequisite: Successful completion of all previously scheduled Paralegal specialization courses (12 Lecture Hours/7 Laboratory Hours—1 Semester Credit)

PL235 LEGAL EXTERNSHIP

This course provides the students with an opportunity to gain supervised practical work experience in a legal environment through 270 hours of actual work experience. The students must submit written reports describing their experiences. The students are supervised and evaluated by personnel at the extern site and by King's College faculty. Prerequisite: Successful completion of all legal specialization coursework (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

SS110 OFFICE PROCEDURES I

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

SS212 LEGAL OFFICE MANAGEMENT

This course prepares the students to handle legal administrative procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students create rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; document clients' fees and expenses; and file and record legal documents. (24 Lecture Hours/33 Laboratory Hours—2 Semester Credits)

SS213 OFFICE PROCEDURES II

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. Prerequisite: SS110 Office Procedures I (22 Lecture Hours/16 Laboratory Hours—2 Semester Credits)

TR101 INTRODUCTION TO TRAVEL

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR102 WORLDWIDE TOURISM

In this course, students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR103 DOMESTIC DESTINATIONS

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR105 WORLDWIDE DESTINATIONS

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR108 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

TR111 SALES AND CUSTOMER SERVICE

In this course, students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (14 Lecture Hours/24 Laboratory Hours—1 Semester Credit)

TR203 COMPUTERIZED RESERVATIONS

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, utilize client profiles, and issue seat assignments. Students will also learn to access hospitality, travel, and tourism resources on the Internet. (30 Lecture Hours/46 Laboratory Hours—3 Semester Credits)

TR205 TRAVEL/TOURISM EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and tourism industries. Students are placed in hotels, travel agencies, and other businesses in the travel and tourism fields. Externship experiences are supervised and evaluated by personnel at the extern site and by King's College faculty. Prerequisites: HP108 Front/Back Office Operations and TR203 Computerized Reservations (0 Lecture Hours/0 Laboratory Hours/270 Externship Hours—6 Semester Credits)

TY101 KEYBOARDING I

In this course, students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY102 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy skills through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. Prerequisite: TY101 Keyboarding I (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY103 DOCUMENT FORMATTING

This course continues development of basic production skills as well as speed and accuracy. The students will produce business correspondence, tables, and reports. Prerequisite: TY102 Keyboarding II (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY104 DOCUMENT PRODUCTION

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. Prerequisite: TY103 Document Formatting (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

TY201 ADVANCED DOCUMENT PRODUCTION

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. Prerequisite: TY104 Document Production (8 Lecture Hours/30 Laboratory Hours—1 Semester Credit)

ACADEMIC CALENDAR 2017-2018

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

Summer Session 2017

May 8	Summer Session Begins
May 29	No Classes: Memorial Day Holiday
June 9	No Classes: Faculty/Staff In-Service
July 3	Term I Ends
July 4	No Classes: Independence Day Holiday
July 5 – 7	No Classes: Summer Break
July 10	Term II Begins
August 11	No Classes: Faculty In-Service
September 1	Summer Session Ends

Fall Semester 2017

September 4	No Classes: Labor Day Holiday
September 5	Fall Semester Begins No Classes for Returning Students
October 27	Term I Ends
October 30	Term II Begins
November 23 – 24	No Classes: Thanksgiving Holiday
December 22	Fall Semester Ends
December 25 – January 5	No Classes: Christmas Holiday

Spring Semester 2018

January 8	Spring Semester Begins
February 19	No Classes: Presidents' Day
March 2	Term I Ends
March 5	Term II Begins
March 30	No Classes: Easter Break
April 27	Spring Semester Ends
April 30 – May 11	No Classes: Spring Break

Summer Session 2018

May 14	Summer Session Begins
May 28	No Classes: Memorial Day Holiday
July 4	No Classes: Independence Day Holiday
July 6	Term I Ends
July 9	Term II Begins
August 17	No Classes: Faculty In-Service
August 31	Term II Ends

Fall Semester 2018

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins No Classes for Returning Students

Burroughs, Joe.....	Graphic Design
B.S. Appalachian State University	Program Manager
M.S. Rochester Institute of Technology	
Chaney, Tom.....	Computer Studies
B.S. Brenau University	Program Manager
M.S. Kaplan University	
Cunningham, Monique.....	Medical Assisting
B.S. Jacksonville State University	
M.S. Walden University	
Dize, Lee	Computer Studies
B.S. University of Maryland, Asia	
M.S. University of Denver	
Galante, Joseph, CPA.....	Accounting
B.A. Herbert H. Lehman College	Program Manager
M.B.A. Pfeiffer University	
Holmes, Darlene	Keyboarding
B.S. Florida International University	
M.A. Queens University of Charlotte	
Horton, Beverly	Medical Assisting
B.S. North Carolina Wesleyan College	
M.H.A. Pfeiffer University	
Lee, Margaret	Business Communications
B.A. University of North Carolina at Asheville	
M.A. University of North Carolina at Charlotte	
Morgan, Katina.....	Psychology
B.A. Edinboro University	
M.S. Gannon University	
Price, Jennifer.....	Librarian
B.S. Fayetteville State University	
M.S.L.S. North Carolina Central University	
Voltz, Ralph	Graphic Design
B.F.A. Savannah College of Art and Design	
M.F.A. Savannah College of Art and Design	

Staff

Bluto, Jamie Regional Admissions Manager
Carver, Judy Admissions Assistant
Eid, Lynne Financial Planner
Elmore, Mary Placement Consultant
Fondale, Phyllis Admissions Representative
Gray, Tracy Education Compliance Administrator
Harris, Eliza Library Assistant
Hill, Kathee Education Coordinator
Jackson, Gail Admissions Assistant Supervisor
Khen, Lisa Student Services Assistant
King, Christy Admissions System Operator
Koukoutsis, Marina Admissions Administrative Assistant
MacCoy, Laura Financial Aid Officer
Peralta, Angela Admissions Representative
Petersen, Becky Regional Admissions Manager
Ramasubbu, Krishnaveni Education Administrator
Rego, Michelle Admissions Representative
Yerton, Jennifer Admissions Representative
Young, Howard Maintenance Supervisor

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KING'S COLLEGE
322 LAMAR AVENUE, CHARLOTTE, NC 28204
ADDENDUM TO 2017-18 ACADEMIC CATALOG
Effective August 1, 2017

Revise the second paragraph on page 49 as follows:

King's College offers **10** specialized programs.

Delete the following pages from the PROGRAMS OF STUDY section and INDEX:

- Page 52, ACCOUNTING PROGRAM.
- Page 53, ADMINISTRATIVE ASSISTANT PROGRAM.
- Page 56, COMPUTER SPECIALIST PROGRAM.
- Page 62, LEGAL ADMINISTRATIVE ASSISTANT PROGRAM.
- Page 73, TRAVEL AND TOURISM PROGRAM.

Addenda to 2017-2018
King's College, 322 Lamar Avenue, Charlotte, NC 28204
Academic Catalog
Effective July 1, 2017

The following changes affect the information reported in the CAMPUS SECURITY section, Crime Statistics area:

- **On page 23 the following reported information is to be updated to read:**

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, including residence facilities, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Burglary	On Campus*	2	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

*This category includes ALL on-campus incidents, including those listed in the "On-Campus Housing Facility" category.

Effective August 1, 2017

Revise the MISSION STATEMENT on page 1 as follows:

We prepare students in specific, career-focused programs of study that are completed in **10** to 16 months, and we strive to ensure that students graduate and are placed in a job within their career fields.

Revise the third paragraph under Satisfactory Progress Measurements on page 40 as follows:

Programs Normally Completed in **2 ½** Semesters:

Revise the second paragraph on page 49 as follows:

- King's College offers **10** specialized programs.

Revise the listing of major areas of study on page 49 as follows:

- 3. Computer Programming

Delete the following pages from the PROGRAMS OF STUDY section and INDEX:

- Page 52, ACCOUNTING PROGRAM.
- Page 53, ADMINISTRATIVE ASSISTANT PROGRAM.
- Page 56, COMPUTER SPECIALIST PROGRAM.
- Page 62, LEGAL ADMINISTRATIVE ASSISTANT PROGRAM.
- Page 73, TRAVEL AND TOURISM PROGRAM.

ADDENDUM TO THE 2017-18
King's College 322 Lamar Avenue, Charlotte, NC 28204
ACADEMIC CATALOG

Effective January 8, 2018

The following change affects the information reported in the COURSE DESCRIPTION section.

On page 84, for course MD112 PHARMACOLOGY, the Prerequisite: MD127 Anatomy and Physiology II has been eliminated. The course will read as follows:

MD112 PHARMACOLOGY

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology. Topics to be discussed include the calculation and dosage of medications, drug legislation, drug classifications and actions, and administration of medications. The students are also introduced to the preparation and translation of prescriptions while using drug reference resources. (24 Lecture Hours/14 Laboratory Hours—2 Semester Credits)

ADDENDUM TO THE 2017-18
King's College, 322 Lamar Avenue, Charlotte, NC 28204
ACADEMIC CATALOG

Effective January 19, 2018

The following change affects the information reported in the ACADEMIC CALENDAR 2017-2018 section.

On page 95, February 19, 2018, is listed as No Classes: Presidents' Day. Based on King's College's closing due to inclement weather on January 18, 2018, there will be classes on Presidents' Day.

The correct listing will read:

February 19 Classes to be Held: Presidents' Day

ADDENDUM TO THE 2017-18
King's College 322 Lamar Avenue, Charlotte, NC 28204
ACADEMIC CATALOG

Effective February 12, 2018

The following change affects the information reported in the ADMISSIONS INFORMATION section.

On page 7, for ADMISSIONS REQUIREMENTS, the first paragraph has been changed to read as follows:

To be considered for admission to King's College, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Additionally, applicants must achieve a minimum score of at least 16 on the Wonderlic Scholastic Level Exam. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college and their score on the entrance test. If an applicant's high school GPA is below a weighted 2.0 (4.0 scale), the applicant may demonstrate the ability to succeed in the program by meeting with the chief academic officer and/or submitting additional information. Additional information that may be considered includes GED scores, other test scores, program-related course grades, high school rank, previous college transcripts, work history, and mitigating circumstances for a year or semester in high school where the applicant performed poorly. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. Previous training in business subjects is generally not required.

Students initially applying to the paralegal program are required to achieve a minimum score of at least 21 on both the Written English Expression Placement Test and the Reading Placement Test from the Comparative Guidance and Placement Program of the College Board.

KING'S COLLEGE
322 LAMAR AVENUE, CHARLOTTE, NC 28204
2017-18 ACADEMIC CATALOG
ADDENDUM TO THE FEBRUARY 12, 2018, ADDENDUM
Effective February 28, 2018

The following change affects the information reported in the **ADMISSIONS INFORMATION** section.

In the **ADMISSIONS REQUIREMENTS**, the second paragraph is replaced with the paragraph below:

Additionally, students applying to the paralegal studies program are required to have achieved an English End-of-Course (EOC) Achievement Level of Level III or Level IV. If an applicant's English EOC Achievement Level is below Level III or IV or if the applicant's transcript does not contain an EOC Achievement Level, additional information may be considered. Additional information that may be considered includes high school rank, other test scores, program-related course grades, previous college transcripts, work history, and mitigating circumstances for a year or semester in high school where the applicant performed poorly.

KING'S COLLEGE
322 Lamar Avenue
Charlotte, NC 28204

2017-18 ACADEMIC CATALOG ADDENDUM
Effective March 21, 2018

1. Beginning on page 40, replace the Minimum Grade Point Average/Minimum Successful Course Completion Percentage standards in the **Satisfactory Progress Measurements** portion of the **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS** section as shown below:

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. Official financial aid satisfactory progress reviews will be conducted at the end of each semester. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met.

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2*	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2*	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2*	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2*	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2*	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

*Official federal financial aid evaluation point

The cumulative grade point average will include all grades earned at King's College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

2. Beginning on page 42, replace the **Appeal Process and Reinstatement of Financial Aid Eligibility** and the **Probation** portions of the **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS** section as shown below:

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five (5) class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for graduation within the maximum time frame, the appeal will be granted and the college and the student will develop an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be placed on probation and financial aid eligibility will be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. The college utilizes two types of probation: academic probation and financial aid probation.

Academic Probation

If the appeal did not follow an official financial aid evaluation point, the probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements, the student is not making satisfactory progress and will be dismissed.

Financial Aid Probation

If the appeal followed an official financial aid evaluation point, the student will be placed on financial aid probation. Financial aid probation is for the semester following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on financial aid probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further federal Title IV, HEA program funds.

A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for federal Title IV aid as long as s/he continues to meet the conditions of the plan. A student who is continuing under an academic plan is considered to be on financial aid probation for the first payment period. After that, if the student is meeting the requirements of the academic plan, the student is not considered to be on financial aid probation status and is considered to be making satisfactory progress under the academic plan.