

Gwinnett College

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www.RisingSpirit.edu

FOUNDED 1994
Celebrating over 20 years in Georgia

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Institutional Information

Mission

Our mission is to provide career focused education for the purpose of gaining entry-level employment and advancement opportunities which will empower the student to positively contribute to their community.

Philosophy

The College operates according to the belief that each person is unique, with the ability to think and to do. The College provides an atmosphere of mutual respect, student support, a learning environment, faculty, and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and professionally. While emphasizing academic achievement and professional competence, the College prepares students to be committed to life-long learning and selfless service.

Objectives

In the accomplishment of its primary mission, the College actively directs its resources in achieving the following objectives:

- **Quality**
Sets standards of quality and plans to accomplish them in teaching and learning, in academic programs including core and general education course content, in student services, in all social functions, in facility appearance, and in workmanship.
- **Respect**
Attracts a diverse student population; makes professional and career training opportunities available to minorities, international and adult students; and provides an environment of mutual respect for ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.
- **Academic Scholarship**
Strives for high standards in teaching, research, and instructional presentations, and in the use of technologies commensurate with the scope and requirements of the programs offered.
- **Service**
Promotes service to our campus, to local and global communities.
- **Integrity**
Consciously integrates ethical values, openness, fairness, and transparency of actions into all courses and activities.
- **Safety**
Creates an atmosphere where all within the academic community feel safe physically, socially, philosophically, and psychologically.
- **Health**
Advocates clean and wholesome body, mind, and spirit.
- **Accountability**
Meticulously implements outcomes-based accountability measures to meet the expectations of the college's many stakeholders including accrediting, state, and federal agencies.

History

Gwinnett College is one of six campus locations owned and operated by LTT Enterprises, Inc. In 1994 Drs. Martha & Bruce Costello founded Rising Spirit Institute of Natural Health. The school was originally known as New Life Institute School of Massage Excellence. The name was changed in January, 2001, to reflect the founders' expanding vision. The school was an outgrowth of their extensive teaching of NeuroMuscular Therapy throughout the United States as well as a very successful chiropractic/massage therapy practice in Atlanta, Georgia. The campus is conveniently located in Sandy Springs, Georgia, a suburb of Atlanta, north of the city.

On June 1, 2006, Rising Spirit was purchased by LTT Enterprises, Inc. With the acquisition came the naming of Michael Davis as President. On September 2, 2008, Rising Spirit made another transformative change by becoming Gwinnett College – Sandy Springs Campus.

LTT Enterprises, Inc. was incorporated in the fall of 1985. LTT Enterprises, Inc. is comprised of six locations:

1. Gwinnett College, Lilburn GA
2. Gwinnett College, Sandy Springs, GA
3. The Medical Arts School, Raleigh, NC
4. Meridian College, Sarasota FL
5. Medtech College, Atlanta, GA
6. Medtech Institute, Orlando, FL

Programs vary by campus and include training in the medical, business, paralegal, ultrasound, and massage therapy career areas. Other specialty areas include dental assisting, cosmetology, computers, accounting, and personal training. The College is dedicated to preparing students to be competent, caring, and wholesome individuals to serve in teams in a variety of medical and business settings. The campus seeks to provide students with the opportunity to develop their potential to the fullest in a caring and nurturing environment.

Facilities

Gwinnett College occupies an 11,000 square foot facility on Roswell Road in the Sandy Springs section of Atlanta, GA. The design of the facility provides students the opportunity to learn in settings similar to those they will experience once they graduate and enter their fields. The facility includes lecture classrooms, computer lab, clinical lab, a student break room, Learning Resource Center, and administrative offices. The facility also houses a massage clinic. The lecture rooms are equipped to allow instructors to utilize technology for class presentations. The medical labs simulate a professional work environment and contain supplies and equipment students will utilize on the job. The lab settings allow students to practice the skills they learn in the program including urinalysis, hematology, EKG, sterilization, and CPR. The medical labs also contain anatomical charts and models including the heart, eye, and torso. The massage therapy labs contain tables and equipment students utilized during their training.

Equipment

In keeping with the high educational standards of the College, the equipment used in all programs affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

Books and Supplies

Textbooks are available to the students according to the course listed on his/her class schedule. Textbooks can be purchased through the school or through local bookstores or possibly on the Internet. Textbook and supply charges are included in the program book costs. The College assumes no responsibility for lost textbooks or supplies. Incidental supplies such as paper, notebooks, pens and pencils are the responsibility of the student and can be purchased at bookstores and/or retail stores.

Learning Resource Center

The learning resource center serves the study and research needs of the students, faculty, and staff. The collection consists of a combination of hardcopy and online media including books, periodicals, databases, and electronic resources. Students are oriented to the resources available by appropriately trained support personnel. Relevant research assignments are made throughout each program of study that requires students to utilize the resources to strengthen their research and analytical skills. All students have access to Georgia's online library, GALILEO, through the state library system. Computers are Internet accessible and students are encouraged to use the Internet to read newspapers, periodicals, and other information resources to complete class projects. The campus also has Wi-Fi accessibility throughout the campus for student and instructor use.

Accrediting Agency, Approvals, and Memberships

Gwinnett College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.ACCSC.org

Gwinnett College is authorized by the Georgia Nonpublic Postsecondary Education Commission.

State of Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220
Tucker, GA 30084-5305
Telephone: (770) 414-3300
<http://gnpec.org/>

Gwinnett College is approved for veterans’ benefits by Veterans Services Department.

Veterans Services Department

2 Martin Luther King Jr. Drive SE
Atlanta, GA 30334
Telephone: (404) 656-2306/2322

The Georgia Board of Massage Therapy recognizes the Massage Therapy diploma program.

Georgia Board of Massage Therapy

237 Coliseum Drive
Macon, GA 31217
(478) 270.2440
www.sos.ga.gov

Corporate Officers

Michael Davis President
Kathie M. Davis Secretary/Treasurer

Administration

Michael Davis President
Kathie M. Davis Secretary/Treasurer
Lenny Davis Vice-President
Ty Davis Campus Director/Assistant to the President

A complete list of Staff and Faculty can be found in the Supplement to this catalog.

Ownership

Gwinnett College - Sandy Springs (GC-SS) is a wholly owned subsidiary of LTT Enterprises, Inc., Lilburn, Georgia. The administration of Gwinnett College - Sandy Springs is handled through LTT Enterprises, Inc. The principal offices of LTT Enterprises, Inc. are located at: 4230 Highway 29, Suite 11, Lilburn, GA 30047.

Catalog Certification

This catalog is current at the time of printing. At any time, it may be necessary or desirable for the College to make changes to this catalog due to requirements and standards of the College's accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The College reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Admission Information

Admissions Process and Procedures for Degree and Diploma Programs

1. All potential students must be at least 18 years of age or their parent must sign the Enrollment Agreement.
2. All potential students are required to meet with an Admissions Representative to complete a commitment-based interview and campus tour. This serves as an introduction to the new student experience at Gwinnett College.
3. Upon enrollment, all prospective students are required to complete an Enrollment Agreement.
4. All students must comply with one of the following requirements for admission:
 - Be a high school graduate,
 - Possess a General Education Development (GED) certificate,
 - Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state,
 - Possess an associate degree from an institution/college located in the United States and or associated territories, or
 - Successfully completed 60 semester or trimester credit hours or 72 quarter credit hours towards a bachelor degree program from a college/university located in the United States and or associated territories.
5. Evidence of high school graduation or equivalent must be presented prior to the first day of class. Acceptable documentation includes:
 - a certified copy of an original high school diploma (wallet size diploma's are not acceptable),
 - a copy of a high school transcript which indicates the date of graduation,
 - a GED certificate or official notification that the GED has been earned
 - official transcripts from the institution/college awarding an associate degree or evidencing completion of required credits towards a bachelor degree,
 - DD214 from military service showing a high school diploma or GED was earned.

- All potential students wishing to enroll in an allied health degree program are required to successfully pass the Wonderlic Scholastic Level Exam as follows: (Graduates of LTT Enterprises programs are exempt from this requirement.)

| Program | Score |
|--------------------------------|-------|
| AAS Massage and Natural Health | 18 |
| AA S Medical Assisting | 18 |

- Applicants who have completed the ACT with a score of at least 18 or the SAT with a combined score of at least 800 on the mathematics and verbal sections will not be required to complete the assessment examination. Applicants will be notified of their acceptance status shortly after all required information is received and the qualifications of the student are reviewed.
- Students can also submit proof of successful completion of at least 35 quarter hours or 24 semester hours of college credit at an accredited postsecondary institution and will not be required to complete the assessment examination.

Applicants will be notified of their acceptance status shortly after all required information is received and the qualifications of the applicant are reviewed.

Due to the physical nature of the profession, Massage Therapy students will be required to complete a health questionnaire to determine their ability to function as a massage therapist.

All applicants are required to attend an orientation prior to the start of classes.

Applicants for Continuing Education and Professional Development Programs

The school offers a variety of self-improvement and professional development courses. All applicants must complete the following admission requirements and conditions.

- Applicants must be at least 18 years of age or have their parent sign the Enrollment Agreement.
- Applicants must make financial arrangements to cover the cost of the course.

Self-improvement and professional development courses do not qualify for Title IV funds and are not recognized by the college's accrediting body. Self-improvement and professional development programs are subject to availability and may not be offered each month. Certificates of attendance will be awarded only to those who attend a minimum of 75% of the class sessions. Proficiency or non-proficiency status will be denoted on the certificates of attendance. Students are required to master necessary skills to receive proficiency status. College credit is not awarded for self-improvement and professional development programs. These programs are designed for individuals seeking to add a skill set(s) to their current resume.

International Applicants

When individuals educated at foreign institutions apply for admission, they must submit documentation that their previous education is equivalent to that of a U. S. high school diploma. The applicant must provide an English translation of the high school equivalent and an evaluation of the documentation by a qualified evaluator. An in-person or telephone (E-mail, if outside U.S.) interview will be conducted with each applicant as part of the admissions process.

Vaccinations

Documentation of health examinations, pathology tests, and immunizations may be required for certain programs. Information on any required health examinations, pathology tests, and immunizations

including when they are due will be provided during the admissions process. Some employers may also require TB, Hepatitis B, and other blood tests prior to employment and/or externship placement.

Re-Entry After Withdrawal

A student who has withdrawn from the College or has been dropped and wishes to re-enter must complete an application for re-entry and submit the \$50 re-entry fee. The student must also meet with Admissions, the Campus Director, and if applicable, Financial Aid.

Prior Learning Assessment for General Education Courses

At least 50% of the credit hours in the program must be taken at the institution. Academic credit may be awarded for general education course credit as a result of credit by proficiency examination via a “test-out” procedure. A student must achieve a “B” or higher to successfully pass the “test-out” examination. A student can only attempt a “test-out” for a course one time and it must be accomplished prior to the start of the course. No test-outs will be granted for students currently enrolled and attending a course. Credit by examination does not count towards the grade point average.

Advanced standing tests or “Test-Outs” may be arranged through the Campus Administration on an appointment basis. There is a fee of \$20 for each proficiency examination. The test-out examination will be a final exam for the course.

Transfer of Credit In

The College will grant full academic credit for courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of “C” or better and the student must have taken course work at the post-secondary level from an accredited school within the last five years prior to their expected start date. Credits transferred into the College by the student are counted as credits attempted and earned and will count towards the maximum time frame and pace of completion. Transfer credits are not included in the cumulative grade point average (CGPA).

It is the student's responsibility to have official academic transcripts sent to the College and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior college work shall be approved by the Campus Director or designee. Written verification shall be placed in each student's file.

Transfers of Credits from other institutions are recorded as grades of “T” and are not used when calculating grade point average. The College accepts transfer credits into the Medical programs on a very limited basis. Students should speak with the Campus Administration to determine what courses are potentially transferable. No more than 50% of the entire program may be satisfied by transfer credit and/or exemption testing. Students receiving Veterans Educational Assistance Benefits will have records of previous post-secondary education and training evaluated for the granting of appropriate prior credit.

Transfer credits accepted into any program will result in an adjustment in the student's tuition. Classes will not be charged for which transfer credits have been accepted. Transfer credits accepted into any program could also affect Title IV funding in the quarter in which the transfer was accepted. For example, a reduction of clock/credit hours could affect Title IV eligibility. Students should contact the Financial Aid Office prior to the start of the quarter to determine the potential impact on funding.

All appeals for transfer of credit decisions must be submitted in writing to the Campus Administration for review before the start of the quarter.

Campus or Course Transfer from Another LTT Enterprises, Inc. Campus or Program

Students transferring programs or campuses within the LTT Enterprises, Inc. system are not required to repeat coursework unless the student received an "F" in the course. Additionally, courses providing similar academic preparation may be substituted according to the following criteria:

1. Students must meet the minimum entrance requirements for the program to which they are transferring.
2. All transferable credit must have earned a grade of "C" or better.
3. Transferable credits must have been earned within the last five (5) years.
4. The course content of the material considered for transfer must match the course content of the course intended for transfer.
5. Courses transferred into another campus or programs are counted as credits attempted and earned and will count towards the maximum time frame and pace of completion. Transfer credits are included in the cumulative grade point average (CGPA).
6. Courses that are not relevant to the new program will not be transferred or calculated into the CGPA or completion rates according to satisfactory academic progress standards.

Transfer of Credit to Another Institution

It is always up to the receiving institution as to whether they will accept credits from another college. Therefore, credits earned at the College are not necessarily transferable to other educational institutes. Our College's programs are career focused and are not specifically designed for transfer. It is the student's responsibility to contact the receiving institution to determine what credits earned at the College, if any, that institution will accept.

Policy of Nondiscrimination

The College is committed to affirmative implementation of equal opportunity in education and employment. The College does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or gender expression, or any other category protected by applicable law, in the administration of its educational policies, admission policies, or other school administered programs.

Unlawful Harassment Policy

It is the policy of the College that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal.

Reporting Offenses as Described in the Violence Against Women's Act (VAWA):

This procedure applies in the event of an accusation of a rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking offense. The proceeding for all reported offenses will:

1. Have a prompt, fair, and objective investigation and resolution.
2. Be conducted by campus officials who receive annual training on the issues related to the offenses.

3. Allow accuser and the accused the same opportunities to have others present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Inform both the accuser and the accused simultaneously, in writing, of the outcome.
5. Allow the accused and the victim the right to appeal the results following the Sexual and Interpersonal Violence Prevention Policy.
6. Provide notice to all parties once results become final.

The Campus Director will maintain any document containing the victim information in a secure location. Please refer to the Sexual Violence Prevention policy for further information <http://www.risingspirit.edu/>

Accommodation Policy – Americans with Disabilities Act (ADA)

The College supports the tenets and spirit of the Americans with Disabilities Act (ADA) and does not discriminate on the basis of disability including blood-borne pathogen status. Applicants and students with disabilities will have an equal opportunity to participate in or benefit from the goods, services, facilities, privileges, advantages, and accommodations provided by the College.

The College is committed to providing reasonable accommodations to individuals with disabilities. To assist applicants and students with disabilities under the provisions of the Americans with Disabilities Act (ADA), the College provides instructions detailing the information which individuals who request accommodations are required to submit. It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress.

In addition to the College's "Request for Accommodation" forms, the individual must also submit documentation from a medical professional. Such documentation should be dated within the previous five years. No accommodation will be granted retroactively.

The College will make reasonable accommodations to meet the needs of any student with a disability unless accommodations would fundamentally alter the nature of the goods, services, facilities, privileges, advantages or accommodations of the College. Information pertaining to an individual's disability is voluntary and confidential. Please contact the Campus Director for additional information and assistance.

Student Information and Services

Student Services

Students are encouraged to communicate with the appropriate staff members should any concerns or obstacles arise that could affect their success. A variety of services is available to students to assist them with educational, personal, or financial issues that could arise during their training. Students facing academic challenges may seek tutoring and advisement from their instructors or program directors. The school maintains information on transportation, childcare, and medical resources for students needing assistance in these areas. Students requiring other types of professional assistance beyond that offered by the school will receive referrals to the appropriate agencies within the community. Students with questions regarding financial aid are able to seek assistance from any of the associates within the financial services department.

Career Services

The College is dedicated to success of its students and graduates; therefore, it provides career assistance from experienced career services personnel. The goal of Career Services is to assist all graduates to obtain in-field or related-field employment. Career Services is available to assist students throughout their training programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.

Students are encouraged to get an early start on career development. Career Services offers assistance with career portfolio building, resume writing, interview skill development/grooming, networking skills and effective job search training.

This is accomplished through one-on-one meetings, group sessions and in-class workshops and presentations, and is facilitated using handouts, audio and/or visual teaching aids and online tools.

Students seeking employment while enrolled can take advantage of these services and obtain guidance from the Career Services. However, specific in-field and related-field employment assistance typically begins towards the end of students' academic training when the knowledge, skills and/or certifications and licenses necessary for in-field job placement have been obtained.

If graduates are unavailable for employment assistance, they should contact Career Services. Not all personal details surrounding an issue need be disclosed, but since it is our desire to assist all graduates in obtaining careers in their fields of study, a timeline for future contact/assistance can be established as per the graduate's request. This way, Career Services can continue to assist graduates who are presently available for assistance and check in with unavailable graduates as per established timelines.

A criminal background does not exclude a student or graduate from obtaining career services assistance, and details regarding the nature of a criminal record need not be disclosed. All students and graduates receive the same degree of assistance. However, many employers conduct background checks, which may affect the length of time between program completion and employment. Students with criminal backgrounds who have concerns about employability in their fields of study should meet with Career Services early on in their academic careers to discuss employment options.

In order to facilitate employment efforts, Career Services works closely with the employment community that may offer in-field or related-field employment opportunities to qualified graduates. This is accomplished by maintaining active involvement in the community, holding on-campus career fairs, scheduling on-campus graduate interviews, hosting guest lectures, scheduling opportunities for students and graduates to interact with potential employers, and conducting routine visits to new and established employment partners. Students and graduates are encouraged to maintain consistent communication with Career Services so as not to miss out on opportunities to network with potential employers.

Some programs require students to complete an externship at an off-site facility prior to program completion. This is an excellent way for students to develop their new skills through hands-on, in-field training experiences and to network with potential employers. In some instances, students who successfully complete off-site training requirements are made offers of employment or are referred by site supervisors to other potential employers. Site assignment is not a guarantee of employment, and graduates who have not been hired at their sites will receive career services employment assistance as outlined above.

Student Housing

There are no dormitory facilities at the College. Students from out-of-town or out-of-state must secure their own residence; however, the College will assist students in finding suitable accommodations.

Tutoring

Tutoring is available for those students who need extra assistance because of academic difficulties. Help can be arranged through the Campus Administration. There is no additional charge for tutoring services.

Student Professional Responsibilities

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the College or which the administration feels would endanger members of the College community may be subject to disciplinary action, up to and including dismissal.

Honor Code

Cheating and related forms of dishonesty will not be tolerated. Cheating gives instructors and future employers a distorted view of a student's true abilities, and also is very unfair to more honorable students who try hard to earn honest grades according to their abilities.

Students caught cheating will automatically be expelled from the course in question. The student may also be expelled from the College, depending on the decision of the Campus Administration. If expelled, the student may appeal following the procedures outlined in this catalog. If not expelled from the College, the student may retake the class from which they were expelled the next time it is offered. Students will also be given a grade of "WF" (Withdrew Failing) on their official transcript. The "WF" may not be replaced by a future passing grade and will also prevent students from graduating "with honors" upon graduation. Students accused or suspected of cheating without clear and convincing proof may be required to re-take one or more tests under controlled conditions.

Student Code of Conduct Policy

Students will be held accountable for any breach of the following code of conduct. All students are expected to abide by the College-wide honor system, which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds and in off-campus learning settings, whether professional or academic.

Academic

Academic misconduct includes, but is not limited to, the following:

1. Knowingly helping or assisting another person to engage in academic misconduct.
2. Any form of cheating including attempted use of unauthorized materials, copying the work of another student, unauthorized access to and use of computer files, or representing as one's own an examination or any other work submitted for a grade taken by another person.
3. Falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without properly crediting the author with footnotes, quotation marks, citations or bibliographical reference.

5. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
6. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
7. Obtaining teacher editions of textbooks, test banks, or other instructional materials that are only intended to be accessed by officials, administrators or faculty members of the College.

Non-academic

Non-academic misconduct includes, but is not limited to, the following:

1. Disorderly, lewd, or indecent conduct, including public physical or verbal action, language commonly considered offensive (not limited to, but including profanity), or distribution of obscene or libelous written or electronic material.
2. Mental or physical abuse of any person (including sexual offenses) on College or at College-sponsored or College-supervised functions, including verbal or physical actions, which threaten or endanger the health or safety of any such persons.
3. Any act, behavior or clothing that is of a sexually suggestive, harassing, offensive or intimidating in nature.
4. Stalking or behavior that in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment.
5. Intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises or College-sponsored activity sites.
6. Failure to comply with directions of College officials and/or failure to identify oneself to these persons when requested to do so.
7. Theft of, misuse of, or harm to College property, or theft of or damage to property of the College community or a campus visitor on the College premises or at a College function.
8. Participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to College facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the College.
9. Tampering with any fire safety equipment except with reasonable belief in the need for such alarm or equipment.
10. Obstruction of the free flow of pedestrian or vehicular traffic on College premises.
11. Gambling or holding a raffle or lottery at the College without approval.
12. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances.
13. Unauthorized use, possession, or storage of any weapon, dangerous chemical, or explosive element.
14. The theft of, misuse of, or harm to College property, including the destruction of or harm to equipment, software, or data belonging to the College.
15. Unless otherwise permitted the use of electronic devices in classrooms, labs, and other instructional, event, or support facilities.
16. Students are not permitted to bring their children to class. Children cannot be in the student lounge or anywhere in the building where a student attends class.

Disciplinary action, up to and including expulsion, will be taken toward those who violate these standards.

Personal Appearance/Dress Code

Preparing students for the professional workforce is a fundamental part of the Gwinnett College student experience. While the dress code policies differ slightly between Allied Health, Cosmetology and non-medical programs, students must be dressed appropriately for their given profession on campus, and at any time they are representing the college, including externships, community events, etc. Students will be asked to leave class and will be counted absent if found to be out of compliance with the dress code policies.

Allied Health and Massage Students:

1. All medical, massage, dental and cosmetology students are expected to wear full uniforms on campus and at their externship site unless otherwise directed by the administration. Modesty, cleanliness and well-kept hair, nails and general appearance are important values that reflect personal dignity and integrity for students entering into a professional career.
2. Scrubs should fit well, not too tight or loose, and must not drag on the floor. The uniform may not be altered beyond adjusting the hem. For warmth, a plain, solid colored shirt may be worn under the scrub top or a short lab coat. Proper and modest undergarments must be worn under scrubs.
3. No hoodies are allowed on campus or at any clinical site.
4. Only sneakers or medical shoes (close toed) are allowed.
5. No perfumes, incense, etc. may be used at any time.

Non-Medical Students:

Students enrolled in non-medical programs are required to dress conservatively, in casual business attire at all times. The following garments are not appropriate for campus wear.

1. Tattered jeans or low-cut blouses
2. Shorts or mini-skirts
3. Dresses shorter than 4 inches above the knee
4. Midriff tops, muscle shirts, or tank tops
5. Cut-off shirts, blouses, or halter-tops
6. T-shirts with offensive content
7. Hoodies
8. Caps, hats, or any type of head covering unless such head covering is a religious preference

Student Interaction

The majority of the College's student body is non-traditional and represents a wide range of age groups, cultures, nationalities, and religions. The College promotes an atmosphere of free and honest inquiry and expression on the part of students in their dealings with each other and faculty and staff.

Intellectual Property Protection and Ownership

The College respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The College requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited

to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment. Students found to be in violation of this policy will be suspended for one month from using technology at the College. Any incident after the first violation will result in the student's dismissal from the College.

Use of Institutional Information Technology Resources

The College provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The College's students are prohibited from using any of the foregoing, or any of the other College's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene websites or websites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the College.

Any communications by students via e-mail, instant messenger, voicemail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

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

General Student Complaint Procedure/Grievance Policy

The College encourages students to bring all complaints or grievances to the College Administration's attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. The campus will review all complaints or grievances fully and promptly.

Grievances may include misapplication of the campus's policies, rules, regulations, or procedures. Please follow these steps when filing a grievance:

First Step

Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.

Second Step

If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director of Education and/or Campus Director.

Third Step

If the previous steps have not solved the grievance within 48 business hours of the incident, the aggrieved party must present to the Campus Director, in writing, all facts of the grievance.

Within 24 business hours, upon receipt of the written information, the Campus Director will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Campus Director and/or Director of Education and two staff or faculty members not involved with the incident in question.

All persons involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 business hours. The Committee's decision will be final.

Student complaints relative to College activities or personnel should first be resolved with College officials. If the complaint is not answered to the student's satisfaction, the student should send the complaint in written form to "President, LTT Enterprises, Inc., 4230 Highway 29, Suite 11, Lilburn, GA 30047" for resolution. The President, or his designee, will review the documentation and make a decision within seven (7) business days.

If, after following the outline above, the student is still not satisfied with the outcome they may contact:

Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, GA 30084-5305

Telephone: (770) 414-3300

<http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council of Career Schools and Colleges.

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

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ty Davis Campus Director or online at Tdavis@gwinnettcollege.edu.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The College distributes an annual disclosure to all current students and employees informing them of the availability, location, and contents of the campus crime report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents and instructions for requesting a copy. An electronic copy of the Annual Campus Security Report is located at <http://www.risingspirit.edu/>

The College does not sponsor off-campus student activities or organizations, and therefore does not monitor any student activity at off-campus locations. Information on personal safety and crime prevention is available to all students and new associates during their respective orientations. In addition, The College offers information programs to all students and associates at least once a year in such areas as personal safety, self-defense, and crime prevention.

Reporting Crimes and Other Emergencies

Any individual who wishes to report a crime or other emergency should contact the Campus Administration or the Student Accounts Representative in the reception area, at the time of the incident. In addition, individuals may wish to call 911. The Campus encourages the prompt and accurate reporting of all crimes and other incidents to the Campus Administration and to the proper authorities, as warranted.

Timely Warnings

The Campus will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus staff and/or police and are considered a threat to students and associates by means of postings on bulletin boards, flyers, and announcements in classrooms.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Institutes and Communities Act of 1989, the Campus has established the following policy toward promoting a drug-free learning environment:

The campus and all associated campus areas are designated as "Drug-Free." The possession, sale or the furnishing of alcohol or illegal drugs of any kind on campus is governed by the Student Conduct found in the catalog. Students will not bring alcohol or illegal drugs of any kind onto school premises, or be under the influence of alcohol or illegal drugs while on school premises.

A student committing this violation is subject to disciplinary action up to and including dismissal from school, criminal prosecution, fine, and/or imprisonment.

Sanctions

Selling or Trafficking of Controlled Substances

Sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances. Upon the first infraction, the College will immediately administratively terminate the student, and will refer the matter to the appropriate authorities for prosecution. The possession, sale, manufacture or the distribution of any controlled substance is illegal under both state and federal laws.

Controlled Substances/Alcoholic Beverages

Controlled substances and alcoholic beverages are not permitted on the school premises at any time. Any person found to be in the possession of or under the influence of a controlled substance on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Campus Director and/or President (or designee) as to any further action which may include immediate suspension or expulsion. If the student is suspended or expelled, after thirty (30) days they have the opportunity to appeal their suspension upon completion of an approved drug or alcohol prevention program.

Voluntary Treatment, Counseling or Rehabilitation

The College encourages any student who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. Students are encouraged to meet with the Campus Director, in strictest confidence, for assistance in locating appropriate sources of help. The College will make every effort to work with any individual who voluntarily seeks treatment.

Brochures and information on alcohol and drug use and abuse are located in the Learning Resource Center. Students are encouraged to take this information and share it with others.

Educational Programming

The College is committed to a drug- and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Students, staff, and instructors are strongly encouraged to attend.

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) afford eligible students and their parents certain rights with respect to their education records including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Campus Director receives a written, dated request for access. The College does not permit students to inspect or review confidential student guidance notes maintained by the College, or financial records (including any information those records contain) of their parents or guardians.
2. The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Campus Director, clearly identify the part of the record they want changed, and specify why they believe it to be inaccurate, misleading, or a violation of privacy. If the College decides not to amend the record, the College will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when they are 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 disclosure without prior consent from the parents or the eligible student, as applicable. The College may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.
4. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by

the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the College is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Directory of Information Public Notice

Directory Information may be disclosed without the specific authorization of the eligible student. Directory Information is defined as student's name, address, telephone number, e-mail, date, place of birth, photographs, /videos taken at events, honors and awards, and dates of attendance. The campus must notify students annually about their FERPA rights and the definition of Directory Information. This may be done by e-mail, by mail or in the catalog.

Personal Property

The College is not responsible for loss or damage to the property of students.

ACADEMIC INFORMATION

Academic Calendar

The academic calendar is included as a supplement to the catalog.

Definition of an Academic Year

An academic year consists of a minimum of 36 weeks of instruction in which a full-time student is expected to complete at least 36-quarter credits or 900 clock hours depending on the program.

Definition of a Clock Hour

One clock hour is equivalent to 50 minutes of instruction.

Definition of Credit

Credit Hours are earned in the following manner:

- 1 Quarter Hour of Credit = 10 class periods of lecture.
- 1 Quarter Hour of Credit = 20 class periods of lab work.
- 1 Quarter Hour of Credit = 30 class periods of externship/internship.

Classes may contain lecture, lab and/or work-based learning components; therefore, credits are awarded based on the time spent in each method of instruction. Class lecture may include traditional instructor lecture, time spent in class reading material, in-class videos, software guided instruction, guest lectures, etc. Lecture is generally defined as the acquisition of knowledge versus the application of knowledge as performed in a laboratory environment. Students should expect roughly two hours of outside preparation for each hour of lecture and one hour of outside preparation for each two hours of lab work spent in class.

Maximum Class Size

Lab/practical classes will maintain a student to teacher ratio of 20:1. The number of students for lecture and laboratory classes shall not exceed 30 students.

Clinical, Practicum, or Externship

All students enrolled in a program that includes an externship will participate in a practicum or clinical experience. The clinical, practicum, or externship experience provides the student with actual on-the-job experience in their major field of study. The clinical, practicum, or externship is designed to be a continuation of the student's education. Students are placed in settings applicable to their major field of study.

1. Each program may have specific externship policies and procedures.
2. Some externship sites may require additional immunizations and/or an up-to-date criminal background check.
3. The College cannot guarantee any student a clinical, practicum, externship site during the evening hours in any of our majors. The most common work hours for businesses and medical facilities are Monday through Friday from 8:00 to 6:00 p.m.
4. In certain situations, students may need to adjust their work schedules to accommodate their clinical, practicum, externship requirements.
5. Due to requirements contained in some affiliation agreements, a criminal history may exclude a student from being able to participate in a clinical, practicum, or externship. Students are encouraged to report immediately any changes in criminal history, including any pending charges, to the College Administration.
6. Students, who do not complete their Externship within the 12 week term, may receive a grade of Incomplete. The Incomplete grade must be made up within two (2) weeks into the next term. Externship students must complete their hours during the normal operating hours.

Attendance Policy

Students are expected to attend all classes. Attending class each period is crucial to the success of our students. Students attending class each day has a direct correlation to positive student learning outcomes. The clinical/practicum/externship experience provides the student with the culminating experience of application of theoretical learning. Attendance during the clinical/practicum/externship experience is crucial to ensuring student preparation for job placement.

Instructors at all campuses must record student attendance on a daily basis and maintain complete and accurate records of attendance and absences for all students.

1. The Campus Director is responsible for enforcement and management of this policy.
2. At the discretion of the instructor, students may make up work missed. Make-up work does not excuse or remove absences from the student's record.
3. Students arriving more than ten minutes late or leaving more than ten minutes early will be considered absent.

4. Three (3) tardies (less than 10 minutes late and less than 10 minutes leaving early) are converted to one hour of absence. For example, eight (8) tardies = 2 hours of absences.
5. The Campus Director will review chronic tardiness for disciplinary action.

Unofficial Withdrawal

If a student misses fourteen (14) consecutive calendar days, not including a scheduled break or holiday, they will be considered to have unofficially withdrawn from school. At this time, the Campus Administration will begin the withdrawal process and calculate appropriate refunds of tuition and charges, as well as refunds of financial aid.

Official Withdrawal

Official notification from the student is any official notification that is provided in writing or orally to a designated campus official acting in his or her official capacity in the withdrawal process. Acceptable official notification includes notification by a student via telephone, through a designated Website or orally in person. The responsibility for documenting oral notifications is the school's; however, the school may request, but not require, the student to confirm his or her oral notification in writing. Official notification can be provided to any person in the College Administration, at the school acting, in their capacity.

If a student provides official notification of withdrawal to the College by sending a letter to the designated office stating their intent to withdraw, the withdrawal date is the date that the College receives the letter. Official notification can be provided to any person in the College Administration, at the school acting in their capacity.

Make-Up Time/Appeal

At the discretion of the instructor, students may make up work missed. Make-up work does not excuse or remove absences from the student's record. Students, who have exceeded the maximum number of absences, may appeal to the Campus Administration and may be reinstated one time per quarter, by coming to school during NON-class hours (after school and Fridays) or attending classes at a different time, and completing relevant class work. Reinstatement is predicated on the student's ability to complete courses. If a student's progress has not been satisfactory, it shall be assumed that the student will be unable to meet requirements for reinstatement. If a student has been reinstated and the instructor is not satisfied with the student's progress and/or attendance, the instructor will notify the Administration and that student will be dismissed and not allowed to re-enter until the next academic period. All students are encouraged to come in during non-class hours to make up class work and time.

On the second occurrence, a committee of Faculty and Administration will review the appeal. Each appeal must be in writing and include at a minimum the reason(s), with documentation, if available, for the excessive absences and how the problem has been resolved

Maternity Related Leave Policy

In accordance with Title IX, the school will permit a student to take a leave from classes due to pregnancy or related conditions, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for a period of time as is deemed medically necessary by the student's physician. Students should notify the Campus Administration if a leave becomes necessary.

Students who leave for pregnancy must contact the Campus Administration and provide an estimated date of return for planning of academic activities. Students who are out less than 14 days are allowed to complete and submit any work missed. Missed attendance and any class participation requirements will not negatively impact students' final grades.

Should students be out longer than 14 days, they will be allowed to return. Students will be allowed additional time to complete their programs and continue at the same pace with an extended graduation date. Documentation from their physician showing that the student was on leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery there from must be provided to the school.

Dropping or Adding Classes

Classes may be added or dropped without penalty within the first three days of each academic term. Students should seek assistance from the Campus Administration for special schedule requests and adjustments.

Transfer credit or exemption must be satisfied during these three days. After three (3) days, if a student drops a class, but not all classes, the total class tuition will be owed by the student. No refund will be credited to the student's account.

A grade of "W" is issued when a student withdraws from a course. A grade of "W" does not count toward a student's cumulative grade point average, but does count toward pace of completion. Dropping a class may impact a student's financial aid. Prior to dropping a class, the student should consult the financial aid office.

Graduation Requirements

A graduate interview will be scheduled for each prospective graduate with the College Administration. Upon completion of the graduate Interview, the completion of all necessary paperwork, academic compliance and fulfillment of all financial obligations, the student will be granted graduate status. To become a graduate of the College, students must meet the following requirements:

1. Meet all academic requirements set forth in this catalog under Satisfactory Academic Progress.
2. Obtain an overall cumulative grade point average of 2.0 or higher.
3. Meet all program-specific graduation requirements.
4. Complete required externship/practicum or clinical experience successfully.
5. Complete all coursework within the maximum program length.
6. Satisfy all financial obligations to the College.

All graduates are strongly encouraged to participate in graduation ceremonies to celebrate their accomplishments. Graduation from any program offered by the College is not contingent upon passing an external certification, licensure, or registration exam.

Distinguished Honors

Students who have distinguished themselves academically will be honored at graduation as follows:

| | | |
|--|-----------|------|
| Summa Cum Laude (With Greatest Praise) | 3.90-4.00 | CGPA |
| Magna Cum Laude (With Great Praise) | 3.70-3.89 | CGPA |
| Cum Laude (With Praise) | 3.50-3.69 | CGPA |

Transcripts

Current or former students may request one copy of their official transcript, without additional charge, by submitting a written request to the College including the name and address where the transcript should be mailed. Transcript sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are

processed. Official transcripts will not be released for students who have a past-due account with the College.

Grading System

The College prepares for entry-level employment and success in the student's chosen career. Grading is administered to correlate the student's progress in terms related to employee proficiency expected by the job market. Grading is based on daily performance in class and in the laboratory and the student's level of achievement on tests, laboratory projects, exercises, and final exams. The College uses a 4.0 grading system. Furthermore, academic progress and achievement will be evaluated using both Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA.)

| The Grade Point Average (GPA) is the weighted average of grade points received per credit hour attempted for a specified term. Cumulative Grade Point Average (CGPA) is the weighted average of grade points received per credit hour attempted for the entire academic period at the College. | | | |
|--|--|----------------|---------------|
| Grading Scale | Grading Scale | Quality Points | Counts in POC |
| A | 90-100 % | 4.00 Pts | X |
| B | 80-89% | 3.00 Pts | X |
| C | 70-79% | 2.00 Pts | X |
| F | 0-59% | 0.00 Pts | X |
| P | Pass | 0.00 Pts. | X |
| W | Withdrawn (does not calculate into CGPA) | 0.00 Pts | X |
| WF | Students violating Honor Code | 0.00 Pts | X |
| T | Credit Transfer (does not calculate into CGPA) | 0.00 Pts | X |
| E | Credit by Examination (does not calculate into CGPA) | 0.00 Pts | X |
| I | Incomplete (does not calculate into CGPA) | 0.00 Pts | X |
| V | Audit (does not calculate into CGPA or POC) | 0.00 Pts | |
| R | Retake Course (does not calculate into CGPA) | 0.00 Pts | X |
| ML | Maternity Leave (does not calculate into CGPA and POC) | 0.00 Pts | |

Definition of Grade Designations

Pass

A grade of (P) is issued when a student satisfies the attendance requirements of a course and completes all of the assignments as listed on the course syllabus. A grade of (P) does not count toward a student's cumulative grade point average, but does count toward the pace of completion.

Withdrawal

A grade of (W) is issued when a student withdraws from a course. A grade of (W) does not count toward a student's cumulative grade point average, but does count toward pace of completion.

Withdrawal Failure

A grade of (WF) is issued when a student is administratively withdrawn from a course for violating the College's Honor Code. A grade of (WF) may not be replaced, counts toward a student's cumulative grade point average and counts toward the pace of completion.

Credit Transfer

A grade of (T) represents the transfer of credit from another institution. A grade of (T) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Credit by Examination

A grade of (E) represents credit awarded by examination. A grade of (E) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Incomplete

A grade of (I) is issued when a student is unable to complete a course during an academic term due to unanticipated circumstances or events. A grade of (I) does not calculate into a student's cumulative grade point average, but does count toward pace of completion. An "Incomplete" or "I" may be given to any student who does not completely fulfill the requirements of a course. A grade will be substituted for the "I" if the student successfully completes the unfinished work within the timeframe allowed by the instructor which will be no later than the end of the second week of the academic period after the one in which the "I" was given, unless otherwise specified on the syllabus. Failure to complete the work required for a course in the period required above will result in the outstanding work being averaged as a zero and a final grade issued.

Audit

Classes taken for audit (V) do not qualify for a grade or credit, do not apply toward cumulative grade point average, pace of completion, or count as part of a student's full or part-time course load for purposes of financial aid or loan deferments.

Retake

An "R" beside an assigned grade indicates the course has been retaken. Retaken courses count towards pace of completion, but do not calculate into a student's cumulative grade point average. Students may retake a failed course. Students wishing to retake a course for which they received a passing grade to improve their grade may only retake the course one time. In the event of course retakes, the highest grade received will replace any previous course grade when calculating grade point averages, except in the case of a WF.

Maternity Leave

A grade of (ML) is issued when a student is placed on maternity leave. A grade of (ML) does not calculate into a student's cumulative grade point average or pace of completion.

Independent Study

Coursework by Independent Study allows students to work closely with an assigned instructor. A syllabus is given to the student outlining the course of study, the anticipated results, the reading list, and the methods of evaluation. The student must obtain the permission of the Campus Director or designee, and complete a signed agreement with the instructor before engaging in independent study. A student may participate in only one independent study course at a time. Additional charges may apply for independent study courses.

The following criteria must be met for a student to qualify for an independent study course:

1. Minimum 3.0 CGPA, and
2. Receive written permission of the Campus Director or designee.

In mitigating circumstances, with written permission from the Campus Director or designee, the minimum 3.0 CGPA can be waived.

In non-degree programs, veterans receiving aid from the Veteran's Affairs are not permitted to do independent study.

Requirements for Satisfactory Academic Progress

Application of Standards: All students enrolled in a program must meet the following minimum standards of academic achievement and successful course completion. This applies to financial aid and non-financial aid recipients. Gwinnett College - Sandy Springs requires that all courses be successfully completed in order to graduate from the program.

Normal Program Length (NPL): The normal program length is measured in quarter credit hours, adjusted for any transfer credits or exemptions. An hour attempted is further defined as any credit hour for which a student has incurred a financial obligation for tuition.

Academic Year: An academic year is three quarters.

Maximum Program Length (MPL): A student must complete the entire program in no more than one-and-one-half times the normal program length. Failure to complete the program during the allotted time period will result in the dismissal of the student from the Institution. Therefore, the maximum number of unsuccessfully completed credit hours for each program is 50% of the NPL for the program.

Evaluation Points: The student's progress will be evaluated at the end of each quarter with required minimums as listed in the Satisfactory Progress Table.

Minimum Academic Achievement: A student must achieve the minimum grade point averages (GPA's) at the specified evaluation points in order to remain enrolled as a regular student.

Successful Course Completion: All courses must be successfully completed in order to graduate from the program. A student must successfully complete the minimum percentage of the courses (credit hours) attempted in order to avoid probation or dismissal.

Satisfactory Academic Progress Table
(Diploma)

| | | | |
|------------------|-------|-------|-------|
| PROGRAM | MA | MOA | MG |
| NPL Credit Hours | 59.50 | 53.50 | 52.00 |
| MPL* | 89.25 | 80.25 | 78.00 |
| 50% NPL | 29.75 | 26.75 | 26.00 |

Satisfactory Academic Progress Table
(Degree)

| | | |
|------------------|--------|--------|
| PROGRAM | AASMA | AASMNH |
| NPL Credit Hours | 94.50 | 100.50 |
| MPL* | 141.75 | 150.75 |
| 50% NPL | 47.25 | 50.25 |

*Maximum Program Length (MPL) = 1.5 x Program Credit Hours

Satisfactory Progress Table

| Evaluation Point | Minimum CGPA | Minimum Successful Course Completion % Of Courses Attempted | Student Status |
|------------------------|--------------|---|----------------|
| Quarter 1 | 2.00 | 25.00% | Warning |
| Quarter 2 | 2.00 | 25.00% | Warning |
| Quarter 3 | 2.00 | 40.00% | Warning |
| Quarter 4 | 2.00 | 40.00% | Warning |
| Quarter 5 | 2.00 | 50.00% | Warning |
| Quarter 6 and after | 2.00 | 60.00% | Warning |
| Maximum Program Length | 2.00 | 66.67% | Dismissed |

Warning: All students placed on warning will be counseled as to the terms and conditions of the warning and advised of extra help available. The term of the warning is one quarter. The student is considered a regular student and is eligible for Title IV Financial Aid during the term of the warning. If at the end of the warning period, the CGPA and Minimum Successful Course Completion Percentage are raised above the minimums for the scheduled evaluation point, the student will be removed from warning status. If the conditions of the warning are not met, the student will be dismissed. If the conditions of the warning are met, but the Satisfactory Academic Progress check point minimums are not met, the student will remain on warning for one additional quarter but will not be eligible for Title IV financial aid. Students will be dismissed if it is determined they cannot complete their program within one-and-on-half times the normal length of the program.

Probation: Should a student successfully appeal his or her satisfactory progress dismissal, he or she may be readmitted on probation. The term of the probation is one quarter or as defined in an academic plan created by the Registrar and/or President and the student is considered a regular student and is eligible for Title IV Financial Aid. All appeals must be and submitted to the Registrar and/or President.

Continuation as a Non-Regular Student: If a student is dismissed for satisfactory progress, the student may no longer continue as a regular student and is no longer eligible for Federal and State student aid. However, if approved by the Registrar, the student may continue as a non-regular student for a period of time not greater than one quarter and will not be eligible for Federal and State student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. During this period

(not greater than one quarter) the student will be charged tuition consistent with stated tuition fees and will be considered in an extended enrollment status. However, in no case may the student extend beyond one-and-one-half times the normal length in order to complete the program and receive a diploma.

Extended Enrollment Status: With the approval of the Registrar or President, a student who exceeds the maximum time may be placed in an Extended Enrollment Status. These students are not eligible for Title IV funds and may attend free of charge as long as they agree to the written terms and conditions. While in this status, the student must attempt to correct his/her academic deficiencies. A student may not continue studies in an extended enrollment status for a period beyond the maximum time frame and receive the original credential (diploma) for which he or she was enrolled. If all of the graduation requirements are met, a Certificate of Completion may be issued.

Reinstatement as a Regular Student: If a student demonstrates, after retaking courses or practicing skills over a period of at least one quarter, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student. The Registrar and/or President must approve reinstatement and the reinstatement is based on evaluations made by instructors who are familiar with the work of the student. If reinstated as a regular student, the student will be placed on probation at least until the following evaluation. However, in no case may the student extend beyond one-and-one-half times the normal length in order to complete the program.

Pass/Fail Course Grades: All courses attempted are used in the Minimum Successful Course Completion Percentage computation requirement. Pass (P) grades are not used in computing GPA.

Changing Programs: A student may change his/her program of study a maximum of two times with the approval of the Registrar and/or President. Relevant courses will be transferred to the new program and computed in the GPA, hours attempted, and completion requirements of the Satisfactory Academic Progress Policy.

Course Repetitions, Incompletes, and Withdrawals: Grades earned or skills developed as a regular student or during the continuation period as a non-regular student may be substituted for the previous course failures in the calculation of the student's GPA and successful course completion rate. However, in no case may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program. Students who repeat a course receive the last grade taken (the last grade replaces the previous grade). Both courses will be counted as courses attempted when calculating satisfactory progress. An "Incomplete" or "I" may be given to any student who does not completely fulfill the requirements of a course. A grade will be substituted for the "I" if the student successfully completes the unfinished work within one week from the end of the course after the one in which the "I" was given. Failure to complete the work required for a course in the period required above will result in the outstanding work being averaged as a zero and a final grade issued. Students may withdraw from a course. The withdrawal will not be used in calculating GPA. However, the course will be calculated as a course attempted for purposes of determining satisfactory progress.

Mitigating Circumstances and Leaves of Absence: The Campus Director and/or President may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. If the appeal is

approved, the student will be placed on probation for one payment period or for the duration of an academic plan as designed by the Campus Director and/or President and will be considered a regular student for financial aid purposes.

Appeals: Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the Campus Director. If still unsatisfied, the student may then appeal to the President. The decision of the President is final and may not be further appealed.

Student Financial Aid

Federal Pell Grant

The Pell Grant is need-based assistance that does not have to be repaid unless a student withdraws from school. Pell is awarded to students who have a financial need as determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. Annually, the U.S. Department of Education determines student eligibility for this grant.

The amount of Federal Pell Grant funds available to the student over their lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. Students can monitor their aggregate balance on the NSLDS website at <http://www.nsls.ed.gov/nsls>.

Federal Direct Student Loans

The William D. Ford Federal Direct loans are low-interest loans that are made available to the student. The loan must be used to pay for direct (tuition, fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on family income and student need while unsubsidized loans are not. Students repay their loans beginning six months after they graduate, withdraw from the College, or fall below half-time enrollment status.

Federal Direct Parent Loans (PLUS)

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The U. S. Department of Education requires a credit check on the parent borrower. Either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. Parents may request deferment of payments while the student is attending at least half-time.

Any awards from the federal loan programs must be repaid in accordance with the terms of the promissory note, which is signed by either the student or the parent.

Department of Veteran's Affairs Educational Assistance Programs

The educational assistance program administered by the Department of Veterans Affairs (DVA), under which a potentially eligible veteran and/or service person may be entitled, is largely dependent on when the individual served on active duty. DVA administers 11 educational assistance programs, and the basic eligibility criteria may vary from one to another. Generally, only DVA can determine an applicant's eligibility for educational assistance. In some instances, DVA will rely on the military to make the eligibility determination. It is most important to identify under what program a student may qualify, as the types of benefits payable will vary as well as the types of courses or programs of education that may be certified to DVA.

Veterans receiving benefits under the Montgomery GI Bill are required to be in attendance for at least 80 percent of the scheduled course hours each month. If a veteran fails to satisfy the attendance requirement for a given month, they will have two months to comply with the 80 percent attendance requirement to remain eligible for veterans' education assistance. If at the end of the two months, the veteran fails to maintain the minimum attendance, they will not be certified for education benefits until the minimum is met

Awarding Aid

Financial aid eligibility is awarded according to federal guidelines. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. The College uses the federally mandated formula to determine financial need as follows: Cost of Attendance - Expected Family Contribution (EFC) = Financial Need. The Cost of Attendance is determined by the College and includes both direct costs (tuition, fees, and books) and indirect costs (room and board, transportation, and personal expenses). The EFC is determined by the federal government using the data from the Free Application for Federal Student Aid (FAFSA). The student's need for financial aid is the difference between these two numbers, and aid is awarded to students in the following order: Federal Pell Grant, Federal Direct Loans, and Federal Direct PLUS Loan. Assistance from other agencies is considered in determining a student's eligibility for financial aid and is considered after a student's Pell Grant eligibility is determined.

Students' Rights and Responsibilities in Receiving Aid

Students are encouraged to visit [the U. S. Department of Education website](#) to view information from the U. S. Department of Education. This site describes the types of federal aid programs, eligibility criteria, and the rights and responsibilities of student financial aid recipients. Any questions about the receipt or disbursement of financial aid should be addressed to the College's Financial Aid Office.

When applying for loans, students receive all of the details, including the terms of the loan, sample repayment schedules and students' rights and responsibilities regarding the loan, along with the option to receive a copy of their promissory note from the U.S. Department of Education. Additional information can be accessed through the Direct Loan website at www.studentloans.gov.

Students wishing to apply for student loans must access the U. S. Department of Education website to complete their Loan Entrance Interview and Master Promissory Note. Students who attend exit counseling in person receive a review of the loan programs, a discussion of the rights and responsibilities, the importance of repayment, and what to do if they are unable to repay. Students then complete the Exit Counseling form and receive information regarding National Student Loan Data Systems (NSLDS) and how to log into the student website to determine who their servicer is and the balance of their outstanding loans. Students are provided the Exit Counseling Guide for Direct Loan Borrowers, published by the U. S. Department of Education. Upon graduation or withdrawal, the College will mail this information if the student does not attend in person. Students are highly encouraged to attend an exit counseling session with the Financial Aid Office.

Verification Policy

Verification is the process established by the U.S. Department of Education to check the accuracy of financial aid applications. If a student is selected for verification, they must submit all required documentation. In compliance with federal regulations, the College will not disburse or deliver any federal funds until required verification is complete. Students must submit the necessary documentation in a timely manner. If a student fails to provide the required documentation, they will not be eligible for financial aid and they must immediately make financial arrangements to remain in school.

Disbursements

All disbursements are made in accordance with federal guidelines. Funds are disbursed at the beginning of each term/payment period, and continuously throughout the term/payment period as a student becomes eligible. First-year, first-time borrowers' loan funds are not disbursed until they have been enrolled for at least 30 days.

Eligibility

To be eligible to receive financial aid a student must:

- be enrolled in a program of study as a regular student
- be a U. S. citizen or eligible non-citizen
- be making satisfactory progress

To maintain eligibility a student must:

- meet the satisfactory progress standards printed in this catalog
- be enrolled when the Direct Student Loan and/or Pell Grant Student Aid Report (SAR) is processed
- Complete and submit all required documents

Program Changes, Reinstatement & Re-enrollment

Students who participate in federal financial aid programs and are dismissed from College for attendance violations will lose their eligibility for financial aid and may be required to reapply for admission to be reinstated.

Students who wish to reinstate, re-enroll or change their program of study should submit a request to the Campus Director. Credit may be given for any courses completed that qualify for credit in the new program. Additional tuition may be charged for additional training required to meet the new program's graduation criteria

Tuition and Fees

A complete list of attendance costs is included in the supplement to this catalog.

Cancellation Policy

All monies paid by an applicant must be refunded, if requested within three days of signing an enrollment agreement and making an initial payment. If tuition and fees are collected in advance of the start date of program and the College cancels the class prior to the scheduled start date or the College does not accept the applicant for Admission, the College will refund 100% of the tuition and fees.

Refunds for Students Enrolled Prior to Visiting the College

Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Institutional Refund Policy

The Georgia State Refund Policy is calculated as follows:

- Students who withdraw or are terminated by the institution and complete less than 50% of their term, excluding breaks, the tuition refund will be calculated on a pro-rata basis of days completed up to the 50% point of the term.
- Students who withdraw or are terminated by the institution after the 50% point of the term will receive no tuition refund.

SPECIAL CASES: In case of prolonged illness or accident, death in the family, or other circumstance which make it impractical to complete the program, the school will determine a reasonable and fair resolution for both parties. Students shall meet with the Campus Director who will make the

determination on a case-by-case basis. No refunds are made for books or other materials once they have been distributed.

Federal Return to Title IV (R2T4) Policy

In addition to the calculation of the amount of money the student owes to the Campus when they withdraw, for students who drop out or are dismissed from the Campus, the Campus is required by federal statute to recalculate federal financial aid eligibility. The College is required to perform the calculation for any student who is eligible to receive federal Title IV funds. to determine if the student must return any of the federal funds they received from the U. S. Department of Education (ED). Calculations are based on the following Federal Return of Title IV funds formula:

1. The College will calculate the percentage of the term that the student has completed up to the time of the student's withdrawal. The percentage of the term or payment period completed equals:
 - a. Credit hour programs: The number of calendar days completed, based on the student's last date of attendance, in the term or payment period divided by the total number of days in the term or payment period.
 - b. Any scheduled break of five consecutive days or more within the term or payment period are excluded from this calculation.
2. If the student completed more than 60% of the term or payment period, the student will have earned 100% of the federal financial aid for the term or payment period.
3. If the student completed 60% or less of the term or payment period, the College will calculate the amount of aid earned by the student. The amount earned is determined by multiplying the total federal financial aid for the term or payment period times the percentage of aid earned by the student.

Federal funds must be allocated and returned in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. Parent PLUS Loan
4. Federal Pell Grant

Refund Due Dates

All refunds due will be made within 45 days of the date that the student is determined to be withdrawn, canceled or terminated from campus. For all students, the date of determination is the date that the College officially determines the student to be withdrawn or the date the student notifies the school of their withdrawal.

If a student plans to officially withdraw from the College, the student should notify the Registrar's Office. The student should meet with the Financial Aid and Student Accounts.

Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the school does not guarantee job placement. Although certain programs are designed to prepare students to take various certification exams, the school cannot guarantee students will pass these exams. The school makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Graduates of the Medical Assisting diploma programs and Associate of Applied Science – Medical Assisting degree programs are eligible to take certification exams offered by the National Center for Competency Testing (NCCT) to become National Certified Medical Assistants and National Certified Phlebotomy Technicians. NCCT is an independent credentialing organization that has tested healthcare professionals and instructors throughout the United States since 1989. NCCT is not an accrediting or licensing agency. For additional information on NCCT, visit their web site at www.ncctinc.com.

Graduates of the Medical Office Administrator diploma program are eligible to take the certification exam offered by the National Center for Competency Testing (NCCT) to become National Certified Medical Office Assistants. NCCT is an independent credentialing organization that has tested healthcare professionals and instructors throughout the United States since 1989. NCCT is not an accrediting or licensing agency. For additional information on NCCT, visit their web site at www.ncctinc.com.

The Massage Therapy diploma and Associate of Applied Science – Massage and Natural Health degree programs contain the International Academy of Neuromuscular Therapy (IANMT) certification preparation series within the curriculum. IANMT is a certifying body that sets standards for the training of healthcare professionals in the use of neuromuscular therapy. IANMT is not an accrediting or licensing agency. For additional information on IANMT, visit their website at <http://nmtcenter.com>.

Programs of Study

The program lengths stated are based on a full-time day schedule. The schedule for evening programs is generally three months longer.

Medical Assisting – Associate of Applied Science Degree – 21 Months

Medical Assisting Associate of Applied Science degree program provides students with the didactic, laboratory, and clinical training they will need to seek entry-level employment in the medical field. The program focuses on assisting students to acquire skills in laboratory procedures, medical office administration including proficiency with computer software commonly found in the medical office, and patient interaction. Duties for graduates of this program may include performing routine laboratory tests, such as blood work, venipuncture, and urinalysis, assisting the doctor in patient preparation and examination, patient account management, insurance coding and billing, and office supervision. The program also contains a variety of general education courses designed to balance the students' education and prepare them for life-long learning. These courses guide students to think independently and to understand and critically evaluate information. During the externship component of the program, students will apply the skills learned during the classroom training in actual medical settings.

The program prepares graduates to pursue entry-level employment in medical assisting field, or jobs in related fields, which the program name may not represent. They will be able to seek employment as medical assistants, phlebotomists, medical office administrators, or patient account clerks in doctors' offices and clinics. Upon graduation, graduates will receive an Associate of Applied Science degree in Medical Assisting.

| Associate of Applied Science Degree in Medical Assisting Requirements | | |
|--|--|---------------------|
| Course Number | Course Title | Credit Hours |
| MS101 | Medical Law & Ethics | 2.00 |
| MS102 | Medical Terminology | 3.00 |
| MS103 | Pharmacology | 4.00 |
| MS104 | Medical Bookkeeping | 3.00 |
| MS105 | Medical Lab Procedures I | 3.00 |
| MS107 | First Aid & CPR | 1.50 |
| MS110 | Medical Insurance & Coding | 3.00 |
| MS112 | Anatomy & Physiology | 4.00 |
| Total Associate of Applied Science in Medical Assisting Requirements | | 23.5 |
| Associate of Applied Science Degree in Medical Assisting Technical Curriculum Requirements | | |
| CS102 | Introduction to PCs | 3.00 |
| MT103 | Business Math | 3.00 |
| OP221 | Professional Development/Office Procedures | 3.50 |
| TP111 | Keyboarding/Typing I | 3.00 |
| TP112 | Keyboarding/Typing II | 3.00 |
| Total Associate of Applied Science Degree in Medical Assisting Technical Requirements | | 15.5 |
| Associate of Applied Science Degree in Medical Assisting General Education Requirements | | |
| EN221 | Composition | 4.00 |
| HS111 | Contemporary History | 4.00 |
| MT201 | College Algebra | 4.00 |
| PY111 | Introduction to Psychology | 4.00 |
| SC211 | The Global Environment | 4.00 |
| EN111 | Effective Writing in the Workplace | 4.50 |
| Total Associate of Applied Science Degree in Medical Assisting General Education Requirements | | 24.5 |

| Associate of Applied Science in Medical Assisting Elective Requirements Students must complete a minimum of 8 courses and 25 credit hours. | | |
|--|------------------------------------|---------------------|
| Course Number | Course Title | Credit Hours |
| CS201 | Microsoft Office Word | 1.50 |
| CS202 | Microsoft Office Excel | 1.50 |
| CS204 | Microsoft Office Word/Excel | 3.00 |
| CS205 | Microsoft Office PowerPoint/Access | 3.00 |
| CS208 | Advanced Word | 3.00 |
| CS217 | Advanced Excel | 3.00 |
| MN201 | Principles of Management | 4.50 |
| MS116 | Medical Office Management | 3.00 |
| MS205 | Medical Lab Procedures | 3.00 |
| MS207 | Phlebotomy | 1.50 |
| MS208 | Diseases | 4.00 |
| MS210 | ICD & CPT Coding | 3.00 |
| MS211 | Physician & Outpatient Coding | 3.00 |
| MS212 | Medical Insurance & Reimbursement | 3.00 |
| MS215 | Medical Lab Procedures | 3.00 |
| SP201 | Introduction to Public Speaking | 4.50 |
| Total Associate Applied of Science in Medical Assisting Elective Healthcare Administration Requirements | | 25.00 |
| Associate of Applied Science in Medical Assisting Externship Requirements (Students may choose either MS220 or MS251 & MS252) | | |
| MS220 | Externship – 180 Hours | 6.00 |
| MS251 | Externship –120 Hours | 4.00 |
| MS252 | Externship – 60 Hours | 2.00 |
| Total Program Credits | | 94.5 |

Massage and Natural Health – Associate of Applied Science Degree – 21 Months

The Massage and Natural Health Associate of Applied Science degree program is a comprehensive program that meets the requirements of the American Massage Therapy Association. The program provides students with the opportunity to learn the theoretical and practical knowledge and the business skills necessary to work in entry-level positions in the field of massage. Students will learn various massage techniques such as neuromuscular therapy, chair massage, reflexology, aromatherapy, sports massage, fascial release, and Oriental medicine, skills that are in demand in the massage therapy profession. The training places a heavy emphasis on providing students with the opportunity to practice on a continuous basis the massage techniques learned throughout their training. The program also contains a variety of general education courses designed to balance the students' education and prepare them for life-long learning. These courses guide students to think independently and to understand and critically evaluate information.

Upon graduation, students will receive an Associate of Applied Science degree in Massage and Natural Health. They will be qualified to seek entry-level positions as clinical, medical, sports, or deep tissue massage therapists in wellness clinics and centers, spa environments including resorts and franchises, and self-employment.

| Associate of Applied Science Degree in Massage and Natural Health Technical Specialty Requirements | | |
|---|---|---------------------|
| Students must choose Specialty course totaling 24.0 credits | | |
| Course Number | Course Title | Credit Hours |
| CS102 | Introduction to PCs | 3.00 |
| MS110 | Introduction to Insurance | 3.00 |
| MT103 | Business Math | 3.00 |
| TP111 | Keyboarding/Typing I | 3.00 |
| MG201 | Lymphatic Drainage | 1.50 |
| MG204 | Advanced Reflexology | 2.00 |
| MG205 | Aromatherapy | 2.00 |
| MG208 | Massage Modalities | 1.50 |
| MG216 | Positional Release/Structural Integration | 3.00 |
| MG225 | NMT Capstone | 2.00 |
| MG239 | Introduction to Nutrition | 3.00 |
| PT151 | Exercise Programming and Prescription | 6.00 |
| SM210 | Sports Massage | 3.00 |
| Total Associate Applied of Science in Massage and Natural Health Technical Specialty Requirements | | 24.0 |
| Associate of Science Degree in Medical Assisting General Education Requirements | | |
| EN221 | Composition | 4.00 |
| HS111 | Contemporary History | 4.00 |
| MT201 | College Algebra | 4.00 |
| PY111 | Introduction to Psychology | 4.00 |
| SC211 | The Global Environment | 4.00 |
| EN111 | Effective Writing in the Workplace | 4.50 |
| Total Associate of Science Degree in Massage and Natural Health General Education Requirements | | 24.5 |

Massage Therapy - Specialty Courses Concentration

| Course Number | Course Title | Credit Hours |
|--|--|---------------------|
| BA215 | Business Mastery – Organization and Management | 1.50 |
| BA216 | Business Mastery – Marketing | 1.50 |
| MG111 | Swedish/Deep Tissue Massage – Torso | 2.00 |
| MG112 | Swedish/Deep Tissue Massage – Upper Extremities | 2.00 |
| MG113 | Swedish/Deep Tissue Massage – Lower Extremities | 2.00 |
| MG114 | Swedish/Deep Tissue Massage – Head, Face, & Neck | 1.50 |
| MG116 | Documentation Skills | 1.00 |
| MG121 | Musculoskeletal Anatomy and Kinesiology – Torso | 1.00 |
| MG122 | Musculoskeletal Anatomy and Kinesiology – Upper Extremities | 1.00 |
| MG123 | Musculoskeletal Anatomy and Kinesiology – Lower Extremities | 1.00 |
| MG124 | Musculoskeletal Anatomy and Kinesiology – Head, Face, & Neck | 1.00 |
| MG131 | Chair Massage | 1.50 |
| MG132 | Hydrotherapy | 1.00 |
| MG133 | Oriental Medicine | 1.50 |
| MG153 | AIDS Education & CPR/First Aid | 0.50 |
| MG203 | Intro to Reflexology | 1.50 |
| MG211 | Case Management for Musculoskeletal Pathologies – Upper Body | 1.50 |
| MG212 | Case Management for Musculoskeletal Pathologies – Lower Body | 1.50 |
| MG221 | Neuromuscular Therapy – Torso | 2.50 |
| MG222 | Neuromuscular Therapy – Upper Extremities | 2.50 |
| MG223 | Neuromuscular Therapy – Lower Extremities | 2.00 |
| MG224 | Neuromuscular Therapy – Head, Face, and Neck | 2.50 |
| MG226 | Rehabilitation Protocols | 1.50 |
| MG231 | Anatomy & Physiology – Basic Chemistry, Integumentary, and Musculoskeletal Systems | 1.00 |
| MG232 | Anatomy & Physiology – Senses, Nervous, and Endocrine Systems | 1.50 |
| MG233 | Anatomy & Physiology – Blood, Heart, and Vascular and Lymphatic Systems | 1.50 |
| MG234 | Anatomy and Physiology – Body Temperature and Fluids and Respiratory, Digestive, Urinary, and Reproductive Systems | 1.50 |
| MG241 | Clinical Pathology – Integumentary, Musculoskeletal, Nervous, and Circulatory Systems | 1.00 |
| MG242 | Clinical Pathology – Digestive, Endocrine, Urinary, and Reproductive Systems | 1.00 |
| MG252 | Clinical Practicum | 1.00 |
| MG253 | Clinical Practicum | 1.00 |
| MG254 | Clinical Practicum | 1.00 |
| MG255 | Clinical Practicum | 1.00 |
| MG260 | NCE Review | 1.50 |
| OR101 | Orientation 1 | 2.00 |
| OR102 | Orientation 2 | 1.50 |
| Total Massage Therapy Specialty Courses | | 52.0 |
| Total Program Credits | | 100.5 |

Medical Assisting – Diploma Program – 12 Months

Medical Assisting diploma program provides students with the didactic, laboratory, and clinical training and skills they will need to seek entry-level employment in the medical field. The program focuses on assisting students to acquire skills in laboratory procedures, medical office administration including proficiency with computer software commonly found in the medical office, and developing patient interaction and customer service skills. Duties for graduates of this program may include performing routine laboratory tests, such as blood work, venipuncture, and urinalysis, assisting the doctor in patient preparation and examination, patient account management, and insurance coding and billing. During the externship component of the program, students will apply the skills learned during the classroom training in actual medical settings.

The program prepares graduates to pursue entry-level employment in medical assisting field, or jobs in related fields, which the program name may not represent. Upon graduation, graduates will receive diplomas in Medical Assisting. They will be able to seek employment as medical assistants, phlebotomists, medical office administrators, or patient account clerks in doctors' offices and clinics.

| Medical Assisting Diploma Program Course Requirements | | |
|--|--|---------------------|
| Course Number | Course Title | Credit Hours |
| CS102 | Introduction to PCs | 3.00 |
| CS210 | Microsoft Office Word | 1.50 |
| EN111 | College English | 4.50 |
| MS101 | Medical Law & Ethics | 2.00 |
| MS102 | Medical Terminology | 3.00 |
| MS103 | Pharmacology | 4.00 |
| MS104 | Medical Bookkeeping | 3.00 |
| MS105 | Medical Lab Procedures I | 3.00 |
| MS107 | First Aid & CPR | 1.50 |
| MS109 | Medical Insurance & Coding | 3.00 |
| MS112 | Anatomy & Physiology | 4.00 |
| MS205 | Medical Lab Procedures | 3.00 |
| MS207 | Phlebotomy | 1.50 |
| MS208 | Diseases | 4.00 |
| MS215 | Medical Lab Procedures | 3.00 |
| MS220 | Externship – 180 Hours | 6.00 |
| MT103 | Business Math | 3.00 |
| OP221 | Professional Development/Office Procedures | 3.50 |
| TP111 | Keyboarding/Typing I | 3.00 |
| Total Program Credits | | 59.5 |

Medical Office Administration – Diploma Program – 9 Months

The Medical Office Administration program is designed for students seeking to train for a career in a medical office environment. The program includes training in general office skills, computer skills, medical office procedures, and medical insurance and coding procedures. During the externship component of the program, students will apply the skills learned during the classroom training in actual medical settings. Graduates of this program will be qualified for a variety of entry-level front-office positions in the medical field including patient account clerks, medical billers, office administrators, and medical records specialists. Immediately upon graduation from this program, graduates are eligible to take a national certification exam to become a nationally certified Medical Office Administrators and nationally certified Billing and Coding Specialists. Graduates of the program will receive a diploma.

| Medical Office Administration Diploma Program Course Requirements | | |
|--|--|---------------------|
| Course Number | Course Title | Credit Hours |
| CS102 | Introduction to PCs | 3.00 |
| CS204 | Microsoft Office Word/Excel | 3.00 |
| EN111 | College English | 4.50 |
| MS101 | Medical Law & Ethics | 2.00 |
| MS102 | Medical Terminology | 3.00 |
| MS103 | Pharmacology | 4.00 |
| MS104 | Medical Bookkeeping | 3.00 |
| MS105 | Medical Lab Procedures I | 3.00 |
| MS107 | First Aid & CPR | 1.50 |
| MS109 | Medical Insurance & Coding | 3.00 |
| MS112 | Anatomy & Physiology | 4.00 |
| MS116 | Medical Office Management | 3.00 |
| MS251 | Externship – 120 Hours | 4.00 |
| MT103 | Business Math | 3.00 |
| OP221 | Professional Development/Office Procedures | 3.50 |
| TP111 | Keyboarding/Typing I | 3.00 |
| TP112 | Keyboarding/Typing II | 3.00 |
| Total Program Credits | | 53.5 |

Massage Therapy – Diploma Program – 9 Months

The Massage Therapy diploma program is a comprehensive program that meets the requirements of the American Massage Therapy Association. This program gives students the theoretical and practical knowledge and business skills necessary to practice in the field of massage. The program provides students with the opportunity to study anatomy and physiology, massage fundamentals, business and success skills, and health and wellness. Hands-on learning is the focus throughout the entire program allowing students to practice various massage techniques including neuromuscular therapy, chair massage, and Oriental medicine that are in demand in massage today. Upon graduation, students will receive diplomas and be qualified to seek entry-level positions as clinical, medical, or deep tissue massage therapists in wellness clinics and centers, spa environments including resorts and franchises, and self-employment.

| Massage Therapy Diploma Program Course Requirements | | |
|---|--|--------------|
| Course Number | Course Title | Credit Hours |
| BA215 | Business Mastery – Organization and Management | 1.50 |
| BA216 | Business Mastery – Marketing | 1.50 |
| MG111 | Swedish/Deep Tissue Massage – Torso | 2.00 |
| MG112 | Swedish/Deep Tissue Massage – Upper Extremities | 2.00 |
| MG113 | Swedish/Deep Tissue Massage – Lower Extremities | 2.00 |
| MG114 | Swedish/Deep Tissue Massage – Head, Face, & Neck | 1.50 |
| MG116 | Documentation Skills | 1.00 |
| MG121 | Musculoskeletal Anatomy and Kinesiology – Torso | 1.00 |
| MG122 | Musculoskeletal Anatomy and Kinesiology – Upper Extremities | 1.00 |
| MG123 | Musculoskeletal Anatomy and Kinesiology – Lower Extremities | 1.00 |
| MG124 | Musculoskeletal Anatomy and Kinesiology – Head, Face, & Neck | 1.00 |
| MG131 | Chair Massage | 1.50 |
| MG132 | Hydrotherapy | 1.00 |
| MG133 | Oriental Medicine | 1.50 |
| MG153 | AIDS Education & CPR/First Aid | 0.50 |
| MG203 | Intro to Reflexology | 1.50 |
| MG211 | Case Management for Musculoskeletal Pathologies – Upper Body | 1.50 |
| MG212 | Case Management for Musculoskeletal Pathologies – Lower Body | 1.50 |
| MG221 | Neuromuscular Therapy – Torso | 2.50 |
| MG222 | Neuromuscular Therapy – Upper Extremities | 2.50 |
| MG223 | Neuromuscular Therapy – Lower Extremities | 2.00 |
| MG224 | Neuromuscular Therapy – Head, Face, and Neck | 2.50 |
| MG226 | Rehabilitation Protocols | 1.50 |
| MG231 | Anatomy and Physiology – Basic Chemistry, Integumentary and Musculoskeletal Systems | 1.00 |
| MG232 | Anatomy and Physiology – Senses, the Nervous and Endocrine Systems | 1.50 |
| MG233 | Anatomy and Physiology – Blood, Heart and Vascular and Lymphatic Systems | 1.50 |
| MG234 | Anatomy and Physiology – Body Temperature and Fluids and Respiratory, Digestive, Urinary, and Reproductive Systems | 1.50 |
| MG241 | Clinical Pathology – Integumentary, Musculoskeletal, Nervous, and Circulatory Systems | 1.00 |
| MG242 | Clinical Pathology – Digestive, Endocrine, Urinary, and Reproductive Systems | 1.00 |
| MG252 | Clinical Practicum | 1.00 |
| MG253 | Clinical Practicum | 1.00 |
| MG254 | Clinical Practicum | 1.00 |
| MG255 | Clinical Practicum | 1.00 |
| MG260 | NCE Review | 1.50 |
| OR101 | Orientation 1 | 2.00 |
| OR102 | Orientation 2 | 1.50 |
| Total Program Credits | | 52.0 |

Course Descriptions

Course Numbering System

The courses currently listed for each program will be taught as described during the time covered by this catalog. Additional courses may be added later and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited based on course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of Gwinnett College.

Course numbers are composed of a two or three letter alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Numeric course numbers in the 200s identify courses that are more advanced. These courses are typically taken after the completion of prerequisite courses in the first or second year of study.

| | |
|----|-------------------------|
| BA | Business Administration |
| CS | Computer Science |
| EN | English |
| HS | History |
| MG | Massage Therapy Studies |
| MN | Management |
| MS | Medical Studies |
| MT | Mathematics |
| OP | Office Procedures |
| OR | Orientation |
| PY | Psychology |
| PT | Personal Training |
| SC | Science |
| SP | Speech |
| TP | Keyboarding/Typing |
| YT | Yoga Teacher |

Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

Business Administration

BA215 Business Mastery – Organization and Management (1.5-Quarter Credits)

Prerequisite: OR101

This course provides the students with the most pertinent business information and knowledge necessary to open a successful and conscious massage practice and/or to prepare students to practice massage within existing businesses and in working with other health care professionals. Emphasis is placed on business organization and management.

BA216 Business Mastery-Marketing – (1.5-Quarter Credits)

Prerequisite: OR101

This course students with the most pertinent business information and knowledge necessary to open a successful and conscious massage practice and/or to prepare students to practice massage within existing businesses and in working with other health care professionals. Emphasis is placed on business marketing.

Computer Science

CS102 Introduction to PCs – (3.00-Quarter Credits)

Prerequisite: None

This course will introduce the student to the essential concepts of computer hardware and software, basic concepts of Windows, and Microsoft Internet Explorer. The student will use hands-on applications to apply concepts learned.

CS201 Microsoft Office Word – (1.50-Quarter Credits)

Prerequisite: CS102

This course reviews Windows fundamentals and trains in the fundamentals of the Microsoft Office family specifically including Microsoft Word applications. A student who has passed CS204 may use that grade in lieu of taking CS201. CS204 includes both Microsoft Office Word and Microsoft Office Excel whereas CS201 only includes Microsoft Office Word. The same material is used for the Microsoft Office Word components.

CS202 Microsoft Office Excel – (1.50-Quarter Credits)

Prerequisite: CS102

In this course, students will review Windows fundamentals and train in the fundamentals of the Microsoft Office family including Microsoft Excel applications.

CS204 Microsoft Office Word/Excel – (3.00-Quarter Credits)

Prerequisite: CS102

In this course, students will review Windows fundamentals and trains in the fundamentals of the Microsoft Office family including Microsoft Word and Microsoft Excel applications.

CS205 Microsoft Office PowerPoint/Access – (3.00-Quarter Credit)

Prerequisite: CS102

This course provides training in the Microsoft Office family using Microsoft PowerPoint and Access applications.

CS208 Advanced Word – (3.00-Quarter Credits)

Prerequisite: CS201 or CS204

This course is designed to expand the student's knowledge of Microsoft Word from the entry level to prepare student for beginning Word MOS Certification.

CS217 Advanced Excel – (3.00-Quarter Credits)**Prerequisite: CS202 or CS204**

In this course, Microsoft Excel features and functions are used to develop worksheets, change appearances, incorporate formulas, advanced printing, graphics, and linking using basic and advanced techniques.

English**EN111 College English – (4.50-Quarter Credits)****Prerequisite: None**

This course will give students a thorough review of basic sentence fundamentals, punctuation, mechanics, and grammar. Spelling and the Five C's of Good Business Writing will also be included.

EN221 Composition – (4.00-Quarter Credits)**Prerequisite: EN111**

The primary purpose of this course is to provide a basic framework that will allow the student to write the five-part college essay effectively. Principles of writing, reading, grammar, and spelling are integrated, and concurrent activities are keyed to on-going lectures. Required writing assignments ensure that the student becomes familiar with several writing strategies and practices planning, organization, and correct usage of language. The course includes keeping a weekly journal.

History**HS111 Contemporary History – (4.00-Quarter Credits)****Prerequisites: None**

This course helps students appreciate the importance of global history and its impact on current affairs. The Twentieth Century is the focus of this course.

Massage Therapy Studies**MG111 Swedish/Deep Tissue Massage-Torso – (2.00-Quarter Credits)****Prerequisite: OR 101**

This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the torso area of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances, these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG112 Swedish/Deep Tissue Massage-Upper Extremities – (2.00 Quarter Credits)**Prerequisite: OR101**

This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the upper extremities of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances, these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG113 Swedish/Deep Tissue Massage-Lower Extremities – (2.00-Quarter Credits)**Prerequisite: OR101**

This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the lower extremities of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances, these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG 114 Swedish/Deep Tissue Massage-Head, Face, & Neck – (1.50-Quarter Credits)**Prerequisite: OR101**

This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the head, face, and neck area of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances, these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG116 Documentation Skills – (1.00-Quarter Credits)**Prerequisite: OR 101**

This course covers the documentation requirements for health care professionals with regard to massage therapy treatments - Client history and SOAP charting. You will complete homework assignments that utilize the SOAP form. You will learn the basic abbreviations to SOAP charting.

MG121 Musculoskeletal Anatomy and Kinesiology – Torso – (1.00-Quarter Credits)**Prerequisite: OR101**

This course will cover the Axial skeleton and the muscles that cover the torso. This course will be designed to provide students with the factual knowledge of origins, insertions, and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG122 Musculoskeletal Anatomy and Kinesiology – Upper Extremities – (1.00-Quarter Credits)**Prerequisite: OR101**

This course will cover the Upper Extremity and the muscles that cover the Upper Extremity. This course will be designed to provide students with the factual knowledge of origins, insertions, and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG123 Musculoskeletal Anatomy and Kinesiology – Lower Extremities – (1.00-Quarter Credits)**Prerequisite: OR101**

This course will cover the Lower Extremity and the muscles that cover the Lower Extremity. This course will be designed to provide students with the factual knowledge of origins, insertions, and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG124 Musculoskeletal Anatomy and Kinesiology – Head, Face, & Neck – (1.00-Quarter Credits)

Prerequisite: OR101

This course will cover the Head/Neck and the muscles that cover the Head/Neck. This course will be designed to provide students with the factual knowledge of origins, insertions, and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG131 Chair Massage – (1.50-Quarter Credits)

Prerequisite: OR101

This course offers theory, practical techniques, and business principles designed for seated massage. The course will approach the application of seated massage from three vantage points: as a relaxation tool, as a marketing tool and as a therapeutic tool. The student is expected to have a basic knowledge of the anatomy of the muscular and skeletal system and be able to identify the attachments of the superficial muscles.

MG132 Hydrotherapy – (1.00-Quarter Credits)

Prerequisite: OR101

This course introduces the valuable use of adjunctive modalities in massage therapy such as hot and cold treatments. The course also provides an understanding of the cycles of muscle spasm and dysfunction, the physiology of pain and a basic massage therapy approach to injury management.

MG133 Oriental Medicine – (1.50-Quarter Credits)

Prerequisite: OR101

This course is designed to introduce the student to Eastern medical philosophy and explain the theoretical foundations of Oriental medicine. The course will explore several methods of Oriental diagnosis and several treatment modalities. The course will provide an understanding of the importance of self-cultivation and the concept of Chi, the principles and practice of Tai Chi Chuan and Chi Kung, the theory of Yin/Yang, and the theory of the Five Elements.

MG152 CPR/First Aid – (0.50-Quarter Credits)

Prerequisite: None

The course is designed to meet the training requirements as established by the American Heart Association for Adult Heartsaver. A certificate will be issued upon successful completion. The goal of this course is to provide the knowledge and skills necessary in an emergency until professional medical help arrives. Students learn to recognize emergencies, make appropriate decisions regarding care and the necessary skills of a citizen responder acting as the first link in the emergency medical services system. Students will receive information on the prevention of injury and illness, with a focus on personal safety.

MG153 AIDS Education & CPR/First Aid – (1.00-Quarter Credits)**Prerequisite: OR101**

This course introduces the student to the pathological and immunological aspects of AIDS and provides information about universal precautions, the characteristics of the AIDS disease process, the effect treatment protocols may have on the selection of appropriate massage techniques and how the massage therapist should conduct themselves to prevent harm to their client and themselves. The course is also designed to meet the training requirements as established by the American Heart Association for Adult Heartsaver. A certificate will be issued upon successful completion. The goal of this course is to provide the knowledge and skills necessary in an emergency until professional medical help arrives. Students learn to recognize emergencies, make appropriate decisions regarding care and the necessary skills of a citizen responder acting as the first link in the emergency medical services system. Students will receive information on the prevention of injury and illness, with a focus on personal safety.

MG201 Lymphatic Drainage- (1.50-Quarter Credits)

This course will focus on lymphatic drainage massage/manual lymphatic drainage, and will allow a therapist to provide relief from edema for use in post-op treatments including plastic surgery and cancer.

MG203 Reflexology – (1.50-Quarter Credits)**Prerequisite: OR101**

This course introduces the beneficial uses of Reflexology in the practice of massage therapy. The student will learn a systematic treatment routine for influencing the energy pathways of the nervous, endocrine, circulatory, respiratory, and musculoskeletal systems. This course will provide the foundation of knowledge that will enable the therapist to utilize the practical, scientific, and clinical information presented in their massage practice.

MG204 Advanced Reflexology – (2.00-Quarter Credits)**Prerequisite: MG203**

This course builds on the skills learned in Reflexology. Students will have advanced study of reflexology of the feet. This course also introduces reflexology as it pertains to the hand, and be able to use it as a treatment routine for influencing the energy pathways for the body systems.

MG205 Aromatherapy – (2.0-Quarter Credits)**Prerequisite: None**

This course is designed for the advanced student. Materials covered in this course are aromas, their usage in alternative therapies, and their usage for the massage therapist. Students will also have a basic understanding as to the different types of essential oils, their uses, and positive treatment options for clients.

MG208 Massage Modalities – (1.5-Quarter Credits)

This course is designed for the advanced student. Knowledge of Swedish and Deep Tissue massage is necessary. Class time will be spent learning specialized techniques for unique situations.

MG211 Case Management for Musculoskeletal Pathologies for Musculoskeletal Pathologies-Upper Body – (1.50-Quarter Credits)

Prerequisite: OR101, MG 111-MG114 & MG121-MG124 completed or substantially completed with Administrative approval.

This course will provide student with tools to evaluate common musculoskeletal conditions related to the upper body with which a client presents and determine whether to treat or refer the client, where to begin to treat, and to be able to document to what degree the client is making progress with their massage treatment. Students will be taught how to perform a visual inspection and postural analysis of the entire body, to perform myofascial palpation, range of motion analysis, muscle function analysis and several special musculoskeletal tests for each region of the body. Students will practice developing treatment plans, applying massage skills and practice skills.

MG212 Case Management and Assessment for Musculoskeletal Pathologies-Lower Body – (1.50-Quarter Credits)

Prerequisite: OR101, MG111-MG114 & MG121-MG124 completed or substantially completed with Administrative approval.

This course will provide student with tools to evaluate common musculoskeletal conditions related to the lower body with which a client presents and determine whether to treat or refer the client, where to begin to treat, and to be able to document to what degree the client is making progress with their massage treatment. Students will be taught how to perform a visual inspection and postural analysis of the entire body, to perform myofascial palpation, range of motion analysis, muscle function analysis and several special musculoskeletal tests for each region of the body. Students will practice developing treatment plans, applying massage skills and practice skills.

MG216 Positive Release/Structural Integration – (3.5-Quarter Credits)

Prerequisite: Massage Therapy diploma program completed or substantially completed.

The course will focus on fascial release and Rolfing techniques, and that will allow a therapist to manipulate soft tissue to assist the alignment of a client's body for increased well-being.

MG221 Neuromuscular Therapy-Torso – (2.50-Quarter Credits)

Prerequisite: OR102, MG 111-MG114 & MG 121-MG124 completed or substantially completed with Administrative approval.

This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a systematic fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG222 Neuromuscular Therapy – Upper Extremities – (2.50-Quarter Credits)

Prerequisite: OR 102, MG 111-MG114 & MG 121-MG124 completed or substantially completed with Administrative approval.

This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a systematic fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG223 Neuromuscular Therapy – Lower Extremities – (2.00-Quarter Credits)

Prerequisite: OR102, MG 111-MG114 & MG 121-MG 124 completed or substantially completed with Administrative approval.

This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a systematic fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG224 Neuromuscular Therapy-Head, Face, & Neck – (2.50-Quarter Credits)

Prerequisite: OR102, MG 111-MG114 & MG 121-MG124 completed or substantially completed with Administrative approval.

This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a systematic fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG225 NMT Capstone – (2.00-Quarter Credits)

Prerequisite: MG111-MG114, MG221-MG224

This course involves advance studies of neuromuscular therapy and how it pertains to client wellness. Students will be expected to have strong foundational and functional skills in massage therapy. Students will have hands-on practice to apply the skills learned.

MG226 Rehabilitation Protocols – (1.50-Quarter Credits)

Prerequisite: OR101

Introduce the valuable use of rehabilitation protocols in massage therapy such as strengthening, stretching, and mobilization exercises. This course provides the foundation of knowledge that will enable the graduate therapist to utilize the practical, scientific, and clinical information presented in their massage therapy practice.

MG231 Anatomy & Physiology-Basic Chemistry, Integumentary, and Musculoskeletal Systems – (1.00-Quarter Credits)

Prerequisite: OR102

This class explores the structure and function of the human body in a system-by-system approach. This course will cover basic chemistry, the Integumentary System, the Skeletal System, and the Muscular System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG232 Anatomy & Physiology-Senses, Nervous, and Endocrine Systems – (1.50-Quarter Credits)

Prerequisite: OR102

This class explores the structure and function of the human body in a system-by-system approach. This course will cover the Nervous System, Senses, and Endocrine System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG233 Anatomy & Physiology-Blood, Heart, Vascular, and Lymphatic Systems – (1.50-Quarter Credits)

Prerequisite: OR102

This class explores the structure and function of the human body in a system-by-system approach. This course will cover blood, the heart, the Vascular System, and Lymphatic System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG234 Anatomy & Physiology-Body Temperature and Fluids and Respiratory, Digestive, Urinary, and Reproductive Systems – (1.50-Quarter Credits)

Prerequisite: OR102

This class explores the structure and function of the human body in a system-by-system approach. This course will cover the Respiratory System, the Digestive System, body temperature, the Urinary System, the Reproductive System, and Fluid Electrolyte and Acid Base Balance. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG239 Introduction to Nutrition – (3.0-Quarter Credits)

The course is designed for students be able to understand nutrition information and gain practical consumer-oriented knowledge. Students will collect dietary data and analyze nutrient composition and then compare that information to the recommended intakes. Basic information on classifications, functions, metabolism, and symptoms will be discussed.

MG241 Clinical Pathology- Integumentary, Musculoskeletal, Nervous, and Circulatory Systems – (1.00-Quarter Credits)

Prerequisite: OR102

This course provides students with a fundamental understanding of common dermatological disorders, common musculoskeletal and neurological conditions, common circulatory disorders, endangerment sites, and hygienic methods for massage therapists.

MG 242 Clinical Pathology-Digestive, Endocrine, Urinary, and Reproductive Systems – (1.00-Quarter Credits)

Prerequisite: OR102

This course provides students with a fundamental understanding of common dermatological disorders, common disorders of the lymph and immune systems, respiratory, digestive, urinary, endocrine, and reproductive systems, endangerment sites and hygienic methods for massage therapists. Basic understanding of alcoholism, cancer, fatigue, insomnia, postoperative situations and substance abuse are covered in the course.

MG252 Clinical Practicum – (1.00-Quarter Credits)

Prerequisite: OR102, MG111-MG114 & MG121-MG124 completed or substantially completed with Administrative approval.

This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history, and SOAP notes for each session held. Following office decorum, answering phones, completing files, and filing will be practiced.

MG253 Clinic Practicum – (1.00-Quarter Credits)

Prerequisite: OR102, MG 111-MG114 & MG121-MG124 completed or substantially completed with Administrative approval.

This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history, and SOAP notes for each session held. Following office decorum, answering phones, completing files, and filing will be practiced.

MG254 Clinic Practicum – (1.00-Quarter Credits)

Prerequisite: OR102, MG111-MG114 & MG 121-MG124 completed or substantially completed with Administrative approval.

This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history, and SOAP notes for each session held. Following office decorum, answering phones, completing files, and filing will be practiced.

MG255 CLINIC PRACTICUM – (1.0-Quarter Credits)

Prerequisite: OR102, MG111-MG114 & MG121-MG124 completed or substantially completed with Administrative approval.

This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete a minimum of 15 hours of massage, complete client history, and SOAP notes for each session held. Follow office decorum, answering phones, completing files, and filing will be practiced. The student is to market themselves through business cards and flyers. Student will perform 15-minute chair massages or with the Campus Director or designee approval, table massage may be substituted free. Student can design their own “community event” or choose from a selection posted on Gwinnett College - Sandy Springs’s Community Event Board.

MG 260-NCE Review – (1.50-Quarter Credits)

Prerequisite: OR102

This course prepares the student to take the National Certification Exam (NCE) for massage therapists. The course covers the various subjects by reviewing sample questions and answers. Students who find that they need a more in-depth review may use the text material.

Management**MN201 Principles of Management – (4.50-Quarter Credits)**

Prerequisite: None

The basic functions and skills of management and supervision are covered. These include planning, organizing, staffing, and controlling.

Mathematics**MT103 Business Math – (3.00-Quarter Credits)**

Prerequisite: None

This course will give the student a review of basic mathematical operations and their application to business activities. Developing knowledge and skill in the use of the electronic ten-key calculators is included.

MT201 College Algebra – (4.00-Quarter Credits)**Prerequisite: MT 103.**

This course is an introduction to algebra and covers equations, functions, graphing, linear and quadratic equations.

Medical Studies**MS101 Medical Law & Ethics – (2.00-Quarter Credits)****Prerequisite: None**

This course is designed to provide information on the medical assistant's legal and ethical responsibilities as it relates to litigation, the office environment, patient relations, and jurisprudence.

MS102 Medical Terminology – (3.00-Quarter Credits)**Prerequisite: None**

In this course, emphasis is placed on root words, common medical abbreviations, symbols, and prefixes/suffixes.

MS103 Pharmacology – (4.00-Quarter Credits)**Prerequisite: MT103**

This course is an introduction to drug administration, use of Physician's Desk Reference, drug classifications, and the actions and adverse effects on body systems.

MS104 Medical Bookkeeping – (3.00-Quarter Credits)**Prerequisite: CS102**

This course covers basic bookkeeping including manual and computerized systems. Emphasis is placed on practical applications of patient scheduling, billing, and record-keeping.

MS105 Medical Lab Procedures I – (3.00-Quarter Credits)**Prerequisite: None**

In this course, vital signs, patient interviewing and preparations, OB/GYN assistance, care of the infant child, infection control, and barrier precautions are studied. A minimum grade of "C" or better is required for completion of this course.

MS107 First Aid & CPR – (1.50-Quarter Credits)**Prerequisite: None**

In this course, the student will learn to perform cardiopulmonary resuscitation on adults, infants and children, and minor medical office first aid procedures. Upon successful completion, the student will have the skills to be certified in CPR. Minimum grade of "C" or better needed to exit this course.

MS209 Medical Insurance & Coding – (3.00-Quarter Credits)**Prerequisite: None**

In this course, both ICD-10 and CPT coding will be taught as well as Champus, Medicare, Medicaid, Workers' Compensation, and private insurance claims.

MS110 Introduction to Insurance – (3.00-Quarter Credits)**Prerequisite: None**

This course introduces students to current trends in the healthcare industry and discusses both hospital and outpatients services. Group insurances such as HMO's, PPO's, and traditional plans are explored as well as governmental insurance plans such as Medicare and Medicaid. Students will also gain a basic understanding of ICD and CPT codes.

MS112 Anatomy & Physiology – (4.00-Quarter Credits)**Prerequisite: MS102**

This course covers the structure and functions of the 11 body systems.

MS116 Medical Office Management – (3.00-Quarter Credits)**Prerequisite: MS102**

This course is designed to help improve the relationship between health care consumers and health care providers. Students will reinforce customer service skills in outpatient settings while learning the art of communication, systematic office procedures, and financial management concepts essential in preparing medical office assistants for careers in today's medical offices.

MS205 Medical Lab Procedures – (3.00-Quarter Credits)**Prerequisite: MS105**

This course concentrates on 12-lead electrocardiography; sterile tray setup for minor office surgical procedures; intramuscular, intradermal, and subcutaneous injections. Minimum grade of "C" or better needed to exit this course.

MS207 Phlebotomy – (1.50-Quarter Credits)**Prerequisite: MS105**

In this course, students will learn to perform venipuncture using the vacutainer, syringe, and capillary methods. Minimum of grade of "C" or better needed to exit this course.

MS208 Diseases – (4.00-Quarter Credits)**Prerequisite: None**

In this course, the student learns basic information about many common diseases including testing procedures, recognizing signs & symptoms, and prevention.

MS210 ICD & CPT Coding – (3.00-Quarter Credits)**Prerequisite: MS 109 or MS 110**

In this course, ICD-9 and CPT coding is applied to examples to simulate the professional coding experience.

MS211 Physician & Outpatient Coding – (3.00-Quarter Credits)**Prerequisite: MS109 or MS110**

This course allows students to apply coding guidelines of ICD & CPT to case scenarios for the different specialties. The course is designed around cases in outpatient and inpatient facilities.

MS212 Medical Insurance & Reimbursement – (3.0-Quarter Credits)**Prerequisite: MS109 or MS110**

This course allows students to apply the knowledge that was gained through ICD & CPT and begin practicing the linking component of ICD & CPT. Students will learn to document and record the services provided in an outpatient setting. Students will discuss compliance and medical necessity within this course.

MS215 Medical Lab Procedures – (3.00-Quarter Credits)**Prerequisite: MS105**

This course introduces clinical laboratory, including basic hematology, serology, and microbiology. Colon procedures and radiology are also covered. Students will perform common reagent tests, hematocrit, glucometer tests and sedimentation rate as well as physical, chemical and microscopic urinalysis. Minimum grade of "C" or better needed to exit this course.

MS220 Externship – (6.00-Quarter Credits)

Prerequisite: All medical classes completed or substantially completed and all clinical classes completed with Administrative approval.

In this course, students will put all of their learning to the test in a real world setting. The students work 180 hours in a typical medical assistant setting. The externship is required to be completed in the student's last quarter.

MS221 Externship – (2.00-Quarter Credits)

Prerequisite: All medical classes completed or substantially completed and all clinical classes completed with Administrative approval.

In this course, students will put all of their learning to the test in a real world setting. The students work 60 hours in a typical medical assistant setting. The externship is required to be completed in the student's last quarter.

MS251 Externship – (4.00-Quarter Credits)

Prerequisite: All medical classes completed or substantially completed with Campus Director or designee approval.

In this course, students will put all their learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical medical office setting. The externship is required to be completed in the student's last quarter.

Office Procedures**OP221 Professional Development/Office Procedures – (3.50-Quarter Credits)**

Prerequisite: None

This course transitions the student from student to employee and concludes with a mock job interview. Work ethics, job search, resume writing, completing applications, job interview skills, and continuing education are emphasized. The course provides students with basic training in records management and telephone techniques.

Orientation Studies**OR101 Orientation I – (2.00-Quarter Credits)**

Prerequisite: None

The Orientation I class is designed to introduce the student to the basic terminology, muscles, bones, and Swedish hands-on strokes that the student will need to begin classes in Massage Therapy.

OR102 Orientation 2 – (1.50-Quarter Credits)

Prerequisite: OR101, MG111-MG114, MG121-MG124

The Orientation 2 class is designed to introduce the student to basic Anatomy and Physiology, NMT trigger points, basic background and theories, and an orientation into Clinic practicum.

Personal Training**PT151 Exercise Programming and Prescription I – (6.0-Quarter Credits)**

Prerequisite: MG121-MG124 or similar coursework in musculoskeletal anatomy and kinesiology.

This course is an introduction into the field of personal training. This course covers the foundations of exercise science, the rationale for exercise training, and understanding the muscular, skeletal, and cardiovascular systems as they relate to training. This course covers the foundations of training concepts, including building cardiorespiratory, plyometrics, and speed. The student will be covering concepts of creating an exercise program for clients while covering chronic health limitation.

Psychology

PY111 Introduction to Psychology – (4.00-Quarter Credits)

Prerequisite: None

This course introduces the student to the science of psychology. The student will acquire the basic knowledge and understanding of human behavior and the mental process and their impact on every day human interactions.

Science

SC211 The Global Environment – (4.00-Quarter Credits)

Prerequisite: MT 103

This course enables students to understand and gain a conceptual awareness of the science around us in our everyday lives.

Sports Massage

SM210 Sports Massage – (3.5-Quarter Credits)

Prerequisite: MG111-MG114, MG 121-MG124

This course will prepare students for various environments in which they can be expected to work. Advanced studies of assisted stretching, soft tissue manipulation, and kinesiology will be covered. The students will have hands-on practice to apply the skills learned.

Speech

SP201 Introduction to Public Speaking (4.50-Quarter Credits)

Prerequisite: None

This course exposes the student to the basic elements of many types of verbal and nonverbal communication, thus preparing the student for speaking in front of other people. Emphasis is placed on the various types of speeches and the presentation methods of each.

Keyboarding/Typing

TP111 Keyboarding/Typing I – (3.00-Quarter Credits)

Prerequisite: None

This course is designed as an introduction to basic typing skills. It presents the student with the challenges of basic computer skills and mastering the keyboard. Minimum typing speed of 20 words per minute required to exit course.

TP112 Keyboarding/Typing II – (3.00-Quarter Credits)

Prerequisite: TP111

This course is designed to continue the development of typing and a working knowledge of document development. It presents the student with challenges of accuracy and speed, letter styles, memorandums and reports. An introduction and/or review of word processing are presented based on the needs of the students. A minimum of 30 words per minute required to exit course.