Infinity College

Student Catalog
2026-2027

Infinity College participates in the State Authorization Reciprocity Agreements

"Licensed by the Louisiana Board of Regents and adheres to the rules and regulations.
of the Proprietary Schools, Advisory Commission."
Infinity College is Accredited by the Commission of the Council on Occupational Education
Infinity College is Accredited by ASHP-ACPE
Infinity College is Accredited by LSBPNE
Infinity College is an Academic Degree Granting Institution
Infinity College is recognized as an Institution of Higher Learning

College Jurisdiction

Infinity College reserves the right to modify the offering of courses, programs of study, tuition, hours of classes, the calendar, and any other material listed in this catalog or herein attached or inserted. The information in this catalog is true and correct in content and policy. However, changing conditions and requirements, content and policy may dictate such changes at any time in which the catalog will be updated to reflect the change(s).

*Students will graduate under the catalog/enrollment agreement in which they initially enrolled under. If Infinity College decides to increase or decrease clock hours, the students will need to agree and will also be required to sign a new enrollment agreement.

NOTE: Practical Nursing students' policies and procedures may differ from other programs offered at Infinity College. Please see the Practical Nursing student catalog for more specific program information.

Infinity College adheres to the policies of COVID-19 and any general communicable disease including but not limited to social distancing, sanitizing, face coverings (masks) etc. For specific policy information, please see Administration.

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POLICY Infinity College does not discriminate on the basis of sex in the education programs and activities it operates, including but not limited to admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignments, grading, recreation, extracurricular activities, and employment. Infinity College is committed to offering an education and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression ("Sex Discrimination"), and free from Sexual Violence (including sexual assault) and Relationship Violence (including domestic violence, dating violence, and stalking). Such discrimination is inconsistent with Infinity College's values and is prohibited by law, including by Title IX of the Education Amendments of 1972 ("Title IX"). 56
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CAMPUS INFORMATION

Mission Statement

Infinity College is committed to serving the unique academic and social needs of our students in a learning environment that instills intellectual freedom enabling them to acquire skills that lead to career advancement in our ever-changing society.

Vision Statement

Infinity College provides an atmosphere of academic excellence where students and employees can achieve their full potential. Infinity College's education network instills the necessary skills so that graduates and employees can be responsive to socioeconomic, technological, and environmental challenges in a complex and shifting society.

Institutional Philosophy

Infinity College seeks to enhance and stimulate intellectual growth while concentrating on personal development and potential for career advancement. Infinity College offers the skills to help graduates succeed in Allied Health careers that will aid them in communicating effectively, thinking analytically, and advancing professionally and personally.

Core Values

The members of the Infinity College community maintain a culture that:

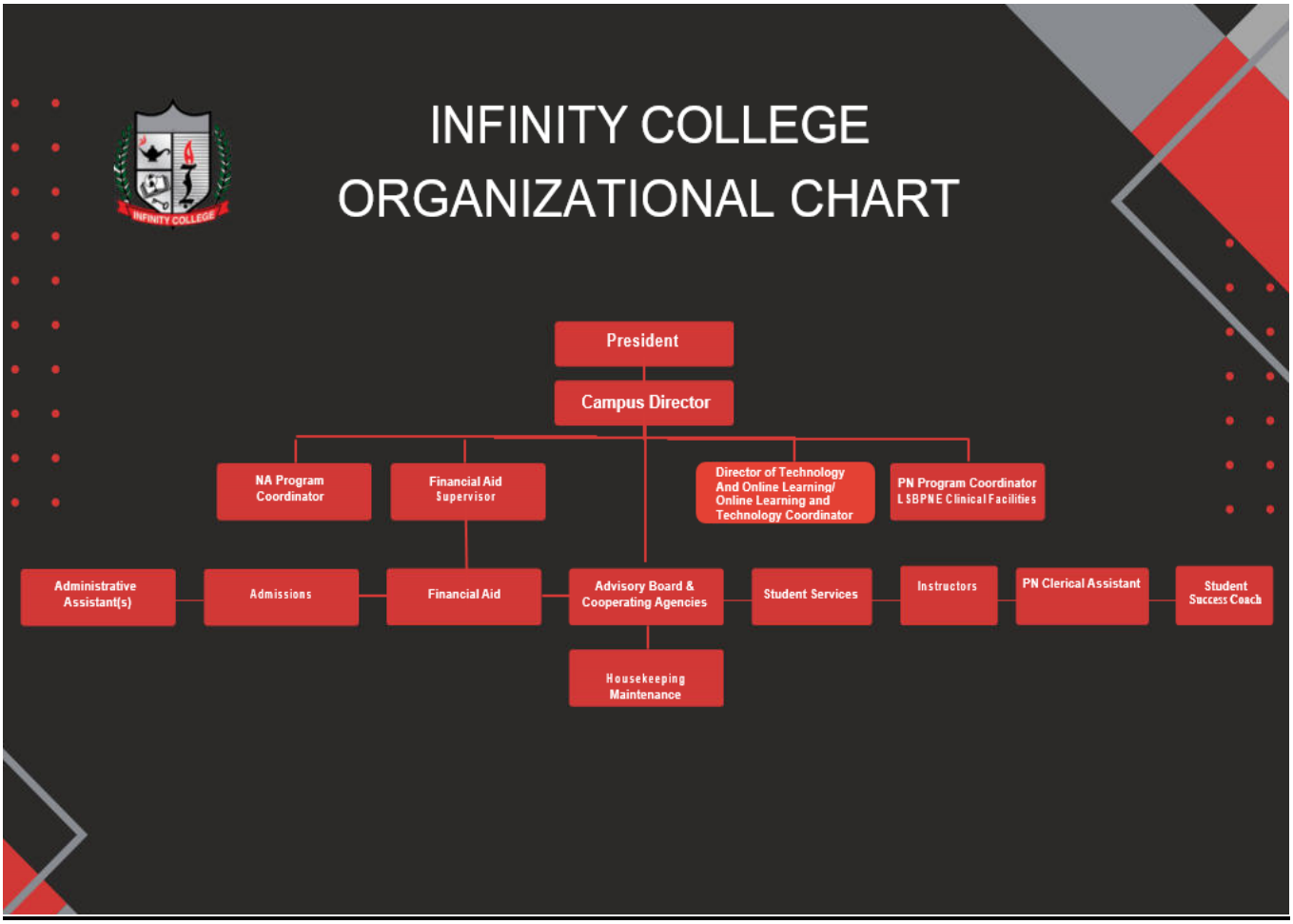
- Adheres to personal academic and intellectual integrity.
- Embraces the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community.
- Values an environment for the free expression of ideas, opinions, thoughts, and differences in people.
- Respects the rights, dignity, and property of all.
- Trustworthiness
- Fulfilling Our Potential
- Valuing Ourselves
- Community Involvement
- Leadership
- Integrity
- Learning
- Collaborative Partnerships

Goals

Infinity College has identified goals that guide planning and resource allocation throughout the college. These goals are intended to be aspirations in that they are assumed to inspire, to guide, and to be on-going. Each goal should result in a number of long-term and annual initiatives that support progress toward accomplishing the broader aspiration. The goals are:

- To offer high-quality programs
- To build and maintain a student-centered college
- To promote and celebrate diversity
- To foster a strong college community
- To enhance and support regional development and outreach

Organization Structure



Chain of Command Policy

Infinity College encourages students to resolve questions, concerns, or complaints promptly and at the level closest to the issue. Students should first communicate with the instructor or staff member directly involved when appropriate. If the matter is not resolved, the student should

contact the applicable Program Coordinator, Student Services representative, or department supervisor.

If the concern remains unresolved, the student may submit the matter to the Campus Director. Matters that cannot be resolved at that level may be referred to the President for final institutional review, consistent with the College's grievance and complaint procedures.

Formal complaints should be submitted in writing and should include the student's name and contact information, the date, a clear description of the concern, any relevant supporting documentation, and the resolution requested. Infinity College will review complaints in a fair and timely manner and will communicate the outcome to the student in writing when appropriate.

Use of the College's chain of command is intended to support timely internal resolution and does not limit or prohibit a student's right to contact an accrediting agency, licensing or regulatory authority, law-enforcement agency, or other governmental entity. Students should refer to the Grievance Policy, Complaint Procedure, and SARA Student Complaint Process in this catalog for additional procedures and external complaint options.

Campus Facility

Infinity College is located at 2600 Louisiana Avenue, Lafayette, LA 70501. Infinity College currently offers the following programs: Medical Assistant, Phlebotomy and EKG Technician, Pharmacy Technician Training, Medical Insurance Billing & Coding Specialist (offered online and on-campus), Nursing Assistant, Practical Nursing, Associate of Applied Science in Healthcare Management (online), Associate of Applied Science in Information Technology (online), Associate of Applied Science in Legal Studies (online), Associate of Applied Science in Social Work (online), and Associate of Applied Science in Business Management (online).

The campus facility is a single-story facility that is equipped with several classrooms, a break room area, offices, multi-purpose room, and a reception area. Students will learn by utilizing various types of medical and office equipment and computers. The class ratio is 1 Instructor per 20 students for most programs.

Affiliations

Louisiana Board of Regents
LSPBNE
National Center for Competency Testing
Louisiana Department of Health (LDH)
GI Bill® Acceptance-VA
COE
National ACT Testing site –**Test Center Code: 237500**
National Healthcare Association
National Technical Honor Society
Louisiana Board of Pharmacy
GED Skills Training (in-house)
ASHP-ACPE
PTCB

Staff and Faculty

(Subject to change- See Administration for Addendums)

Administration	
Name	**Title**
Dr. Sherica Davis, RN	President
Shauniki Davis, MPA	Campus Director
Denise Nichols	Student Success Coach
Kyle Sweezy, RN	Program Coordinator-Practical Nursing/Nursing Assistant
Pamela Robinson, RN	Program Coordinator-Nursing Assistant
Florence Rogers, A.S.	Administrative Assistant
Michelle Boyd, BS	Director of Online Learning and Technology
Jarvis Lee, AS	Online Coordinator of Learning and Technology
Carolyn Nelson	Admissions
Angela Babineaux	Admissions
Bouvanne Souvannarath, B.S.	Financial Aid Supervisor
Jo Ann Boudreaux, B.S.	Financial Aid Director
Theoadora Benoit	Financial Aid Officer
Aglaia Venters, PhD	Student Services Coordinator
Kendra Davis	PN Administrative Assistant
Joshayla Thibodeaux, CPhT	Program Director/Instructor

Faculty				
Name	***FT or PT***	***Degree Conferred***	***Conferring Institution***	***Program***
Rogers, Florence	Full-time	Associate	American Intercontinental University	CPR Instructor
Arvie, Katina	Part-time	PT Diploma	Remington College	Phlebotomy Technician
Campbell, Mikahyla	Part-time	CPhT	OJT- Walgreens Educational Program	Pharmacy Technician Training
Gilliam, Iantha	Part-time	CPhT	UTA	Pharmacy Technician Training
Meaux, Scott	Part-time	CPhT	Delta Schools / High School	Pharmacy Technician Training
Thibodeaux, Joshayla	Part-time	CPhT	Infinity College/SLCC	Pharmacy Technician Training
Thierry, Aricka	Full-time	CPhT	OJT	Pharmacy Technician Training
Leopaul, Rachel	Part-time	CBCS/Associate	Infinity College	Medical Insurance Billing & Coding Specialist
Zenon, Abby	Part-time	CIBCS/ CMAA	LTC/LSUE	Medical Insurance Billing & Coding Specialist
Anderson, Sharlene	Full-time	LPN	Infinity College	Nursing Assistant
Galantowicz, Paul	Part-time	LPN/Masters	Creighton University	Nursing Assistant
Robinson, Pamela	Part-time	RN	El Centro Community College	Nursing Assistant/Practical Nursing
Zenon, Abby	Part-time	LPN, CBCS	LTC/LSUE	Nursing Assistant
Ta'Ronce Williams	Full-time	High School	Remington College	Medical Assistant
Ambrose, Ethel	Part-time	MSN	McNeese State University University of Phoenix	Practical Nursing
Batiste, Adrienne	Full-time	RN	LSUE	Practical Nursing

Carmouche-Henry, Angela	Part-time	RN/MSN	Loyola University	Practical Nursing
Hawkins, LaKeriante	Full-time	RN/BSN	Nichols State University	Practical Nursing
Porche, Jennifer	Full-time	RN/BSN	University of Louisiana	Practical Nursing
Edwards, Tiffany	Part-time	RN	LSUE	Practical Nursing
Hamlin, Jasmine	Part-time	RN/BSN	Northwestern	Practical Nursing
Joseph, Melissa	Part-time	RN	LSUE	Practical Nursing
Lee, Christy	Part-time	RN/MSN/NP	Northwestern State University	Practical Nursing /Nursing Assistant
Narcisse, Lovenia	Part-time	RN/MSN	WGU	Practical Nursing / Nursing Assistant
Noel, Tranika	Part-time	RN/BSN	ULL	Practical Nursing
Sonnier, Stephanie	Full-time	RN	Western Governors University	Practical Nursing
Sweezy, Kyle	Full-time	RN/ASN	Louisiana State University-Eunice	Practical Nursing/Nursing Assistant
Turner-Harris, Karen	Part-time	RN	Charity Hospital School of Nursing	Practical Nursing
Associate degree Faculty				
Banks-Keith, Fallicia	Part-time	Masters	Franklin University	Associate of Applied Science in Healthcare Management
Bufalino, Lawrence	Part-time	Masters	University of Texas El Paso	Associate of Applied Science in Healthcare Management
Davis, Shauniki	Part-time	Masters	California State University	Associate of Applied Science in Healthcare Management **AA-Social Work**
DuBose, Sharika	Part-time	Bachelors	Winthrop University	Associate of Applied Science in Healthcare Management
Medellin, Jessica	Part-time	Masters	Weber State University	Associate of Applied Science in Healthcare Management
Murrell, Markeisha	Part-time	Doctorate	Touro University Worldwide	Associate of Applied Science in Business Management Associate of Applied Science in Social Work
Myrick, Devin Dr.	Part-time	Masters	Florida A&M University	Associate of Applied Science in Business Management
Paige, Timothy	Part-time	Masters	Trident University International	Associate of Applied Science in Business Management
Roman, Ashley Dr.	Part-time	Doctorate	University of Louisiana at Lafayette	Associate of Applied Science in Business Management
O'Gilvie, Paulette	Part-time	Doctorate	Capella University	Associate of Applied Science in Healthcare Management
Price, Lorri	Part-time	Masters/MSN	George Washington University	Associate of Applied Science in Healthcare Management
Williams, Shirley Dr.	Part-time	Doctorate	University of Phoenix	Associate of Applied Science in Healthcare Management
Davis, Sherica Dr.	Part-time	Doctorate	California Intercontinental University	Associate of Applied Science in Healthcare Management **AAS -Business Management** CPR Instructor
DeSouza, Juliana Dr.	Part-time	Doctorate	University of Phoenix	Associate of Applied Science in Healthcare Management
Nathal, Anthony, Dr. LMSW	Part-time	Doctorate	University of the Cumberlands	Associate of Applied Science in Healthcare Management **AAS- Social Work**
Medellin, Ray	Part-time	Bachelor's	Boston University	Associate of Applied Science in Healthcare Management **AAS- Social Work**

Hanna, Joel	Part-time	Masters	Columbus State University	Associate of Applied Science in Healthcare Management **AAS-Information Technology**
Udeigwe, Emeka	Part-time	Master's	Youngstown State University	Associate of Applied Science in Healthcare Management **AAS-Information Technology**
Whitehead, Jason Dr.	Part-time	Doctorate	University of Chicago	Associate of Applied Science in **Legal Studies**

School Calendar

Holiday	**2026**	**2027**	**2028**
New Year's Day	January 1	January 1	January 1
MLK Jr.	January 19	January 18	January 17
Mardi Gras	February 17	February 9	February 29
Good Friday	April 3	March 26	April 14
Memorial Day	May 25	May 31	May 29
Juneteenth	June 19*	June 19*	June 19*
Independence Day	July 4*	July 4*	July 4*
Labor Day	September 7	September 6	September 4
Thanksgiving	November 26-27	November 25-26	November 23-24
Winter Break	December 18-January 3, 2027	December 18-January 2	December 18-January 1
Classes Resume	January 4, 2027	January 3, 2028	January 2, 2029

Calendar dates are subject to change. When a designated College holiday falls on a weekend, Infinity College may observe the holiday on the preceding Friday or following Monday. Students and employees will be notified of any schedule changes through official College communication channels.*

Nondiscrimination Policy

Infinity College is an equal opportunity education institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, or national origin in administration of its admissions policies, administrative policies, and other school-administered programs.

Students with Disabilities

In accordance with the Americans with Disabilities Act, Infinity College makes provisions to accommodate students with qualified physical, learning, and/or psychological disabilities. Students are asked to please inform staff upon enrollment of any disabilities so that accommodation can be arranged.

GENERAL INFORMATION

Hours of Operation

Please feel free to visit our campus at any time during office hours.
Monday – Friday, 8:00am-5:00pm.

Enrollment and Start Dates

New Students may enroll at any time. Classes start at frequent intervals; therefore, prospective students should consult an Admissions Representative for the dates of the next starting class**.**

Admissions

Students who are seeking admission or readmission to Infinity College must file appropriate documents with the Admissions Office. Regardless of the intended program of study, all applications are processed in the admissions office. High school transcripts are evaluated, along with other required admissions-related documents. All applicants will be considered for admission on a nondiscriminatory basis.

Admissions Requirements

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Infinity College as a regular student. Infinity College must adhere to the U.S. Department of Education, Accrediting Agency, and LSPBNE guidelines.

Applicants must file a standard application for admissions. Applicants interested in enrolling in one of our programs of study should contact the school, schedule an appointment for an admissions evaluation, and take an entrance exam. Applicants should be at least 17 years of age, possess a high school diploma or GED and must successfully pass the entrance exam prior to admission, submit all required documents, and satisfy tuition. Pharmacy Technician Training students and Practical Nursing students should be at least 18 years of age to enroll into the program. Nursing Assistant Applicants should be at least 16 years of age, and a high school diploma or GED is not required but entrance testing is required.

- There is a $20 testing fee for the Entrance Exam. (Non- PN Students)

- Interview with an admission representative.

- Practical Nursing Students Pre-entrance exam-fee $ 40-TABE and $50- Accuplacer
- Receive a grade placement of at least 12.0 an achievement test approved by LSBPNE
- Provide proof of immunization. As required by Louisiana R.S. 17:110: All first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus- diphtheria as a condition of enrollment. Vaccination for Meningococcal Meningitis for first time students is required according to Acts 251 and 711 of 2006 Regular LA Legislative Session. Forms are provided to students and must be completed by the physician/health unit. A waiver may be signed by the student; however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

- Please provide a copy of your high school transcript/diploma, GED Certificate or sign a release allowing Infinity College to request it from your high school or GED testing center. ***Note:** The high school diploma or transcript requirement can also be from a foreign school

if it is equivalent to a US high school diploma; documentation of proof of completion of secondary education form a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

Home School Students: must have a recognized equivalent of a high school diploma, such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of the Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility or Title IV, HEA funds) by passing an "ability-to-benefit" test.

- If the applicant does not pass the entrance exam on the first attempt, he/she will have the opportunity to re-take the test for no additional fee. The exam may be attempted only two (2) times in one (1) day. The exam can be attempted three (3) times in a six (6) month period.

- If the applicant does not possess a high school diploma or GED, then the applicant must also pass the entrance exam and is only eligible to enroll in the Nursing Assistant program.

- Once the applicant has completed all admissions requirements, including satisfying tuition payment standards, the applicant will be granted a scheduled start date to begin their program of studies.

- Nursing Assistant, Practical Nursing, and Pharmacy Technician Training students must submit to a state background check and have not committed crimes listed in the program requirements section. Pharmacy Technician Training students must be of good moral character and non-impaired and be at least 18 years of age. Illicit drug use, criminal background checks, and immunization statuses may prevent future employment as a Pharmacy Technician, and externship sites, employers, and State boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status. Nursing Assistant students will be required to be screened through the statewide criminal history screening to also include the National Sex Offender Registry.

- Pharmacy Technician Training and Medical Assistant students must possess a high school diploma or GED and do not have any felony convictions on their background. Pharmacy Technician Training students must adhere to having their background check completed with the Louisiana State Police and following the regulations of the Louisiana Board of Pharmacy.

- All students will be required to attend an orientation session prior to starting class. The purpose of the orientation is to acquaint the student with the goals of the school, its rules, regulations, and the objectives of their course of study.

- Have math proficiency sufficient to fulfill the requirements of Pharmacy Technician Training job responsibilities.

- Students may be required to submit a copy of their immunization records to the school and a copy of their background check if required. Must speak, read, and write fluently in English (all classes are taught in English)

- A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither the IEP diploma nor the Skills and Achievement Commencement Credential is acceptable for entrance into the program requiring high school graduation or a GED.

- Students' enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV [34 C.F.R. 668.43(a) (9)]

- **Additional requirements for Practical Nursing Applicants:**

- Be fingerprinted by the Louisiana State Police at least before the start of the program. Please list our school's name as your employer and list student nurse as your reason for fingerprinting.
- Provide LSBPNE with a $51 (by Visa or MC credit or debit) and evaluation form.
- Submit an unexpired driver's license or state-issued identification
- Meet all admission requirements as set forth by the board, faculty, and administration
- Be admitted to the regularly scheduled class
- Provide a certified copy of birth certificate or permanent resident card or possess a valid United States passport
- Must **not** be currently serving under any court-imposed order of supervised probation, work-release, school release, or parole in conjunction with any felony conviction(s), plea agreement, or agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893.
- Scheduled Informational Session (for practical nursing students) - Applicants are required to attend an informational session. The session provides information and clarifies questions related to history, general program information, functional abilities-competency, and performance standards, testing score review/explanation, selection process, rating sheet, general policies, Louisiana State Board of Practical Nurse Examiners (LSBPNE), financial aid, and cost of the program.

  This session is not a component of the selection process
- *Practical Nursing students are required to submit immunization records and a state background check. State Background Checks must be mailed directly to the LSBPNE from the Louisiana State Police.

- Students that are enrolled in programs that require externship must submit a negative TB result prior to attending clinical. *PN students must submit a TB skin test or chest x-ray that is less than one-year old upon acceptance into the program.

- Submit random drug screening.
- Provide proof of Selective Service Status: In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service website indicating the applicant's status.

Online Associate Admissions Policy:

- Completed application.
- High School Diploma, GED, or equivalent.
    - Waived if the student has completed at least 15 credits of college level coursework from an institution that is accredited by a CHEA recognized accrediting body or an international equivalent.
- Official Transcripts for all previous college credit earned (if applicable)
- Provide proof of Selective Service Status: In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service website indicating the applicant's status.

  Technology Requirements:
  The following lists the minimum recommended hardware and software requirements a student will need to successfully access Infinity College's online academic programs:
  Supported Operating Systems:
  Students enrolled in online courses must have access to a reliable computer or compatible device with a currently supported operating system, a current web browser, reliable internet access, and the ability to disable pop-up blocking when required by College learning or testing platforms. Additional hardware or software requirements may apply to specific courses or proctored examinations.
  - Pop-up blocker must be disabled.

- Students that are enrolled in programs that require externship must submit a negative TB result prior to attending clinical.

High School Diploma Validation

Many students applying for admission to Infinity College have completed the coursework required to obtain a high school diploma. As required by rule 688.16, the Offices of Admission and Financial Aid must ensure the validity of a student's high school diploma or

transcript. This policy governs the process of ensuring the validity of a potential student's high school diploma.

STATEMENT OF POLICY

In the event that a potential student submits a high school diploma with their application for Admission to Infinity College, the Offices of Admissions and Financial Aid is required to ensure the high school diploma is valid. If questions about the validity of a high school diploma arises; the Diploma and Transcript Validation Process is to be followed.

DEFINITIONS

DIPLOMA AND TRANSCRIPT VALIDATION PROCESS:

- Review the documents (diploma and/or transcripts) provided by the student
- Contact the school or individual listed on the document
- Request direct written communication (preferably in the form of an official transcript)
- from the school validating graduation of the student in question

Cases that Require Additional Validation

Additional validation of a high school diploma is mandatory for applicants whose diploma does not meet the required criteria and in cases when there is reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

In compliance with 34 CFR 668.16 (p), reasons that the high school diploma may not be accepted or may require additional validation include:

1. The issuance of the high school diploma was based only on a test and/or payment of fees.

2. The curriculum consisted exclusively of online/distance education instruction, and the high school is not listed as an accredited institution. The institution will accept diplomas from on-line high schools only if they are accredited by a national and/or regional accreditor that is recognized by the US Department of Education.

3. There is conflicting high school information.

4. The high school was previously questioned as being a diploma mill by other accredited higher education institutions.

5. The high school is not listed in the U.S. Department of Education's National Center for Education Statistics (NCES). The list of public high schools is accessible at http://nces.ed.gov/ccd/schoolsearch/ and the list of private high schools is at http://nces.ed.gov/surveys/pss/privateschoolsearch/.

6. The private high school is not listed in the State's Department of Education listing.

7. Other evidence provides reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

PROCEDURES

When the Office of Admissions receives an application for admission from a potential student which contains a high school transcript or diploma, the document must be validated. If the validity of the document(s) submitted by the student is in question, the evaluator of the application must follow the Diploma and Transcript Validation Process. After completing the Diploma and Transcript Validation Process, the application evaluator will be able to assess the validity of any documentation provided by the student. In the case of students applying for Transfer admission to Infinity College, high school transcripts and diplomas are assumed to be previously validated by the previous collegiate institution.

Once the institution renders a decision on the validity of a high school diploma, the decision is final and not subject to appeal.

Applicants must pass the Wonderlic entrance exam with the following scores based on the program of study:

Program	Passing Score
Medical Assistant	15
Phlebotomy and EKG Technician	15
Pharmacy Technician Training	15
Medical Insurance Billing & Coding Specialist	15
Nursing Assistant	10
Practical Nursing	12 on TABE Test
Associate of Applied Science in Healthcare Management	TESOL results if applicable with a minimum score of 100
Associate of Applied Science in Information Technology	TESOL results if applicable with a minimum score of 100
Associate of Applied Science in Legal Studies	TESOL results if applicable with a minimum score of 100
Associate of Applied Science in Social Work	TESOL results if applicable with a minimum score of 100
Associate of Applied Science in Business Management	TESOL results if applicable with a minimum score of 100

Applicants must pass the entrance exam with the following scores based on the program of study**: (Practical Nursing Applicants)**

Exam-Minimum Passing Score	Program	Reading	Language	Math
TABE	Practical Nursing	12.0	12.0	12.0
ACT		20	17	18

Compass		85	70	55 (*Pre-Algebra 33)*
Accuplacer-Classic		65 (Reading comp)	74 (sentence Skills)	48 (Elem Algebra)
Accuplacer-Next Generation		250 (Reading comp)	241 (Writing)	243 Quantitative Reasoning Algebra and Statistics, (QAS)
ASSET		44	42	42

Determining a Student's Location

The location of each student is determined by the information provided at the time of enrollment into the academic program. It is the students' responsibility to inform the institution if their location has changed during their enrollment. All students participating in activities outside of Louisiana must notify the college of their change of location. If students change their location for other reasons not related to participating in academic activities, they also must notify the college of their change of location.

This policy applies to students in all modalities including but not limited to students who are enrolled in the following:

- online programs
- hybrid courses
- face-to-face courses
- out-of-state learning placements including but not limited to clinical rotations, internships, community services etc.…
- enrollment in Infinity College online courses while out of the state of Louisiana

Financial Assistance

A plan tailored to meet your needs while attending school can be arranged at the time of registration. This payment plan cannot be changed. In case of an emergency, you can provide a written request to the school to change your payment plans. The school may, at the discretion of the Director, change this plan for you at an additional cost of $25 each time. Financial Assistance may be available through local vendors if funds are available and if contracted with the school. Interest rates for alternative loans vary according to the applicant's credit worthiness. Infinity College requires that all students who enroll in classes complete, sign, and return the Tuition Contract. The Tuition Contract provides a financial planning option that allows the student to pay tuition and fees in equal installments. The Infinity College Tuition Contract serves both as the application and the promissory note for all tuition and fee payments due to the school and is valid until all charges due are paid in full.

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.

2. Be enrolled or accepted for enrollment as a ***regular student*** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include.

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty).
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application).
- Males born before 1960.
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*.
- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the ***FAFSA*** stating that:

- you are not in **default** on a **federal student loan**
- do not owe a refund on a **federal *grant***
- Sign the required statement that you will use federal student aid only for educational purposes

7. Maintain ***satisfactory academic progress (SAP)*** while you are attending college or a career school.

8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

9. The Pell Grant program does not require half-time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have

obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS
You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA
You are eligible if you have a T-visa or a parent with a T-1 visa.

Veterans Benefits/Other Funding Sources

Selected study programs at Infinity College are approved by the Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the department of Veterans Affairs. Additional funding may be obtained for eligible candidates through many different programs including Louisiana Department of Workforce Services, Louisiana Rehabilitative Services (LRS). The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

A student is incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admission.

Drug Convictions and Federal Student Aid Eligibility

- A drug-related conviction does not, by itself, make a student ineligible for Title IV federal student aid. Students with drug-related convictions may receive federal student aid if they meet all other eligibility requirements. A student may be

ineligible for certain federal benefits, including federal student aid, if a federal or state court has specifically imposed a federal benefits restriction under applicable law. Students with questions about federal student aid eligibility should contact the Office of Financial Aid.

Federal Financial Aid

To be considered for federal student aid, a student must complete the Free Application for Federal Student Aid (FAFSA) form online. The student and each required contributor, including a parent or spouse when applicable, must use their own StudentAid.gov account (FSA ID) to access, complete, and sign the FAFSA form. After the FAFSA form is processed, the student receives a FAFSA Submission Summary, and Infinity College receives the Institutional Student Information Record (ISIR), which includes the student's Student Aid Index (SAI) and other information used to determine federal student aid eligibility.

Verification

Some FAFSA applicants are selected for verification by the U.S. Department of Education, and Infinity College may also select a student for verification when required to resolve conflicting or incomplete information. A student selected for verification must provide the documentation requested by the Office of Financial Aid before federal student aid eligibility can be finalized or aid can be disbursed, as applicable. Required documentation may include federal tax information, W-2 forms, household information, identity documentation, or other records required under current federal verification rules.

Students will be notified of documents required to complete verification. If review by the Office of Financial Aid results in changes to FAFSA data, the Student Aid Index (SAI), or the student's financial aid eligibility, the student will be notified by email or in writing.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

Each institution must make available to prospective and enrolled students' information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the school's website and can be found in the student catalog. Paper copies are available upon request.

(501)
Office Hours
9:00 a.m. - 4:30 p.m.

NSF Checks

Any check that is received by the school from the student for any type of payment and is returned to the school due to insufficient funds, there will be a non-refundable fee of $36 assessed to the student account. Infinity College will notify the students to collect payment and will place the NSF

check and documentation of fees in the student's file. All grades, transcripts, certificates, diplomas, and services will be withheld until the student account is satisfied.

Housing

The school does not maintain dormitory facilities.

Library

The library and library resources are available to students and faculty for research and reference. Computers, periodicals, tests, newspapers, Internet, and other reference materials are available in the library and computer lab. Infinity College uses the Book Source library management system so inventory books that students may need to check out. In addition, Infinity College's students have access to "The Free Library by Farlex" which is an online library. (www.thefreelibrary.com)

Bookstore

Infinity College maintains a bookstore area where students may pick up books and supplies. Additional items are available for purchase.

Personal Property

Infinity College assumes no responsibility for the loss or damage to personal property.

Designated Parking

Students are required to park in designated parking areas only. Students will be required to purchase a parking permit for a fee of $10. Students that are in violation of parking regulations will be towed at their own expense.

Inclement Weather

Infinity College will determine campus closures, delayed openings, early dismissals, or transitions to remote instruction based on local weather conditions, road conditions, emergency guidance, and the safety of students and employees. The College does not automatically close when another school, college, university, or school system closes. The Campus Director or designee will make the final determination regarding changes to college operations. Students and employees will be notified through official communication methods, which may include the Learning Management System, email, text message, the College telephone system, and other available College communication channels. Students should not assume the College is closed unless an official Infinity College notice has been issued. Clinical and externship schedules may be governed by the operating status and safety requirements of the assigned site, and affected students will receive instructions from the appropriate program staff.

Career Services Assistance

Our career services department provides assistance to all graduates of programs at no charge. However, while career service assistance may be provided, it is understood that the school *cannot promise nor guarantee employment* to any student or its graduates.

The Board of Regents recommends that prospective students seek independent job/career counseling prior to enrollment in an academic degree-granting postsecondary institution and encourages such institutions to promote this recommendation.

Students seeking employment may be required to submit to some of the following but not limited to a criminal background check, screening of the national sex offender registry, employment references, physical, employment pre-screening testing, drug screen, credit check, submit a resume and/or cover letter, employment application, provide personal and professional references and attend an interview. Depending upon the employment sought, you may be required to have a certification and/or license in the respective field of study although some agencies may permit years of experience. For more specific information on what may be required as a condition of employment with various agencies, it is suggested to contact the agency that you are seeking employment as well to inquire about the qualifications of each job that you may desire to apply for. This list is not meant to be exhaustive but to provide you with an idea of what may be required when seeking employment.

The career services assistance may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance, and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Students participate in job readiness
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with career centers to seek employment assistance in areas of Louisiana.

The success or failure of the placement efforts of the school will be influenced by the attendance, academic records, and personal appearance of the graduate. Students are required to submit an electronic resume to Infinity College prior to completion of their program of study.

Externship/Internship

Externship students are placed in an actual job in the business community for part of his or her school day in his or her last quarter of training. The students are exposed to the many components of his or her chosen occupational field and have the opportunity for "hands-on" experience. Externship is considered a service to the student as well as curriculum requirement. Because of Externship training, the student receives valuable experience and the opportunity to relate to an actual job situation. Often, Externship training is the beginning of many permanent jobs and job networking.

Externship training is under the direction and supervision of Infinity College, the Instructor, Site Supervisor, and Program Coordinator (if applicable). All externship sites must be approved by the school, and a contract must be signed by both the school and the externship site prior to the student attending training. Students are not permitted to work independently while in an externship or internship. All training must be supervised. Externship training is a requirement to complete a

program of study (if applicable); therefore, students are not compensated during this phase of training. Internship training is under the direction and supervision of Infinity College and the program Instructor. Externship sites may be located up to a 60-mile radius from the campus. All externships must begin within one month of the end of the in-school classes. *Additional program requirements may apply.

After Hours in Clinical

Due to safety, students are not allowed to represent themselves as a "Student in Clinical" after school hours unless for specific purposes such as assigned evening clinical hours as a student or obtaining patient assignment per faculty instructions.

Student Conduct

Infinity College reserves the right to dismiss a student whose conduct is detrimental to the school or other students. Students are expected to maintain standards of conduct that would be applicable to any work situation. Attendance, participation, challenging work, and honesty are expected always.

In instances of student misconduct, it can be expected that the school will assert authority through the practice of progressive discipline. A student may receive a warning, be placed on disciplinary probation, or even be suspended from the school. Procedural fair play and due process will be provided in every instance. The School Administration reserves the right to discipline each student as an individual and not one of the masses or based upon past similarities. Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding cheating, prejudicial behavior, physical abuse or harassment, impropriety of sexual behavior or illicit use of drugs or intoxicants, especially as these relate to this institution's educational goals. Infinity College does not allow the use of alcohol or illegal drugs on school property or at school sponsored functions. A student who is in possession of or under the influence of alcohol or illegal drugs is subject to loss of financial aid and immediate dismissal from the school.

U.S. Constitution Day

In recognition of the United States Constitution Day, Infinity College staff and students recite the preamble to the U.S. Constitution and engage in a brief discussion of the Constitution.

Emergency Calls and Calls to the Students

Students and staff are permitted to use the business telephone; however, it is recommended that all personal calls be kept to a minimum. In the event of an emergency call, students will be notified immediately by staff. Students and staff are not permitted to communicate via personal devices which include but are not limited to personal cellular telephones, home telephones, personal email, or social media. All student and staff interaction should be done on company email and company business telephone.

Designated Break Areas

Students are not permitted to loiter in employees' offices or in hallways. It is recommended that students utilize the break room or other areas designated for break time.

Guidance and Counseling

Infinity College offers guidance and counseling sessions with students so that they can gain assistance with personnel. School activities can be arranged with the Director, Instructor, and/or Designated personnel during non-class hours.

Grievance Policy

While enrolled at Infinity College, it is hoped that all students are comfortable with the environment that they are in. However, from time-to-time individuals may experience situations and circumstances which give rise to unhappiness or discomfort. Infinity College desires to assist students in resolving any such issue.

It is the policy of Infinity College not to discriminate against any individual based on race, color, religion, national origin, sex, sexual orientation, marital status, age, or disability etc. If a student believes that he or she has been discriminated against, he or she has the right to file grievance.

It is recommended but not required that the student speak first about the concerns to his or her instructor. Anyone wishing to file a formal grievance may do so in writing (including, if possible, witnesses, dates, and details of all incidents) and submit the grievance to the Director. Anyone who makes a grievance will not be retaliated against for doing so. After the grievance is reviewed and researched by the school Director, if required, a meeting will be scheduled with all parties involved which will allow each party to outline his or her concerns.

At the end of the meeting the Director should ideally provide a decision, and any appropriate action required. However, in exceptional circumstances the final decision may be deferred. The outcome of the meeting will be confirmed in writing by all parties involved. The Council on Occupational Education may also be utilized if grievance is not settled at the institution level. Complaints shall be addressed to: Council on Occupational Education, 7840 Roswell Rd, building 300, Suite 325, Atlanta, GA 30350, Phone 1-800-917-2081, and the web address is www.council.org.

Complaint Procedure

The student shall have the right to appeal any sanction of probation or suspension, dismissal, or expulsion regardless of whether this sanction is imposed by the decision of the Director. The appeal must be made in writing within seven (7) days of the date of the decision. If the student wishes to appeal to the decision of Infinity College, the student may appeal in writing their student complaints related to actions of school officials. All correspondence shall be addressed to the Louisiana Board of Regents, Division of Planning, Research, and Performance, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA. 70821, phone 225-342-7084. This step should only be taken after the student has unsuccessfully resolved the matter with the school and has first filed a written and signed complaint with the school Director. The Council on Occupational Education may also be utilized if grievance is not settled at the institution level. Complaints shall be addressed to: Council on Occupational Education, 7840 Roswell Rd, building 300, Suite 325, Atlanta, GA 30350, Phone 1-800-917-2081, and the web address is www.council.org.

SARA Student Complaint Process

Applicability

This policy applies to student complaints filed against public, independent non-profit and proprietary institutions of higher education in Louisiana and approved by the Louisiana Board of Regents to participate in the National State Authorization Reciprocity Agreement (SARA) ("Louisiana- approved SARA institutions") concerning interstate distance education (pursuant to the terms of the State of Louisiana's Reciprocity Agreement) offered by such institutions in other states participating in SARA. This policy does not apply to any courses, online or otherwise, offered by Louisiana-approved SARA institutions within Louisiana or in any non-SARA states.

This policy governs conduct or behavior on the part of any Louisiana-approved SARA institution or any of its agents, representatives or employees that constitutes:

- Dishonest or fraudulent behavior, including giving false or misleading information to a student. Examples may include, but are not limited to:

- Veracity of recruitment and marketing materials
- Accuracy of job placement data
- Accuracy of information about tuition, fees, and financial aid
- Complete and correct admission requirements for courses and programs
- Accuracy of information about whether course work meets professional licensing requirements

- Operating a course or program contrary to standard practices set forth in the Interregional Guidelines for the Evaluation of Distance Education Programs (Online Learning) in such a way that harms a student

- Operation of distance education programs contrary to practices expected by institutional and, if applicable, programmatic accreditors. This policy does not apply to complaints related to course grades, academic sanctions, or discipline/conduct matters.

The Louisiana Board of Regents' Staff Role

As the SARA State Portal Agency (SPA) for Louisiana, the Louisiana Board of Regents' staff is responsible for responding to formal complaints against Louisiana-approved SARA institutions, brought by students who are enrolled in interstate distance education courses or programs (pursuant to the terms of the State of Louisiana's Reciprocity Agreement) offered by such institutions in other states participating in the SARA.

While the Louisiana Board of Regents' staff cannot offer legal advice to or initiate civil court cases on behalf of students, staff will review submitted complaints and work with student complainants and Louisiana-approved SARA institutions too:

- Ensure compliance with published institutional complaint processes by both the Louisiana-approved SARA institution and the student; and

Serve as a final arbitrator in disputes between Louisiana-approved SARA institutions and students enrolled in interstate distance education courses or programs (pursuant to the terms of the State of Louisiana's Reciprocity Agreement) offered by such institutions in other states participating in SARA.

Consistent with the scope of this policy and SARA guidelines, the Louisiana Board of Regents' staff cannot review complaints related to course grades, academic sanctions, or discipline/conduct matters.

SARA Student Complaint Process

Step 1

If a student has concerns related to academic or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.

Within two years from the date of the incident about which the student is complaining:

Step 2

Student submits complaint/concern via the form: (make online form) a faculty member or staff member of the institution review the form. Information on the process can be found in the student catalog. If the student and faculty member or staff member are unable to resolve the complaint satisfactorily or feels that not all issues were resolved with the final disposition of the institution, he/she should proceed to Step 3 to utilize the Louisiana Board of Regents' SARA Student Complaint Process.

Step 3

The student is directed to the Louisiana Board of Regents where they must file a formal complaint using the complaint form and follow the process below:

a. After receiving a formal complaint through the complaint form, Louisiana Board of Regents' staff will, within 30 days of receipt of the complaint:
    - Review the submitted materials and contact the complainant for any required additional information or clarifications.
    - Send a copy of the complaint to the Louisiana-approved SARA institution against which the complaint has been filed and request a response.
    - Forward the institution's response to the complainant

Step 4

Within 30 days of the conclusion of STEP 3, a committee consisting of three Louisiana Board of Regents' staff members will review all materials related to the complaint to:

- Determine whether the Louisiana-approved SARA institution's student complaint process has been followed by both the institution and the student, and exhausted.
- Make a final, binding decision on the matter; and
- Inform both parties involved in the complaint of the Louisiana Board of Regents' final disposition

In the event that the facts cannot be sufficiently determined based on documents submitted and by separately corresponding with the Louisiana-approved SARA institution and the complainant, the Louisiana Board of Regents' staff may request both parties to participate in a telephone conference or meeting so that the facts can be sufficiently ascertained, and a final determination can be made.

ACADEMIC INFORMATION

Academic Freedom and Responsibility

Infinity College is committed to the principle of freedom of thought, inquiry, and expression. No member of the college community may, in the exercise of academic freedom, deny the corresponding right of any other member of the college or interfere with the legal and proper functions of the college.

ACADEMIC INTEGRITY

Statement of Policy

Ethical conduct is a foundation upon which a successful academic career at Infinity College rests. The students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation of these standards is a breach of the ethics that are the basis of Infinity College 's academic programs and thus a violation of the college's Academic Integrity policy.

A violation of the Academic Integrity Policy includes, but is not limited to:

- Cheating: using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
- Plagiarism: taking the work of another and offering it as one 's own without proper acknowledgement of the true source, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- Unauthorized collaboration on a project, homework, or other assignment unless otherwise allowed by course instructor.
- Sharing, selling, or buying information related to graded learning activities.
- Using professor feedback for another student as the basis for an essay response.
- Resubmitting a paper that has already been submitted for another course.

- Falsifying information
- Accessing or using unauthorized materials (electronic or print) and/or websites.
- Use of an alternate, stand-in, or proxy during an examination.

Sanctions

Infinity College regards violations of the Academic Integrity Policy as a serious matter. Students who are found to be in violation of the Academic Integrity Policy are subject to sanctions, which range based on incident and severity from a letter of reprimand up to and including dismissal from school and diploma revocation.

Statute of Limitations

There shall be no statute of limitations 'that precludes faculty from acting on the discovery of alleged violations, either during the time in which the course in question is being offered or after the course has ended (and after the student has graduated).

Educational Records

Educational records are all files, records, or documents maintained by the school that contain information related to the student. Each student has two separate files, an Education and Financial Aid file. The records are maintained by each individual department (Education and Financial Aid). When the student completes or withdraws, the two (2) files are combined and stored on the campus. The only people allowed access to such records are those who have a legitimate administrative or educational interest.

Infinity College recognizes and respects the student 's right to privacy. As such, the release of student records is prohibited without written authorization and permission from the student in accordance with Public Law 93-389.

Records of Students include:

- Application/Enrollment Form
- Cumulative Health Record
- References
- Testing Results (ACT)
- High School/G ED/College Transcripts
- Physical, Immunization Records
- Other forms as required by Infinity College
- Competency checklist
- Copy of graduate certificate
- Copy of transcript with seal

The institution will annually distribute all enrolled students' information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.

- Information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

What is FERPA?
The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students.
There are exceptions, of course, so that certain personnel within the institution may see the records, including people in an emergency to protect the health or safety of students or other people.

What is considered Directory Information?
In compliance with **FERPA**, the following statement reflects the school's policy:
The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number, and other personal information will not be released without the student's written consent.

However, the Act states that each student has the right to inform the school that no or all the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Infinity College is notified in writing by the student to permit release of "directory information."

Health and Safety Exemption Requirement
Infinity College adheres to all requirements pertaining to the protection of student information. Information about Student Records and confidentiality.
However, there are limited exceptions to FERPA regulations under which ACHS is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Review of Records

It is the policy of the school to monitor educational records to ensure that they do not contain information that is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances.

Access to Student Records without Consent

The school may release student information without written consent of the student to:

- Other school officials who have legitimate interests.
- Other schools where students have applied for admission. In this case, students must be advised that the records are being sent so that they may receive a copy and have an opportunity to review and challenge the records.
- Authorized representative of the Department of Education and the Comptroller General of the United States.
- State and local authorities, where required.
- Accrediting agencies.
- Parents of a student who is their dependent as defined in the Internal Revenue Code of 1954. However, the school is not required to release such records.
- To comply with a court order or subpoena, provided that the student is notified prior to compliance.
- In the event of a health or safety emergency, such release without consent is necessary under the circumstance

Study Time

The school believes that a student's main objective should be to further his or her education. To successfully complete the class requirements, a student must consider his or her obligation to study and allow the necessary required amount of study time.

Tutorial Assistance

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the President to make the necessary arrangements. Tutoring is provided at no additional cost to all students who need assistance with his or her studies to achieve the desired results.

1. Friday of each week is set aside for assistance in any area of difficulty that the student may be experiencing (classroom, personnel, etc.).
2. A notebook will be available in the classroom to sign up for assistance from instructors(s).
3. Each student must sign up by 3:30 p.m. the day before Selective Study.
4. The faculty recommends individual or small group sessions.
5. This time will not be used as review for upcoming tests. Test reviews will be given to the entire class during class time.
6. Students will complete forms to document areas of weakness and strategies to improve weakness prior to meeting with instructor. The instructor will discuss with students at meeting.
7. This is counted as class time; therefore, attendance is required.

Remediation

Students are expected to take full responsibility for his/her learning while in the program. It is the student's responsibility to discuss with the faculty any difficulties he/she may be having in subject matter, review each test, and identify new strategies for improvement.
An intervention process will be implemented when a student's academic performance in classroom, attendance, clinical, and behavior have declined. The purpose is to improve opportunities for students' success in the program.

Class Hours

Class schedules vary by program and may include day, evening, online, laboratory, clinical, and externship hours. Students should refer to their program schedule, enrollment documents, and program-specific requirements for the class and clinical hours applicable to their program of study. Fridays may be available for make-up tests, individual or group tutoring, skill-building activities, and additional laboratory time, as scheduled by the College. Clinical days and times may vary according to clinical-site availability. Distance education course schedules vary by course and program.

Incomplete

A grade of Incomplete may be assigned as the letter grade "I." Incompletes are only assigned under certain circumstances, such as illness or hospitalization. The instructor determines whether an "I" will be assigned. The student is then given one week to complete the missed work so that the instructor may assign a final grade. If the student fails to complete the required work within five scheduled class days after that period, the "I" will be converted to an "F."

Attendance Policy

Regular and punctual attendance is essential to academic success, satisfactory progress, and the development of professional work habits. Students are expected to attend all scheduled classes, laboratory sessions, clinical experiences, externships, and other required instructional activities associated with their program of study.

Students are responsible for maintaining satisfactory attendance and completing all required instructional and clinical hours. Absences, excessive tardiness, and early departures may result in missed clock hours and may affect a student's academic progress and anticipated completion date. When required hours are missed, the student must complete the missed hours in accordance with the attendance and make-up requirements applicable to the student's program.

Submission of documentation for an absence, including documentation related to an acceptable personal or medical circumstance, does not eliminate the student's responsibility to complete required coursework, clinical experience, or clock hours. When missed hours are required for program completion, the student's anticipated graduation or completion date may be revised.

A student who accumulates **fourteen (14) consecutive absences** may be administratively withdrawn from the program of study. Excessive tardiness and early departures may also be

counted toward absences in accordance with college and program-specific attendance requirements.

A student who has accumulated **five (5) or more absences within a month** may be placed on attendance probation at the time of the student's monthly progress evaluation. While on attendance probation, the student is expected to demonstrate immediate and sustained improvement in attendance. A student who accumulates five (5) or more absences during a subsequent monthly evaluation period while on attendance probation may be subject to termination.

A student who is placed on attendance probation **three (3) times during the program of study** may also be subject to termination.

When termination is being considered due to attendance, the student may submit a written appeal to the Campus Director and/or Program Coordinator. The appeal should explain the circumstances affecting the student's attendance and any relevant information the student wishes the College to consider. After reviewing the written appeal and consulting with the student, instructor, and/or other appropriate personnel, the Campus Director and/or Program Coordinator will provide the College's decision in writing.

If a student is approved for re-entry into the program, the student must complete the required re-entry application. A **$50.00 readmission fee** applies, and the student must complete a **seven (7)-day waiting period** before being permitted to re-enter, unless a different requirement applies under the student's program-specific policy.

Program-Specific Attendance Requirements: Certain programs may have additional or more restrictive attendance, clock-hour completion, clinical, re-entry, or make-up requirements established by Infinity College and/or an applicable regulatory, licensing, accrediting, certification, or oversight agency. Students enrolled in such programs must comply with the attendance requirements contained in their applicable program handbook, program requirements, clinical policies, or other program-specific publications. When a program-specific attendance requirement differs from this general Attendance Policy, the program-specific requirement will apply.

Veterans' Attendance Policy

All absences, regardless of reason, are recorded and will be reported to the U.S. Department of Veterans Affairs. Class cuts are not permitted, and a veteran or other eligible person who cuts class is charged with the length of the class absence. If a veteran or other eligible person is absent more than ten percent of the scheduled hours of attendance in the course pursued, he/she shall be terminated. He/She may be reenrolled in the same course after specific approval of the director of the school.

The effective date of interruption will be the end of the month in which the excess occurred, provided he/she attends to the end of the month; otherwise, interruption will be as of the last day

of attendance. If progress is unsatisfactory, the time of interruption will be as of the last day of attendance. If progress was unsatisfactory at the time of interruption, the VA will be advised. Under those conditions, approval by a VA Counselor is necessary before other benefits can be authorized.

Should it be necessary for a veteran or dependent to be out of school for several consecutive days, the VA will be notified to terminate his/her benefits. (VA Form 22-1999b), and a reenrollment form (22-1999) will be submitted when he/she returns. The days on which his/her benefits are discounted will not count as days of absence.

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. A more restrictive school policy may be used.) Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as an absence (1) (number). Students exceeding 14 consecutive total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.
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Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)
Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 2.0 each (term, quarter, semester, **evaluation period**, etc.).

A VA student whose CGPA or percentage falls below 2.0 at the end of any (term, quarter, semester, **evaluation period**, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.
A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 2.0.
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Veteran's Refund Policy

The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the Veteran or eligible person fails to enter the course, withdraws, or is discontinued at any time prior to completion. This policy provides that the amount charged to the Veteran or eligible person for tuition, fees, and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The amount should not vary more than 10% of the exact pro rata amount – 38 CFR 21.4255
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Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or

eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and granted toward the student's program as appropriate, regardless of whether the student wants that credit transferred.

Policy Protecting Students from Fees and Penalties Due to VA Payment Delay

Effective August 1, 2019, schools are not allowed to penalize or prohibit a GI Bill® student from attending or participating in courses while awaiting VA payment (for up to 90 days). See the Veterans Benefits and Transition Act of 2018 for more information.

Make- Up Work

Classroom work and clock hours missed because of an absence can be made up through arrangements with the President. Make-up work, however, does not remove an absence and does not grant credit for clock hours missed. Absences of instructional hours must be made up and supervised and documented by faculty, for the student to receive credit. Otherwise, his or her graduation date will be extended by the number of hours missed. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor. Make-up work must be completed within 1 week of the assignment given.

Students will be granted a three (3) day grace period to make up any assignments or examinations missed due to an excused absence to earn a grade. Until the assignment is "made up," the student will receive a zero (0) for all work missed. Examples of excused absences are: (i.e., jury duty, military assignment, sickness with a verified doctor's excuse, hospitalization, death of an immediate family member). Students needing make-up time will be charged a fee of $25 per make-up class and $25 per make-up day of clinical. ***Additional policies may be required in the PN program.**

Late Assignments/Tests

Late assignments and/or tests will only be considered for a maximum of 85% of the total points.

Early Dismissal

If a student wishes to leave class early, they should send an email to both the instructor and the program coordinator, providing reasons for their early departure. If the student fails to properly notify the instructor and program coordinator, this will result in disciplinary action. It's crucial to acknowledge that any missed class time due to early departure must be made up. For guidance on making up missed hours, please refer to the "make-up work" policy. Additionally, please be aware that make-up hours are not guaranteed. Likewise, depending on the evidence and rationale provided by the student, the make-up request may be approved or denied.

Tardiness

Tardiness disrupts the learning process; it is unfair to the instructor and to students who arrive on time, and will not be tolerated. Tardiness is defined as ten (10) minutes late arrival or early departure from the class. Four or more consecutive tardiness events will result in a one-hour reduction. Students demonstrating such a pattern will be asked to discuss this situation with the

President to remedy the situation. Continued violations may result in the student's probation or suspension.

Standards of Satisfactory Academic Progress (SAP)

A student must meet the following minimum standards of academic achievement and successful course completion while enrolling at Infinity College. Infinity College requires that all courses be successfully completed to graduate from the program.

Maximum Program Length: A student must complete the entire program in no more than one and one-half hours of the normal period or a diploma cannot be awarded. If the student exceeds the maximum program length, a certificate of completion will be awarded.

Students who do not meet standards will be placed on probation. A student who successfully completes only the minimum percentage of courses attempted at each evaluation point as described above will have to continue beyond the standard length of the program.

Institutional Procedures: If at any point it is clear the student is not meeting SAP Standards, they will be placed on academic probation or suspension. A student will be placed on probation if they fail to meet minimum SAP Standards at any of the checkpoints and will remain on probation until the end of the next grading period. At this point, their standards will be checked, and if a student has progressed since being placed on probation, they will be returned to active status.

SAP is measured in accordance with the criteria below, which affect a student's academic standing. Although there are four criteria listed below, the most measurable factor is that of the GPA. The student must complete a specified percentage of clock hours attempted and maintain the minimum required GPA at each progress evaluation.

Program Length	Maximum Length (150%)	Pmt Period 1	Pmt Period 2	Pmt Period 3	Pmt Period 4	Pmt Period 5
600 clock hours	900 clock hours	0-300 clock hours SAP Evaluation at the end of PP1	301-600 clock hours			
900 clock hours	1350 clock hours	0-450 clock hours SAP Evaluation at the end of PP1	451-900 clock hours			
1692 clock hours	2538 clock hours	0-450 clock hours SAP Evaluation at the end of PP1	451-900 clock hours SAP Evaluation at the end of PP2	450 clock hours SAP Evaluation at the end of PP3 (AY2)	396 clock hours	

60 Credit hours= 2 years	90 credit hours	0-12 credit hours 1st of 1st Academic Year SAP Evaluation at the end of PP1	13-24 credit hours 2nd ½ of 1st Academic Year SAP Evaluation at the end of PP2	25-36 credit hours 1st of 2nd Academic Year SAP Evaluation at the end of PP3	37-48 credit hours 2nd of 2nd Academic Year SAP Evaluation at the end of PP4	49-60 credit hours
	3 years					

EVALUATION POINTS AND STANDARDS		
PROGRAM EVALUATION POINTS	**GPA**	**COMPLETION**
25	1.5	25%
50	1.7	50%
75	1.9	75%
100	2.0	100%

Students should receive a progress report at the end of every month. Nursing Assistant students will be informed if their grades are daily. Should a student fail to maintain a cumulative grade point average of 2.0 or above, that student is placed on probation for thirty (30) days. During this probationary period, the student shall raise his/her status to the acceptable standards of 2.0 or above. If a student fails to meet SAP during the probationary period, the student will be reevaluated during the next period. *After two (2) consecutive probationary terms, the student shall be dismissed from their program of study.

Standard of Satisfactory Academic Progress for Financial Aid and Requirements

Satisfactory Academic Progress (SAP) standards are published and are applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. To maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

All students must meet Infinity College's minimum standards of academic achievement and course completion progress requirements while enrolled at Infinity College. Infinity College's satisfactory academic progress standards ("SAP") have two primary components: one is qualitative, and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages to be achieved as of certain measuring points, and the quantitative component requires completing courses at a certain pace to complete an educational program within the allowed maximum timeframe.

Minimum Measurement Points occur at the end of each Financial Aid Payment Period and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in courses, and Minimum Measuring Point in Clock Hours Attempted.

The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit or clock hours attempted and credit or clock hours completed as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached.

Infinity College's satisfactory academic progress standards are the same whether or not a student receives financial aid.

A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

Infinity College evaluates Satisfactory Academic Progress (SAP) at the end of each applicable payment period. A student who does not meet SAP requirements may be placed on Financial Aid Warning for one payment period in accordance with the Financial Aid Warning policy. If the student does not regain SAP by the end of the warning period, Title IV eligibility may be suspended unless the student successfully appeals and, when applicable, is placed on Financial Aid Probation under an approved academic plan.

Process Overview

Federal regulations require all schools to participate in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative standards as well as the maximum time allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the President Programming. Students must maintain SAP according to the set standards to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to disbursement of aid.

SAME AS, OR STRICTER THAN

The SAP policy for Title IV, HEA students are identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The President Programming notifies the Financial Aid Office if the school changes academic policies.

Evaluation PERIODS

At each formal SAP evaluation point (end of each payment period), the school checks:

Qualitative Measure (grade based)

Remedial course work may be part of or separate from regular qualitative measures
Quantitative Measure (Pace)
Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

Formal evaluations for SAP are conducted at the following actual clocked hours:

300 Clock Hours (mid-semester)		0-300 clock hours	301-600 clock hours
1500 Clock Hours		450 clock hours	After first payment period
	900 clock hours	End of Second Payment Period	
	1200 clock hours	3rd evaluation	
	1500 clock hours	4th and final evaluation	

EVALUATION POINTS AND STANDARDS		
PROGRAM EVALUATION POINTS	**GPA**	**COMPLETION**
25	1.5	25%
50	1.7	50%
75	1.9	75%
100	2.0	100%

Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have many opportunities to meet both the attendance and SAP requirements by the end of each of the payment periods in the course.

Academic Year Definition

900 CLOCK HOURS AND 26 WEEKS
24 Credit hours and 30 weeks

For all FSA programs, a week of instructional time is any period of 7 consecutive days in which at least 1 day of regularly scheduled instruction, examination or (after the last day of classes) at least 1 scheduled day of study for examination occurs.

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end

of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (30) clock hours weekly and part-time students are scheduled to attend (12) clock hours weekly.

MAXIMUM TIME FRAME

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually "catch up" to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:
For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock Hours	Normal Credit Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900		26 weeks	1350	39 weeks
	60	2 years	4050	3 years

**Example: If an undergraduate academic program is 27 weeks and 1.5 x 27 = 40.5 the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

Qualitative Measure

Qualitative measures are used to determine SAP based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course

Grade	Points	Description
A	4.00	Superior: Mastery of subject matter
A-	3.70	
B+	3.30	Good: Above average of mastery of subject matter
B	3.00	
B-	2.70	
C+	2.30	Satisfactory: Acceptable mastery of subject matter
C	2.00	
C-	1.70	
D+	1.30	Low pass: Limited mastery of subject matter
D	1.00	
F	0.00	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the President Programming monitor qualitative progress.

A student who has not improved his academic standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning period will be ineligible for future aid disbursement. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-paid basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

If either one of these puts the student in a non-satisfactory status, we will notify the student in writing either by mail or email and notate in the student file.

CHECKING SAP:

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, MUST OCCUR AT THE END of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

- Schools must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs, longer than one academic year:
  School may evaluate at least annually to correspond to the end of a payment period
  School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative, and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

Awarding Title IV Funds

A. Financial Need To determine your eligibility for financial aid, financial need must be calculated. Financial Need is determined by subtracting the Student Aid Index (SAI) (STUDENT AID INDEX (SAI)) from the Cost of Attendance (COA):

[Cost] - [Student Aid Index (SAI)] = Financial Need
(If your Student Aid Index (SAI) is less than the cost of attendance, you have *demonstrated financial need* and may be eligible to receive financial aid.)

Cost refers to the total cost of attending the College for one academic year (two terms), which includes tuition and fees, books and supplies, room and board, transportation, clothing, and a modest allowance for personal/miscellaneous expenses.

Student Aid Index is derived from a federal need's assessment formula developed by the U.S. Congress, known as Federal Methodology, which includes two parts:

a. *the parental contribution* (for dependent students)

a. *student contribution* (for dependent and independent students)

Parent contribution and student contribution equal the Student Aid Index (SAI). Since you are the primary beneficiary of college education, you are expected to contribute toward meeting your college costs.

B. Circumstances That May Change Your Financial Need or Cost of Attendance

- Change in Family Circumstances - If you or your family's situation changes because of a separation, divorce, or death, request a Special Circumstance Form. You must submit the completed form and any required documentation to the Financial Aid Office. Any adjustment in aid resulting from this request is contingent upon your eligibility, according to program regulations and the availability of funds to the college at the time of review.
- Change in Financial Circumstances - If you or your family's situation changes because of a loss of employment, loss of untaxed income or has a family member who is a dislocated worker, request a Special Circumstances form from the Financial Aid Office. Return the form and required documentation to the Financial Aid Office. Any adjustment in aid resulting from this request is contingent upon your eligibility, according to program regulations and the availability of funds to the college at the time of review.
- Other Extenuating Circumstances that may be considered
- Tuition expenses at an elementary or secondary school,
- Unusual medical or dental expenses, out-of-pocket costs not covered by insurance, or
- Other unusual circumstances that might affect your eligibility for student financial aid.

AWARDING - The financial aid offer is based on the information you submitted; our estimates of available funds, and the anticipated number of applicants seeking financial assistance. Your financial aid will be credited directly to your student account for automatic payment of on-campus charges. If you are eligible for grants more than tuition and fees, and you wish to make other charges (e.g., books, supplies, etc.) using your financial aid funds, you must authorize Infinity College to pay these charges. You may rescind this authorization at any time prior to incurring any such charges; and you may not cancel it once any such charges have been made. This authorization is valid for funds more than tuition and fees, based on your financial aid eligibility and enrollment status. IF AUTHORIZATION IS NOT GIVEN, YOU WILL BE RESPONSIBLE FOR THE PAYMENT OF THESE CHARGES AT THE TIME EXPENSES ARE INCURRED.

PACKAGING PHILOSOPHY - It is our responsibility to coordinate all sources of financial aid for students. If you start in the fall, we will send an email addressing your award availability through your e-services account. Revised award notices will be sent when applicable. We will attempt to package aid for all applicants that will meet direct educational costs of tuition and fees.

Most outside resources such as Military Federal Tuition Assistance, Workforce Investment Act (WIA), Rehabilitation Services (RS), Employment Training (MET), Dislocated Worker Funding,

private scholarships, and any other outside resources of financial assistance will be counted toward meeting student need.

Federal Direct Loans will be the last resource of aid. This packaging philosophy is subject to change as necessary due to the number of qualified aid applicants, school policies, federal or state law, and the dollar amount of aid available in each program.

Eligibility Requirements

The award listed on your original award represents an offer based on full-time registration for each term of the academic year. Disbursed funds will reflect actual enrollment as of the census date of the term.

ELIGIBLE PROGRAMS: A vocational program leading to a certificate, diploma, or degree, no less than 16 semester hours in length in an occupational field.

ELIGIBLE STUDENTS: A student who is enrolled in an eligible program for the purpose of obtaining a certificate, diploma, or degree program. A student must be a high school graduate, have a GED or home school document to be eligible for student aid.

Registration Requirements

Federal Financial Aid is based upon the following enrollment status:

- Full-Time
- Three-Fourths Time
- One-Half Time
- Less than Half Time

Your award will be adjusted if you register for less than full-time status**.**

- Financial aid is adjusted after the census date. Enrollment status will be determined after the last date to add and/or drop a class for the term. Withdrawal from the college on or prior to the deadline to add a class will cancel all financial aid.
- Financial aid is not adjusted for credits added after the census date.
- Financial aid for qualified applicants is prorated to actual enrollment, based upon full, three-quarter, half, or less than half-time. Students must be enrolled in a program of study leading to a certificate in an occupational field and be making satisfactory academic progress.
- Other financial aid, specifically loan aid, is limited depending upon grade level.

***Note**: Infinity College <u>does not</u> participate in FWS Community Service or FSEOG selection programs.*

Rights and Responsibilities of Student Receiving Financial Assistance

MONEY MANAGEMENT - Paying for college is more than paying your tuition and fees. It means managing your money and stretching your dollars to meet your financial obligations. The Financial Aid Staff can assist students with their budgets, advise on loan indebtedness and other money management topics through educational programming and advising services.

You have the right to:

- Accept, reject, or seek adjustment to your financial aid award without prejudice.
- Know how much aid you will receive by term and how it will be disbursed or applied to your account.
- Know the terms of any employment program award offered.
- Know the interest rate, amount and repayment starting date of loans offered to you.
- Meet with a financial aid professional to review any decisions you feel warrant consideration due to an emergency or circumstances beyond your control.
- Receive answers to any questions you have about financial aid.

You *have a responsibility for:*

- Apply each year you want to receive financial aid.
- Provide complete and accurate information, and documentation if requested.
- Notify our office of change of enrollment, number of credits, financial status, and outside awards.
- Complete entrance and exit counseling and repay all loans according to the terms of your disclosure statement and Master Promissory Note.
- Use funds awarded solely for educational expenses incurred while attending SCC.
- Know and comply with the policies for financial aid "Satisfactory Academic Progress".
- Accept responsibility for all agreements signed.
- Report any changes in your financial situation from which you reported on your FAFSA.

DRUG FREE REQUIREMENT

In compliance with federal law (The Drug Free Schools and Communities Act Amendment of 1989), Infinity College has adopted and implemented a drug free prevention program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program includes:

- Providing all students and employees with information concerning the health risks associated with the use of illicit drugs and the abuse of alcohol.
- Informing students and employees of drug and alcohol counseling, treatment, or rehabilitation programs available.
- Providing all students and employees with a description of applicable legal sanctions under law for unlawful possession, use, or distribution of illicit drugs and alcohol.

REPORTING OF FALSE INFORMATION

Infinity College is required to refer for investigation to the Office of the Inspector General any instance in which the review of Federal Title IV aid shows reason to suspect that an applicant may have engaged in fraud or other criminal misconduct in connection with the application or documentation that was submitted in response to the application. This includes, but is not limited to, the following situations:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statements of income
- False statements of household data

Contacts for Information on financial assistance and institutional issues

- Institutional Financial Aid Representative- 337.261.9009
- General Information and Telephone Inquiries- 337.261.9009
- Federal FAFSA Processor: 319.337.5665
- Federal Programs/Application: 800.4-FED-AID
- IRS (Tax return copy request): 800-TAX-1040

NSLDS - Institutions that enter into an agreement with a potential student or parent of a student regarding a Title IV loan are required to inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Consumer Loan Disclosure Notice - In compliance with federal regulations under HEOA Sec. 489 amended Sec. 485B (d) (4) (20 U.S.C. 1092b) the College is required to notify you that approved loans will be submitted to the National Student Loan Data System (NSLDS) by the U. S. Department of Education and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system as determined by the U. S. Department of Education.

Financial Aid Programs

FEDERAL PELL GRANT PROGRAM - The Pell Grant Program was established by the Federal Government to provide the foundation upon which a complete package of financial aid may be constructed. If you apply and are determined to be eligible, you will receive an award. Before your Pell Grant can be disbursed, we must have a valid FAFSA record in our office by the last day of the term for which you were enrolled. The Federal Pell Grant is not available to students with a prior bachelor's degree or higher. Eligibility is limited to the equivalent of six full-time years of receiving Pell Grant funds.

Federal Direct Subsidized and Unsubsidized Loans

- The Federal Direct Subsidized Loan Program is a need-based, federal student loan program administered by the college, the Department of Education, and a loan servicer. You must be enrolled at least half-time (6 credits) to be eligible. The Federal Government subsidizes the interest while the student is enrolled at least half-time.
- The Federal Direct Unsubsidized Loan Program is a non-need based, federal student loan program administered by the college, the Department of Education, and a loan servicer. You must be enrolled at least half-time (6 credits) to be eligible.

Loan Limits - The loan amount may not exceed the cost of attendance or any other financial aid. More information on annual and aggregate Federal Direct Loan limits can be found here. A borrower may receive both a Subsidized and an Unsubsidized Federal Direct Loan up to the annual loan limit based on grade classification.

Pre-Requirements

- Direct Loan Entrance Counseling provides information on your rights and responsibilities as a borrower as well as financial management.
- Master Promissory Note is your contract with the Department of Education that you agree to abide by the repayment terms of your federal student loans.

Exit Counseling

Exit counseling must be completed when you graduate, withdraw, or drop below half-time. The process provides information on the average amount borrowers owe, repayment options, consolidation of loans, and budget information.

Loan Proration

Students who are graduating after the fall semester or enrolled in a program that is shorter than a full academic year will have their Direct Loan(s) prorated based on the number of credits needed to complete the program on record. Therefore, the amount listed on your award letter may be higher than your actual remaining eligibility. The amount will be revised at the time the college certifies your loan.

Federal Direct Parent Plus Loans

Federal Parent PLUS loans enable parents to borrow up to the cost of attendance minus other financial aid for each child who is enrolled at least half-time and is a dependent student. Federal PLUS borrowers do not have to demonstrate financial need, although they will have to undergo a credit analysis. If a parent is denied a PLUS Loan, the student may be eligible for additional Unsubsidized Direct Loan funding.

CANCELLATION

Borrowers have the right to cancel all or a portion of the loan if the request is submitted to Infinity College within 14 days of disbursement.

Note: If you completely withdraw during a term, future loan disbursements will be canceled.

OFFICE OF THE OMBUDSMAN

Students who experience problems with their student loans during the course of repayment may seek assistance through the Department of Education Office of the Ombudsman. Borrowers can contact them at https://studentaid.ed.gov/repay-loans/disputes/prepare/contact-ombudsmanor 877-557-2575.

PROFESSIONAL JUDGEMENTS AND DEPENDENCY OVERRIDE

The law governing the FSA programs is based on the premise that the family is the first source of the student's support, and the law provides several criteria that decide if the student is considered independent of his/her parents for aid eligibility.
Note that a student reaching the age of 18 or 21 or living apart from her parents does not affect her dependency status. If a student is considered dependent on his parents, their income and assets must be included in the FAFSA. The parent contribution will be calculated and added to the student's contribution to derive a STUDENT AID INDEX (SAI). In unusual cases, an aid administrator can determine that a student who does not meet any of the independence criteria should still be treated as an independent student.

Professional Judgment

IN GENERAL—Nothing in this section limits the authority of the financial aid administrator, when supported by adequate documentation, to exercise professional judgment on a case-by-case basis. As permitted by federal law and regulation, the financial aid administrator may adjust components of a student's cost of attendance or FAFSA data elements used to calculate the Student Aid Index (SAI) to account for documented special circumstances. Professional judgment decisions are made individually and may not be used to alter the federal need-analysis formula or create eligibility outside applicable federal requirements.

Students Without Parental Support

Students whose parents refuse to support them are not eligible for a dependency override, but they may be able to receive unsubsidized Stafford loans only. For a student to be eligible for this provision (the text of which is in the "Professional judgment" margin note on page 114), you must get documentation (1) that his parents refuse to complete his FAFSA and (2) that they do not and will not provide any financial support to him. Include the date support ended. If the

parents refuse to sign and date a statement to this effect, you must get documentation from a third party (the student himself is not sufficient), such as a teacher, counselor, cleric, or court. As noted in the next section, this situation does not justify a dependency override. But as with overrides, resolving the situation is at your discretion. If you decide that a student falls into this category, you must document your decision and ensure that the student submits a FAFSA and passes all the eligibility matches. The result will be a rejected application with no STUDENT AID INDEX (SAI). You can then award the student unsubsidized Stafford loans up to the maximum the student would normally be eligible for depending on his grade level (but not the amount a student can get when his parent is unable to get a PLUS loan).

Dependency Overrides

A financial aid administrator (FAA) may do dependency overrides on a case-by-case basis for students with unusual circumstances. If the FAA determines that an override is appropriate, she must write a statement detailing determination and must include the statement and supporting documentation in the student's file. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override:

1. Parents refuse to contribute to the student's education.
2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as a dependent for income tax purposes.
4. A student demonstrates total self-sufficiency.

Unusual Circumstances

Unusual Circumstances do include (and may cause any of the above conditions) abandonment by parents, an abusive family environment that threatens the student's health or safety, or the student being unable to locate his parents. In such cases a dependency override might be warranted. The presence of these conditions would not disqualify a student from being an unaccompanied youth who is homeless or self-supporting and at risk of being homeless. Such a student who is too old (i.e., is 22 or 23) to be a "youth" would merit a dependency override. An FAA may, without gathering documentation, use an override that another school granted in the same award year. However, overrides do not carry over from one year to the next; the FAA must reaffirm each year that the unusual circumstances persist, and an override is still justified.
A third party that knows the student's situation—such as a teacher, counselor, medical authority, member of the clergy, prison administrator, government agency, or court—should establish the unusual circumstances. Evidence can be a signed letter or an official document, such as a court order. If third party documentation is truly not available, the school may—though it is not required to—accept a signed and dated statement from the student or a family member detailing the unusual circumstances. Such a statement should be a last resort.

Unable to Provide Parental Data

FAFSA on the Web allows students to indicate that they believe they have special circumstances that prevent them from providing parent information. A student who indicates this is thoroughly informed about what warrants a dependency override and what the results will be for his application. If he persists through those screens and does not include parent data, he will get a rejected ISIR that will have the special circumstances flag set. You will have to review the student's situation and determine if he is an unaccompanied homeless individual, merits a dependency override, must instead provide parent data, or should be permitted to borrow only unsubsidized Stafford loans because he can document that his parents have refused to support him and to provide their information on his FAFSA. In the last case he does not receive a dependency override.

Credit Balances

The college's policy is to resolve ***eligible*** credit balances in student accounts as promptly as possible - in compliance with all applicable regulations and by the end of the term at which the credit balance is created - by issuing refunds to the student.
A ***credit balance*** results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific term or semester.

A ***credit balance eligible for a refund*** is one where all the applicable charges and credits have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment, or any other applicable conditions.

Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed into the account.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges.

Account Balances, Returns and Payments

In some cases, if a refund is issued and subsequently a balance is created in the student's account, it is the student's responsibility to return the funds to the college or pay the balance in accordance with the school's billing and payments policies, including any applicable penalties and late fees

Types of Student Account Credit Balances and Refunds

Credit balances may be related to payments from several sources, including from personal funds; Title IV Federal Student Aid; and non-federal aid funds, such as private loans and grants, and other external awards.

The school's policies and procedures for handling student credit balances adhere strictly to federal and other regulatory requirements, as applicable, and vary depending on whether a credit balance is related to federal aid funds or not.

Credit balances may also be related to and affected by changes in a student's enrollment status during a term or semester; changes to expected enrollments status prior to a term, including non-enrollment; changes to academic workload (Add/Drop) that affect federal or other aid eligibility; leaves of absence; or withdrawal.

If a student's enrollment status changes as a result of adding or dropping classes, the student's federal aid award may need to be adjusted, and this may affect the amount of any refunds.

CREDIT BALANCES AND REFUNDS DUE TO FEDERAL FINANCIAL AID

Depending on the specifics of the situation, for students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office.

The college will credit Title IV federal aid funds to a student's account only against allowable institutional charges

Written Authorization:

Students (or parent borrowers) must provide written authorization before the college can perform any of the following actions with respect to credit balances related to Title IV federal aid funds:

- Hold a credit balance in the student's account across terms within the same award year, or
- Apply funds awarded for the current year to prior year charges, up to $200, to pay for charges other than for tuition, fees, room, and board

Students may provide this written authorization by ***sending us an email request****.*

CREDIT BALANCES AND REFUNDS DUE TO OVERPAYMENT OR OTHER, NON-FEDERAL STUDENT AID FUNDS:

If a student or parent overpays the student's account, related credit balances will be refunded to the student, regardless of the source of the payment.

For students who did not enroll during the term or semester for which a credit balance exists in the student's account, the credit balance will be refunded to the student, unless the payment was made via wire transfer, in which case the payment will be returned to the source.

If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

Sponsored (Third-Party) Billing:

For students who are sponsored by a third party for whom the college is billing the sponsoring organization through its Third-Party Billing program, the refund may be sent to the sponsoring organization, depending on the conditions of sponsorship.

Refund Processes

The college's policy is to monitor credit balances daily as they are created in student accounts; Infinity College also reviews student accounts for accuracy of charges and funds posted, as well as possible pending charges.

Infinity College prioritizes refund processing in the following manner:

PRIORITY OF CREDIT BALANCES AND REFUNDS DUE TO TITLE IV FEDERAL STUDENT AID:

The college will automatically issue refunds for eligible credit balances related to Title IV Federal Student Aid funds.

Credit balances related to Title IV federal aid funds, according to federal regulations, must be refunded no later than 14 days after either:

- ***The date the credit balance occurred on the student's account***, if the credit balance occurred after the first day of class of a payment period, ***or***
- ***The first day of classes of the payment period*** if the credit balance occurred on or before the first day of class of that payment period.

Credit balances related to Title IV funds are always prioritized for refund processing, except that, as noted above, the college will hold credit balances in a student's account across terms within the same award year if the student (or parent borrower for Parent Loans recipients) provides prior written authorization.

Issuing Refunds

Refunds are issued via paper check.

Financial Aid Warning

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS

Students who do not make SAP and are placed on Financial Aid Suspension will lose their Title IV financial aid eligibility.

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of Title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to decide on the appeal.

The bases on which a student may file an appeal are injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Campus Director will provide a decision in writing within ten (10) business days. The school has the final decision. If a student's appeal is accepted the student can get financial aid.

Financial Aid Probation

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by-course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- The two required courses are only available in the same time slot.
- The school is unable to offer the required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal for an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

Return Of Title IV Funds

The return of Title IV funds policy is designed for students who wish to discontinue their enrollment in their educational program or for those students who cease attendance without officially notifying the college. The policy outlines the potential financial ramifications of withdrawing from the College.

Federal regulations require that Title IV financial aid funds be awarded and disbursed under the assumption that the student will attend the institution for the entire period in which federal assistance was provided. When a student withdraws from all courses for any reason, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based on the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A prorated schedule is used to determine the amount of federal aid he/she will have earned at the time of the withdrawal.

Please Note:

- Institutional funds are not subject to the R2T4 policy.
- If a student withdraws from all courses after the 60th percentile of the payment period, the Return of Title IV refund calculation is not required.
- Prior to completing the Return of Title IV Funds calculation, the College will evaluate student eligibility for a post withdrawal disbursement, and if eligible, the post withdrawal disbursement will be made.

This calculation must be completed if a student receives federal funds and:

- completely withdraws prior to the 60th percentile of the payment period, or
- does not complete all modules (courses that are not scheduled for the entire payment period), or stops attending before completing the payment period

Steps involved in the Return of Title IV Funds Calculation

1. Financial Aid Office will determine:

The total amount of Title IV aid disbursed (if any) for the term the student withdrew. (Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student account on or before the date the student withdrew.) The total amount of Title IV aid was disbursed, plus the aid that could have been disbursed (if any) for the term in which the student withdrew.

2. Percentage of Aid Earned
3. Amount of Aid Earned by Student
4. Amount of Title IV Aid to be Disbursed or Returned

Order of funds returned

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

Loans must be repaid by the loan borrower as outlined in the terms of the borrower's promissory note.

The grace period for loan repayments for Federal Unsubsidized Subsidized Direct Loans will begin on the day of the withdrawal from the MCCM. The student should contact their loan servicer if he/she has questions regarding the grace period or repayment status.

Reinstatement Of Title IV, HEA Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A student who failed to make SAP progress may re-establish his/her financial aid eligibility after meeting the following conditions:

Enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame to regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requested prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Leave Of Absence, Interruptions, Course Incompletes, Withdrawals, And Transfer Credits

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Requests for a LOA must be specific in writing, be signed and dated. Before a LOA is granted there must be reasonable expectation that the student will return from the leave.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return to the same SAP status as at the time of withdrawal.

Course incomplete, repetition, and non-credit remedial courses do not apply. Therefore, the school does not issue incomplete or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

Change of Major or Program: If a student changes his/her major or program, the school does not count for SAP purposes, classes taken in the first major or program that do not apply to the second or subsequent major or program.

Due to the unique nature of Infinity College's curriculum, transfer credits are not accepted from other institutions.

Notification

Students will be sent written notification if their status changes as a result of the SAP evaluation.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event a student must withdraw the student must consult with the Financial Aid Director and/or Campus Director and notify in writing his/her official last day.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

If the school unofficially withdrawals a student from the school, the Financial Aid Director and/or Campus Director will record the circumstances and last day in writing and include the information in the student's official file.

Course Retakes:

A full-time student in a term-based program may retake (one time only per previously passed course) any previously passed course. "For this purpose, passed means any grade higher than an "F," This retaken class may be counted toward a student's enrollment status based on inclusion of the class.

A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases) and if a student withdraws before completing the course that he or she is being paid Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receive Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV HEA program funds. *Additional regulations may apply for practical nursing students.

Net Price Calculator

What is the Net Price Calculator?

- The Net Price Calculator is a tool for students and parents to use to get an estimate of what it may cost to attend *Infinity College*.
- The information you receive from the calculator is an estimate of costs and financial aid.
- The estimate assumes that you will be a degree seeking undergraduate student enrolled full-time (12 or more credits) in the fall and spring semesters.

How does the calculator work?

- The calculator uses information on the typical cost of attending *Infinity College*, including tuition, fees, books, supplies, room and board, transportation, and personal expenses.
- Your actual costs will vary depending on your major, the courses you select and your living arrangements.
- Using family financial information that you enter, the calculator will estimate the amount of grant and scholarship financial aid that similar students received in the previous year.

Getting Started

- Using the calculator should take less than ten minutes of your time, assuming you have family financial information available.
- You will be asked some basic questions about you and your family's financial situation, so it might be helpful to have recent tax forms or pay stubs on hand.

Privacy

- Information you enter into the tool is not retained, transmitted, or used by *Infinity College* or any third party.
- You will be asked for basic information about you and your family's income and plans for college in order to calculate your expected costs and financial aid.
- You will not, however, be asked to enter your name, date of birth, address, social security number, or any other personally identifiable information.

Things to Keep in Mind

- The Net Price Calculator can only provide an ESTIMATE of costs and financial aid. It is not a final determination or actual award of financial assistance or a final net price.

- Financial aid award packages are determined after a student has submitted a Free Application for Federal Student Aid (FAFSA) indicating the ***Infinity College*** **FAFSA school code**.
- For more information on applying for Federal student aid, go to http://www.fafsa.ed.gov.
- Estimated costs are based on the costs for students based on previous academic year's enrollment.
- Financial aid is estimated based on the median grant and scholarship aid received by first-time, full-time, seeking students enrolled in based on previous academic year.
- The financial aid estimates do not include any loans or work-study assistance.
- Education costs and available financial aid programs will vary each academic year.

Academic Counseling

Academic counseling is a continuing experience between the student and teacher, and students are counseled relating to Academic Probation. The President counsels with students often to help with school and personal problems. Infinity College has a sincere interest in the personal welfare of each student and promotes an open-door policy of communication to provide assistance when needed.

Grade and Grade Points

Students must maintain satisfactory academic progress at all times. Students are encouraged to consult with their instructors regarding their grades and academic progress. Students will receive a progress report at the end of each month.

Your final course grade reflects the grades earned on quizzes, case studies, discussion responses, assignments, internship/externship, and the final exam. A letter grade will be assigned upon conclusion of the course. Successful completion of a course requires an overall score of 70% or better.

The following scale will be used to determine your course grade:

A	Excellent	93-100%	3.5-4.0
B	Good	92-85%	3.0-3.4
C	Satisfactory	84-77%	2.0-2.9
D	Poor	76-70%	1.0-1.9
F	Failure	69 below	0.0
W	Withdrawn		0.0
I	Incomplete		0.0
Students should maintain a minimum of 70% or 2.0 GPA			

A student's cumulative grade-point average (GPA) is computed by dividing the total grade points earned by the total hours used in the GPA calculation. A failing grade remains part of the student's permanent academic record. If a failed course is repeated and successfully completed, the original failing grade remains visible on the transcript but is not included in the GPA calculation; the grade earned in the repeated course is used in the GPA calculation.

Practical Nursing Grading Scale			
A	Excellent	93-100%	3.5-4.0
B	Good	92-85%	3.0-3.4
C	Satisfactory	84-80%	2.0-2.9

D	Poor	70-79%	1.0-1.9
F	Failure	69 below	0.0
W	Withdrawn		0.0
I	Incomplete		0.0
Students should maintain a minimum of 80% or 2.0 GPA (PN Students)			

Withdrawals

Students withdrawing from a class should consult with the class instructor and then the President. Students withdrawing from school should complete a withdrawal form. The school requests that a notice of cancellation or withdrawal be made in writing. The date of withdrawal shall be the last date of recorded attendance. If a student withdraws prior to completing 50% of the course, the student will receive a "W" for that course; however, if the student withdraws after completing 50% of the course, the student shall receive the letter grade earned for that course. Students who receive a "W" have not met the minimum objectives and must repeat the course to receive official credit. Students are required to obtain the signature of the Director, President, Program Coordinator, and/or Financial Aid Representative to drop or add courses. Dropped courses will appear on your transcript and could impact academic standing.

Unofficial Withdrawals

If and/or when a student "unofficially" withdraws from school, the date of determination will be established no later than 14 days after the last date of attendance.

Determining Withdrawal Date

If the student fails to attend classes prior to the end of the payment period or period of enrollment, a student's withdrawal date is:

For students who provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that notification is received by the institution in writing or orally.

For students who do not provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that the institution becomes aware that the student has failed to attend. The institution will determine the withdrawal date as follows:

- The last date of recorded attendance.
- Any earlier or later date that the institution documents as the last date of academically related activity by the student.
- Another date, as determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control that prevented the student from withdrawing officially.
- For a student who does not return from an approved leave of absence, the withdrawal date is earlier than the date of the end of the leave of absence or the date the student provides official notification to the institution that he or she will not be returning to the institution.

Financial Implications of a Course Drop or Withdrawal

A student who drops a course or withdraws from all courses may be entitled to a refund or partial refund of tuition and fees.

A student who drops or withdraws from a course after the semester disbursement of financial aid may be subject to the cancellation of a portion or all the financial aid the student received.

The student may be obligated to return financial aid overages disbursed to them and may be required to pay the tuition and fee charges that were previously covered by the student's aid award.

Academic Implications of a Course Drop or Withdrawal

Subpart A. A student who drops or withdraws from a class, or who has been administratively dropped or withdrawn from a class, is no longer eligible to participate in that class.

A dropped course is no longer considered enrolled credits, effective first day of the term. A withdrawn class is no longer considered enrolled credits, effective from the date of withdrawal.

Withdrawn credits are considered attempted but not earned for the calculation of percentage completion when assessing satisfactory academic progress.

Dismissal from a Course

Students must maintain appropriate behavior, full attendance, and achieve at the top level of their ability to remain on a course. Upon recommendation of the Instructor, Director, and/or President any student can be removed from a course for the remainder of a class period or permanently removed if the joint judgment of the Director, President, and/or Instructor and merits this conclusion. If permanent removal is the resolution of the situation created by the student, the school Director must make the final ruling. Academics, behavior, attire, or attendance can singularly or in combination be the criteria used for class dismissal or removal from a course.

Title IX

Regulatory Policy- no exceptions may be made.

PURPOSE

The policy and protocols set forth in this document are to ensure Infinity College's compliance with the U.S. Department of Education's Office of Civil Rights regulation known as "Title IX." The purpose of this policy is to provide clear guidance regarding Infinity College's internal system of reporting, processing, and making decisions on complaints of sex discrimination and harassment.

This policy and corresponding protocols apply to all students, employees and third parties, regardless of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation or any other factor unrelated to professional or educational qualifications.

REFERENCE

20 U.S.C. 1681 provides in part that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Sex discrimination includes sexual misconduct in the form of sexual harassment, hostile work environment, sexual violence (rape, sexual assault, and sexual abuse), domestic violence, dating violence, stalking, intimidation (extortion, menacing behavior, bullying), and gender/sex-based harassment or discrimination.

POLICY

Infinity College does not discriminate on the basis of sex in the education programs and activities it operates, including but not limited to admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignments, grading, recreation, extracurricular activities, and employment. Infinity College is committed to offering an education and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression ("Sex Discrimination"), and free from Sexual Violence (including sexual assault) and Relationship Violence (including domestic violence, dating violence, and stalking). Such discrimination is inconsistent with Infinity College's values and is prohibited by law, including by Title IX of the Education Amendments of 1972 ("Title IX").

Thus, Infinity College prohibits Sex Discrimination, Sexual Violence and Relationship Violence (together, the "Prohibited Conduct"), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of Prohibited Conduct and ensure equal access to its educational programs and activities; (iii) to prevent the recurrence of Prohibited Conduct; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct via its Title IX Grievance Procedures located within this policy and provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior. In implementing this policy, Infinity College acknowledges that every victim or survivor of Prohibited Conduct has the right to be taken seriously and every respondent to allegations of Prohibited Conduct has the right to know that guilt is not presumed.

The prevention and elimination of sexual harassment is of special concern to Infinity College. Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an employee conditioning the provision of an aid, service or benefit of Infinity College on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Infinity College's education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor/victim based on the reporting party's statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence includes but is not limited to sexual or physical abuse or threat of such abuse but does not include acts covered as Domestic Violence (defined below).
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear the person's safety or the safety of others or suffer substantial emotional distress.

Infinity College regards all such conduct and retaliation for the reporting of such conduct as creating a hostile and offensive work and learning environment in violation of this policy.

The following person has been designated to handle inquiries regarding Infinity College's Title IX Policy:

Dr. Sherica Davis or designee or Campus Director
President/ Title IX Coordinator/ ADA Coordinator

Infinity College
2600 Louisiana Avenue
Lafayette, LA 70501

Office:337-261-9009
Fax: 337-261-9020
Email: **titleix@infinitycollege.edu**

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting **www2.ed.gov/about/offices/list/ocr/complaintintro.html** or calling **1-800 421-3481**.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling **1-800-669-4000** or visiting **https://www.eeoc.gov/employees/howtofile.cfm**.

PROCEDURES

I. Introduction

A. Purpose: The purpose of these procedures is to implement Infinity College's Sex Discrimination and Harassment Prohibition-Title IX Policy. Capitalized terms shall have the meaning ascribed to them in the Definitions Section set forth below.

B. Jurisdiction: These procedures apply to Prohibited Conduct as defined by Infinity College's Sex Discrimination and Harassment Prohibition-Title IX Policy 04-018 where Infinity College has Actual Knowledge of such conduct occurring either on or off campus property where one of the following conditions is met:

1. The conduct occurred in connection with an officially recognized education program or activity.
2. The conduct occurred at a location or event or under circumstances over which Infinity College exercised substantial control over both the Respondent and the context in which the conduct occurred; or
3. The conduct occurred on property owned or controlled by a student organization that is officially recognized by Infinity College.

C. Scope: These procedures apply to Prohibited Conduct between the following parties located in the United States at the time of the incident:

1. Student Complainant and student Respondent
2. Student Complainant and employee Respondent
3. Student Complainant and third-party Respondent
4. Employee Complainant and student Respondent
5. Employee Complainant and employee Respondent
6. Employee Complainant and third-party Respondent
7. Third-party Complainant and student Respondent
8. Third-party Complainant and employee Respondent

D. Administration: Infinity College's Title IX Coordinator(s) shall be responsible for implementing these procedures consistent with applicable Infinity College policy and relevant local, state and federal laws, and ensuring that all those involved in (1) the receipt of reports of Prohibited Conduct, (2) the referral or provision of services related to Prohibited Conduct, or (3) Infinity College's investigation and conduct of Grievance Procedures for reports of Prohibited Conduct receive required training.

Reporting Prohibited Conduct: Anyone (student, employee, or third-party) may make a report on Prohibited Conduct, whether the Prohibited Conduct was directed at such a person or not, and may do so at any time. Infinity College encourages everyone to report actual or suspected violations of Infinity College's Sex Discrimination and Harassment Prohibition- Title IX Policy as soon as practicable to aid in Infinity College's response to such conduct.

- A. Methods of Reporting: In order to ensure a prompt response, including the provision of Supportive Measures, the College requires anyone reporting Prohibited Conduct to do so by contacting the College's "Officials with Authority" immediately. The Officials With authority will report the incident to the Title IX Coordinator through one of the following methods but preferably through emailing the titleix@infinitycollege.edu inbox immediately. If there is an emergency on campus, contact the authorities, call one of the designated employees and email them with a summary of events.
- B. The following person has been designated to handle inquiries regarding Infinity College's Title IX Policy at any time to include non-business hours via direct mail, email, or phone:
    - Dr. Sherica Davis, President or Designee or Campus Director
    - Title IX Coordinator
    - ADA Coordinator
    - Infinity College
    - 2600 Louisiana Avenue
    - Lafayette, LA 70501
    - Office: **337-261-9009**
    - Fax: 337-261-9020
    - Email: **titleix@infinitycollege.edu**
- C. An anonymous report may be filed with Infinity College.

E. Initial Response to Report: Following receipt of a report of potential Prohibited Conduct, the Title IX Coordinator shall:

- 1. Acknowledge receipt of the report to the reporter if possible (i.e., if not anonymous).
- 2. Document the acknowledgement of report by using "Title IX Complaint" Activity code.
- 3. Any subsequent conversations should be documented using the "Title IX Correspondence" activity code with a general summary of conversation, not to include specifics.
- 4. Promptly contact the Complainant to:
    - i. Discuss the availability of supportive measures (which must be made available with or without filing a Formal Complaint).
    - ii. Explain the process for filing a Formal Complaint; and
    - iii. Discuss the Complainant's wishes regarding how Infinity College should respond to the allegations.
    - iv. Discuss options for notifying law enforcement including the right to decline to notify law enforcement and the right to be assisted in making a report to law enforcement if he/she chooses.
    - v. Provide written information about the importance of seeking medical treatment and preserving evidence as soon as practicable after an incident.
    - vi. Provide information on availability and contact information for resources (both on and off campus) available to an alleged victim of Prohibited Conduct; and
    - vii. Explain how Infinity College will protect the privacy and confidentiality of the alleged Complainant, Respondent, and witnesses to the extent practicable pursuant to Infinity College's Privacy Policy outlined in section I.K. below.

- 5. Consider the facts reported and, assuming their truth, for purposes of determining whether interim measures are appropriate, consider whether:
    - i. an emergency removal of a student, employee or visitor from campus is appropriate.
    - ii. an administrative leave of an employee is appropriate; and
    - iii. whether other interim measures may be appropriate, including but not limited to the adjustment of class schedules.
    - iv. To conduct further inquiry to discover additional facts including:
        - a. Identifying and interviewing witnesses.
        - b. Contacting and interviewing the Respondent; and
        - c. Contacting and cooperating with law enforcement.

F. Supportive Measures: Supportive Measures may be requested by any party (Complainant(s) or Respondent(s)), whether or not a Formal Complaint is filed; a report is filed with law enforcement; or the Complainant decides to pursue any other process offered by the College. Requests for Supportive Measures should be submitted to the Title IX Coordinator. Infinity College should offer Supportive Measures on an equitable basis to Complainant(s) and Respondent(s) alike.

G. Identifying and Locating Witnesses: It is Infinity College's responsibility to identify and locate witnesses to an alleged incident of Prohibited Conduct. The Complainant is encouraged to identify any known witnesses at the time they report Prohibited Conduct, including but not limited to when filing a Formal Complaint.

H. Contacting and Interviewing Respondent: Infinity College will make every effort not to contact the Respondent until such time as a Formal Complaint is filed. The Complainant will be notified of the College's intent to contact and interview the Respondent prior to said contact.

I. Contacting and Cooperating with Law Enforcement: A Complainant has the right to notify law enforcement or to decline to notify law enforcement.

J. Importance of Preserving Evidence: Survivors/Victims of sexual violence should take steps to preserve all physical evidence to assist in proving that a crime occurred or in obtaining an order of protection, restraining order or other such court order.

K. Privacy: The College will protect the identity of parties and witnesses involved in the resolution of a report of Prohibited Conduct to the extent doing so does not unreasonably interfere with legally protected rights of others, the investigation into and resolution of the reported conduct, or the implementation of Supportive Measures, sanctions or remedies.

II. Formal Complaint Process

A. General: The filing of a Formal Complaint will trigger the formal investigation and hearing procedures (collectively referred to as "Grievance Procedures") set forth herein. Even in the absence of a Formal Complaint, a Respondent may be subject to discipline through other

applicable College procedures and the College may still take other remedial action to address the alleged conduct if said conduct does not rise to the level of a Title IX violation or Prohibited Conduct. There is no deadline for the filing of a Formal Complaint, although Infinity College encourages individuals to do so as early as possible following an incident.

B. Filing a Formal Complaint: A Formal Complaint may not be anonymous. It must be submitted in writing and signed by either:

1. The Complainant; or
2. Title IX Coordinator.

C. Notice of Formal Complaint: Within five (5) business days following the filing of a Formal Complaint, the Title IX Coordinator shall send a written notice simultaneously to all parties identified in the Formal Complaint containing the following information:

1. A copy of these Procedures.
2. Notice of the allegations and the type(s) of Prohibited Conduct implicated, including a reference to the Section of the Infinity College policy such alleged conduct, if proven, would violate.
3. The identity of the parties involved in the alleged incident, including the Complainant and witnesses, is known.
4. The date, time, and location of the alleged incident (if known).
5. The parties' right to an advisor of their choice, who may, but need not, be an attorney.
6. A statement that the Respondent is presumed "not responsible" for the alleged conduct and that a determination will be made only at the conclusion of the Grievance Procedures.
7. A statement regarding the parties' right to inspect and review evidence.
8. The provision of any College policy that prohibits knowingly making false statements or knowingly submitting false information to a college official during these or other College proceedings.
9. A statement prohibiting retaliation.
10. A statement regarding the availability of resources and Supportive Measures for the parties; and
11. A statement regarding Infinity College's duty to update the Notice if there are any substantive changes to the information contained in the original Notice (e.g., the inclusion of additional allegations in the investigation or receipt of new evidence, including but not limited to the identity of additional witnesses).

D. Consolidation of Formal Complaints: Infinity College may consolidate Formal Complaints containing allegations of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

E. Informal Resolution: At any time following the filing of a Formal Complaint, Infinity College may consider whether or not an Informal Resolution, as described in Section VIII of these Procedures, may be appropriate.

III. Grievance Procedures- General

A. Timeframes and Extensions: The parties have the right to expect that the Grievance Procedures set forth herein will begin promptly following the filing of a Formal Complaint and proceed in a timely manner. Infinity College shall consider requests for extensions or delays, only for good reasons. If the process is delayed or a deadline is extended, the College will so notify the parties, in writing. The College will make a good faith effort to complete the grievance process within 60-90 days, though extensions may be allowed for good cause.

B. Fair and Equitable Treatment of all Parties: The College will provide fair and equitable treatment to all parties involved in the Grievance Process, including the following:

1. Every Complainant has the right to be taken seriously, and every Respondent has the right to know that guilt is not presumed.
2. All parties will have an equal opportunity to inspect and review evidence, both inculpatory and exculpatory, obtained as part of an investigation that is related to allegations raised in a Formal Complaint.
3. All parties will have an equal opportunity to present facts and expert witnesses, and other inculpatory or exculpatory evidence.
4. Infinity College will conduct an objective evaluation of all relevant evidence.
5. All parties may be accompanied by an advisor of their choice during any aspect of the Grievance Process where the party's presence has been requested.
6. Infinity College will not place a limit on the choice of advisor for either party, though said advisor will be expected to abide by any applicable rules of decorum established by Infinity College.
7. Any written notice to a party whose participation is invited or expected will contain the date, time, location, identity of participants and purpose of the meeting/hearing and will be sent with sufficient time to allow the parties to prepare to participate.
8. The parties will not be restricted from discussing the allegations under investigation, or from gathering evidence or witnesses bearing in mind that conduct constituting Retaliation or witness tampering or intimidation is a violation of Infinity College's retaliation statement within the college catalog.
9. Any written notice, report or determination made in accordance with the Grievance Process shall be sent simultaneously to all parties involved.

C. Prohibited Evidence: The following evidence will not be sought, relied upon, or otherwise used in the investigation of a Formal Complaint or in making a determination about responsibility:

1. Information protected by a legally recognized privilege, UNLESS the person holding the privilege has provided Infinity College with voluntary written consent to use such information or has otherwise waived the privilege.
2. Information about the Complainant's past sexual behavior or predisposition EXCEPT in compliance with federal rape shield and other statutory protections.

D. Sanctions & Remedies: A final determination of responsibility for Prohibited Conduct against a Respondent may result in the sanctions up to and including termination of enrollment in and/or employment with Infinity College.

E. Qualifications of Investigators, Decision-Makers, and Facilitators: All those involved in the investigation or resolution of allegations of Prohibited Conduct shall:

1. Serve impartially and be free from actual or reasonably perceived conflicts of interest or bias; and
2. Be trained, as required by law, to include definitions of and issues related to Prohibited Conduct; how to conduct an investigation and hearing; how to serve impartially and avoid prejudgment; how to make determinations on relevancy of evidence; how to create an investigative report; how to evaluate credibility; how to synthesize evidence; and how to avoid sex stereotypes or generalizations based on sex.

IV. Grievance Procedures- Investigation

A. Assignment of Investigator: Within three (3) business days of the receipt of a Formal Complaint, the Title IX Coordinator shall appoint an investigator. The identity of and contact information for the assigned investigator shall either be included in the Notice of Formal Complaint described in Section II. A. above or the Title IX Coordinator shall send written notice to all parties containing that information along with an explanation of the process for challenging the assignment based on conflict of interest or bias. Any challenge must be resolved before the investigation process may begin.

B. Evidence Gathering: The investigator shall be responsible for gathering evidence, both inculpatory and exculpatory, relevant to the allegations contained in the Formal Complaint. At minimum, the investigator shall take reasonable steps to interview all parties. After available evidence has been gathered, the investigator will send the parties and their advisors (if any) the evidence related to the allegations raised in the Formal Complaint in either electronic or hard copy format (at the discretion of the investigator). The parties shall have 10 days to submit a written response to the investigator, which response will be considered in completing the investigative report. All said evidence shall be available to the parties for inspection and review at any hearing.

C. Investigative Report: Within ten (10) business days of receiving the parties' responses to the evidence and/or expiration of the deadline for submission of the responses, the investigator shall send to the parties a written investigative report that summarizes relevant evidence. The parties shall have 10 business days to submit to the investigator a written response.

1. Consolidated Complaints: Where a decision has been made to consolidate complaints, the investigator may create a single investigative report for all said complaints.
2. Parties' Response: In the written response, parties may propose corrections, provide appropriate context, raise defenses, identify missing relevant evidence, or raise any other issues in relation to the evidence they feel is important for the Grievance Officer to

consider. Failure to submit a response will NOT prevent the parties from raising those issues later in the Grievance Process, such as during any future hearing.

V. Grievance Procedures- Pre-Hearing

A. Submission of Investigative Report & Response(s): Within one (1) business day of receiving the parties' responses or expiration of the deadline to submit said responses, the investigator shall send a copy of the investigative report and the parties' responses, if any, to the Title IX Coordinator.

B. Title IX Determination: The Title IX Coordinator shall review the investigative report and responses thereto and decide whether or not the alleged conduct, if proven, would constitute Sex Discrimination or Sexual Harassment as defined by Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) and its implementation regulations (34 CFR Â§106 et. seq.). A written decision and reasons therefore shall be sent to the parties within ten (10) business days of the Title IX Coordinator's receipt of the investigative report and responses:

1. Title IX Compliant Hearing Referral: If the Title IX Coordinator determines that the alleged conduct, if proven, does constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Title IX Coordinator shall appoint a Grievance Officer to conduct a hearing in accordance with Section VII below.
2. Dismissal of Formal Complaint: If the Title IX Coordinator determines that the alleged conduct, if proven, does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Formal Complaint shall be dismissed. The Title IX Coordinator also has discretion to dismiss the Formal Complaint or any allegations therein if:
    1. i. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw from the Formal Complaint or allegations therein.
    2. ii. The Respondent is no longer enrolled or employed by the College; or
    3. iii. Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the Formal Complaint.
3. Referral to Other College Processes: If, in the course of investigating the Formal Complaint, conduct is alleged or discovered that may violate any other College Policy (e.g., the Code of Student Conduct), the Title IX Coordinator may refer the matter for consideration through any other applicable College process.

C. Appeal of Title IX Determination: To the extent the Title IX Coordinator determines that the alleged conduct does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, that decision may be appealed by any party, utilizing the process set forth in Section E below. No other applicable process should proceed until the appeal has been decided or the deadline for filing an appeal has expired.

VI. Grievance Procedures- Hearing & Appeal

A. Assignment of the Grievance Officer: Within three (3) business days of the Title IX Determination set forth in Section VI. C above (which deadline may be extended if an appeal of the determination has been filed), the Title IX Coordinator will appoint a Grievance Officer to conduct a hearing to determine responsibility. A copy of the investigative report and party response(s), if any, shall be provided to the Grievance Officer. Within three (3) business days of the assignment, written notice of the identity of and contact information for the Grievance Officer and an explanation of the process for challenging the assignment based on conflict of interest or bias shall be sent to all parties. Any challenge must be resolved before the hearing process may begin.

B. Notice of Hearing: Within three (3) business days following assignment of the Grievance Officer or any decision regarding a challenge to that assignment, the Grievance Officer shall notify the parties, in writing, of the date, time, and location of the hearing along with their Notice of Hearing Rights & Responsibilities. The Notice of Hearing must be sent at least ten (10) business days prior to the assigned hearing date.

1. Consolidated Complaints: In situations where complaints have been consolidated as described herein, the Grievance Officer may choose to conduct a single hearing, or divide the hearings, as appropriate. Parties have the right to object to consolidation if they believe such consolidation would prejudice their rights. Any objection shall be heard by the Grievance Officer before the start of the hearing.
2. Consolidated Hearings: In situations that involve Prohibited Conduct and conduct that may violate other College Policies or standards of conduct, the College reserves the right to consolidate the hearings on all conduct violations utilizing these procedures. The Notice of Hearing will include any decision to consolidate hearings.

C. Advisor Identification: Within ten (10) business days prior to the assigned hearing date, the parties must notify the Grievance Officer, in writing, of the name and contact information of the advisor they have chosen to attend the hearing and conduct questioning on their behalf. The Grievance Officer will assign an advisor to attend the hearing for any party who fails to provide this notification. The College will ensure that any assigned advisor understands the purpose and scope of her/his role, including how to conduct questioning.

D. Hearing

General Rules of Hearings

Infinity College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

Live Hearing: The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Microsoft Team or a cloud software. This technology will enable participants simultaneously to see and hear each other. At its discretion, Infinity College may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording and/or audiovisual recording. That recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

Continuances or Granting Extensions

Infinity College may determine that multiple sessions or a continuance (i.e., a pause in the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Infinity College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The chair of the hearing board will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the hearing board answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
- For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the

statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, which constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

- Infinity College will not threaten, coerce, intimidate, or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).
- The parties shall be subject to the institution's Rules of Decorum.

The Decision-maker

- The hearing body will consist of a panel of 3 decision-makers.
- No member of the hearing body will also serve as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- In addition to selecting an advisor to conduct cross-examination, the parties may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend but may not speak for the party.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an

advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.

- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, Infinity College will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- Advisors shall be subject to the institution's Rules of Decorum and may be removed upon violation of those Rules (Appendix B).

Witnesses

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).

Witnesses shall be subject to the institution's Rules of Decorum.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- Hearing Board Chair will open and establish rules and expectations for the hearing.
- The Parties will each be given the opportunity to provide opening statements.
- Hearing Board Chair will ask questions of the Parties and Witnesses.
- Parties will be given the opportunity for live cross-examination after the Hearing Board Chair conducts its initial round of questioning; During the Parties' cross-examination, the Hearing Board Chair will have the authority to pause cross-examination at any time for the purposes of asking his/her own follow up questions; and any time necessary in order to enforce the established rules of decorum.

- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Board Chair. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Board Chair to use statements made by the Party.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Board Chair will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Board Chair, may be deemed irrelevant if they have been asked and answered.

Review of Recording

The recording of the hearing will be available for review by the parties within 15 business days unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Infinity College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility for formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy evidence that occurred is clear and convincing, highly, and substantially likely, to a neutral decision maker.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Infinity College allow parties to call "expert witnesses" for direct and cross examination. Infinity College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Infinity College allow parties to call character witnesses to testify. Infinity College does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford exceptionally low weight to any non-factual character testimony of any witness.

The Final Rule requires that Infinity College admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the {Decision-maker} may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means, as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with

parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

3. Findings of fact supporting determination.
4. Conclusions regarding which section of the Student Conduct Policy and Procedures, if any, the respondent has or has not violated.
5. For each allegation:
6. A statement of, and rationale for, a determination regarding responsibility.
7. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
8. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
9. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Infinity College within 15 calendar days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) for the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within 30 calendar days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution's own procedures).
- New evidence that was not reasonably available at the time determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- Information/documentation presented at the hearing /decision that was disregarded
- Imposition of an unreasonable sanction.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than 5 (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided before a panel, which may include one or more students, which is fair and impartial and does not include individuals with conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

Retaliation

Infinity College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any investigation, proceeding, or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Infinity College recognizes that students who have been drinking and/or using drugs, whether voluntarily or involuntarily, at the time that violence, including, but not limited to domestic violence, dating violence, stalking or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Infinity College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to college officials. A bystander or reporting individual acting in good faith, who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Infinity College officials or law enforcement, will not be subject to the College's code of conduct for violations of alcohol and/or drug use policies at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

1. **Closed Hearing:** The hearing shall be closed, meaning that only the parties and decision-maker(s) shall be present for the entirety of the hearing. Witnesses will be present (virtually or in person) only while providing their testimony.
2. **Opening Remarks:** The Grievance Officer will open the hearing by summarizing the following:
    1. i. The allegations contained in the Formal Complaint.
    2. ii. The sections of the applicable Policy implicated by the allegations; and
    3. iii. The guidelines and rules governing the hearing.
3. **Presentation of Evidence:** All parties will have an equal opportunity to make statements and present relevant evidence of any sort (e.g., documents, recordings, witness testimony, etc.) regardless of whether or not that evidence was provided or considered in the investigation process.
    1. i. Questioning: The Grievance Officer and the parties shall have an opportunity to pose relevant questions and follow-up questions of the parties and witnesses. All said questioning must be conducted directly, orally, and in real time. Only a party's advisor, NOT the party her/himself, may conduct said questioning on behalf of the party. The Grievance Officer may ask questions at any time. The Grievance Officer does not have authority to compel the testimony of any person (party or witness). If a party or witness fails to submit questioning at the hearing, the Grievance Officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility.
    2. ii. Relevancy Determinations: Before a party or witness answers a question from another party, the Grievance Officer must determine if the question is relevant and explain any decision to exclude the question as not relevant. A challenge to that determination can be made at the hearing. Prohibited Evidence as described herein is considered to be, per se NOT relevant.
4. **Closing Remarks:** After all parties have finished their presentation of evidence, they will each be given an opportunity to give brief closing remarks, summarizing their position,

including any request for action to be taken. The hearing will then be closed, and no further statement or evidence will be accepted or considered by the Grievance Officer prior to making a determination regarding responsibility.

5. **Determination Regarding Responsibility:** The Grievance Officer will make a determination regarding responsibility within ten (10) business days following the close of the hearing and provide written notice of that determination to the parties and Title IX Coordinator. In making that determination, the Grievance officer will objectively evaluate the investigative report and all relevant evidence (both inculpatory and exculpatory), weigh the credibility of the evidence and testimony, and apply the requisite standard of proof.
    1. i. **Standard of Proof:** The standard of proof that will be utilized by the Grievance Officer in making a determination regarding responsibility will be preponderance of the evidence. This means that the Grievance Officer will determine if it is more likely than not that the Respondent is responsible for the alleged Prohibited Conduct.
    2. ii. **Determinations Regarding Affirmative Consent:** It shall not be a valid excuse for the alleged lack of consent that the Respondent believed there was valid consent due to the following circumstances:
        1. Intoxication or recklessness of the Respondent.
        2. Failure of Respondent to take reasonable steps to ascertain whether or not there was affirmative consent.
    3. **Consideration of Results of Other Investigations or Processes:** The results of other investigations or procedures (e.g., criminal, or administrative) may be considered but will not be deferred to or relied upon in making a determination regarding responsibility.
    4. **Consideration of Prior Findings of Prohibited Conduct:** The Grievance Officer may only consider a Respondent's prior findings of responsibility for Prohibited Conduct or other relevant misconduct in determining appropriate sanctions and not in any finding of responsibility for the current matter.
    5. **Determination Notice:** The notice of the determination regarding responsibility shall include, at minimum, the following:
        1. Identification of the allegations constituting Prohibited Conduct.
        2. A description of the procedural steps taken from receipt of the Formal Complaint through determination.
        3. Findings of fact supporting determination.
        4. Conclusions regarding the application of the College's policies and procedures to the facts.
        5. A statement of and rationale for the result as to each allegation including a determination regarding responsibility, any sanction that will be imposed on Respondent, and whether any remedies provided to Complainant were designed to restore or preserve equal access to the College's program or activity.
        6. The process and bases to appeal the determination; and
        7. A statement that the results will become final either on the date the College provides the parties with the written determination of the result of

the appeal (if an appeal is filed), or the date on which the appeal would no longer be considered timely (the appeal deadline).

E. Appeal

1. **Eligibility:** Any party is eligible to appeal a determination regarding responsibility or Title IX determination per section D above.
2. **Bases for Appeal:** The following are the only basis upon which an appeal will be considered:
    1. **Procedural irregularity:** there was an irregularity in the processing of the Formal Complaint (e.g., investigation or hearing) that affected the outcome of the matter.
    2. **New Evidence:** there is evidence that was not reasonably available before or at the time determination regarding responsibility was made that could reasonably affect the outcome of the matter; or
    3. **Conflict of Interest:** The Title IX Coordinator, investigator and/or grievance officer had a conflict of interest or bias for or against survivors/victims or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
3. **Written Appeal:** In order to initiate the appeal process, a party must submit the appeal, in writing, to the Title IX Coordinator no later than fifteen (15) business days following receipt of the Determination Notice. The appeal must be based upon at least one of the allowable bases for appeal. Upon receipt of the Appeal the Title IX Coordinator will send a Notice of Appeal to all parties providing them with the copy of the written appeal and allowing for both parties to submit to the Title IX Coordinator a written statement in support of or challenging the relevant determination and any statements contained in the Appeal.
4. **Assignment of Appellate Officer:** Within three (3) business days following receipt of the parties' statements or expiration of the deadline to submit statements, the Title IX Coordinator will assign an Appellate Officer to consider the appeal and will provide written notice to the parties of the identity of and contact information for the Appellate Officer along with an explanation of the process for challenging the assignment based on conflict of interest or bias. Any challenge must be resolved before the Appeal review process may begin.
5. **Review Process:** For purposes of considering and coming to a conclusion about the appeal, the Title IX Coordinator will provide the Appellate Officer with access to the Appeal, written responses thereto, written determination subject to appeal, Hearing record (if applicable), Investigative Report and any other relevant records received, created or maintained as part of these procedures. The Appellate Officer has authority to conduct additional interviews or inquiries only as may be necessary to seek clarification on issues specifically raised in the Appeal.
6. **Appeal Decision:** Within ten (10) business days following receipt of the Appeal and relevant materials, the Appellate Officer will make a determination and provide written notice to all parties, with a copy to the Title IX Coordinator, of the result of the appeal and the rationale for that result.

VII. Informal Resolution

A. Applicable Process: To the extent the College offers an informal resolution process through other policies or procedures applicable to the parties, the parties may request that the Title IX Coordinator refer to the matter to the Informal Resolution process. This may be done at any time prior to a determination of responsibility set forth above.

B. Conditions: The following conditions must be met with the Title IX Coordinator to refer to the matter for informal resolution:

1. The Title IX Coordinator determines that the matter is appropriate for informal resolution.
2. The matter does not involve allegations that an employee sexually harassed a student.
3. The Title IX Coordinator provides written notice to the parties of
    1. The allegations.
    2. The requirements of the informal resolution process, including any circumstances that might preclude the parties from resuming the process described herein.
    3. The process to challenge the appointment of an informal resolution facilitator due to a conflict of interest or bias.
    4. the consequences of participation in informal resolution, including any records that could be created, maintained, or shared.
    5. the right to withdraw from the informal resolution process at any time prior to reaching agreement.
4. The Title IX Coordinator has obtained voluntary written consent to informal resolution from all parties.

C. Effect: If the conditions have been met and the parties' consent to participate in the informal resolution process, any proceedings initiated herein shall be suspended unless the Title IX Coordinator determines that doing so would put others at risk. These Grievance Procedures may be resumed at the request of either party at any time during the informal process.

VIII. Emergency Removal

Any time after the receipt of a report of Prohibited Conduct, the College may consider an emergency removal of Respondent from Campus, some part of Campus or from and the College's education programs or activities so long as the following conditions are met.

A. Required Assessment: The College performs an individualized safety and risk assessment that determines whether or not there is an immediate threat to the physical health or safety of any individual (student, employee or third party) arising from the allegations that justify removal.

B. Notice: If the College decides to implement an emergency removal, it will provide written notice to the Respondent of that decision explaining the implications of that removal, the length of time the removal will remain in effect, and the Respondent's right to challenge the decision.

C. Effect of Removal: Any investigation into or determination of responsibility regarding allegations of Prohibited Conduct will follow the procedures contained herein, regardless of the Respondent's removal, though additional precautions may be necessary to address any ongoing threat.

IX. Recordkeeping

The Title IX Coordinator shall keep for a period of 7 years from the date they were created, records of each investigation, determination regarding responsibility, hearing transcript or recording, sanctions imposed on a Respondent, remedies provided to a Complainant, appeal and result therefrom, informal resolution, training materials described herein, actions and supportive/protective measure taken or refused in response to reports of Prohibited Conduct.

DEFINITIONS

For purposes of this policy and these procedures, the following terms shall have the meanings set forth below:

1. Actual Knowledge: Notice of Prohibited Conduct or allegations of Prohibited Conduct made to the Title IX Coordinator or Officials with Authority.

1. Officials With Authority: The following campus are considered "Officials with Authority" who are deemed to have Notice of Prohibited Conduct or allegations of Prohibited Conduct – Campus President, Campus Director, Academic Dean and Director of Student Affairs/Title IX Coordinator. Any other campus employee is not an Official with Authority and should direct any Complainant to an Official with Authority or take the Complainant's statement and bring it to an Official with Authority.

2. Affirmative Consent: Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that the other(s) involved affirmatively consent(s) to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the people involved, or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent. Valid consent does not exist if Respondent knew or should have known that Complainant was unable to consent because Complainant was asleep or unconscious; was incapacitated due to drugs, alcohol, or medication; or Complainant was unable to communicate due to a mental or physical condition.

3. Amnesty: Protection from disciplinary action against a reporting party, Complainant, or witness for participation in the reporting, investigation or adjudication of Prohibited Conduct for a violation of the College's conduct policies related to the incident unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

4. Complainant: An individual at whom conduct that meets the definition of Prohibited Conduct is directed or alleged to have been directed. A Complainant must be participating or attempting to participate in the College's education program or activity at the time of filing a formal complaint. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending.

5. Days: Any reference to "days" contained in these procedures shall refer to business days, excluding all recognized federal and state holidays and breaks during which classes are not in session.

6. Education Program or Activity: all academic, educational, extracurricular, athletic, and other programs of Infinity College occurring in the U.S., including locations or events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the sexual discrimination or harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by Infinity College.

7. Grievance Procedures: Procedures adopted and published by Infinity College as set forth as in this policy.

8. "In Writing": Use of the phrase "in writing" shall refer to submission of materials either electronically (e.g., via email or via hard copy format, sent via facsimile, U.S. mail or courier service, interoffice mail, or personal delivery) to the Title IX coordinator.

9. Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge after Infinity College obtains Actual Knowledge that Prohibited Conduct may have occurred, including but not limited to before or after the filing of a Formal Complaint. Supportive Measures must be available to Complainants and Respondents on an equitable basis and must be designed to:

1. restore or preserve equal access to Infinity College's education programs or activities without unreasonably burdening the other party.
2. protect the safety of all parties and the College's educational environment; and
3. deter Prohibited Conduct.

10. Prohibited Conduct: Sex Discrimination and Sexual Harassment as defined in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) and its implementing regulations (34 CFR 106, et. seq.) and the Title IX policy 04-018.

11. Remedies: Actions taken to restore or preserve equal access to Infinity College's education programs and activities.

12. Respondent: Person(s) reported to have engaged in Prohibited Conduct. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending

Refunds/Cancellations for Programs over 300 Clock Hours

Louisiana Board of Regents Refund Policy

Cancellation within three business days: If for any reason a student is unable to begin classes, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
Cancellation after three-business days: Tuition or fees are collected in advance of entrance and if the student does not begin classes, the institution shall retain not more than $100.Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

1. During the first week of classes, the institution shall refund at least 90% of tuition, less than the registration fee, thereafter.

2. During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less than the registration fee, thereafter.

3. During the first 25% of the course, the institution shall refund at least 55% of the tuition, less than the registration fee, thereafter.

4. During the second 25% of the course, the institution shall refund at least 30% of the tuition, less than the registration fee, thereafter.

5. During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed based on clock hours. For programs longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

Refunds when due shall be made within thirty (30) days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student. Refunds when due are made with and without requests. All refunds shall be made within thirty (30) days of the students' last day of attendance.

Refunds/Cancellations for Programs under 300 Clock Hours

Louisiana Board of Regents Refund Policy

Cancellation within three business days: I understand that if for any reason, I am unable to enter; all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after three business days but before commencement of classes by the student: Tuition or fees collected in advance of entrance and if the student does not begin classes, not

more than $100.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

1. After a student has completed less than 15% of the course, the institution shall refund at least 80% of tuition, less than the registration fee, thereafter.

2. After a student has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less than the registration fee, thereafter.

3. After a student has completed one fourth but less than one half of the course, the institution shall refund at least 45% of the tuition, less than the registration fee, thereafter.

4. After a student has completed one half or more of the course, the institution may retain 100% of the stated course price.

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

Refunds when available shall be made within thirty 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student. Refunds when due are made with and without requests. All refunds shall be made within thirty (30) days of the students' last day of attendance.

COE-Refund Policy

Refunds when due are made with and without requests.

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw on or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than $100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Institutions engaging in programs which are short-term **must** have a written policy or contract statement regarding whether fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences

(a) Public Institutions

The refund policy for students attending public institutions shall be consistent with the policy established by the institution's governing board.

(b) Non-Public Institutions

(1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition.
(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

(2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Intuitions above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a nonpublic institution's licensing agency or a public institution's governing board and (2) approved by the commission.

Degree Refund Policy

Students may request cancellation in any manner, but a written request is recommended. Your signature on the enrollment form indicates that you have read and understood the terms of this Agreement that you have read and understood any literature you have received from us and that you believe you have the ability to benefit from the course you have selected.

- Students who withdraw prior to the first day of classes are entitled to a full refund of tuition and fees

- Any administrative fees retained by the institution upon the early withdrawal of a student shall not exceed 15 percent of the total cost of tuition and fees paid by the student.

Institutions which financially obligate students on a quarter, semester, or similar basis will be subject to the following tuition and fee refund policy:

- Students withdrawing during the first 10 days of classes shall receive a minimum refund of 75 percent of total tuition and fees paid, excluding any non-refundable application fees, less than the maximally allowable administrative fees retained by the institution.
- Students withdrawing from day 11 through day 24 of classes shall receive a minimum refund of 50 percent of total tuition and fees paid, excluding any non-refundable application fees, less the maximally allowable administrative fees retained by the institution.
- Students withdrawing from day 25 through the end of the quarter, semester, or similar time period may be ineligible to receive a refund.

Institutions which financially obligate students for longer periods of time, i.e., periods exceeding six months, shall be subject to the following tuition and fee refund policy:

- Students completing up to 25 percent of the course of study shall receive a minimum refund of 50 percent of total tuition and fees paid excluding any non-refundable application fees, less the maximally allowable administrative fees retained by the institution.

- Students completing more than 25 percent but less than 50 percent of the course of study shall receive a minimum refund of 25 percent of total tuition and fees paid, excluding any non-refundable application fees, less the maximally allowable administrative fees retained by the institution.
- Institutions are not allowed to keep the full amount of tuition and fee charges until at least half the program of study has been completed.
- Refund policies for programs offering tuition/fee payments on an installment plan or programs offered through distance learning will be examined by the Board of Regents on an individual basis. Refund policies for installment programs are expected to conform to refund policies as per the Board of Regents of the State of Louisiana.
- Refunds must be paid within 45 days of the date of withdrawal of the student from the institution. Refunds, when they are given, are given without requiring a request from the student.

The remaining tuition and refundable fees will be refunded based on the Term start date and the tuition percentage amounts below:

Degree Tuition Refund Chart

1st Ten (10) days of class	75% Tuition and fees paid Refund, excluding any non-refundable application fees, less the maximally allowable administrative fees retained
11th-24th day of classes Complete	50% Tuition and fees paid Refund, excluding any nonrefundable application fees, less the maximally allowable administrative fees retained
25th day until the end of the term Complete	May be ineligible for a refund
50% complete of the program	No Refund
	If a student does not commence class the institution will not retain more than $100

Course Progression Policy

Courses for the Infinity College Degree programs feature an 8-week course broken into 8 lessons/weeks. Students are required to complete each lesson in chronological order as well as attend live lectures if applicable. Information in each week or lesson builds up as the course progresses. Therefore, for students to reach their full academic potential, students are required to complete each lesson in chronological order. For example, students should complete a week or lesson 1 in full before beginning lesson 2 and then complete lesson 2 in full before beginning lesson 3. All Infinity College programs require at least one course activity per week and live course attendance if applicable.

Reinstatement/Re-Entry

A student who successfully appeals will be reinstated for one grading period, during which time, he or she will be on probation and subject to the same requirements as any other student on academic probation. The student is reminded that the graduation requirements still apply.

Readmission policy

A student who has withdrawn from the school and desires readmission must sign a new enrollment agreement for the hours remaining to complete the program. Any tuition due to the school will be determined and payment must be arranged before re-entry. Students will be charged at the hourly rate only for the hours that they need to complete the program. Students will be permitted to readmit at the discretion of the school Director and after a review of their academic records.

After Voluntary Interruption:

Any student seeking readmission must formally request in writing to the program coordinator or campus director no less than thirty (30) days before the Cohort transition date. During this process, all student records will be reviewed. If the request is approved by the program coordinator or campus director, the student will have one opportunity to pass a comprehensive exam. The student must score at a minimum of 80% to be considered a passing grade. If 80% is

not attained, the student will not be considered for readmission into the program in the same term the student voluntarily dropped from.

After Academic Dismissal:
Any student seeking readmission must formally request in writing to the program coordinator or campus director no less than thirty (30) days before the Cohort transition date. During this process, all student records will be reviewed. If the request is approved by the program coordinator or campus director, the student will have one opportunity to pass a comprehensive exam. The student must score at a minimum of 80% to be considered a passing grade. If 80% is not attained, the student will not be considered for readmission into the program in the same term the student was academically dismissed from. If the student does pass the exam, there will be a minimum $50.00 readmission fee.

After Disciplinary Dismissal:
Any student seeking readmission must formally request in writing to the program coordinator or campus director no less than thirty (30) days before the Cohort transition date. During this process, all student records will be reviewed. If the request is approved by the program coordinator or campus director, the student will have one opportunity to pass a comprehensive exam. The student must score at a minimum of 80% to be considered a passing grade. If 80% is not attained, the student will not be considered for readmission into the program in the same term the student was dismissed from. If the student does pass the exam, there will be a minimum $50.00 readmission fee.

Important details

* This policy may vary for non-practical nursing programs.

* Associate degree students are required to wait for one full semester before reapplying to the program of study..

* Any student who withdraws and later seeks readmission is subject to the policies in effect at the time of re-entry.

* In the practical nursing program, upon a second dismissal regardless of the reason, a student will be ineligible to apply for readmission.

* A student must repeat the course(s) failure; however, a student must earn passing grades in the following co-requisite courses in the same semester. Failure to earn a passing grade in one or both co-requisite courses will require the student to retake both courses and successfully complete both co-requisite courses in the same term.

* Readmission is contingent upon approval by the board, which requires the submission of all necessary documentation.

Program Transfer within location and from other Institutions

- In case a student wants to transfer into a different program, he must meet with his President and explain his reason for the request.

- The President sits with the student, identifies the student's concerns, and refers the matter to the Director.

- The student then must go through a second session of counseling with the Director who tries to make sure that the change of program is going to benefit the student.

- The Director contacts the accounting department and makes sure that the student has met all the financial obligations.

- The student must fill out and sign the "Transfer Request Form" for Program Transfer and submit it to the President. Upon receipt of this form from the student, depending on the schedule availability the student is authorized for the new program of choice.

- The President makes sure that the student completes a new enrollment agreement. If the student has received the books for the previous program, the student must pay for the books of the original program.

- Any student entering one of the educational programs at Infinity College is not guaranteed to receive academic and financial credit for courses taken at other institutions upon receipt of an official transcript from the other accredited institution and approval of those courses by the Director. Students must follow the transfer policy to request transfer of credits. Due to the nature of Infinity College's curriculum, it is not guaranteed that transfer credits will be accepted from other institutions.

- Students must take at least 80% of their program at Infinity College and receive at least a 2.0 in the program. Requests for transfer of credits should occur during the first week of attendance.

- Students must complete a transfer of credit form and submit official transcripts. The Director and/or President will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. In addition, students must be in good standing at the previous school.

- However, if the prospective student had previously attended Infinity College and did not complete his/her program of interest, then the student will be given credit for all clock hours and class work earned while attending Infinity College.

- If at any time a student decides to change programs, the student must write a letter requesting to drop out of the current program and transfer to another program and/or complete a change of program form. If the new program contains some of the same

information as the previous program the student will be given credit for all clock hours and class work earned while attending Infinity College.

- Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog. All students requesting to transfer programs within Infinity College will be charged a fee of $25.

Transfer Credit

Due to the nature of Infinity College's curriculum, it is not guaranteed that transfer credits will be accepted from other institutions. Students wishing to transfer credits to Infinity College must submit an official transcript from another institution and complete a transfer of credits request form for review by the Education department. Upon completion of the review, the student will receive a written response regarding the request. Students wishing to transfer credits earned at Infinity College to another institution should check with that institution to understand their transfer of credit policy and all requests must be made before the student begins class. Please note that it is not guaranteed that credit hours or clock hours earned at another institution will be accepted at Infinity College.

In addition, students must be in good standing at the previous school. However, if the prospective student had previously attended Infinity College and did not complete his/her course of interest, then the student can be given credit for all clock hours and class work earned while attending Infinity College provided the courses were taken within one calendar year of withdrawal and the student was in good academic standing. If at any time a student decides to change programs, the student must complete a withdrawal form requesting to drop from the current program and transfer to another program and/or complete a change of program form. If the new program contains some of the same information as the previous program, such as CPR or Microsoft, the student will be given credit for all-clock hours and class work earned in these courses while attending Infinity College. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog.

When accepting credit from other sources, the institution must verify that the source of the credit accepted is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency.

Academic Honesty

All members of Infinity College are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and college. A college community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire college community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Students are expected to adhere to high standards of academic honesty. In classes where a faculty member has determined

that a student is guilty of academic dishonesty, the faculty member shall make certain that there is a prompt, firm, and fair response by developing an anecdotal record of the incidence. The penalty for academic dishonesty can include a zero (0) grade for that paper, test, or assignment. A failing grade for the class can be assigned for flagrant academic dishonesty.

Plagiarism Statement

Plagiarism means using the exact words, opinions, or factual information from another person without giving that person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in an academic setting. Student writers are often confused as to what should be cited. Some think that only direct quotations need to be credited. While direct quotations do need citations, so do paraphrases and summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves. Exceptions to this include factual information which can be obtained from a variety of sources, the writers' own insights or findings from their own field research, and what has been termed common knowledge. What constitutes common knowledge can sometimes be precarious; what is common knowledge for one audience may not be so for another. In such situations, it is helpful to keep the reader in mind and to think of citations as being "reader friendly." In other words, writers provide a citation for any piece of information that they think their readers might want to investigate further. Not only is this attitude considered by readers, but it will also almost certainly ensure that writers will never be guilty of plagiarism.

Honor Roll

Students can earn an Honor Roll status each month by maintaining a minimum 3.5 cumulative GPA. The grades for each month are compared with the grades from the previous month to determine if the student is eligible for Honor Roll. If a student earns the status of Honor Roll, the student’s name will be displayed within the school.

Academic Probation Policy

Any student who is absent more than 20% of the total number of instructional hours offered during the first half of the program, excluding approved leaves of absences, may be given a second chance by being placed on probation for one grading period.

A student who does not make satisfactory progress toward meeting graduation requirements will be placed on Academic Probation if his/her cumulative GPA falls below satisfactory progress (2.0). Students’ progress will be evaluated daily, and a formal review will be granted to the student at the end of each month. Students may not be placed on academic probation more than three times or more than two (2) consecutive times. If a student fails to meet the required satisfactory standards after the second time, the student will be suspended from their program of study and will be given the option to re-enter after thirty (30) days. To be eligible for re-entry, students must make their request in writing, and the Director and/or President will determine if the student is eligible to re-enter and continue in their program of study and complete within the necessary timeframe.

Academic Suspension

A student who fails to maintain satisfactory progress while on Academic Probation (after two (2) consecutive times or three (3) times in the program) will be dismissed from school. If a student is suspended due to academics, all courses that are in progress will be assigned a "W" which means withdrawal. A student who has been readmitted after academic suspension may be dismissed if he/she fails to fulfill the conditions of readmission.

Leave of Absence

In some cases, a student may arrange to leave school temporarily, with the intention of returning at a later date. A student may obtain a Leave of Absence (LOA) form from the Education Department. The Director and/or President must approve all requests for LOA. Leave of absence will be granted based upon the student's individual situation. Maternity, surgery, severe illness, death in the family, and family emergencies are all just causes for leaves of absence. The Director and/or President counsel's students at the time written request is submitted and informs students that taking a Leave of Absence will extend the student's program length. The school will not charge the student for the leave time; however, the allowed time for a Leave of Absence cannot exceed one hundred eighty (180) days per year. The time on leave of absence does not count into the 150% maximum timeframe a student has to complete the program. The year begins on the first date of student's granted leave, which is also the student's last date of school attendance. Weekends and holidays are included in the calculation of the leave period. If the student fails to return from the leave of absence as specified by the Education Department, the student will be dropped by from school. The withdrawal determination date that the school will use in calculating the withdrawal settlement will be the date the student was scheduled to return from the leave of absence. The students' charges will be based on the actual time in school excluding the leave time. If any refund is due, the refund will be given thirty (30) days after the withdrawal date.

A leave of absence requires students to provide a written, signed, and dated request, which includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

Voter Registration

The school encourages its students to register to vote. The National Mail Voter Registration From is available from the U.S. Election assistance commission (EAC) website.
U.S. citizens who are students and of voting age, can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

How Do I Register to Vote?

You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices

- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designed as a voter registration agency (such as public libraries, public schools, city, or clerk's offices).

Am I eligible to Vote?
You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form.

Student Termination

The school reserves the right to terminate a student's enrollment for any one of the following reasons including but not limited to:
1) Nonpayment of tuition
2) Unsatisfactory academic progress
3) Unsatisfactory attendance-- including tardiness
4) Failure to submit course work as scheduled
5) Nonconformity with policies, regulations, or Code of Conduct.
6) Conduct damaging to any facility
7) Disruptive behavior or unprofessional conduct.
8) Plagiarism (cheating)
9) Violating drug-free workplace requirements.
10) Theft
11) Not abiding to policies and procedures

Appeal Process

In the event of a student's desire to appeal their dismissal from the program, the subsequent steps of the appeals process are as delineated below:

1. Within a period of 3 days following the students' dismissal, the student must submit a written appeal to the Campus Director, accompanied by evidence supporting their case.

2. The Campus Director shall have a period of 24 hours to review the evidence presented by both the student and the Program Coordinator.

3. Upon the conclusion of the aforementioned 24-hour period, the Campus Director shall render a decision regarding the necessity of convening an appeals committee for a formal hearing, or may determine the appeal to be unwarranted, thereby upholding the dismissal decision.

4. Should the dismissal decision be upheld by the Campus Director, such a decision should be considered final.

5.In the event that the Campus Director determines that an appeals committee is warranted, the committee shall be convened, and the student shall be notified to present evidence and, if

desired, an oral argument to the committee. The option to present an oral argument to the committee is discretionary and not mandatory. Oral arguments shall be limited to a maximum duration of 15 minutes.

Following the oral argument, the committee shall have a 15-minute period for questioning. Subsequent to the oral argument and committee questioning, the committee shall engage in deliberation and anonymously vote on whether to support or deny the student's appeal. Upon completion of the vote tallying process, the student shall be informed of the committee's decision via email within a period of 24 hours following the vote. The ruling of the committee is deemed final and non-appealable.

Behavioral Suspension Policy

Suspension is hereby defined as a prescribed duration, lasting between 3 to 5 school days, during which a student is prohibited from accessing the premises or engaging in any form of student-related activities. Throughout the suspension period, the affected student shall be assigned a grade of zero on all tests, assignments, quizzes, or any other graded materials, without provision for makeup opportunities. However, the student may be permitted to make-up for lost classroom or clinical hours upon securing approval from the Campus Director or Program Coordinator via a make-up request form.

Important points to note:

1. The occurrence of three behavioral-based conference forms shall trigger an automatic behavioral suspension.

2. The accumulation of two behavior suspensions shall result in an automatic dismissal from the Practical Nursing Program.

3. Following a comprehensive investigation, decisions regarding behavior suspensions and their respective durations are made at the discretion and judgment of the Program Coordinator or Campus Director.

4. Behavior suspensions are implemented to address infractions necessitating more severe disciplinary measures than those addressed by a conference form yet falling short of meeting the criteria for immediate dismissal from the program.

Transcripts

Students requesting an additional copy of the transcript or graduation certificate must do so in writing. The second copy of the transcript or graduation certificate can be sent for a fee of $10.00. The school reserves the right to withhold a transcript if the student’s financial account is in arrears.

Exams

External Industry Exam/Certification fees are not considered to be a part of the tuition fee unless explicitly mentioned. There will be an administrative fee charge per individual for all external

certification exams that the student wishes to take at Infinity College. Students enrolled in programs at Infinity College certification exam fees are not included in the cost of tuition. (Effective, January 1, 2014) Students are responsible to register themselves for the exam.

Student Organizations

Infinity College recognizes student organizations that respond to a broad variety of interests, providing learning opportunities in the areas of scholarship, recreation, leadership, and service. Infinity College has a charter with the National Technical Honor Society (NTHS) in which students will be able be a part of a national organization that honors the students in regards of academic and workforce employment. *Individual student organizations are available based on the study program of study.

Student Body Diversity

Gender			
	Women Enrolled	85% of the student population	
	Men Enrolled	15% of the student population	
Ethnicity			
	5%	Hispanic or Latino	
	0%	American Indian or Alaska Native	
	5%	Asian	
	0%	Native American or Pacific Islander	
	45%	Black or African American	
	30%	White	
	10%	Multiracial	
Federal Pell Grant Recipients	70%		
Placement (overall)			
Types of employment	Hospitals, Nursing Homes, Home Health, Pharmacies, Billing Companies, Private Care, Physicians' Offices		
Fire and Safety Report	See Administration for a copy of the report		
Retention Rate			

STUDY SKILLS AND TECHNIQUES

Introduction

Good study skills and strategies help facilitate successful completion of courses. Research suggests that there is no right or wrong way to study. What follows are some useful study tips. Use those that work best for you.

Motivation

1. **Take Some Small Steps toward Your Goal Now!** Get a sense of satisfaction from achieving small goals each day. Break a study task into small pieces.

2. **Be an Optimist**. Fill your mind with positive thoughts and outcomes. If you falter in your studies, do not listen to the self-defeating voice inside you. Failure is just another opportunity to succeed.

3. **Be a One-Minute Course Manager**. Take at least one minute each day and write down what you must do in your course to achieve your goal. Chart a course. The time you spend mapping out a study strategy will enable you to move more quickly.

4. **Pay Attention to Your Thoughts**. Thought always precedes an action. When we limit our thinking, we limit our motivation to act. Use positive thoughts to put your goals into action. Everyday list some of your most creative and exciting thoughts. From time to time during the day pause and think about your goal, picture it, and talk about it in your mind.

5. **Analyze Your Study Plan.** Is there a way it could be better organized? Is it organized to utilize your dominant learning techniques? Does your study place foster creativity and sharpen your focus?

5. **Read Aloud for Your Next Reading Assignment.** Chances are you will retain more for a longer period of time when you read aloud. Put key information from your reading on a tape recorder or MP3 player. This will enable you to study while you drive, exercise, etc.

Time/Self-Management

1. **Set up a Time Management System that Works for You**. If you learn best in the morning, read and study before work. When your things-to-study list gets boring try recreation. Use planners and time organizers that are colorful and imaginative. Make a time/study plan and follow it. Have a study area where you can concentrate. Establish a study priority list for the day and week. Keep your stacks of work/study material out in your study area.

2. **Make Use of Integrating Time**. The strategy is combining different tasks at the same time, so all are accomplished. As you look at a number of daily or weekly tasks, ask yourself whether you could accomplish two or more at the same time.

3. **Make Use of Several Study/Time Management Techniques**. Divide a big assignment into small pieces that can be done one at a time. Start with an easy and enjoyable part of your study task. Have a study area where you can concentrate. Examine your procrastination patterns and break them. Make a commitment to someone about your study plan for the week. Get a tutor if you need extended assistance.

Reading Textbook Assignments

The reader of a college textbook must decide what is important to learn and read with the goal to understand and comprehend information for long-term recall.

One of the keys to successful reading is concentration; accordingly, you should find a quiet place to study that is free of distractions. There are several reading models around to put into practice.
One such model is **"The Action Reading Plan"** consisting of three steps: **Get an overview, read actively, and Recall the Material**.

Get an Overview

Why? Getting a big picture regarding a topic, chapter, or section will better enable you to comprehend and retain the details you will read later. Most of us learn details better when we can relate them to a meaningful whole. How? Quickly skim over your textbook to gain a sense of how it is organized and what it concerns. You should review the author's background, index, table of contents, preface, glossary, headings, sub-headings, and summaries. Skim through the sections or chapters before reading them in detail.

Try to answer these questions:

1. How is the text organized?
2. What is the general thrust of each chapter?
3. What do I already know about the subject matter?

Read Actively

Why? This process will involve you in the material, facilitate comprehension, and increase your retention. How? The following suggestions will assist you in this process.

1. Pre-plan how much you intend to read at one sitting.

2. Work on sections of the chapter rather than trying to read the whole chapter non-stop.

3. Ask questions before each section or paragraph. Comprehension and retention improve when you read for a purpose. A suggested question is: What in the paragraph, section, or chapter do I need to know? Questions you formulate may later appear on exams.

4. Actively read a paragraph or one short section at a time. Read with a pencil or marker underlining key (but only key) concepts, ideas, or words. After you finish a full paragraph or a headed section, jot in the margin, cues, and small notes you find helpful.

Recall the Material

Research on retention of acquired knowledge indicates that immediate recall and practice is important. How?

1. After you have read a paragraph or section, answer your questions in a summary, using your own words. If you have difficulty with this step, you may want to review the paragraph or section again.

2. Look at marginal or mapped notes you have made which serve as cues and try to recall the material they represent.

3. After you have read several paragraphs or sections, try to tie main ideas, concepts, and facts together into a whole that is meaningful to you.

4. Link the main ideas to something you already know.

Organization and Preparation for Writing

Drafting papers can be an enjoyable experience when you take the time to plan and organize. The key is to have a format or ―blueprint for your paper design. For example, if you intend to prepare a paper on how technology has changed marketing strategies, the following suggestions will assist you in this process.

1. List several focus ideas you have for the paper you intend to write and rank them in logical sequence.

2. After you have decided on the direction your paper will take, begin to collect the data and documentation, and sources from which you will draw in preparing your paper.

3. Jot down thoughts regarding your course of study during the week at various times.

4. Begin ―free writing; just write as it comes. Refrain from judging what you ‘re writing or from trying to choose correct words. You can edit it later. Use clustering as ―free writing‖. Put your subject in the center of a piece of paper and write as rapidly as possible all the thoughts that ―pop‖ into your brain.

5. From the ―free writing‖ form a rough thesis sentence—what the paper is about.

6. From this sentence make an outline and begin writing by filling in your outline.

7. Try this form to structure your outline:

Introduction- your opening statement or quotation, questions you will attempt to answer and terms you may need to define if it is to be a technical paper.

Body - The first aspect you choose to introduce is based on what you are trying to emphasize. The second aspect should flow from the first aspect. The third, fourth, and other aspects are tied into each other and continue to make the body of the paper.

Conclusion- this section of the paper summarizes your findings and answers the questions you presented in the introduction.

8. Hints to keep you on track with your paper.

 Maintain an idea folder for the introduction, body, and conclusion section. As ideas occur, write yourself a note and put it in your folder.

 Divide the paper into sections and start writing the one you can do now. No need to start with the introduction first.
 If you are working on one section and ideas about another one occur, simply write some notes, and insert them in the proper section.

 Do take breaks while writing; particularly if you start thinking self-defeating thoughts such as, ―I ‘m sick of writing this paper. ‖ Leave it for a while and do something that you enjoy.

 Work on small parts of the paper you can do now rather than trying to tackle the whole project.

Memory Improvement

Improving your memory requires knowledge of various techniques. Select from these methods appearing below, those that work best for you and practice. Just because you have read and understood your textbook assignment does not mean you have retained this material. Most of what you have read in the last l0 minutes is in your short-term memory. More than likely, you will not be able to recall this material tomorrow unless you use methods to move it to the long-term memory. Review the following long-term memory techniques.

1. **Get the “Big Picture” of a subject area before you attempt to learn the specifics**. Skim your whole textbook, section, and/or chapter before you read page by page. The concept is that we remember better when we can relate the parts to the whole.

2. **Space you are learning over a period of time**. Try to take large and small breaks between study times. For example, you are likely to be more successful in retaining material in three two-hour sessions than one six-hour session. Even in the two-hour session you should pause occasionally and reflect on something other than what you are reading.

3. **Create meaningful associations**. When you must remember a number of details, group them together in a common association that has meaning to you. For example, you may want to create a chart that groups common terms and definitions by color. You could make a diagram that groups common theories or concepts.

4. **Practice the principle of recitation.** Simply recite aloud to yourself the key ideas you have just read from your textbooks or notes. For many people, this is the best memory technique of all.

5. **Visualize relationships**. Create a picture of the information you are trying to learn. Draw the main topic in the center of the page. Arrange subtopics about the main topic around the center. Use words, numbers, symbols, colors, and pictures to organize your information.

6. **Use mnemonic methods for aiding memory**. Mnemonics techniques require that the items to be remembered being organized in personally meaningful and concrete ways. For example, the acronym MASH is encoded as Mobile Army Surgical Hospital.

Exam Preparation

Following are additional methods associated with increased success on tests.

1. **Plan an overall study strategy for the exam.** Survey what you need to know for the exam. How do your notes, the text, or any assignments relate? Decide how much of the material you already know and what you do not know. Write down any information that you need to know. Review flashcards, outlines, and any summaries you have made during the term.

2. **Know what was emphasized and what you are expected to know**. Review your course study guide and text.

3. **Study and Review actively**. Read actively by reviewing chapter sub-headings and topic sentences recalling the important points. Recite them, write them, say them, hear them, and picture them.

4. **Read the test questions and directions very carefully**. Be alerted to read the questions as they are, not as you would like them to be. Make sure you understand the kinds of answers expected.

5. **Answer easy questions first**. Working on questions that you are prepared to answer is one method to reduce test anxiety.

6. **Be aware that in objective and multiple-choice tests the question may have the best answer and not necessarily a correct answer**. If this is the case, work toward selecting the best answer from those available.

7. **Pay particular attention to the wording of questions**. Watch for qualifiers such as all, most, some, great, much, little, and no. The test maker is interested in knowing when and under what circumstances something is or is not true. Examine all questions containing negative wording such as *not* or the prefix *un.* Read these questions very carefully to ensure full understanding.

8. **Handling excessive test anxiety**. Some test anxiety is beneficial. It can facilitate test performance by increasing alertness and motivation. However, excessive anxiety can result in poor concentration, carelessness, and poor test performance. If you find the prospect of sitting for your exam particularly unsettling, follow these suggestions:

Avoid stressful situations just before exams.
Think calm and relaxing thoughts about yourself and talk to friends who make you feel good about yourself.
Arrive at your exam room only a few minutes early, and review what you know about the subject.

REGULATIONS

General and Textbook Information

- Textbooks are distributed in the class.
- Textbooks that are accepted and received by the student become the property of the student.
- Syllabus, course schedules, and lesson plans are distributed in the class.
- Tests are given in class and are graded by the instructor.
- Additional certification examinations may be scheduled in the front office.

The HEOA is a federal mandate that, inter alia, requires institutions of higher education to display textbook information at the time enrollment opens. The Act specifies that the institution displays the textbook title, price, and ISBN identifier. This means that in the new academic year, textbook information must be available to students prior to the start of class.

Infinity College accepts textbook information from faculty or administrative staff via the web, fax, email, campus mail, or walk-in. Regardless, the institution/bookstore will continue to accept textbook information until classes open in any term.

To comply with the HEOA, each textbook must be accompanied by price and ISBN identifier.
*Please see the textbook list for your program of study via the course syllabi or textbook listing.

Orientation

An orientation class will be given to all new students. The purpose of the orientation is to acquaint the student with the goals of the school, the rules, and regulations, along with the objectives of their course of study. Orientation is designed to enable the student to make an easy adjustment to the school environment and to acquaint the student with Infinity College. All students will be given a school catalog in which job-related health, safety and fire prevention are discussed. Questions related to individual financing options are discussed in private with the financial aid officer.

Identification Badges

Students will be required to purchase an identification badge for a fee of $10. Students are expected to always wear the badge while on the Infinity College campus. Identification badges must be unaltered and free of any other material, i.e., pins, stickers, etc. If a badge is damaged, lost, stolen or student changes course of study or name, the student will be required to purchase a new identification badge for an additional fee of $10.

Procedure to secure a replacement badge:

- Proceed to the Director to pay the $10.00 identification badge fee. A receipt will be provided to certify payment.

- Proceed to the Receptionist with a copy of the paid receipt and a new identification badge will be issued.

Any student who does not choose to comply with the above-mentioned policy will be subject to Infinity College disciplinary procedures.

Quick Schools / Moodle / Salesforce/Proctored Exams

Students can check their progress such as grades, attendance, view report cards, tuition balances, blog with students and faculty and view transcripts by logging into https://infinitycollege.quickschools.com. To set up a User ID and Password, students must submit a valid email address to Infinity College. Once the student enrolls and submits a valid email address, the student will receive an invitation to log into Quick schools and/or Moodle SIS LMS and set up a password to begin using the system. *Moodle is used to access class materials. Proctored exams are administered using Proctorio/Proctor-Free/Echo 360 or similar monitored testing services.

Proctored Exam Policy

Proctored Exams are designed to test a student's overall knowledge of the program's learning outcomes and objectives. Infinity College faculty and administrators schedule the proctored exams for each course. The student must have a compatible computer or device with a currently supported operating system to successfully complete the online proctoring.

Technical Competencies, Information Technology and Equipment

Students will use basic laboratory equipment in the classroom and utilize the equipment provided as approved by clinical site personnel. Students should have basic computer skills, the ability to read and write in the English language. Technical Competencies may be administered within your program of study via the Internet through national certification testing agencies, practice test preparation which may be administered on a laptop, desktop, or tablet computer. Students may need basic calculators for some courses. Students are financially responsible for the tools they borrow and the equipment they work on. *Program-specific equipment and/or supplies may be needed. Students should speak with their individual Instructor for specific details.

Infinity College has computers and the Internet available for student use. Library resources are available for student use. Allied Health Laboratories contain examination areas and equipment reflecting relevant and current medical technologies. Students are financially responsible for the tools they borrow and the equipment they work on.

Establishing and Maintaining an Information Security Program

All customer information is safeguarded. This requirement applies to all nonpublic personal information in the school's possession (from students, parents, or other individuals with whom the school has a customer relationship). It also pertains to the customers of other financial institutions that have provided such information to the school.

The school establishes and maintains an information security program. This program must include the administrative, technical, or physical safeguards the school uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The safeguards achieve the following objectives:

- Ensures the security and confidentiality of customer information
- Protects against any anticipated threats or hazards to the security or integrity of such information, and
- Protects against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer
- Overseeing service providers. The school takes reasonable steps to select and retain service providers that can maintain appropriate safeguards for the customer information at issue and requires the service providers by contract to implement and maintain such safeguards.

Electronic Communication, Document Encryption, and Protection of Personally Identifiable Information (PII)

Infinity College is committed to protecting the confidentiality, integrity, and security of personally identifiable information (PII) collected, maintained, transmitted, or received in connection with institutional operations, student enrollment, academic records, and financial aid administration.

In accordance with Louisiana Revised Statutes 51:3071–3077, including La. R.S. 51:3074(A), Infinity College maintains reasonable security procedures and practices appropriate to the nature and sensitivity of the personal information maintained by the institution.

Electronic Transmission and Security Measures. To minimize the risk of unauthorized access, disclosure, or misuse of confidential information, Infinity College implements the following security measures:

1. Secure Electronic Platforms. Infinity College utilizes DocuSign and/or other institutionally approved software, electronic signature platforms, secure document management systems, or electronic communication technologies designed to protect confidential information during collection, transmission, processing, and storage.

2. Document Encryption and Password Protection. When confidential documents are transmitted electronically, authorized personnel may utilize encryption and password-protection

features available in Microsoft Word, Excel, or other approved software applications. Appropriate encryption and access controls must be implemented when transmitting sensitive PII. Passwords must be communicated separately from the protected documents through an appropriate secure method.

3. Email Security. Employees must exercise reasonable care when transmitting confidential student or institutional information electronically. Documents containing Social Security numbers, government-issued identification, financial information, or other sensitive records must be transmitted using institutionally approved security measures, including encryption, secure electronic platforms, or other appropriate safeguards.

4. Restricted Access. Access to confidential student and institutional information is limited to authorized personnel with a legitimate educational, administrative, or business need.

5. Recipient Verification. Employees are responsible for verifying the identity and contact information of intended recipients before transmitting confidential documents electronically.

6. Security Incident Reporting. Any suspected or confirmed unauthorized access, disclosure, loss, or compromise of confidential information must be reported immediately to College administration for investigation and appropriate corrective action.

Database Security Breach Notification. In the event of a suspected or confirmed security breach involving personal information, Infinity College will investigate the incident and comply with applicable notification requirements established under Louisiana's Database Security Breach Notification Law, La. R.S. 51:3071–3077.

When notification is legally required, affected individuals and applicable governmental authorities will be notified in accordance with statutory requirements and timelines.

Institutional Responsibility. Infinity College maintains reasonable administrative, technical, and physical safeguards intended to protect confidential information against unauthorized access, disclosure, alteration, or destruction. All employees and authorized representatives are responsible for adhering to institutional security procedures and applicable state and federal confidentiality requirements.

Infinity College reserves the right to implement, modify, or replace its approved security technologies and procedures as necessary to maintain appropriate information security and regulatory compliance.

Misrepresentation

Infinity College is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is

any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.
Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs. Any violation of this directive will be taken seriously, and the college will ensure that it is not repeated.

Availability of Employees for Information Dissemination Purposes

The institution is required to designate an employee or group of employees to assist enrolled or prospective students in obtaining all the information specified below. If the institution has designated one person for an area of responsibility, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. If more than one person, often an entire office, is designated, the combined work schedules have been arranged so that at least one of them is available, upon reasonable notice throughout the normal administrative working hours listed.

- Institutional and federal financial aid information – (337) 261-9009 Student Financial
- Services
- Employee Information – Human Resources
- Accreditation, Approval and Licensure of Institution and Programs – (337) 261-9009
- Student Financial Services
- Students with Disability – (337) 261-9009- Office of Student Affairs
- Gainful Employment Information – (337) 261-9009-Student Financial Services/ Education/Director
- Campus Crime and Safety – (337) 261-9009-Campus Security/Director
- Campus Safety and Security Information – (337) 261-9009-Campus Security/ Director
- Admissions/Readmissions – (337) 261-9009-Admissions
- Graduation/Retention Rates – (337) 261-9009-Education / Director's Office
- Health Record Requirements – Education Department – (337) 261-9009
- International Students – (337) 261-9009-Education/ Admissions

Dress Code

Infinity College has set forth the following guidelines concerning mandatory dress code and appearance. The guidelines seek to foster an environment, which promotes respect for authority, increased safety for students and staff and preparation for students into the workforce.

Because the public gains many of its impressions of our school from its contact with our students, it is important that the students contribute to the public image of nursing through proper appearance and personal grooming. Neatness and proper taste in one's dress and manner also contribute to the impression made on fellow classmates, peers, staff, etc. Professional personal appearance assures poise, self-confidence, and professionalism. The following policies have been established for both the clinical and classroom setting.

The Director and/or President will make the final decision as to the appropriateness of attire and appearance. Any student who violates the dress code will be subject to disciplinary action.

- All students enrolled in a medical program are required to wear an appropriate scrub suit.
- Students are required to always wear nametags.
- Students enrolled in non-medical programs are required to wear business casual attire.
- Jewelry is allowed; however, during clinical, students are only allowed to wear wedding bands and stud earrings.

- Students attending clinicals should have their fingernails always trimmed.
- Students must wear the appropriate uniform and nametag when attending a field trip.
- All clothing must fit and be worn appropriately.
- Dress, personal appearance, and grooming must be clean and comply with appropriate health, safety, and sanitation standards. Daily personal hygiene in both classroom/clinical – includes daily bath, use of effective deodorant, clean, and cut fingernails, and good oral hygiene.
- A student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the student or others.
- Hair must be clean, simply styled and off the collar while in uniform. Beards and mustaches must be neatly groomed. Barrettes, bows, clips, hairnets, feathers, tinsel, ribbons, and other hair accessories or trends such as bright colored streaks are not allowed while in the clinical setting.
- Makeup must be conservative (colorless or pastel white/pink nail polish may be worn if in good repair; in certain clinical areas nail polish is not allowed (Obstetrics and Newborn Nursery).

  - Nails cannot extend beyond the tips of the fingers. In compliance with facility policy, no false nails, nail fill, or nail jewelry will be allowed when providing "hands-on" patient care, administration of medications, preparation of food or preparation of products for patients or the laboratory setting.
  - When in clinical and professional settings, body jewelry* shall be limited to a watch, wedding ring, and/or an engagement ring (provided deemed safe) and one pair of

tiny post earrings (ears only). In certain clinical areas, no jewelry is allowed (Obstetrics and Newborn Nursery) *All other body jewelry is prohibited.

- Pins, promotional buttons, stethoscope decorative, etc., may not be worn while in clinical.

Prohibited

- Pants cannot be worn lower than the top of the hipbone.
- Baggy pants, (when undergarments are exposed) distressed jeans, biker pants and leggings are prohibited.
- See through, tight fitting, or that which exposes the mid-section which includes halter tops, tank tops, crop tops, sundresses, spaghetti straps, and mesh tops.
- Flip-flops, slippers, and beach shoes
- Hats, caps, wave caps, hoods, bandannas, and scarves
- Sunglasses
- Tattoos should not be visible
- Hair should be cleaned, and well-groomed and fingernails should not be long
- Facial hair should be neatly groomed
- Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process is prohibited.
- Earrings are only allowed on ears. Body piercings should not be visible.
- Any article of clothing that displays alcohol or drug slogans, which symbolize anti-social group members.

Students should dress in a manner that would be acceptable in the job field for which they are training. Failure to comply with the guidelines for dress, appearance, or uniforms will result in disciplinary action.

Illness of students

If a student cannot attend class due to illness, the student shall contact the school immediately (if possible). However, if absences persist the student academics can be severely affected, and the student may have to withdraw from their program of study and re-enter later.

In the event of an illness at school, students must report directly to the Director or Academic Supervisor on duty the nature of the illness. In turn, Infinity College will determine the most appropriate action to take regarding treatment and contact the emergency contact listed if needed.

Incident Reports

If a student is involved in an incident while at school, the student shall report the incident immediately to management staff and the instructor so that a record can be made of the incident. Infinity College will then determine appropriate action to be taken. Failure to report the incident immediately results in no action taken by Infinity College. Infinity College has a health and safety plan that has a system for reporting and investigating accidents, is distributed to employees and is

available to students and is evaluated with input from employees and students and is revised as needed.

Campus Security

Infinity College is committed to providing a safe and secure environment. All visitors must check in at the front desk before going anywhere on the grounds. Security on campus is handled by Student Services. The personnel of this department are empowered to enforce Infinity College regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Infinity College will press charges against criminal violators.

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report has been prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during post-hours. School facilities are secure during times when the school is not open. The school has no residence halls. Maintenance Staff have keys for the school, offices, and classrooms. Criminal background checks are done on them.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report on all suspicious activity to Student Services immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Always carry your keys with you and do not lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car, especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on campus with the Director of Compliance.

There are no campus housing facilities, so a missing student notification policy is not mandated.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off campus during the hours that the school is open, the crime should be reported as soon as possible to the Student Services' Office. The Student Service's Office is located on the second-floor academic office area. Other emergencies should also be reported to the Student Services Office. If the crime has been committed when the school is closed, it should be reported to the Student Services Office as soon as possible after the school is open. In addition to reporting the crime to the Student Services Office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having authority over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Student Services Office are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Student Services Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school- sponsored events. This includes acts of violence against women.

Pastoral counselors and professional counselors must inform people they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The school has a zero-tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school properly and disciplinary action will be taken.

There is a separate drug policy which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victims, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Sexual Assault and Related Crimes

In the event of a sexual assault or domestic violence, please be aware of the following:

* preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
* go to a place where it is safe from further attacks and notify the police
* obtain immediate medical attention
* seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Emergency Response and Evacuation Procedures

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the Campus Director's Office for more information. Please see separate handouts.

Timely Warning & Emergency Notification Statement

Under the Clery Act (20 U.S.C. state § 1092) and its implementing regulations, the institution, through designated personnel, is responsible for issuing a "timely warning" if a crime has been reported and the institution determines there is a serious or continuing threat to the campus community. In addition, the institution is required to send an "emergency notification" if there is an immediate threat to the health or safety of students or employees occurring on campus.

The decision to issue a "timely warning" or an "emergency notification" will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available fact. The issuance of a timely warning may depend on the nature of the crime, the continuing danger to the campus community, and risk of compromising law enforcement efforts. Similarly, the issuance of an emergency notification depends upon the health or safety threat. The institution will, without delay, consider the safety of the community, determine the content of the notification, and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If a "timely warning" or "emergency notification" is deemed necessary, it will be issued by the management staff, through any or all of the following notification methods: (1) e-mail system; (2) Emergency Alert, text-based messaging system; (3) Everbridge/reverse 911; (4) social media; and (5) Television/Radio. The warning, or a link to the warning, may also be posted on the institution home page, the Police Department home page, or other web resources, as well as local media sites. Please pay careful attention to both types of warnings as they are designed to provide information that will enable you to take action to protect yourself. In the event of an emergency notification, a follow up message(s) will also be provided via the methods previously described to keep the campus community informed of the status of the event.

Disciplinary Proceedings

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

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However, the Campus Director keeps an updated list of criminal activity.

The Handbook for Campus Safety and Security Reporting is available online from the Department of Education: This comprehensive publication was used in developing our policies. The Annual report is distributed to all students and employees each year and is available in the Student Services Office to be viewed at any time.

Computer and Electronic Communications Policy

Infinity College maintains a business telephone system, computer equipment, provides e-mail capability, facsimile equipment, and Internet access. These systems, as well as all equipment and supplies, are provided exclusively to assist employees in their jobs and students in their educational activities. The use of any of these systems for personal use is prohibited.

By using the school's computer equipment and communications devices, all employees and students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the school's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only, and any other use by students or employees may result in disciplinary action, up to and including termination.

Purpose

Infinity College endeavors to promote an environment for students, employees, and visitors that is conducive to personal development and self-improvement. Certain behavior can contradict these goals and is counterproductive to personal advancement. One such behavior is inappropriate use of Internet access.

Infinity College reserves the right to protect its computers from malicious and unsolicited network traffic by whatever means necessary within the law. To protect these computers from virus attacks and unauthorized access, and to promote a positive environment, Infinity College chose to adopt a policy which restricts access to the Internet service available from the computers for personal use.

Acceptable Use

Infinity College Internet Use policy states that students and employees are only permitted to use the World Wide Web Internet access when approved to do so by management staff or the instructor for research purposes only.

Unacceptable Use

The following types of computer access and use of the Internet service are **STRICLTY ALWAYS PROHIBITED in**:

- Downloading or installing:
  - Video / Audio media
  - Pictures
  - Software Programs
  - Pornography Websites
  - All Social Media Sites (i.e., Facebook, twitter, Instagram)
- Downloading, viewing, or printing any form of obscene material
- Viewing and printing web pages unrelated to academic activity
- Sending or receiving personal web-based email
- Sending or receiving Instant Messages
- Participating in or observing chat room sessions

- Playing or observing online games
- Engaging in any form of illegal activity
- Engaging in any activity that is contrary to the Diversity in the Workplace Policy

Downloading, distributing, or sending pornographic or obscene materials are prohibited. This includes viewing or book-marking any such web sites or opening or forwarding such email or fax. Any communication by the employees or residents via email or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content included, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of his or her age, race, sex, color, religion, national origin, handicap, disability, or veteran's status. Any individual with a complaint should contact the Director.

Evaluation

To help enforce this policy, all computers will be monitored.

Infinity College takes issues relating to privacy very seriously, which is why all information relating to websites visited and downloaded activity that are recorded electronically will be stored in an encrypted format, and will only be available to the following people:

- Director and/or President

Anyone that is found to be in breach of, or with reasonable suspicion found to be in breach of the Internet Use Policy, may be considered to have put the security of the company at risk and appropriate disciplinary or legal action may then be applied.

Drug Policy and Program Information

The single most egregious problem a student can bring upon him or herself is that of the abuse of substances which alter the chemistry of the body whether they are prescription drugs taken in improper amounts or illegal drugs carried, sold, used, or in any manner supported as normal behavior. If you use, carry, or sell drugs while a student at Infinity College, you will be terminated from the school and not be readmitted. Infinity College does not permit anyone to consume or possess alcohol in or on the campus, which includes the parking lot.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal grant recipients to certify a drug-free environment. Infinity College has a vital interest in maintaining a safe and healthy learning environment for the benefit of all its students and employees, and in ensuring its successful operation as an educational institution. In compliance with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, Infinity College has established the following policy which reinforces the college's commitment toward promoting a drug-free learning environment. As a condition of receiving an education at Infinity College, each student is required by federal law to comply with the terms of the above-mentioned statement.

IT IS THE POLICY OF INFINITY COLLEGE THAT THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSION, POSSESSION, OR USE OF ILLICIT DRUGS AND ALCOHOL IS PROHIBITED ON THE CAMPUS PROPERTY AND AS PART OF ITS ACTIVITES.

Each student/employee engaged in the performance of any federal grant is required by federal law to comply with the terms of this statement. The college must be notified of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College is required to notify the granting agency within ten (10) days after receiving notice of a conviction of a student/employee under any criminal drug statute. Any student or employee who is found to have violated the policy will be subject to sanctions by the college, which may include suspension, expulsion/termination, mandated participation in a drug abuse assistance or rehabilitation program, or referral for prosecution.

Infinity College acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine of the schools fulfill the requirements of the Federal Regulations.

The following school offices will have representatives on the Biennial Review Committee: President's Office, President, Human Resources, and Counseling.

The Materials to be reviewed are:

- The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101=226)
- Previous Biennial Review Reports
- Alcohol and other Drug Policy documents distributed to all faculty, students, and staff.
- State laws regarding drug and alcohol abuse.
- Summary of alcohol and other drug-free programming/events sponsored by the school.

This statement will be distributed annually. Every two (2) years the statement will be evaluated for its effectiveness. As part of this biennial review, schools must determine:

- The number of drug and alcohol-related violations and fatalities that occur on a school's campus, or as part of any of the school's activities and are reported to campus officials.

- The number and type of sanctions that are imposed by the school because of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.
- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

For Detailed information about the Drug Policy and Prevention, please view the policy in the Financial Aid, Education or Director's Office. You can also refer to the Drug and Substance Prevention Program Information.

Smoking Policy

Smoking is prohibited inside and near Infinity College. (i.e., classrooms, laboratories, offices, lounges, restrooms, hallways, stairways, and common areas, meeting rooms) and in all areas where "No Smoking" signs are posted.

With the newly adopted Louisiana Smoke Free Air Act 815, people choosing to smoke outside the Infinity College campus should avoid all main entrance and exit areas to prevent subjecting others to secondhand smoke. Designated smoking areas have been established to reduce litter, address health problems, and alleviate physical reactions by those susceptible to second-hand smoke.

Additionally, any smoking should occur at a reasonable distance outside any area where smoking is prohibited to ensure that the smoke does not enter a facility through entrances, windows, and ventilation systems or by any other means. Any student who does not choose to comply with the above-mentioned policy will be subject to Infinity College disciplinary procedures.

Vaccination Policy

Infinity College is aware that vaccination policy varies by State. In the State of Louisiana, a student must provide documentation to the school that all necessary shots and vaccinations are up to date. In August 2003, the State of Louisiana passed a law requiring all students attending college to (1) receive the Meningitis vaccine, (2) provide prior proof of vaccination of (3) sign a waiver to decline the meningitis vaccine.

Voter Registration Policy

The school encourages its students to register to vote. The National Mail Voter Registration From is available from the U.S. Election assistance commission (EAC) website.

U.S. citizens who are students and of voting age, can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

How Do I Register to Vote?
You may register to vote by completing and submitting the National Mail Voter Registration Form. This form may be used to report a name or address change to the voter registration office or to register with a political party. You may obtain this form in person from the following public facilities.

- State or local election offices
- The Department of Motor Vehicles
- Public Assistance Agencies
- State funded programs that serve people with disabilities
- Any public facility a state has designed as a voter registration agency (such as public libraries, public schools, city, or clerk's offices).

Am I eligible to Vote?
You must be 18 years of age and a U.S. citizen to be eligible to vote. States may have their own requirements, which are outlined in the "State Instructions" section of the National Mail Voter Registration Form.

Copyright Policy

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

The school distributes materials informing the community about the appropriate use of copyrighted materials. This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized distribution of copyrighted materials will be handled by the Campus Director, and a disciplinary hearing may be called.

The school presently has installed on its computer server "Watchdog Software," which monitors the traffic of computer usage. The software also restricts access to only those websites which are on a "safe list." In addition, it prohibits users from downloading restricted information without the consent of the administrators in charge of the program.

The Academic committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a "before and after" comparison of bandwidth or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Dean and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages set at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Consumer Information

Consumer information such as financial aid information, general information about the school, disability, price of attendance, refund policy, return of Title IV funds, withdrawals, academic programs, instructional facilities, faculty, transfer credit, copyright infringement, school program approval, accreditation and licensure, NCES, IPEDS, and students' right to know, drug and alcohol

abuse prevention, vaccination policy, student diversity, voter registration, completion and graduation rates, and campus crime reports are found in one or more of the following areas: student catalog, school website, and other publications within the school.

Emergency Evacuation

I. Fire Alarm

- To activate the fire alarm box, pull down the handle.
- This is the preferred method because the alarm alerts others in the facility and alerts the local emergency response team.

II. Emergency Phone Number (911)

Give your name, location, and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

III. Personnel with delayed evacuation permission

This policy is to evacuate immediately when an alarm is sounded. Infinity College does not have personnel who may delay evacuation.

IV. Responsibility for communicating emergencies

All staff have the responsibility of communicating the initial alarm.

V. Staff must account for all students

In the event that all residents are not accounted for, staff shall communicate this information to local authorities.

A. General Procedure in the Event of Fire

1. When an alarm sound:

- Do not stop for valuables or to get a coat.
- If possible, to complete safety as you leave:
  - Shut off electrical appliances.
  - Leave lights on
  - Close doors and windows
- If you lock your door, take your keys with you.
- Alert others around you.
- Assist any special needs people in evacuating.
- When evacuating *WALK,* never run, and keep to the right of the hallways.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building to allow room for the firefighters and their equipment.
- Look for others who work with you to ensure everyone has evacuated.
- Give any information about the fire or about people who might still be in the building to the Fire Department and Police Department.

- Do not re-enter the building for any reason until told to do so by the Fire Department or Police Department.

2. If you cannot leave because all exits are obstructed:

- Crawl or stay low to the floor where there is cleaner and cooler air.
- Get to the phone, dial 911 and let someone know where you are.
- Keep calm. A fire may be hot, noisy, and overwhelming, but your best weapon is a composed and logical approach.
- Assume there is a fire when the alarm sounds. Take it seriously.
- Do not call the Police Department or Fire Department to ascertain if there is a real fire.
- Do not use the elevator. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageway to an adjacent building. (If applicable)
- Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet, or rug over the victim.
- Leave the building. This includes lobby areas. Not doing so is considered interference with firefighting operations.

3. Other Considerations:

Horizontal evacuation means moving on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather, and avoid descending over stairs. Hence, this method is of primary importance for people with disabilities. For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually this means smoke or fire doors or a fire wall. The terms fire doors and smoke doors are synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heftier frame. Smoking doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door. Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken, or improperly working doors, a fire hose or other object holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

A. Evacuation of people with disabilities

We will use horizontal evacuation whenever possible. Refer to floor plans for routes.
If horizontal evacuation is not possible, staff will assist disabled individuals to the nearest enclosed stairway that is free from smoke and tell the person to remain there until help arrives.

B. Evacuation in the event of a bomb threat

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or other medical problems. Others

should exit via the stairwells (if possible) to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

NOTE:
The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because it is an unusual item in an area you are familiar with, do NOT touch it! Report it to the Police Department or Fire Department personnel. Be prepared to describe the item and its location.

C. Evacuation in the event of an explosion
If an explosion occurs, use the Fire Evacuation Procedure.

Fire Safety

The regulation on Fire Safety relates only to schools that have living facilities on campus. Since Infinity College does not have dormitories, this regulation does not apply.

The institution will use their emergency response system to inform students of fires either on campus or in neighboring buildings. First notice of a blaze, it should be reported to the nearest employee who will call the Fire Department immediately. A student may also use his/her cell phone to contact the Fire Department.

Reporting Criminal Activities and Emergencies

If any student or staff member is aware of a crime or suspicious behavior of a person or incident, or is a victim of a crime, that person must report the crime or incident immediately to management staff. The management staff will assess the nature of the incident to determine the best course of action and if necessary, will contact the local police.

If the incident is an emergency, one should call 911 immediately and then report the incident to management staff to assess the nature of the incident and the best course of action. In the event that the school determines that there is an ongoing threat, a campus-wide warning will be issued. The warning will be issued to students and staff through an announcement. All incidents will be documented by management staff and kept on file.

Crime Statistics

The institution prepares crime statistics under the guidelines established by 20 United States Code, section 1092(f), known as the "Jeanne Clery, Disclosure of Campus Security Policy and Campus Crime Statistics Act," and the Code of Federal Regulations. The information represents a general description of Infinity College's security/safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years; however, the information is not intended to serve as a contractual agreement between the college and the recipient.

Infinity College enjoys good relations with its neighbors and provides for the safety of the campus community. However, no community can be totally risk-free today. To lessen the chances of crimes occurring within the campus community, everyone's cooperation and vigilance are needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to the management staff.

The importance of reporting all crimes:

The importance of reporting crime, suspected crime, and unusual or suspicious activity to the designated authority cannot be overemphasized. The reports provide a basis for making timely warnings when a crime may present a threat to other members of the campus community and assist the college in providing a full disclosure in the annual crime statistics report. In addition, such actions by a victim or witness will assist in making the campus environment a safer place for the entire community.

Voluntary confidential reporting:

Infinity College allows a victim or witness to report crime on a voluntary and confidential basis. The designated officials accept and investigate all reported incidents, whether a victim or witness provides a name or other identifying information.

Confidential reporting to a Counselor:

Infinity College does not have a policy or procedure that encourages professional counselors; when the counselor deems it appropriate, to inform the person being counseled of any procedures to report crime on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. When counselors do not have the permission of the victim, they can only report the occurrence of a number/statistic to the law enforcement authority.

Daily Crime Log

Calls for service made to the Police Department that require a completed incident report, follow-up investigation, or other formal action are entered into our Department's Daily Crime Log. This log is available for public viewing in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

Daily Crime Log case numbers do not run sequentially. The Police Department assigns a case number for all reportable activities, both criminal and non-criminal. Only case numbers generated for incidents requiring a full incident report, follow-up investigation, or other formal action are listed in the log.

Note: Incidents that involve information received from other campus Administrators defined by federal law as "campus security authorities." These administrators share with the police department non-identifying information provided by the victim. In these incidents, the victim did not file an official police report, and therefore it is not always possible to provide information regarding the date reported, the date or time the incident occurred, or the location of the incident. Because an official report was not filed, there will be no disposition. These incidents are reported to the police department for statistical purposes and are posted to the Daily Crime Log as the information is received by the Police Department.

According to Federal Law, an institution may withhold any of the required fields of entry (i.e., the classification, date, location, and/or disposition) if any of the following conditions apply:

- Disclosure is prohibited by law

- The disclosure would jeopardize the confidentiality of the victim
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- The disclosure would cause a suspect to flee or evade detection
- The disclosure would result in the destruction of evidence

Daily Crime Log Disposition Definitions

The following is an explanation of the terminology used to complete the Disposition section of the Daily Crime Log:

Open - This disposition designates a case that is under investigation or has otherwise not been closed or referred to another agency or Department.

Pending - This disposition designates a case that is pending court action or has been referred to another agency or court.

Closed - This disposition designates a case that is no longer under active investigation, has been adjudicated in court, has been referred to another agency, or has reached a point where there is no further action to be taken by the Department, including cases where no further leads are available, or the victim refused to cooperate.

Disciplinary Referral - This disposition designates a case that has been referred to another College Department for action under their own policies and procedures, and the Police Department is no longer the primary acting agency on the case.

Unfounded - This disposition designates case wherein credible evidence has been discovered which demonstrates the report to be false or baseless. This designation requires a positive demonstration of the falseness or lack of base for the report and is not to be utilized in cases where there simply is no evidence to support the crime.

Missing Person Notification

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

For purposes of this policy, a student may be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual and/or unknown circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, has been with persons who may endanger the student's welfare, or fails to appear where expected for an extended period of time.

Persons Under Age 18

In the event a student who is not emancipated is determined to be missing, pursuant to the procedures set forth below, the institution is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Infinity College does not have campus housing available at this time.

Student Right to Know Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes.

Infinity College does not have athletically related student aid and does not participate in athletic events. In addition, the institution does publish graduate's rates of our cohorts of full-time, first-time, degree-seeking undergraduates that show the graduation rates/completion status of students who enrolled for whom 150% of the normal time-to-completion through the required networks such as IPEDS and other mandatory reporting.

Method of Disclosure

Infinity College is committed to providing access to information that will allow students, parents, counselors, and other constituents to make informed decisions about postsecondary education. The webpage as well as hard copy has consumer information noted in the Higher Education Act of 1965 and amended by the Higher Education Opportunity Act of 2008 (HEOA).

Sexual Assault and Misconduct

Infinity College will not tolerate sexual assault or sexual misconduct in any form, including but not limited to rape, acquaintance, or date rape, and/or sexual harassment. In the event of a sexual assault or other criminal act on campus, the Director's office should be notified immediately.

VAWA _ Violence Against Women Act:
On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by adding a number of new reporting requirements and classifications of crimes. The law was effective March 7, 2014; however, implementation guidance was subject to NPRM and thus not available until October 2014.

If you are a victim of sexual assault at Infinity College, you should get to a place of safety and report the incident to appropriate management staff so that medical treatment can be obtained. All incidents must be reported in a timely manner, preferably on the same day as the incident in order that local authorities and medical professionals can collect evidence. Filing a police report will ensure that the victim receives the necessary medical treatment and tests, provide the opportunity

for the collection of evidence, and give the victim access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

In addition to filing a police report, the victim may request the school to investigate in which the accused will be questioned as well as witnesses. Both parties will be notified of the outcome of the investigation. Any student found guilty of violating the school sexual assault policy could be criminally prosecuted in the courts and suspended and/or expelled from the school.

Sexual Harassment

According to section 703 of Title VII of the Civil Rights Act of 1964, it is illegal to sexually harass any employee. Sexual Harassment description is as follows:

Having conversations that demeans, insults, or implies sexual preference in the presence of that individual. To imply whether, explicitly or implicitly, that one's employment is dependent upon favors. The above conduct will not be tolerated, and any infraction will be subject to suspension or dismissal from Infinity College. Any student who feels that he/she has been subjected to sexual harassment is instructed to report the incident to the Director, and/or President. In addition, victims of sex offenses are reminded of their right to report the matter directly to local law enforcement officials.

Anti-Harassment

Policy Statement – it is the policy of this company to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant, by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is prohibited and will not be tolerated by the company. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the company will immediately take appropriate disciplinary action. The company will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of it.

Definitions:

1. The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to any individual's race, religion, sex, age, national origin, or disability.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
    a) Submission to such conduct is an explicit or implicit term or condition of employment

    b) Employment decisions are based on an employee's submission to or rejection of such conduct; or

    c) Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. The term “harassment” may also include conduct of employees, supervisors, vendors, and/or customers who engage in verbally or physically harassing behaviors, which has the potential for humiliating or embarrassing an employee or the company.

Examples of prohibited conduct

The management of the company considers the following conduct to represent some of the types of actions which violate this harassment policy:

1. Physical assaults of a sexual nature

2. Unwanted sexual advances, propositions, or other sexual comments, i.e., sexual jokes, vulgar language

3. Sexual or discriminatory displays, photographs, or publications in any location in the workplace, i.e., any sexually suggestive pictures, cartoons, emails, or magazines.

A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety and Corrections at http://www/lsp.org.

Job Related Health & Safety

Job Related Health and Safety is reviewed with students during the orientation process and in the classes. (i.e., OSHA regulations, HIPPA, Bloodborne Pathogens, Fire Prevention and Exposure Control).

Certification Exams

Certification exams can be taken through the National Healthcare Association (NHA), National Career Competency Testing Center (NCCT) at Infinity College. Pharmacy Technician Training Certification exams are offered through PTCB and NHA. NCLEX-PN examinations can be taken at approved Prometric sites. However, there are other recognized organizations that may offer national certification exams. Certification/license exam fees are **not** included in the cost of your tuition. *Effective, May 1, 2023, certification exam fees are included in the cost of tuition for Medical Assistant and Phlebotomy and EKG Technician students.
The current Prometric Nurse Aide Competency Evaluation fee is $125. Students should consult the current Prometric fee schedule for the most up-to-date examination fees, as fees are established by the testing vendor and are subject to change.

GRADUATION INFORMATION

Diplomas show the official name of the credential awarded. Infinity College may use a third-party vendor to print and package a diploma, or the diploma may be printed in-house. After a student has completed all program requirements, the College will complete its final academic and financial

review. Students should allow at least 30 days after completion of all requirements for processing of the diploma and official transcript.

While your diploma is a wonderful way to display your accomplishment, it is not the only item provided by the school. Proof of graduation can be displayed via your diploma, and/or an official transcript. Your official transcript not only displays the courses you took, and grades earned at Infinity College, but it also contains the date of commencement and your program information, including your major. In addition, the school will report all required graduates to the National Student Clearinghouse approximately 2 weeks after diplomas are awarded.

Applying for Graduation

Graduation and officially receiving a degree are not automatic. Students must officially notify the Office of Student Services of their intentions to graduate by completing a graduation application form. Do not assume that graduation is an automatic outcome of you having completed the minimum requirements for a degree. The College will not take steps to graduate you until you officially apply for graduation and there are several particularly good reasons for this.

Graduation

Diplomas/associate degrees are officially awarded after a student has completed their program of study. It is important not to confuse "graduation" with "commencement." The College awards the diploma/associate degree when the Education Department has determined that all requirements have been successfully completed at the end of the program and notes that fact on the official college transcript. Only then has the student graduated.

Commencement

All potential diploma/associate degree candidates are eligible to participate in the Commencement ceremony in the Spring and/or Winter. While diplomas/associate degrees are awarded at the completion of a program of study, the College holds 1 or 2 Commencement ceremonies each year depending on the number participants. However, participation in the Commencement ceremony *does not necessarily constitute graduation*. Commencement is the public celebration of that accomplishment, but it is a ceremony, and not the actual graduation itself.

Students who are unable to finish their requirements at the initial projected completion date may be able to complete them during the following term and graduate with the next cohort and participate in the following ceremony. A nominal commencement fee is charged to all students. This fee is mandatory and is not contingent on student participation in Commencement ceremonies.

Diploma/Associate degree.

The diploma/associate degree is not the only source of legal proof that the student has completed a degree. As soon as final grades have been posted and a final review of the student's records has been completed to ensure that all requirements have been met, the Education Department will place that notation on the official transcript as the official proof of the completion of the program requirements.

The diploma/associate degree will not arrive at the address requested on the Application for Graduation until several weeks after the degree has been posted on the transcript. It is important to remember that a request for an address change on the College records *will not* affect the diploma address. **If the diploma address needs to be changed, the student must request it, specifically in writing.** To be awarded their diploma/associate degree, students must be in good financial standing with the College. If a hold exists on their account, the diploma/associate degree will be held until the hold has been cleared by the appropriate office. Once cleared, the student must notify the Education Department to release the diploma. The same is true for releasing transcripts. Official transcripts will not be released by the Office of Registration and Records until the student has cleared all holds on their account.

Confirming the Award of the Diploma/Associate Degree. Students should check to make certain that their final transcript shows the notation of their diploma/associate degree award and that their diploma/associate degree/official transcript arrives. Occasionally, students walk through the commencement ceremony and then, "forget" about requirements that are still not met. They discover years later that they have not actually been awarded the degree/diploma because they did not complete those remaining

Graduation Requirements

- Complete program requirements
- Maintain a minimum of a cumulative 2.0 GPA (70%)*PN graduates must have at least 80% on each course.
- Complete all externship requirements and submit appropriate paperwork to the school
- Fulfill all financial obligations **(All checks must clear the bank before receipt of diploma etc.)**
- Complete an exit interview
- Return all property that belongs to the school.

Graduation with Honors

Students who have successfully completed all course requirements and have a cumulative GPA of 3.5 or higher will be designated as Honors Graduates.

Criteria for Valedictorian Award

Grade point average will be calculated on graduates' actual grades earned (Not including extra points awarded). Highest grade point in each individual class will determine this award. In case of a tie concerning academic achievements, graduates will be given consideration regarding attendance, attitude, community service, and staff and faculty recommendations. The Director and President will make the decision.

Attendance Honors

An Attendance Award is presented to all students who have maintained perfect attendance during the program of study.

Prometric Testing

Effective July 1, 2018, the Louisiana Department of Health (LDH) partnered with Prometric to deliver Nurse Aide Competency Evaluations (examinations) and manage the reciprocity process in Louisiana. Prometric serves as a vendor for the State of Louisiana, providing testing at locations throughout the state.

Prometric administers Louisiana Nurse Aide Competency Evaluations, including the knowledge and clinical skills examinations, in accordance with applicable state requirements.

Prometric manages candidate testing functions, including application processing, test scheduling, event coordination, and results management. Examination procedures and delivery methods are subject to current LDH and Prometric requirements.

Prospective Clients

Completion of the Nursing Assistant training program does not guarantee successful completion of the Nurse Aide Competency Evaluation or certification by the Louisiana Department of Health.

CNA Certification Exams

Widely recognized and accepted

- The Nurse Aide Competency Evaluation is designed to assess the knowledge and clinical skills required for safe and competent nurse aide practice.
- Written and oral versions of the knowledge exams (available in English and Spanish) are delivered via computer in a multiple-choice format.
- The competency evaluation includes a knowledge examination and a clinical skills examination administered in accordance with current testing requirements.

Nurse Aide Registry Services

- The Louisiana Nurse Aide Registry, administered by the Louisiana Department of Health (LDH), maintains information regarding Certified Nurse Aides (CNAs) and their certification status. Employers and other authorized parties may use the Registry to verify certification status and determine whether a record contains applicable substantiated findings.
- Nurse aides are responsible for maintaining certification in accordance with current LDH requirements. Placement on the Louisiana Nurse Aide Registry and maintenance of active certification are subject to current LDH requirements.

Contact Us

For current Louisiana Nurse Aide Registry and certification information, visit https://ldh.la.gov/health-standards-section/cna-registry. To verify certification status, visit https://tlc.dhh.la.gov/.pmd-nacsm@prometric.com

TUITION AND FEES

Diploma Programs	Tuition Amount	Registration Fee	Administrative Fee	Use of Lab Clinical Equipment	Textbooks	Technology Fee	Supplies Fee	Total Cost
Medical Assistant	$12855	$100	$300	$450	$745	$350	$450	$15250
Phlebotomy and EKG Technician	$8630	$100	$200	$375	$545	$250	$150	$10250
Pharmacy Technician Training	$13075	$100	$200	$425	$400	$250	$750	$15200
Medical Insurance Billing & Coding Specialist	$12535	$100	$250	$225	$990	$450	$450	$15000
Nursing Assistant	$235	$100	$100	$75	$65	$75	$80	$730
Practical Nursing	$21505	$100	$500	$1395	$1900	$1425	$1675	$28500
Degree Programs		**Semester 1**	**Semester 2**	**Semester 3**	**Semester 4**	**Semester 5**		
*Associate of Applied Science in Healthcare Management	**Tuition**	$6160	$6260	$6260	$6260	$6260		$31200
*Associate of Applied Science in Information Technology	***Fees Registration Semester 1 Degree Programs- $100**	$340	$240	$240	$240	$240		$1300
	Total	$6500	$6500	$6500	$6500	$6500		$32500
*Associate of Applied Science in Legal Studies								
*Associate of Applied Science in Social Work								
*Associate of Applied Science in Business Management								

OUT OF POCKET EXPENSES (not included in tuition)	
Mandatory Fees (that the school requires)	
*ID	$10
*Parking Permit ***(no cost if the student does not have an automobile)***	$10
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Estimated Mandatory Fees (student will acquire from an outside source)	
Scrub Suit	$40
Blood Pressure Cuff	$15
Wristwatch	$5
Stethoscope	$15
TB Test	$20
Small Pocket Notepad	$1
Tennis Shoes (whit preferably)	$20
Criminal Background Check (LSP)	$38
Fingerprint	$10 per card
Drug Screen	$30
ATI	$2260 per program

Optional Fees	
Hepatitis Vaccine (if applicable)	$50
Clinical Makeup Day (if applicable)	$25 per day
Graduation Fee	$100
NHA Certification Exam	$134-$169
NCCT Certification Exam	$90
Prometric	$125
PTCB	$129
NCCA Certification Exam	$75 member $135 non-member
AAPC	$260 member $325 non-member
AHIMA	$199-299 member $299-399 non-member
Pinning Ceremony Uniform (PN only) and fees	$120
Student File Copies	$2 per page
Student Fax	$1 per page
Duplicate Diploma	$15
Duplicate Transcript	$10
NSF	$36

Fees incurred prior to enrolling	
Entrance Exam	$20
Accuplacer	$50
HESI	$50

**Included for Title IV Tuition Students.*

Note: Practical Nursing students' tuition and fees may differ from the above-illustrated cost. Please see a Practical Nursing student catalog and/or enrollment agreement for specific program details. Changes to fees may vary depending on the vendor.

Clock Hour to Credit Hour Calculation

- The credit hour definition and the credit/clock hour conversion rules serve two purposes: to determine program eligibility and to determine the award amount for certain Federal Student Aid programs.
- A credit hour is defined as a unit of measure that gives value to the level of instruction, time requirements for a course taken at an educational institution, and the academic rigor. It can also be defined as a measure of the quantity of student learning.

- Since we offer an undergraduate clock-hour educational program in credit hours that is considered a Gainful Employment (GE) program, we must use the following conversion formula
- The formula will determine, after the conversion, the minimum number of credit hours to qualify as an eligible program for Federal Student Aid (FSA) purposes.

- For determining the number of credit hours in an educational program -a semester hour must include at least 37.5 clock hours of instruction
- To determine if the program meets the FSA standard for the minimum number of credit hours for that type of program, the following formula will be used:

For a semester hour program,

Number of clock hours in the credit-hour program (is divided by)

37.5

This formula will be used to convert the credit hours to determine the amount of Federal Student Aid (FSA) a student is eligible to receive.

Note: Infinity College measures its programs in terms of clock hours. Associate degree programs are measured in credit hours.

PROGRAMS OF STUDY

Diploma Programs

A diploma is awarded for successful completion of the following programs excluding the Associate of Applied Science programs.

	Clock Hours	Length of Completion	Length @ 150%	Schedule	This leads to Licensure or Certification upon Passing the State or National Exam
Medical Assistant (Hybrid)	900	9 months-day 12.5 months-evening	13.5 months-day 18.75 months - evening	M-Th-8:30a-2:30p M, W, Th- 5:30p-9:30p	Certification
Phlebotomy and EKG Technician (Hybrid)	600	6 months	9 months	M-Th-8:30a-2:30p	Certification
Pharmacy Technician Training (Hybrid)	900	9 months-day 12.5 months-evening	13.5 months-day 18.75 months-evening	M-Th-8:30a-2:30p M, W, Th- 5:30p-9:30p	Certification
Medical Insurance Billing & Coding Specialist (Online and On-Campus)	900	9 months-day 12.5 months-evening	13.5 months-day 18.75 months-evening	M-Th-8:30a-2:30p	Certification
Nursing Assistant	80	2 weeks-day 4 weeks-evening	Not Title IV eligible	M-F-8a-5p / M-F 5p-9p *Clinical times may vary	Certification
Practical Nursing	1692	15 months	22.5 months	M-Th-8:30a-3:30p / 5:30p-10p *Clinical times may vary	Licensure
Associate of Applied Science in Healthcare Management	60 semester hours	24 months	36 months	Distance Education	Associate of Applied Science Degree
Associate of Applied Science in Information Technology	60 semester hours	24 months	36 months	Distance Education	Associate of Applied Science Degree
Associate of Applied Science in Legal Studies	60 semester hours	24 months	36 months	Distance Education	Associate of Applied Science Degree
Associate of Applied Science in Social Work	60 semester hours	24 months	36 months	Distance Education	Associate of Applied Science Degree
Associate of Applied Science in Business Management	60 semester hours	24 months	36 months	Distance Education	Associate of Applied Science Degree
Students are eligible to sit for certification exams Upon Successful Completion of the program. *Passing the certification and/or licensure examination is not guaranteed					
Medical Assistant		Certified Medical Assistant	Registered Medical Assistant	Phlebotomy and EKG Technician	EKG Technician

		Electronic Health Records	CPR	LA Medical Examiners	
Phlebotomy and EKG Technician		Phlebotomy and EKG Technician	EKG Technician	CPR	LA Medical Examiners
Pharmacy Technician Training		Pharmacy Technician Training	CPR		
Medical Insurance Billing & Coding Specialist (Online and On-Campus)		Medical Biller	Medical Coder	CPR	Electronic Health Records
Nursing Assistant		Nurse Assistant	CPR		
Practical Nursing		Practical Nurse	CPR		
Associate of Applied Science in Healthcare Management-Distance Education Program		Customer Service Representative	**Associate degree**	Health Office Manager	Medical Biller
		Medical Transcriptionist	Medical Coder	Dental Assistant/Technician	Health Data
		Informatics	Analyst	Entry-level manager	
Associate of Applied Science in Information Technology-Distance Education Program		Web Developer	Software Developer	Information Systems Manager	Database Administrator
		IT Helpdesk	Systems Administrator	Computer Network Technician	
Associate of Applied Science in Legal Studies-Distance Education Program		Legal Assistant	Legal Researcher	Paralegal	Mediator/Litigation Assistant
Associate of Applied Science in Social Work-Distance Education Program		Social Worker	Chemical Dependency Counselor	Case Manager	Nonprofit Manager
Associate of Applied Science in Business Management-Distance Education Program		Financial Examiner	Information Technician	International Management Analyst	Business Analyst

Infinity College will notify individual students in circumstances where an offered program has been determined not to meet or where the institution has not made a determination as to whether the program meets the education requirements for licensure in a state where a prospective student was located as well as to students currently enrolled in a program that ceased to meet such requirements. For students currently enrolled, the institution will have 14 calendar days to directly disclose that they had decided that a program did not meet state licensure or certification requirements for the state om which the student is located. For prospective students, the disclosure would be made prior to the student's enrollment in the program. The disclosures must be made directly to the student in writing, which may include through email or other electronic communication.

Medical Assistant
Program Outline

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
MA 101	Introduction to Medical Assisting and Health Professions	20	04		24
MT 103	Medical Terminology and Abbreviations	44	23		67
AP 101	Anatomy and Physiology	20	20		40
ME 101	Medical Ethics	15	05		20
COM 101	Communication	05	05		10
MA 102	Therapeutic Approach	14	10		24
MA 103	Responsible Medical Practice	20	04		24
MA 104	Integrated Administrative Procedures	20	20		40
MA 105	Clinical Procedures	20	20		40
MA 106	Examinations and Procedures	25	30		55
MA 107	Laboratory Procedures	25	30		55
MA 108	Office Management	30	15		45
EHR 101	Electronic Health Records	20	20		40
EKG 101	Introduction to Electrophysiology	15	20		35
EKG 102	Concepts in Electrophysiology	15	20		35
EKG 103	Lead EKG and Interpretation	08	08		16
CPR 101	Healthcare Provider CPR	03	02		05
NA 101	Communication and Interpersonal Skills	03	03		06
NA 102	Infection Control	02	00		02
NA 103	Safety and Emergency Procedures	04	03		07
NA 104	Resident's Rights and Promoting Resident's Rights	03	02		05
NA 105	Mental Health and Social Service Needs	02	02		04
NA 106	Basic Nursing Skills	04	02		06
NA 107	The Body Systems	03	02		05
NA 108	Externship			40	40
CD 101	Career Development	10	10		20
CR 101	Certification Review	10	10		20
COS 102	Microsoft Word	20	25		45
COS 103	Microsoft Excel	20	25		45
MA 109	Externship			120	
	Totals	400	340	160	900

Medical Assistant
Program Description

MA 101 Introduction to Medical Assisting and Health Professions
(20 Clock Hours Lecture/ 04 Clock Hours Lab)
This course instructs the student about the history of medicine and an introduction to the profession of Medical Assisting.

MT 103 Medical Terminology and Abbreviations
(44 Clock Hours Lecture/ 23 Clock Hours Lab)
This course is designed to acquaint the students with medical terminology. Students learn to construct words using medical roots, prefixes, and suffixes, as well as learn to pronounce and spell medical terminology.

AP 101 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course will identify the essential anatomical and physiological features of the body systems with an emphasis on the blood and cardiovascular, renal, digestive, and endocrine systems.

ME 101 Medical Ethics
(15 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches patient rights and responsibilities, ethical issues in patient care, and privacy standards governing healthcare practice.

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches written, verbal, and nonverbal communications.

MA 102 Therapeutic Approach
(14 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches therapeutic communication skills, coping skills for the medical assistant, and the therapeutic approach to the patient with a life-threatening illness.

MA 103 Responsible Medical Practice
(20 Clock Hours Lecture/04 Clock Hours Lab)
This course teaches legal and ethical considerations, HIPPA, emergency procedures and first aid.

MA 104 Integrated Administrative Procedures
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches creating the family environment, ambulatory care setting, telecommunications, patient scheduling, medical records management, written communications, and medical documents.

MA 105 Clinical Procedures
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches infection control and medical asepsis, the patient history and documentation, vital signs and measurements, and physical examination.

MA 106 Examinations and Procedures
(25 Clock Hours Lecture/30 Clock Hours Lab)
This course teaches specialty procedures in obstetrics and gynecology, pediatrics, male reproductive system, gerontology, and examinations and procedures of body systems. This course teaches assisting with office/ambulatory surgery, rehabilitation and therapeutic modalities, nutrition in health and disease, basic pharmacology, calculation of medication dosage and medication administration.

MA 107 Laboratory Procedures
(25 Clock Hours Lecture/30 Clock Hours Lab)
This course teaches safety and regulatory guidelines in the medical laboratory, introduction to the medical laboratory, phlebotomy, venipuncture and capillary puncture, hematology, urinalysis, basic microbiology, and specialty laboratory tests.

MA 108 Office Management
(30 Clock Hours Lecture/15 Clock Hours Lab)
This course teaches the medical assistant as an office manager.

EHR 101 Electronic Health Records
(20 clock hours lecture/ 20 clock hours lab)
This course teaches the execution of workflows, retrieving and storing patient information, and administrative tasks.

EKG 101 Introduction to Electrophysiology
(15 clock hours lecture/20 clock hours lab)
This course teaches electrophysiology, lead morphology and placement, aspects of the EKG, and calculating heart rate.

EKG 102 Concepts in Electrophysiology
(15 clock hours lecture/20 clock hours lab)
This course teaches about interpreting a rhythm strip, rhythms originating in the sinus node, atria, AV Junction, and ventricles.

EKG 103 Lead EKG and Interpretation
(08 clock hours lecture/08 clock hours lab)
This course teaches how to interpret a 12-Lead EKG, myocardial infarction, electrical therapy, and critical thinking skills.

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab)
Students will learn adult and child CPR.

NA 101 Communication and Interpersonal Skills
(03 Clock Hours Lecture/03 Clock Hours Lab)
This section teaches about the nursing assistant in long-term care, communication skills, and communication challenges.

NA 102 Infection Control
(02 Clock Hours Lecture/00 Clock Hours Lab)
This section teaches immune systems and lymphatic systems.

NA 103 Safety and Emergency Procedures
(04 Clock Hours Lecture/03 Clock Hours Lab)
This section teaches cardiopulmonary resuscitation, safety and body mechanics, emergency care, first aid and disasters, position, moving and lifting.

NA 104 Resident's Rights and Promoting Resident's Rights
(03 Clock Hours Lecture/ 02 Clock Hours Lab)
This section teaches ethical and legal issues and the integumentary system.

NA 105 Mental Health and Social Service Needs
(02 Clock Hours Lecture/ 02 Clock Hours Lab)
This section teaches diversity and human needs and development, the respiratory system, rehabilitation and restorative care, and end of life care.

NA 106 Basic Nursing Skills
(04 Clock Hours Lecture/ 02 Clock Hours Lab)
This section teaches bed making and unit care, personal care, vital signs, nutrition, and fluid balance, and the circulatory or cardiovascular system.

NA 107 The Body Systems
(03 Clock Hours Lecture/ 02 Clock Hours Lab)
This section teaches the gastrointestinal system, urinary system, musculoskeletal system, nervous system, and endocrine system.

NA 108 Externship
(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)
Students will perform clinical hours under the direct supervision of the program Coordinator.

CD 101 Career Development
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course introduces students to professional environments, job search, and personal requirements for career success. Students will prepare resumes, learn interviews, and job search techniques.

CR 101 Certification Review
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course assists students with preparation to take their national and/or state certification exam.

COS 102 Microsoft Word
(20 Clock Hours Lecture/25 Clock Hours Lab)
This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph, and documents.

COS 103 Microsoft Excel
(20 clock hours lecture/25 clock hours lab)
This course teaches how to create workbooks with Excel, create charts, manage multiple worksheets, and use Excel functions and tables.

MA 109 Externship
(00 Clock Hours Lecture/00 Clock Hours Lab/120 Clock Hours Clinical)
Students are placed in a medical facility where there is an opportunity to observe, assist, learn, and perform services in a medical setting. The externship is an essential component of the program where theoretical and practical skills are integrated. Specific objectives, including cognitive, affective, and psychomotor behaviors shall be met while completing this course.

Medical Assistant
Curriculum

Objective: To provide the student with information about various aspects of the medical assisting profession, both administrative and clinical. Graduates will be available to work in hospitals and private practice medical settings.

Text: Delmar's Comprehensive Medical Assisting, Administrative and Clinical Competencies, by Wilburta Lindh, Marilyn Pooler, Carol Tamparo, and Barbara Dahl.

Text: Workbook for Delmar's Comprehensive Medical Assisting, Administrative and Clinical Competencies, by Wilburta Lindh, Marilyn Pooler, Carol Tamparo, and Barbara Dahl.

MA 101 Introduction to Medical Assisting and Health Professions
(20 Clock Hours Lecture/ 04 Clock Hours Lab)
Lesson 1: The Medical Assisting Profession
Lesson 2: Health Care Settings and the Health Care Team
Lesson 3: History of Medicine

MT 103 Medical Terminology and Abbreviations
(44 Clock Hours Lecture/ 23 Clock Hours Lab)
Lesson 1: Define and analyze medical terminology
Lesson 2: Identify word parts and combining form
Lesson 3: Read and interpret medical terminology
Lesson 4: Word Parts and Meanings
Lesson 5: Common Medical Terms, Abbreviations, and Symbol

AP 101 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
Lesson 1: Understanding basic structures of tissues and cells
Lesson 2: Organs which comprise the major body systems
Lesson 3: Functions of the organs which comprise the major body systems with an emphasis on the urinary system
Lesson 4: Understand the common disease processes related to major body systems and their related organs

ME 101 Medical Ethics
(15 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Ethics
Lesson 2: Governing Bodies
Lesson 3: Regulation at the State and Federal Level

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Communication process
Lesson 2: Verbal, written, and nonverbal communication
Lesson 3: Communication with others and methods of communication
Lesson 4: Types of customers and professionalism
Lesson 5: Barriers to communication and negative communication
Lesson 6: Defense mechanisms
Lesson 7: Dealing with conflict and eliminating barriers to communication

MA 102 Therapeutic Approach
(14 Clock Hours Lecture/ 10 Clock Hours Lab)
Lesson 1: Therapeutic Communication Skills
Lesson 2: Coping Skills for the Medical Assistant
Lesson 3: The Therapeutic to the Patient with a Life-Threatening Illness

MA 103 Responsible Medical Practice
(20 Clock Hours Lecture/ 04 Clock Hours Lab)
Lesson 1: Legal Considerations
Lesson 2: Ethical Considerations
Lesson 3: Emergency Procedures and First Aid

MA 104 Integrated Administrative Procedures
(20 Clock Hours Lecture/20 Clock Hours Lab)
Lesson 1: Creating the Facility Environment
Lesson 2: The Ambulatory Care Setting
Lesson 3: Telecommunication
Lesson 4: Patient Scheduling
Lesson 5: Medical Records Management
Lesson 6: Written Communications
Lesson 7: Medical Documents

MA 105 Clinical Procedures
(20 Clock Hours Lecture/ 20 Clock Hours Lab)
Lesson 1: Infection Control and Medical Asepsis
Lesson 2: The Patient History and Documentation
Lesson 3: Vital Signs and Measurements
Lesson 4: The Physical Examination

MA 106 Examinations and Procedures
(25 Clock Hours Lecture/ 30 Clock Hours Lab)
Lesson 1: Obstetrics and Gynecology
Lesson 2: Pediatrics
Lesson 3: Male Reproductive System

Lesson 4: Gerontology
Lesson 5: Examinations and Procedures of Body Systems
Lesson 6: Assisting with Office/Ambulatory Surgery
Lesson 7: Rehabilitation and Therapeutic Modalities
Lesson 8: Nutrition in Health and Disease
Lesson 9: Basic Pharmacology
Lesson 10: Calculation of Medication Dosage and Medication Administration
Lesson 11: Electrocardiography

MA 107 Laboratory Procedures
(25 Clock Hours Lecture/ 30 Clock Hours Lab)
Lesson 1: Safety and Regulatory Guidelines in the Medical Laboratory
Lesson 2: Introduction to the Medical Laboratory
Lesson 3: Phlebotomy: Venipuncture and Capillary Puncture
Lesson 4: Hematology
Lesson 5: Urinalysis
Lesson 6: Basic Microbiology
Lesson 7: Specialty Laboratory Tests

MA 108 Office Management
(30 Clock Hours Lecture/ 15 Clock Hours Lab)
Lesson 1: The Medical Assistant as Office Manager
Lesson 2: Daily Practice

EHR 101 Electronic Health Records
(20 clock hours lecture/20 clock hours lab)
Lesson 1: Execute EHR workflows
Lesson 2: Retrieve and store patient information
Lesson 3: Perform routine EHR administrative tasks
Lesson 4: Inventory and management of patient data

EKG 101 Introduction to Electrophysiology
(15 clock hours lecture/20 clock hours lab)
Chapter 2 Electrophysiology
Chapter 3 Lead Morphology and Placement
Chapter 5 Aspects of the EKG
Chapter 4 Calculating Heart Rate

EKG 102 Concepts in Electrophysiology
(15 clock hours lecture/20 clock hours lab)
Chapter 6 Interpreting a Rhythm Strip
Chapter 7 Rhythms Originating in the Sinus Node
Chapter 8 Rhythms Originating in the Atria
Chapter 9 Rhythms Originating in AV Junction
Chapter 10 Rhythms Originating in the Ventricles
Chapter 11 AV Blocks
Chapter 12 Rhythm Practice Strips

EKG 103 Lead EKG and Interpretation
(08 clock hours lecture/08 clock hours lab)
Chapter 13 How to Interpret a 12-Lead EKG

Chapter 14 Myocardial Infarction
Chapter 15 12-Lead EKG Practice
Chapter 16 Medications and Electrical Therapy
Chapter 17 Diagnostic Electrocardiography
Chapter 18 Critical Thinking Scenarios

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/ 02 Clock Hours Lab)
Part 1 General Concepts
Part 2 CPR for Adults
Part 3 CPR for Children
Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
Part 5 2-Rescuer CPR for Adults and Children
Part 6 Automated External Defibrillator
Part 7 CPR for Infants
Part 8 Relief of Choking
Part 9 Special Considerations
Part 10 The Big Picture

Text: Successful Nursing Assistant Care, 6th Edition by Diana L. Dugan, RN-Hartman Publishing, Inc.

NA 101 Communication and Interpersonal Skills
(03 Clock Hours Lecture/03 Clock Hours Lab)
Unit 1: The Nursing Assistant in Long –Term Care – Chapter 1
Unit 2: Communication Skills – Chapter 3
Unit 3: Communication Challenges – Chapter 4

NA 102 Infection Control
(02 Clock Hours Lecture/00 Clock Hours Lab)
Unit 1: Infection Control – Chapter 6
Unit 2: The Immune and Lymphatic Systems – Chapter 24

NA 103 Safety and Emergency Procedures
(04 Clock Hours Lecture/03 Clock Hours Lab)
Unit 1: Cardiopulmonary Resuscitation
Unit 2: Safety and Body Mechanics – Chapter 7
Unit 3: Emergency Care, First Aid and Disasters –Chapter8
Unit 4: Positioning, Moving and Lifting – Chapter 11

NA 104 Resident's Rights and Promoting Resident's Rights
(03 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Ethical and Legal Issues – Chapter 2
Unit 2: The Integumentary System – Chapter 18

NA 105 Mental Health and Social Service Needs
(02 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Diversity and Human Needs and Development – Chapter 5

Unit 2: The Respiratory System – Chapter 20
Unit 3: Rehabilitation and Restorative Care – Chapter 25
Unit 4: End of Life Care – Chapter 27

NA 106 Basic Nursing Skills
(04 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Bed making and Unit Care – Chapter 10
Unit 2: Personal Care – Chapter 12
Unit 3: Vital Signs – Chapter 13
Unit 4: Nutrition and Fluid Balance – Chapter 14
Unit 5: The Circulatory or Cardiovascular System-Chapter 19

NA 107 The Body Systems
(03 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: The Gastrointestinal System – Chapter 15
Unit 2: The Urinary System – Chapter 16
Unit 3: The Musculoskeletal System – Chapter 21
Unit 4: The Nervous System – Chapter 22
Unit 5: The Endocrine System – Chapter 23

NA 108 Externship
(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)
Students will perform clinical/externship hours under the direction of the program Coordinator.

CD 101 Career Development
(10 Clock Hours Lecture/ 10 Clock Hours Lab)
Lesson 1: Employment Strategies

CR 101 Certification Review
(10Clock Hours Lecture/10Clock Hours Lab)
Lesson 1: Reviewing materials to prepare to take the certification exam

COS 102 Microsoft Word
(20 clock hours lecture/25 clock hours lab)
Chapter 1 Create Documents with Word
Chapter 2 Format and Organize Text
Chapter 3 Work with Graphics, Tabs, and Tables
Chapter 4 Apply Special Text, Paragraph and Documents Formats

COS 103 Microsoft Excel
(20 clock hours lecture/25 clock hours lab)
Chapter 1 Create Workbooks with Excel
Chapter 2 Create Charts
Chapter 3 Manage Multiple Worksheets
Chapter 4 Use Excel Functions and Tables

MA 109 Externship
(00 Clock Hours Lecture/00 Clock Hours Lab/120 clinical hours)
Unit 1: Externship

NOTE: Student MUST sit for the CMA exam within 90 days of completion. Any student who chooses to test for certification outside of the designated timeframe will be responsible for the cost of the exam. The institution will cover the cost (1) time only.

Phlebotomy and EKG Technician
Program Outline

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
PT 101	Introduction to Phlebotomy	05	05		10
PT 102	Infection Control and Safety	10	10		20
MT 101	Medical Terminology and Abbreviations	20	20		40
PT 103	Vital Signs	10	10		20
AP 101	Anatomy and Physiology	20	20		40
AP 102	Anatomy and Physiology	20	20		40
PT 104	Laboratory Tests	10	10		20
PT 105	Patient & Specimen Requirements	20	10		30
PT 106	Phlebotomy Equipment	15	05		20
PT 107	Phlebotomy Technique	20	20		40
PT 108	Specimen Preparation and Handling	16	16		32
COM 101	Communication	05	05		10
ME 101	Medical Ethics	15	05		20
CD 101	Career Development	10	10		20
CR 101	Certification Exam Review	10	10		20
CPR 101	Healthcare Provider CPR	03	02		05
EKG 101	Introduction to Electrophysiology	15	20		35
EKG 102	Concepts in Electrophysiology	15	20		35
EKG 103	Lead EKG and Interpretation	08	08		16
PT 109	Internship/Externship			52	52
COS 102	Microsoft Word	20	25		45
COS 106	Office Administrative Skills	15	15		30
	Total	282	266	52	600

Phlebotomy and EKG Technician
Program Description

PT 101 Introduction to Phlebotomy
(05 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches the history of phlebotomy, the phlebotomist's role in health care, areas of the health care setting, ethical considerations, the patient care partnership, professional attitude, advanced directives, standards used in the laboratory, and quality assurance in phlebotomy.

PT 102 Infection Control and Safety
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches infection control and isolation techniques, medical asepsis, hand washing, removing contaminated gloves, blood collection in an isolation room, occupational safety and health administration standards, disposal of used materials, importance of following safety guidelines, and the response to accidental biohazard exposure.

MT 101 Medical Terminology
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches the basic roots, prefixes, and suffixes involved in medical terms and the basic terms that help to define anatomy and physiology in the human body.

PT 103 Vital Signs
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches temperature, pulse, and blood pressure.

AP 101 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches the introduction to the human body, body functions, body organization, and each of the systems of the body.

AP 102 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches about the circulatory system, anatomy and physiology of the circulatory system, and veins and arteries of the circulatory system. This course teaches the heart and circulation, blood vessels, and the composition of blood.

PT 104 Laboratory Tests
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches about the collection of non-blood specimens, blood smear, glucose testing, urine, and culture testing.

PT 105 Patient & Specimen Requirements
(20 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches communication in healthcare, patient and specimen identification, and the phlebotomist's role in the process.

PT 106 Phlebotomy Equipment
(15 Clock Hours Lecture/05Clock Hours Lab)
This course teaches about the metric system, syringes, and needles, evacuated system, reuse of evacuated system holder, splattering of blood, evacuation collection tubes, butterfly collection system, coagulation, anticoagulants, tourniquets, micro collection equipment, collecting unopette blood sample, order of draw and specimen collection trays.

PT 107 Phlebotomy Technique
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches about the blood collection technique, skills used in approaching the patient, patient identification, test request form, specimen labeling and identification, accession order, selecting the appropriate venipuncture site, performing a safe venipuncture, syringe versus evacuated tube specimen collection, venipuncture by syringe, venipuncture by evacuated tube method, butterfly needle collection system, the failed venipuncture, intravenous and indwelling lines, prioritizing specimen collection, and arterial punctures.

PT 108 Specimen Preparation and Handling
(16 Clock Hours Lecture/16 Clock Hours Lab)
This course teaches about pre-analytical variables, specimen transport and handling, criteria for re-collection or rejection of a specimen.

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches written, verbal, and nonverbal communications.

ME 101 Ethics in Healthcare
(15 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches patient rights and responsibilities, ethical issues in patient care, and privacy standards governing healthcare practice.

CD 101 Career Development
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches professionalism and workplace conduct, resume writing, and interview techniques.

CR 101 Certification Exam Review
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course assists the students with preparation for the certification examination.

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab)
This course teaches CPR for adults, infants, and children.

EKG 101 Introduction to Electrophysiology
(15 clock hours lecture/20 clock hours lab)
This course teaches electrophysiology, lead morphology and placement, aspects of the EKG, and calculating heart rate.

EKG 102 Concepts in Electrophysiology
(15 clock hours lecture/20 clock hours lab)
This course interprets a rhythm strip, rhythms originating in the sinus node, atria, AV Junction, and ventricles.

EKG 103 Lead EKG and Interpretation
(08 clock hours lecture/08 clock hours lab)
This course teaches how to interpret a 12-Lead EKG, myocardial infarction, electrical therapy, and critical thinking skills.

PT 109 Internship/Externship
(00 Clock Hours Lecture/00Clock Hours Lab/52 clock hours clinical)
Students will perform clinical hours on the campus and at a clinical site under the direct supervision of the Program Instructor.

COS 102 Microsoft Word
(20 clock hours lecture/25 clock hours lab)
This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph, and documents.
COS 106 Office Administrative Skills
(15 clock hours lecture/15 clock hours lab)
This course teaches basic office skills such as telephone procedures, scheduling, filing, written and verbal communications, and organization skills.

Phlebotomy and EKG Technician Curriculum

Objective: To provide information on how to become a Phlebotomy and EKG Technician by using a unique emphasis on medical terminology that is specific to the phlebotomy profession. The program consists of an overview of anatomy and physiology and point-of-care testing that separate enhanced skills such as taking a patient's vital signs, temperature, pulse, respirations, and blood pressures from specialized testing such as hematocrits, hemoglobin's, blood pressure, coagulation studies, pregnancy testing and other point-of-care tests for more thorough coverage while emphasizing customer service. Students will be able to work as Phlebotomy and EKG Technicians in hospitals, laboratories, home health agencies, and physicians' offices.

Text: Phlebotomy: A Competency-Based Approach by Kathryn A. Booth and Lillian Mundt, By McGraw Hill

PT 101 Introduction to Phlebotomy
(05 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Phlebotomy's Role in Health Care
Lesson 2: Standards used in the medical lab
Lesson 3: Regulatory Agencies
Lesson 4: Quality Assurance in Phlebotomy

PT 102 Infection Control and Safety
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Infection Control and Isolation Techniques
Lesson 2: Patient and Personal Safety
Lesson 3: Blood Collection in an Isolation Room

Lesson 4: Occupational Safety and Health Administration Standards
Lesson 5: Disposal of Used Materials
Lesson 6: Importance of Following Safety Guidelines

MT 101 Medical Terminology
(20 Clock Hours Lecture/20 Clock Hours Lab)
Lesson 1: Define and analyze medical terminology
Lesson 2: Identify word parts and combining form
Lesson 3: Read and interpret medical terminology

PT 103 Vital Signs
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Temperature
Lesson 2: Pulse
Lesson 3: Blood Pressure

AP 101 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
Unit 1: The Human Body
Unit 2: Body Positions & Systems
Unit 3: Cell Structure & Tissues
Unit 4: Tissues
Unit 5: Integumentary System
Unit 6: Skeletal System
Unit 7: Muscular System
Unit 8: Nervous System
Unit 9: Respiratory System
Unit 10: Urinary System
Unit 11: Digestive System
Unit 12: Endocrine System
Unit 13: Reproductive System
Unit 14: Lymphatic System

AP 102 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
Unit 1: Circulatory System
Unit 2: Anatomy and Physiology of the Circulatory System
Unit 3: Veins and Arteries of the Circulatory System
Unit 4: Understanding the Cardiovascular System
Unit 5: The Heart and Circulation
Unit 6: Blood Vessels
Unit 7: Composition of Blood

PT 104 Laboratory Tests
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Collecting non-blood specimens

Lesson 2: Levels of laboratory testing
Lesson 3: Waived testing
Lesson 4: Making a Blood Smear
Lesson 5: Glucose Testing
Lesson 6: Urine and Culture Collection

PT 105 Patient & Specimen Requirements
(20 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Communication in Healthcare
Lesson 2: Patient Identification
Lesson 3: Specimen Identification
Lesson 4: Specimen requirements and the Phlebotomist's role

PT 106 Phlebotomy Equipment
(15 Clock Hours Lecture/05Clock Hours Lab)
Lesson 1: Common Equipment
Lesson 2: Venipuncture equipment
Lesson 3: Micro collection equipment
Lesson 4: Order of Draw
Lesson 5: Additives and Color-coding

PT 107 Phlebotomy Technique
(20 Clock Hours Lecture/20 Clock Hours Lab)
Lesson 1: Patient Identification
Lesson 2: Test Request Form
Lesson 3: Positioning the Patient
Lesson 4: Steps in Blood Collection Technique
Lesson 5: Skills Used in Approaching the Patient
Lesson 6: Venipunctures
Lesson 7: The Dermal/Capillary puncture
Lesson 8: Complication in phlebotomy
Lesson 9 Syringe versus Evacuated Tube Specimen Collection
Lesson 10: Butterfly Needle Collection

PT 108 Specimen Preparation and Handling
(16 Clock Hours Lecture/16 Clock Hours Lab)
Lesson 1: Specimen Preparation and Transportation
Lesson 2: Specimen handling
Lesson 3: Criteria for Re-Collection or Rejection of a Specimen

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Communication process
Lesson 2: Verbal, written, and nonverbal communication
Lesson 3: Communication with others and methods of communication
Lesson 4: Types of customers and professionalism
Lesson 5: Barriers to communication and negative communication

Lesson 6: Defense mechanisms
Lesson 7: Dealing with conflict and eliminating barriers to communication

ME 101 Ethics in Healthcare
(15 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Patients' rights and responsibilities
Lesson 2: Ethical and legal issues in patient care
Lesson 3: Privacy standards governing healthcare practice

CD 101 Career Development
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Continuing education requirements
Lesson 2: Professionalism and workplace conduct
Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Exam Review
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Review for student certification examination

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab)
Part 1 General Concepts
Part 2 CPR for Adults
Part 3 CPR for Children
Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
Part 5 2-Rescuer CPR for Adults and Children
Part 6 Automated External Defibrillator
Part 7 CPR for Infants
Part 8 Relief of Choking
Part 9 Special Considerations
Part 10 The Big Picture

EKG 101 Introduction to Electrophysiology
(15 clock hours lecture/20 clock hours lab)
Chapter 2 Electrophysiology
Chapter 3 Lead Morphology and Placement
Chapter 5 Aspects of the EKG
Chapter 4 Calculating Heart Rate

EKG 102 Concepts in Electrophysiology
(15 clock hours lecture/20 clock hours lab)
Chapter 6 Interpreting a Rhythm Strip
Chapter 7 Rhythms Originating in the Sinus Node
Chapter 8 Rhythms Originating in the Atria
Chapter 9 Rhythms Originating in AV Junction

Chapter 10 Rhythms Originating in the Ventricles
Chapter 11 AV Blocks
Chapter 12 Rhythm Practice Strips

EKG 103 Lead EKG and Interpretation
(08 clock hours lecture/08 clock hours lab)
Chapter 13 How to Interpret a 12-Lead EKG
Chapter 14 Myocardial Infarction
Chapter 15 12-Lead EKG Practice
Chapter 16 Medications and Electrical Therapy
Chapter 17 Diagnostic Electrocardiography
Chapter 18 Critical Thinking Scenarios

PT 109 Internship/Externship
(00 Clock Hours Lecture/00Clock Hours Lab/52 clock hours clinical)
Students will perform clinical/internship hours on the campus under the direction of the program Instructor.

COS 102 Microsoft Word
(20 clock hours lecture/25 clock hours lab)
Chapter 1 Create Documents with Word
Chapter 2 Format and Organize Text
Chapter 3 Work with Graphics, Tabs, and Tables
Chapter 4 Apply Special Text, Paragraph and Documents Formats

Text: Professionalism: Real Skills for Workplace Success by Lydia Anderson and Sandra Bolt, published by Pearson

COS 106 Office Administrative Skills
(15 clock hours lecture/15 clock hours lab)
Lesson 1 Telephone Procedures and Scheduling
Lesson 2 Filing
Lesson 3 Written and Verbal Communications
Lesson 4 Organization Skills -Simulation 1

NOTE: *Student MUST sit for the CPT exam within 90 days of completion. Any student who chooses to test for certification outside of the designated timeframe will be responsible for the cost of the exam. The institution will cover the cost (1) time only.*

Pharmacy Technician Training
Program Outline

NEW	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
PHT 201	Introduction to Pharmacy	30	00		30
ME 102	Medical Ethics for Pharmacy Technician Trainings	15	05		20

MT 104	Medical Terminology and Abbreviations for Pharmacy Technician Trainings	10	10		20
PHT 103	Drug Classification and Dosage Forms	30	10		40
PHT 104	Immunology and Microbiology	10	10		20
PHT 105	Patient and Medication Safety	20	10		30
PHT 106	Nutrition and Drug Interactions	10	10		20
PHT 204	Pharmacology	30	10		40
AP 104	Anatomy and Physiology	10	10		20
PHT 108	Mathematics and Calculations	30	30		60
PHT 110	Extemporaneous Prescription, Sterile and Non-Sterile Compounding	30	40		70
PHT 111	Pharmacy Billing and Receiving	10	10		20
PHT 112	Inventory Control and Management	10	10		20
PHT 206	Pharmacy Management and Operations	20	20		40
PHT 207	Pharmacy Management Software	15	30		45
PHT 208	Community and Hospital Practice Pharmacy	25	35		60
PHT 209	Infection Control	10	15		25
PHT 210	Laboratory Simulations	15	26		41
COM 101	Communication	05	05		10
CPR 101	Healthcare Provider CPR	03	02		05
COS 100	Keyboarding	10	10		20
CD 103	Career Development	10	14		24
CR 101	Certification Review	10	10		20
PHT 113	Externship			200	200
	Total	368	332	200	900

Pharmacy Technician Training
Program Description

PHT 201 Introduction to Pharmacy

(30 Clock Hours Lecture/00 Clock Hours Lab)
Students will be introduced to the practice of pharmacy, the history of pharmacy, pharmacy settings, ethics, patient care process, Pharmacy Technician Training requirements and opportunities for technicians.

ME 102 Medical Ethics for Pharmacy Technician Trainings

(15 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches law and ethics in pharmacy, governing bodies, types of law and violations of the law, pharmacy law and regulation at the state and federal level, drug recall and standards, and the ethical foundation of pharmacy.

MT 104 Medical Terminology and Abbreviations for Pharmacy Technician Trainings

(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches word parts, rules for forming and spelling medical terms, abbreviations, drug names, and apothecary symbols.

PHT 103 Drug Classification and Dosage Forms
(30 Clock Hours Lecture/10 Clock Hours Lab)
This course introduces the student to trade and generic drug names, dosage forms and routes of administration, pharmacologic classes, and systems of measurement.

PHT 104 Immunology and Microbiology
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches about infection, diseases of the various body systems, and about the various types of body systems.

PHT 105 Patient and Medication Safety
(20 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches occupational safety and health administration standards, regulations within the pharmacy, and universal precaution and employee responsibilities

PHT 106 Nutrition and Drug Interactions
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches pharmacokinetics and pharmacodynamics, mechanism and causes of drug interaction, patient variables that affect drug interaction, and reducing the risk of drug interaction.

PHT 204 Pharmacology
(30 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches drug names and sources, dosage forms of drugs, and principles of drug administration.

AP 104 Anatomy and Physiology
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches the integumentary, musculoskeletal, nervous, endocrine, cardiovascular, lymphatic, respiratory, urinary, and digestive systems

PHT 108 Mathematics and Calculations
(30 Clock Hours Lecture/30 Clock Hours Lab)
This course introduces the student to the basic math, algebra, and pharmaceutical calculations utilized in pharmacy practices.

PHT 110 Extemporaneous Prescription, Sterile and Non-Sterile Compounding
(30 Clock Hours Lecture/40 Clock Hours Lab)
This course teaches extemporaneous compounding, compounding of liquid, semisolid, and solid drugs as well as suppositories and parenteral products. This course also teaches parenteral preparations, types of asepsis, equipment and supplies, laminar airflow hoods, compounding of a parenteral and TPN product, preparing an IV Piggyback, large volume parenteral, preparation of IV admixtures, non-injecting products and compounding records, policies, and procedures for sterile product preparation. Students are introduced to medication and compliance, facilities and equipment, sterile and non-sterile compounding procedures, handling, packaging, storage, and disposal.

PHT 111 Pharmacy Billing and Receiving
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course introduces the student to the pharmacy reimbursement process by discussing healthcare plans, reimbursement systems, third-party payments, documentation, collections, and claims processing.

PHT 112 Inventory Control and Management
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches inventory control and management, ordering, receiving, stocking, expired stock, drug formulary, repackaging, and automated dispensing systems.

PHT 206 Pharmacy Management and Operations
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course introduces the Pharmacy Technician Training student to the operations of pharmacy. This course teaches organization of hospital pharmacy, medication orders and medication of dispensing systems, sterile products, inventory control, automation, roles and duties of Pharmacy Technician Training, and the policies and procedures manual and regulatory agencies. The course also teaches the prescription, organization of the retail pharmacy, and the professional characteristics of Pharmacy Technician Trainings. Furthermore, the course teaches long-term care pharmacy services, home health care and home infusion pharmacy, hospice, ambulatory, mail-order, central fill, and internet pharmacies

PHT 207 Pharmacy Management Software
(15 Clock Hours Lecture/30 Clock Hours Lab)
This course is designed to facilitate the student's mastery of computer skills needed to perform various Pharmacy Technician Training related responsibilities in community and hospital pharmacy practices. Students will also perform hands on and simulated activities where they will practice Pharmacy Technician Training skills to prepare for externship.

PHT 208 Community and Hospital Practice Pharmacy
(25 Clock Hours Lecture/35 Clock Hours Lab)
This course is designed to introduce the student to community pharmacy operations, interpreting and processing prescriptions, third-party payments, merchandise handling and inventory, hospital pharmacy practice, infection control and preparing sterile IV's, HIPPA regulations and pathogens in the pharmacy.

PHT 209 Infection Control
(10 Clock Hours Lecture/15 Clock Hours Lab)
Courses include infection prevention and control practices, the chain of infections, standard and transmission-based precautions, barriers, and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients.

PHT 210 Laboratory Simulations
(15 Clock Hours Lecture/26 Clock Hours Lab)
This course is designed to provide hands on training using electronic simulations as well as simulations within the laboratory to prepare the student for externship.

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches written, verbal, and nonverbal communications.

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab
This course teaches about Adult and Child CPR

COS 100 Keyboarding
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course teaches the introduction to basic keyboarding and typing. This course teaches writing, verbal, and non-verbal communication.

CD 103 Career Development
(10 Clock Hours Lecture/14 Clock Hours Lab)
This course introduces students to professional environments, job search, and personal requirements for career success. Students will prepare resumes, learn interviews, and job search techniques.

CR 101 Certification Review
(10 Clock Hours Lecture/10 Clock Hours Lab)
This course assists students with preparation to take their national and/or state certification exam.

PHT 113 Externship
(00 Clock Hours Lecture/00 Clock Hours Lab/ 200 Clock Hours Clinical)
This course provided students with hands on training in a community and hospital pharmacy practice setting. Students will complete 200 hours of externship training under the direction of a Registered Pharmacist and Infinity College.

Pharmacy Technician Training Curriculum

Objective: This program will prepare students for entry-level Pharmacy Technician Training positions by teaching medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. Students will learn necessary information to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions and learn the skills needed to become a Pharmacy Technician Training in a hospital or retail setting. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction, and charges and reimbursement.

Text: The Pharmacy Technician Training: A Comprehensive Approach by Jahangir Moini by Cengage Learning

PHT 201 Introduction to Pharmacy
(30 Clock Hours Lecture/00 Clock Hours Lab)
Lesson 1: The Profession of Pharmacy Technician Training
Lesson 2: Educational Requirements
Lesson 3: The Role of Pharmacy
Lesson 4: Patient care process
Lesson 5: Professional Organizations
Lesson 6: Code of Ethics
Lesson 7: State and National Requirements
Lesson 8: Job Opportunities

ME 102 Medical Ethics for Pharmacy Technician Trainings
(15 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Ethics in Pharmacy
Lesson 2: Governing Bodies
Lesson 3: Drug recall and standards
Lesson 4: Regulation at the State and Federal Level
Lesson 5: Federal Regulatory Agencies, Drug Recalls, and Standards
Lesson 6: The Ethical Foundation of Pharmacy

MT 104 Medical Terminology and Abbreviations
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Word Parts
Lesson 2: Rules for Forming and Spelling Medical Terms
Lesson 3: Medical Vocabulary in Body Systems
Lesson 4: Abbreviations
Lesson 5: Drug Names and Apothecary Symbols

PHT 103 Drug Classification and Dosage Forms
(30 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Drug Names and Sources
Lesson 2: Dosage Forms of Drugs
Lesson 3: Principles of Drug Administration

PHT 104 Immunology and Microbiology
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Infection and Hygiene
Lesson 2: Physical and Chemical Agents to control microbes
Lesson 3: Immunology and Vaccination

PHT 105 Patient and Medication Safety
(20 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Occupational Safety and Health Administration (OSHA) Standards
Lesson 2: Standards and Regulations within the Pharmacy Profession
Lesson 3: Universal Precautions and Employee Responsibilities

PHT 106 Nutrition and Drug Interactions
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Pharmacokinetics and Pharmacodynamics
Lesson 2: Mechanism and causes of Drug Interaction
Lesson 3: Patient Variables that affect Drug Interaction
Lesson 4: Reducing the Risk of Drug Interaction

PHT 204 Pharmacology
(30 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Prescribing, Dispensing, and Administration Errors
Lesson 2: Minimizing Liability and Negligence and Malpractice Penalties
Lesson 3: Trade and Generic Medications
Lesson 4: Drugs affecting the immunological functions, infectious diseases, hormonal function, mood and behavior, neoplastic disorders, the gastrointestinal system, vitamin and mineral balance, and the eyes.

Lesson 5: How drugs affecting the nervous, cardiovascular, respiratory integumentary systems, as well as complementary and alternative treatments.

Lesson 6: Major indications for drug use, how drugs exert their effects, adverse effects, and specific implications for consumer awareness. Drugs of abuse, at-risk populations and treatment regimens are included.
Lesson 7: Simulation

AP 104 Anatomy and Physiology
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Integumentary and Musculoskeletal System
Lesson 2: Nervous System and Special Senses (eyes and ears)
Lesson 3: Endocrine and Cardiovascular System
Lesson 4: Lymphatic and Respiratory System
Lesson 5: Urinary and Digestive System

PHT 108 Mathematics and Calculations
(30 Clock Hours Lecture/30 Clock Hours Lab)
Lesson 1: Arabic and Roman Numerals
Lesson 2: Fractions, Decimals, and Ratios
Lesson 3: The Measurement System
Lesson 4: Household Measurements and Apothecary System
Lesson 5: Avoirdupois Weight and Units of Measure used for Medications
Lesson 6: Converting within and between systems
Lesson 7: Reading Medication Labels
Lesson 8: Methods of Calculation
Lesson 9: Calculation of Oral and Parenteral Medications
Lesson 10: Standardized Units of Drug Dosages
Lesson 11: Intravenous Solutions, Equipment, and Calculations
Lesson 12: Pediatric Dosage Calculations

PHT 110 Extemporaneous Prescription, Sterile and Non-Sterile Compounding
(30 Clock Hours Lecture/40 Clock Hours Lab)
Lesson 1: Extemporaneous compounding
Lesson 2: Compounding of liquid drugs
Lesson 3: Compounding of semisolid drugs and suppositories
Lesson 4: Compounding of solid drugs and parenteral products
Lesson 5: Parenteral preparations
Lesson 6: Types of asepsis and ways to achieve it
Lesson 7: Equipment and supplies
Lesson 8: Laminar airflow hoods
Lesson 9: Compounding of a parenteral and TPN product
Lesson 10: Preparing an IV Piggyback
Lesson 11: Large Volume Parenteral
Lesson 12: Preparation of IV Admixtures
Lesson 13: Non-injecting products and compounding records
Lesson 14: Policies and procedures for sterile product preparation
Lesson 15: Medication and Compliance
Lesson 16: Facilities and Equipment
Lesson 17: Sterile Compounding Procedures

Lesson 18: Handling, Packaging, Storage and Disposal

PHT 111 Pharmacy Billing and Receiving
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Management of Pharmacy Operations
Lesson 2: Health Insurance
Lesson 3: Documentation, Billing and Collections

PHT 112 Inventory Control and Management
(10 Clock Hours Lecture/10 Clock Hours Lab)
Lesson 1: Inventory control and management
Lesson 2: Ordering, receiving, and stocking
Lesson 3: Expired stock, drug formulary, repackaging, and automated dispensing systems

PHT 206 Pharmacy Management and Operations
(20 Clock Hours Lecture/20 Clock Hours Lab)
Lesson 1: Hospital pharmacy
Lesson 2: Organization of the hospital pharmacy
Lesson 3: Medication orders and medication of dispensing systems
Lesson 4: Sterile products, inventory control, and automation
Lesson 5: Roles and duties of a Pharmacy Technician Training
Lesson 6: The policies and procedures manual and regulatory agencies
Lesson 7: The Prescription-Community Pharmacy
Lesson 8: Organization of the Retail Pharmacy
Lesson 9: The Professional Characteristics of Pharmacy Technician Trainings
Lesson 10: Long-term care pharmacy services-Advanced Pharmacy
Lesson 11: Home health care and home infusion pharmacy
Lesson 12: Hospice, Ambulatory, Mail-order, central fill, nuclear and internet

PHT 207 Pharmacy Management Software
(15 Clock Hours Lecture/30 Clock Hours Lab)
Lesson 1: Computer related skills for community pharmacies
Lesson 2: Computer related skills for hospital pharmacies
Lesson 3: Simulation

PHT 208 Community and Hospital Pharmacy
(25 Clock Hours Lecture/35 Clock Hours Lab)
Lesson 1: Interpret and process prescriptions
Lesson 2: Third party payments
Lesson 3: Merchandise handling and inventory
Lesson 4: Preparing sterile IV's
Lesson 5: HIPPA and pathogens in the pharmacy
Lesson 6: Simulation

PHT 209 Infection Control
(10 Clock Hours Lecture/15 Clock Hours Lab)
Lesson 1: Modes and mechanisms of transmission of organisms and strategies for prevention and control
Lesson 2: Selection and use of barriers and/or personal protective equipment for preventing patient and healthcare workers contact with potentially infectious material.

Lesson 3: The creation and maintenance of a safe environment patient care through application of infection control principles and practices for cleaning, disinfection, and sterilization.
Lesson 4: The prevention and management of infectious or communicable disease in healthcare workers.

PHT 210 Laboratory Simulations
(15 Clock Hours Lecture/26 Clock Hours Lab)
Lesson 1: Electronic and Hands-on simulations for various pharmacy types

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Communication process
Lesson 2: Verbal, written, and nonverbal communication
Lesson 3: Communication with others and methods of communication
Lesson 4: Types of customers and professionalism
Lesson 5: Barriers to communication and negative communication
Lesson 6: Defense mechanisms
Lesson 7: Dealing with conflict and eliminating barriers to communication

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab)
Part 1 General Concepts
Part 2 CPR for Adults
Part 3 CPR for Children
Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
Part 5 2-Rescuer CPR for Adults and Children
Part 6 Automated External Defibrillator
Part 7 CPR for Infants
Part 8 Relief of Choking
Part 9 Special Considerations
Part 10 The Big Picture

COS 100 Keyboarding
(10 Clock Hours Lecture/ 10 Clock Hours Lab)
Unit 1 : Introduction to Keyboarding
Unit 2: Basic Skills and typing

CD 103 Career Development
(10 Clock Hours Lecture/ 14 Clock Hours Lab)
Lesson 1: Continuing education requirements
Lesson 2: Professionalism and workplace conduct
Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Review
(10 Clock Hours Lecture/ 10 Clock Hours Lab)
Lesson 1: Reviewing materials to prepare to take the certification exam

PHT 113 Externship
(00 Clock Hours Lecture/00 Clock Hours Lab/ 200 Clock Hours Clinical)
Students will complete 200 clock hours of externship training under the direction of a licensed Pharmacist and Infinity College.

Externship Training is under the direction of a licensed Pharmacist and Infinity College.

Pharmacy Technician Training Information and Certification

How Do I Become a Pharmacy Technician Training?
Qualifications:

- At least 18 years of age
- High school graduate
- Must be of good moral character and non-impaired

The pathway to obtaining a Pharmacy Technician Training certificate begins with completing the training requirements. To complete the training requirements, the applicant must first obtain a Pharmacy Technician Training candidate registration. The candidate registration is a training credential; it authorizes the candidate to perform professional functions in a pharmacy under the supervision of a pharmacist while the candidate is training to become a Pharmacy Technician Training. The registration is valid for a limited period of time - two years - and it is not renewable. When the candidate has completed the training requirements, the candidate may then apply for the Pharmacy Technician Training certificate. The candidate need not wait until the registration has expired; as soon as the requirements have been completed, the candidate may submit their application for the Pharmacy Technician Training certificate.

Illicit drug use, criminal history, and immunization status may affect a student's eligibility for externship placement, employment, certification, or licensure because clinical sites, employers, and regulatory boards may impose their own requirements. If a student receives a positive drug-screen result, the matter will be referred to the appropriate Infinity College administrator and program official for review in accordance with institutional policy, program requirements, clinical-site requirements, and applicable law or regulation. A positive drug-screen result may affect clinical or externship placement and continued enrollment when required by an applicable program, clinical affiliation agreement, licensing board, or regulatory authority. Any institutional decision or required action will be communicated to the student in writing. A drug-related conviction does not, by itself, make a student ineligible for Title IV federal student aid; federal aid eligibility will be determined under current U.S. Department of Education requirements.

Pharmacy Technician Training Candidate Registration:
Applicants for the Pharmacy Technician Training candidate registration shall complete the **application form** supplied by the board and attach the required documentation and fee. Applicants must be at least 18 years of age and, in addition, shall meet one of three eligibility options:

- **Option A** - provide proof of enrollment in a nationally accredited and board-approved Pharmacy Technician Training program. A roster of nationally accredited and board-approved Pharmacy Technician Training programs is available **here**.

- **Option B -** provide (1) proof of successful completion of a board-approved Pharmacy Technician Training certification examination AND (2) proof of successful completion of a high school (or GED) approved by a state department of education.

- **Option C** - provide (1) proof of credentialing as a Pharmacy Technician Training by another state board of pharmacy, (2) evidence of practice as a Pharmacy Technician Training for at least one year in that state, AND (3) proof of successful completion of a board-approved Pharmacy Technician Training certification examination.

When completed applications are received in the office, the office staff will send the applicant a packet of materials necessary to complete the required criminal background check (CBC). The applicant must submit their fingerprints for analysis by the Louisiana State Police and the Federal Bureau of Investigation (FBI). The applicant shall return the completed packet to the board office for submission to the La. State Police Headquarters. Following their analysis, those agencies will prepare a report for the board. The board staff must review that report before they can issue the registration. The amount of time necessary to complete the CBC process can vary widely - from as little as one week to more than six weeks. When the analysts determine the fingerprints are of insufficient quality, the applicant must re-submit their fingerprints, which takes additional time for processing. The CBC process is controlled by the La. State Police and FBI, and the board has no control over how long it takes for those agencies to send their report to the board. Applicants can reduce the amount of time for that process by completing their packet at the La. State Police Headquarters in Baton Rouge, La. There is a nominal additional fee for that service, and instructions for that option are included in the packet of materials provided to the applicant.

The Pharmacy Technician Training candidate registration shall expire two years after the date of issue. It is a training credential, and it is not renewable. The training requirements vary slightly depending on the eligibility option originally selected by the applicant:

- Candidates who obtained their registration by selecting **Option A** shall complete a nationally accredited and board-approved training program, obtaining the number of hours of practical experience required by the training program's curriculum. The diploma or certificate issued by the training program is proof of completion of the program as well as the practical experience earned during the program. The candidate will attach a copy of that document to their application for the Pharmacy Technician Training certificate.

- Candidates who obtained their registration by selecting **Option B** or **Option C** shall earn at least 600 hours of practical experience in a pharmacy in Louisiana, subject to the following limitations - the permit of the pharmacy may not be on probation during the time the hours are earned, and the license of the pharmacist supervising the Pharmacy Technician Training candidate may not be on probation during the time the hours are earned.

All Pharmacy Technician Training candidates shall provide proof of successful completion of a board-approved Pharmacy Technician Training certification examination to qualify for the

Pharmacy Technician Training certificate. The board has approved examinations from two organizations:

- Pharmacy Technician Training Certification Board [PTCB - **www.ptcb.org**]. The Pharmacy Technician Training Certification Examination (PTCE) administered by this organization was approved effective January 1, 2000. The board will accept completion certificates issued by PTCB reflecting initial certification on or after January 1, 2000.

- National Healthcare Association [NHA - **www.nhanow.com**]. The Examination for Certification as Pharmacy Technician Training (ExCPT) administered by this organization was approved effective January 1, 2018. The board will accept completion certificates issued by NHA reflecting initial certification on or after January 1, 2018.

Pharmacy Technician Training Certificate

- Applicants for the Pharmacy Technician Training certificate shall complete the application form supplied by the board and attach the required documentation and fee. The documentation required includes proof of completion of a board-approved Pharmacy Technician Training certification examination [either PTCE issued on or after January 1, 2000 or ExCPT issued on or after January 1, 2018) AND one of the following: (1) for candidates who obtained their registration under **Option A**, a copy of the diploma or certificate of completion of a nationally-accredited and board-approved Pharmacy Technician Training program, OR (2) for candidates who obtained their registration under **Option B** or **Option C** or any other method, proof of completion of at least 600 hours of practical experience using the Pharmacist's Certification form supplied by the board.

- The initial Pharmacy Technician Training certificate shall expire on June 30 regardless of the date of issue. Pharmacy Technician Trainings must apply for the renewal of their certificate every year, using the application form supplied by the board. To qualify for the renewal of their certificate, the Pharmacy Technician Training must successfully complete at least 10 hours of ACPE-accredited technician-specific continuing education (CE), and further, must maintain their CE records at CPE Monitor, a free service provided through the National Association of Boards of Pharmacy (NABP). Pharmacy Technician Trainings may establish their eProfile account for the CPE Monitor free of charge at www.nabp.pharmacy. The board will send a renewal reminder to the Pharmacy Technician Training approximately 60 days before the expiration date of their certificate. Pharmacy Technician Trainings may not practice with an expired certificate.

Application Process:

- All candidates must submit an ***Application for Pharmacy Technician Training Candidate Registration*** and include the required attachments.
- Part of the application process requires the candidate to submit to a State and Federal criminal background check (materials and instructions will be provided by the Board upon receipt of a completed application).
- Once issued, the Pharmacy Technician Training candidate registration shall expire in 18 months, and it is not renewable. The candidate must complete the experience and

examination requirements for the technician certificate within that 18-month period of time.

Associated Fees:

- Pharmacy Technician Training Candidate Registration - $25.00
- Criminal Background Check - $38.00 (payable to LA State Police- no cash or personal checks)
- Application Fee for New Pharmacy Technician Training Certificate - $100.00
- Annual Renewal Fee for Pharmacy Technician Training Certificate - $50.00

NOTES:

It is your responsibility to read and understand all requirements for obtaining – and maintaining – a Louisiana Pharmacy Technician Training Certificate prior to submitting the candidate application.

- In order to practice as a Pharmacy Technician Training in Louisiana, you must have a Louisiana Pharmacy Technician Training Certificate. A PTCB Certificate (by itself) cannot be used to work as a technician in the state of Louisiana.

- In order to obtain a Louisiana Pharmacy Technician Training Certificate, a candidate must first earn 600 hours of practical experience hours in a Louisiana-licensed pharmacy and pass a board-approved examination.

- In order to earn 600 hours of practical experience in a Louisiana-licensed pharmacy, a candidate must first obtain a Pharmacy Technician Training Candidate Registration.

- Falsification of any information on applications or documents submitted to the board may result in denial of the application and refusal to issue the credential.

Qualifications:

- 1) Registration – all candidates must register with the board.
- 2) Age – must be 18 years or older.
- 3) Character – must be of good moral character and non-impaired.
- 4) Education – must be a graduate from a high school approved by a state department of education, or shall possess an equivalent degree of education (GED or University degree)
- 5) Exceptions – a. A pharmacist or pharmacist intern whose board credential has been denied, suspended, revoked, or restricted for disciplinary reasons by any board of pharmacy shall not be a Pharmacy Technician Training candidate or Pharmacy Technician Training.
- b. A pharmacist or pharmacist intern whose board credential is lapsed shall not be a Pharmacy Technician Training candidate or Pharmacy Technician Training until such lapsed credential is recalled through non-disciplinary board action.

Application Procedure:

- In order to receive a pharmacy candidate registration, the following items must be submitted to the Board:
- 1) Application for Pharmacy Technician Training Candidate Registration.
- 2) A check or money order drawn on any bank located within the USA in the amount of US$25, payable to the Louisiana Board of Pharmacy.
- 3) Legible copy of birth certificate, passport, or naturalization papers.
- 4) Legible copy of Social Security card.
- 5) Legible copy of high school diploma, GED certificate, university degree, or high school/university transcript. a. High school transcript must be marked as "Official" and must contain the applicant's name, school's name, and date of graduation.
- b. University transcript must be marked as "Official" and must contain the applicant's name, school's name, degree earned, and date degree conferred.

Note: If your certificate has expired for more than 30 days, it is too late to renew it. However, you can apply for the reinstatement of your certificate. To do so, please complete *Form No. 41-R ~ Application for Reinstatement of Pharmacy Technician Training Certificate* (see link above) and send it with all attachments and payment to the Board office.

Criminal Background Check (CBC):

- La R.S. 37:1216 requires the Board to conduct a criminal history check on applicants as a condition for eligibility for registration
- Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI).
- Criminal history reports generated for or by another agency cannot be accepted to satisfy this requirement.
- We are not permitted to issue your registration until the results of this recorded search have been received and reviewed.

Pharmacy Technician Training Candidate Registration:

Candidate registration will expire 18 months after the date issued.

- Registrations cannot be renewed.
- A candidate cannot apply for another registration if they fail to complete all the requirements for certification in a timely manner.
- The board reserves the right to refuse to issue, recall, or discipline a registration for cause.
- Candidates should wear appropriate attire and be properly identified as to name and candidate status while on duty in the prescription department.
- A candidate shall notify the board, in writing, no later than 10 days following any change of mailing address or any change of pharmacy employment.

Earning Hours of Practical Experience:

- A candidate shall possess a registration prior to earning any practical experience in a pharmacy.
- A candidate shall not work in a permitted site that is on probation with the board or with a pharmacist who is on probation with the board.
- A candidate may receive board credit for a maximum of 50 hours per week.
- All practical experience hours earned must be recorded on a Pharmacist's Affidavit and submitted to the board for approval.
- A separate Pharmacist's Affidavit must be completed for each pharmacy.
- The hours will expire one year after the expiration date of the registration.

Examination Administered by the Pharmacy Technician Training Certification Board (PTCB):

- The Louisiana Board of Pharmacy does not test candidates for certification.
- Candidates are required to pass the examination administered by the Pharmacy Technician Training Certification Board (PTCB); a private company located in Washington, D.C.
- PTCB is not affiliated with the Louisiana Board of Pharmacy.
- It is in your best interest to contact PTCB as soon as possible for exam information. You can contact that company at 800.363.8012 or www.ptcb.org.

Application for Pharmacy Technician Training Certificate:

- In order to qualify for a Pharmacy Technician Training Certificate, a candidate must provide the following items to the board:
- 1) Application for Pharmacy Technician Training Certificate
- 2) $100.00 application fee payable to Louisiana Board of Pharmacy
- 3) One or more Pharmacist Affidavits documenting completion of at least 600 hours of practical experience.
- 4) Legible copy of your PTCB certificate documenting successful completion of their examination.

Pharmacy Technician Training Certificate:

- All certificates, regardless of the date originally issued, will expire on June 30th every year, and they must be renewed for continuing authority to assist in the practice of pharmacy.
  Pharmacy Technician Trainings must earn a minimum of 10 hours of ACPE-accredited technician-specific continuing education every 12 months as a prerequisite to renew their certificate. (***See Louisiana Board of Pharmacy Website)**

PTCB
Certification
Application & Exam Fee $**129**

Recertification
Application Fee $**40**
Reprocessing Fee* $**10**
Reinstatement
Application Fee $**80**
Reprocessing Fee* $**10**

Other
Administrative Fee** $**25**
Optional Certificate Printed on Fine Paper and Wallet Card*** $**25**

***See www.ptcb.org**

PTCB Testing Centers
Pearson Professional Centers are located in the following cities: Baton Rouge, LA, Shreveport, LA, and Metairie, LA. *Testing Centers are located in other states as well. For a complete listing of testing center's view www3.pearsonvue.com.

NHA Certification

Application and Exam Fee $129

*Certification exam fees are not included in the tuition cost.

Pharmacy Technician Training Program Outcomes

1. Demonstrate career readiness, including effective communication with other health professionals and patients, proper telephone etiquette, protocol, required identification, and professional attire.

2. Demonstrate knowledge of pharmacy laws and regulations as they pertain to Pharmacy Technician Training responsibilities, including application of procedures of the Drug Enforcement Administration (DEA) and state requirements for controlled substances and the role of the Louisiana Board of Pharmacy and the regulations that pertain to Pharmacy Technician Trainings.

3. Demonstrate knowledge of drug nomenclature, an understanding of the classes of drugs, the various dosage forms and issues pertaining to their stability, the various factors that could affect drug activity, and proficiency in the dispensing of drugs.

4. Perform duties of the Pharmacy Technician Training including the process of prescriptions and/or medication orders, the maintenance of a patient profile/information system as directed by a pharmacist, proper procedure for materials management including ordering, receiving, and storing drugs, manufacturer drug labels, and inventory control and accountability for drugs.

5. Demonstrate knowledge and skills needed to be successful on the National Pharmacy Technician Training Certification Examination.

Pharmacy Technician Training Program- Goals and Objectives

Page Source: https://www.ashp.org/Professional-Development/ASHP-ACPE-Pharmacy-TechnicianProgram-Accreditation/Accreditation-Standards/Accreditation-Standards-for-Pharmacy-TechnicianEducation-and-Training-Programs

Infinity College's Pharmacy Technician Training Program goals are based on the objectives found in the American Society of Health-System Pharmacists (ASHP) Model Curriculum for Pharmacy Technician Training Education and Training, published by the American Society of Health-System Pharmacists. The Model Curriculum for Pharmacy Technician Training Education and Training is utilized as a framework to provide detail and guidance on the instructional goals and objectives, learning activities, didactic education, laboratory simulation, and experiential training components upon which ASHP/ Accreditation Council for Pharmacy Education (ACPE) Accredited Pharmacy Technician Training Programs are based.

Personal/Interpersonal Knowledge and Skills

Entry-Level

1. Demonstrate ethical conduct.
2. Present an image appropriate for the profession of pharmacy in appearance and behavior.
3. Demonstrate active and engaged listening skills
4. Communicate clearly and effectively, both verbally and in writing.
5. Demonstrate a respectful attitude when interacting with diverse patient populations, colleagues, and professionals.
6. Apply self-management skills, including time management and stress management.
7. Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, and teamwork.
8. Demonstrate problem solving skills.

Advanced- Level

9. Demonstrate capability to manage or supervise Pharmacy Technician Trainings in matters such as conflict resolution, teamwork, and customer service.
10. Apply critical thinking skills, creativity, and innovation.
11. Apply supervisory skills related to human resource policies and procedures.
12. Demonstrate the ability to effectively and professionally communicate with other healthcare professionals, payors, and other individuals necessary to serve the needs of patients and practice.

Foundational Professional Knowledge and Skills

Entry-level

1. Explain the importance of maintaining competency through continuing education and continuing professional development.
2. Demonstrate ability to maintain confidentiality of patient information and understand applicable state and federal laws.
3. Describe the Pharmacy Technician Training's role, pharmacist's role, and other occupations in the healthcare environment.
4. Describe wellness promotion and disease prevention concepts
5. Demonstrate basic knowledge of anatomy, physiology and pharmacology, and medical terminology relevant to the Pharmacy Technician Training's role.
6. Performing mathematical calculations is essential to the duties of Pharmacy Technician Trainings in a variety of settings.
7. Explain the Pharmacy Technician Training's role in the medication-use process.
8. Practice and adhere to effective infection control procedures.

Advanced-Level

9. Describe investigational drug processes, medications being used in off-label indications, and emerging drug therapies.
10. Describe further knowledge and skills required for achieving advanced competencies.
11. Support wellness promotion and disease prevention programs.

Processing and Handling of Medications and Medication Orders

Entry-Level

1. Assist pharmacists in collecting, organizing, and recording demographic and clinical information for the *Pharmacists' Patient Care Process*.

2. Receive, process, and prepare prescriptions/ medication orders for completeness, accuracy, and authenticity to ensure safety.
3. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
4. Prepare patient-specific medications for distribution.
5. Prepare non-patient-specific medications for distribution.
6. Assist pharmacists in preparing, storing, and distributing medication products including those requiring special handling and documentation.
7. Assist pharmacists in monitoring medication therapy.
8. Maintain pharmacy facilities and equipment.
9. Use information from Safety Data Sheets (SDS), National Institute of Occupational Safety and Health (NIOSH) Hazardous Drug List, and the United States Pharmacopeia (USP) to identify, handle, dispense, and safely dispose of hazardous medications and materials.
10. Describe Food and Drug Administration product tracking, tracing, and handling requirements.
11. Apply quality assurance practices to pharmaceuticals, durable and non-durable medical equipment, devices, and supplies.
12. Explain procedures and communication channels to use in the event of a product recall or shortage, a medication error, or identification of another problem.
13. Use current technology to ensure the safety and accuracy of medication dispensing.
14. Collect payment for medications, pharmacy services, and devices.
15. Describe basic concepts related to preparation for sterile and non-sterile compounding.
16. Prepare simple non-sterile medications per applicable USP chapters (e.g., reconstitution, basic ointments, and creams).
17. Assist pharmacists in preparing medications requiring compounding of non-sterile products.
18. Explain accepted procedures in purchasing pharmaceuticals, devices, and supplies.
19. Explain accepted procedures in inventory control of medications, equipment, and devices.
20. Explain accepted procedures utilized in identifying and disposing of expired medications.
21. Explain accepted procedures in delivery and documentation of immunizations.
22. Prepare, store, and deliver medication products requiring special handling and documentation.

Advanced-Level

1. Prepare compounded sterile preparations per applicable, current USP Chapters.
2. Prepare medications requiring moderate and high level non-sterile compounding as defined by USP (e.g., suppositories, tablets, complex creams).
3. Prepare or simulate chemotherapy/hazardous drug preparations per applicable, current USP Chapters.
4. Initiate, verify, and manage the adjudication of billing for complex and/or specialized pharmacy services and goods.
5. Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies.
6. Apply accepted procedures in inventory control of medications, equipment, and devices.

7. Process, handle, and demonstrate administration techniques and document administration of immunizations and other injectable medications.
8. Apply the appropriate medication use process to investigational drugs, medications being used in off-label indications, and emerging drug therapies as required.
9. Manage drug product inventory stored in equipment or devices used to ensure the safety and accuracy of medication dispensing.

Patient Care, Quality and Safety Knowledge Skills

Entry-level

1. Explain the *Pharmacists' Patient Care Process* and describe the role of Pharmacy Technician Training in the patient care process.
2. Apply patient- and medication-safety practices in aspects of the Pharmacy Technician Training's roles.
3. Explain how Pharmacy Technician Trainings assist pharmacists in responding to emergency patient situations, safely and legally.
4. Explain basic safety and emergency preparedness procedures applicable to pharmacy services.
5. Assist pharmacists in the medication reconciliation process.
6. Explain point of care testing.
7. Explain pharmacist and Pharmacy Technician Training roles in medication management services.
8. Describe best practices regarding quality assurance measures according to leading quality organizations.

Advanced level

1. Verify measurements, preparation, and/or packaging of medications produced by other healthcare professionals.
2. Perform point-of-care testing to assist pharmacists in assessing patient's clinical status.
3. I participate in the operations of medication management services.
4. Participate in technical and operational activities to support the *Pharmacists' Patient Care Process as assigned.*
5. Obtain certification as a Basic Life Support Healthcare Provider.

Regulatory and Compliance Knowledge and Skills

Entry-level

1. Describe and apply state and federal laws pertaining to processing, handling, and dispensing of medications including controlled substances.
2. Describe state and federal laws and regulations pertaining to Pharmacy Technician Trainings.
3. Explain that differences exist between states regarding state regulations, pertaining to Pharmacy Technician Trainings, and the processing, handling, and dispensing of medications.

4. Describe the process and responsibilities required to obtain and maintain registration and/or licensure to work as a Pharmacy Technician Training.
5. Describe pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.
6. Describe Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and United States Pharmacopeia (USP) requirements for prevention and treatment of exposure to hazardous substances (e.g., risk assessment, personal protective equipment, eyewash, spill kit).
7. Describe OSHA requirements for prevention and response to blood-borne pathogen exposure (e.g., accidental needle stick, post-exposure prophylaxis).
8. Describe OSHA Hazard Communication Standard (i.e., "Employee Right to Know").

Advanced-Level

9. Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.

10. Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.

Clinical Safety

If accidental exposure to blood or body fluid or other potentially infectious material occurs while participating in a scheduled clinical experience the instructor must be notified immediately and subsequently notify the Dean.

The following procedure will be implemented:

1. The student, following the clinical agency's policies and procedures, is to report to the nearest emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the students according to the clinical site's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. Incident reports are to be filled out to meet both the clinical sites and the College's requirements.
5. An incident report is provided to the Campus Director and/or President.
6. The cost of any medical follow-up care or treatment shall be the responsibility of the student.

7. In the event that a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical site.

8. The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

Pharmacy Technician Training Certification Board (PTCB) Examination

Upon completion of the Pharmacy Technician Training program the graduate may be eligible to apply to the PTCB to take the registry examination. The examination is designed to test the knowledge, skills, and abilities essential to the safe and effective practice of the Pharmacy Technician Training at the entry level. Upon successful completion of these examinations, the graduate becomes registered to practice as a Certified Pharmacy Technician Training.

Class Attendance

Attendance will be recorded daily for each class. Regular and prompt class attendance is regarded as a minimal academic obligation. Documentation is required for any absence or tardiness in excess of one hour. Students are advised that employment potential is negatively impacted by a lack of reliable attendance history.

Clinical Attendance

1. The student is expected to attend ALL clinical experiences.

2. Clinical absence may compromise a student's ability to meet clinical objectives and lead to an unsatisfactory clinical evaluation. Missed clinical time may be re-scheduled at the discretion of the instructor. Alternate learning methods may also be assigned.

3. In the event of an unavoidable clinical absence or delay, the student must:

a. Call the clinical instructor before clinical arrival time.

b. Call the clinical site supervisor at least 30 minutes before scheduled clinical time.

c. Provide appropriate documentation of the unavoidable situation.

d. If the student has health problems, or is taking medications for health problems during clinical, he / she must provide the clinical instructor with appropriate documentation.

Testing And Grading Policy

Theory Evaluation

1. Students must pass all courses each semester with a grade of "C" or better before progressing to the next semester of courses.

2. Methods of evaluation for grade calculation will be explained in each course syllabus.

3. Unannounced quizzes may be given at any time during the course. A student arriving late will not be allowed to take the quiz. A missed quiz will not be made up and is recorded as a zero.

4. Pharmacy Technician Training courses may have a comprehensive final examination.

5. Desktops will be clear of all papers, books, notebooks, carry bags, food dishes, and all electronics. The only acceptable objects on the desk are a writing device, eraser, and a sealable beverage. The owner of any other material on the desktop will not be allowed to test, will receive a grade of zero (0), and under such circumstances, will not be allowed to make-up the exam.

6. All quizzes, tests and exams are retained according to established policy.

Posting Grades

Grades for all examinations will be posted to the student's Quick Schools account and/or distributed to the student.

Test Review

Test review will occur within one week of the day of the exam. During the review, correct answers will be available, and discussion of test items will be permitted. During the review, notebooks, binders, books, and any other documentation tools cannot be in the students' possession. Students must make an appointment with the instructor in order to review the test items within two weeks of the exam date. No review will be conducted after one week.

Professional Behavior

Faculty of Infinity College and the Pharmacy Technician Training program have an academic, legal, and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices. Pharmacy Technician Training students, while representing Infinity College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by Infinity College and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the Student Handbook.

Professional Ethics and Confidentiality

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Unsafe Clinical / Practicum Practices

The Pharmacy Technician Training program identifies safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff, or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of Progressive Discipline as described below. The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive:

Physical Safety:

Unsafe behaviors include but are not limited to:

- inappropriate use of equipment
- lack of proper protection of the patient which potentiates injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment or patient status

Biological Safety:

Unsafe behaviors include but are not limited to:

- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill

Emotional Safety:

Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed
- evidence of unstable emotional behaviors

Unprofessional Practice:

Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions (including but not limited to postings on social media sites), or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting

- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Clinical Requirements	
Instructions	**Items Due**
Complete the application for New Louisiana Pharmacy Technician Training Candidate Registration	
The application can be found at the link below.	
http://www.pharmacy.la.gov/assets/docs/Forms/030_AppNewPTC_2014-1001F.pdf	
Please note you will need to submit the following items with your application:	
a notarized passport picture	
A copy of your Social Security card	
a copy of your birth certificate, passport, or naturalization papers	
a check or money order for $25 payable to the Louisiana Board of Pharmacy	
Criminal Background Check: The Louisiana Board of Pharmacy conducts a criminal history check on applicants as a condition for eligibility for registration. Upon receipt of your properly completed application, you will be provided with the materials needed to conduct a criminal record search with the Louisiana Department of Public Safety and the Federal Bureau of Investigation (FBI).	
CPR: You must have a current American Heart Association BLS Provider Cardiopulmonary Resuscitation (CPR) card. *CPR card must be valid for the duration of the program.	Current American Heart Association Healthcare Provider CPR Card Online courses are not accepted for initial
Health Requirements: -**IMMUNIZATION** The following are required by the agencies we use for clinical rotations. All requirements should be dated within the last year unless otherwise indicated. Immunization: ❑Tetanus vaccine (current 10 years) ❑Hepatitis B Series or a titer (current 10 years) Lab: ❑Complete Blood Count ❑HIV test (current 5 years) ❑VDRL/RPR ❑Varicella Titer ❑MMR Titer ❑Hepatitis B Series or a titer (current 10 years) ❑TB skin test or Chest X-ray	Submit copies of immunization and lab records to the program manager or course instructor
Health History and Physical Examination Forms: Have your primary care provider complete the health and physical forms; if you do not have a health care provider a list of local resources is attached. The providers address and contact information must be written/stamped on the bottom of the health history form.	Completed health and physical forms. ***Completed form must include healthcare provider address and contact information otherwise

	forms will not be accepted****
Drug Screening: Students are required to complete a 10-panel urine drug screening	
Registration: All documentation must be submitted to the program manager or course instructor before you can register for your classes.	

SERVICE PROVIDERS

Criminal Background Check:

Must be completed at Louisiana State Police Headquarters,
7919 Independence Blvd, Baton Rouge, LA 70806 (225.925.6006)

CPR SERVICES:

AHA Healthcare Provider CPR cards issued by your employer will be accepted. You may use any AHA Health Care Provider.

The following are community providers:

Infinity College
2600 Louisiana Avenue
Lafayette, LA 70501
337-261-9009
CPR Instructors: Mrs. F. Rogers Dr. S. Davis

***CPR card must be valid for the duration of the program.**

HEALTH SERVICES:

All health requirements can be completed by your primary care practitioner (PCP). The tests required are expensive, we have negotiated discount service rates with the providers listed below.

To obtain the contracted rates inform them you are an Infinity College Student.

Drug Screen: DISA
825 Kaliste Saloom Rd, #100
Lafayette, LA 70508
337-235-3712

TB Test: Stafford Clinic
3251 Ambassador Caffery #b
Lafayette, LA 70506
337-983-0208
**You can go to any Occupational Medical, Family Health Center, Workforce Medical or Walk-In Clinical to obtain labs or immunizations.*

Pharmacy Technician Training Career Information Resources

Salary

The median annual wage for Pharmacy Technician Trainings was $30,920 in May 2016.
https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm

Job Outlook

Employment of Pharmacy Technician Trainings is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. – The U.S. Department of Labor

* More Pharmacy Technician Training career information can be found on sites below:

Occupational Outlook Handbook

https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm

Career One Stop

https://www.careerinfonet.org/occ_rep.asp?nodeid=2&optstatus=000110111&next=occ_rep&jobfam=29&soccode=292052&stfips=&level=&id=1&ES=Y&EST=pharmacy+technician+

O*Net Online

https://www.onetonline.org/link/summary/29-2052.00

American Society of Health- System Pharmacists

https://www.ashp.org/

Louisiana Board of Pharmacists

http://www.pharmacy.la.gov/

POLICIES FOR ONLINE COURSES

Online Course Access

You will be able to access your online course(s) through Moodle using your student email and temporary password, _____ to login. If you do not know how to log in to Moodle, please contact our Administrative Assistant at 337-261-9009 as the Online Educational Service office cannot assist with this process.

Enjoy your Online Course

Online courses are a great alternative for many traditional and non-traditional students. Whether you are a working adult trying to juggle many of life's demands or a traditional student who needs flexibility for part of a term, online courses can provide the same quality educational experience in an accelerated and proven format. A great deal of technical and advising support is available to students taking online courses. Online instructors are also experienced with most aspects of the course and can help students with many basic questions.

How do I know if I can succeed in an online course?

Succeeding in accelerated online courses is much different from succeeding in traditional classroom courses. A distinct set of skills and habits is required for students to be successful in any accelerated course, especially those that are taken online. Research conducted over the years has demonstrated that students who identify with most of the characteristics listed below are likely to be successful in accelerated online courses:

- They are self-starters who do not procrastinate
- They are good at meeting deadlines
- They are motivated to read, write, and participate in class activities
- They have the ability to work independently and in teams
- They are resourceful in solving routine technological problems
- They are strong in reading, writing and English language grammar skills
- They schedule specific times each week to participate in online courses
- They don't delay in asking questions when they don't understand something
- They have reliable and consistent access to the internet
- They are proficient in basic computer and email skills
- They are disciplined in managing their time and daily schedule

What do I need to do to participate in an online course?

Taking online courses at Infinity College is rewarding and fulfilling; however, to succeed students must be highly organized and disciplined. The online facility and the students' engagement and participation in online courses are monitored. Students who do not log in for their courses at the beginning of a term may be administratively withdrawn.

Student Engagement:

Online courses must engage students in as much contact as equivalent face-to-face courses. An eight-week online course must engage students for a minimum of 4.5 hours per week in Moodle, in addition to reading textbook material and crafting assignments for submission.

Synchronous vs. Asynchronous

Online courses that have activities requiring students to be logged in at a specific day and time are referred to as synchronous. Most commonly, the synchronous activity for Infinity College Online courses is a virtual classroom that allows real-time voice, text, and in some cases video chat between instructors and students.

Most online courses contain synchronous activities and students should plan their schedules accordingly. In the course schedule booklets, courses with synchronous activities will list the days of the week and times students are expected to log into the online course.

Asynchronous courses are online courses where students do not have to log into the course at a specific time. Students still engage with the instructor and other students on a regular basis using activities such as forums (online threaded discussions) where, based on material in the lesson students post an initial response to a question and then interact with the instructor and other classmates to develop their knowledge and ask questions. In course schedule booklets, asynchronous courses will list "NA" in columns for the days and times.

Synchronous Classroom

A secondary external system that students may be using is one referred to as either the Live classroom or Meeting Room. This is where students will go when the course is meeting in real time for class discussions, etc. All meeting rooms are linked within the course, and the instructor will provide additional information regarding the live meeting.

For students taking online courses along with traditional semester courses, it is important to keep in mind that if a course is scheduled, the first part of the semester it will seem relatively light since the online course will not begin until midway through the semester. Several weeks before the course starts, students will receive an email reminding them of the upcoming course. Students should be prepared for the increased workload the online course will create during the remainder of that regular semester. To increase the probability of academic success, students are not permitted entry into accelerated online courses after the term has begun.

Student Verification and Attendance in Online Courses

Regular attendance and participation are important contributors to student success in online courses. To comply with federal mandates for the college's management of financial aid, certain kinds of student activity may or may not count as participation sufficient to qualify as "attendance" in online courses. For a copy of the latest version of these federal mandates, please see the Federal Student Aid Handbook.

For verification of enrollment in online courses, students must log in during week 1 of each term or semester. All students who have not logged in to their class by the end of the 1st week will be automatically dropped from their course (effective on the last day of 100% refund) and billed a $100 registration fee.

Any student enrolled in an online course at Infinity College must complete one of the following academically related activities within their course in order to be marked as having attended and actively participated in the online course(s):

1. Post to a discussion board
2. Submit as assignment
3. Submit a quiz or exam
4. Submit some other assessment as assigned.

This means logging into a course and navigating within the virtual classroom will not constitute participation; the student must complete one of the above academically related activities.

Please note that there are a considerable number of the other academically related activities required when taking online courses, such as reading discussion boards, reading course materials and lectures, and messaging instructors, but these activities are not considered as student participation.

Definition of Attendance

To comply with U.S Department of Education policies, attendance is measured by any submission of a graded assignment within the enrollment dates of the course (such as

examinations, written papers, or projects, etc.) or initiating any communication with one's professor regarding a question related to the academic subject studied in the course.
Below are examples of academic activity.

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
- Submitting a graded academic assignment (in Learning Management System or disparate system)
- Taking an exam
- Taking a required interactive tutorial or computer-assisted instruction.
- Attending a study group that is assigned by the school.
- Initiate contact with a faculty member to ask a question about the academic subject studied in the course.

Withdrawal from Infinity College

Infinity College Online Withdrawal
Online students withdrawing from the school must contact the Director of Online Learning and Technology or the main campus by email to start the process. For a full policy statement and procedures please refer to your Student Handbook.

Remember: Any change in status (e.g., from full-time to part-time, etc.) may cause a reduction or cancellation of your financial aid award. In other words, your out-of-pocket expenses may increase.

Online program Unofficial Withdrawals

In accordance with Title IV regulations which require that universities have a mechanism in place for determining whether or not a student who began a course and received a disbursement or could have received a disbursement of Title IV funds unofficially withdrew, the college has established a procedure for students enrolled on courses. This procedure determines if the students are progressing toward completing their courses. Please refer to your Student Handbook for full policies and procedures.

Online Class Attendance

Regular attendance in online courses is expected throughout the length of the term. Students who do not attend within the first week of a term by submitting an assignment that can receive a grade will be dropped from the course. Students who wish to re-engage on the course are encouraged to contact Academic Advising to discuss their enrollment options.

Regular class attendance is important to student success. While this course is offered in a flexible synchronous format, students are expected to fulfill all attendance requirements for the course. The flexible format allows some portions of the course to be offered in a live format (synchronous) while some areas may be offered in recorded form (asynchronous). If live lectures are included in the course, students have the option to attend live class sessions or watch a recording of the lecture. Students have the flexibility to attend all of the live sessions or watch a recording of the lecture. Students have the flexibility to attend all of the live sessions, review all of the recorded lectures, or any combination of the two options.

Live Synchronous Sessions: Students attending the live sessions will actively participate in live discussions with the instructor and classmates. Live discussions may include specific topics related to the course objectives. Additionally, some courses may include student presentations during the live class sessions. Participation points will be awarded for attending each live class. Recorded Asynchronous Session: Students not attending the live sessions are expected to watch the recording in its entirety and submit a summary of the recording. In addition, students should respond to any questions posed in the love session. Faculty may choose to include discussion board assignments for students not attending the live sessions. The summary and responses to any questions should be posted to the appropriate section in the discussion board in Moodle.. points will be awarded for reviewing the recording and submitting the summary. The points awarded for posting the summary will equal the points awarded for attending the live class.

Students must attend and participate in their courses weekly throughout their programs.

Attendance includes:

- Submitting an academic assignment
- Taking an exam and /or quiz or
- Participating in an online discussion

Attendance is not:

- Logging into your course without active participation
- Participating In Academic Counseling or advertisement

- Student non-attendance during the Add/Drop period (the first seven (7) days of a semester) will be construed as willing disregard for this policy and withdrawn from the college. No grades earned or posted for courses not attended.

The student alone assumes responsibility for course work missed from non-attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed. Military students who have received advanced notification orders are required to provide documentation for their military-related absence two weeks prior to the absences when feasible; however, students should turn in documentation as soon as the orders are received. Whenever possible, students are required to be proactive by turning in pre-assigned coursework before their military-related absences begin. In the event of a short notice military obligation (e.g., State Active Duty, emergency mobilization, rescheduled training assembly, etc.), students must notify faculty members as soon as possible. Faculty are encouraged to provide students with alternative deadlines if military obligations predicate the need for short-term absences in online courses. Students are subject to unofficial withdrawals for extended absences.

Late Assignment Policy for Online Courses

Course assignments, including discussion boards, exams, and other graded assignments, should be submitted on time. If the student is unable to complete an assignment on time, he/she must contact the instructor immediately by email. Assignments submitted after the due date without the instructor's approval will receive the following deductions. Late assignments submitted within one week of the due date will receive up to a 10% deduction.

Faculty Response Time

Faculty are provided 24 hours (1 business day) for response to basic e-mail and phone communications and 5 days for issuing grades on individual assignments and for final course grades. Faculty has provided 5 days for issuing feedback on research project work.

Student Disability Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amended Act of 2008, as updated in 2011 "if you have a documented disability and wish to discuss academic accommodations, please contact the Online Director as soon as possible. Students may also contact the office by phone: 337-261-9009. You are to communicate with your instructor prior to each test about provision of accommodation.

Requesting Accommodations

Any accommodation under ADA should be requested by the student during the admissions process and before a course starts; however, a student may request them at any time during their program of study. A request for accommodation made while an academic term or semester is already in progress will take effect in the subsequent term.

Decision Process

After a student makes a request for accommodation or services, the request will be considered using the following criteria:

- The need should be documented and individual in nature
- The need should not compromise the essential requirements of a course or program
- The need should not impose a financial or administrative burden upon Infinity College beyond that which is deemed reasonable and customary
- The need should be within the scope of the organization's control
- The student should be able to, with or without reasonable accommodation, perform the essential functions of the program or course requirements
- The essential requirements of an academic course or program need to be modified to accommodate an individual with a disability

A decision will be made by Infinity College within (7) days regarding the most appropriate accommodation on an individual student basis. Infinity College will consider all information, including medical or professional documentation, when determining whether and what accommodation will be provided. Infinity College may consult with the student as part of its decision process.

*An Important Note About Requesting Accommodations

Students opting not to disclose their disabilities and thereby forgoing accommodation with Infinity College may not later claim discrimination or invoke protections under the law.

Classroom Policies

Instructor's Expectations for Students:

To succeed in this course, remember:

Check email and Moodle each day for announcements, assignments, news, and all other course information.
Organization leads to success: one of the following challenges of taking an online class is to set up a studying schedule for yourself and stay faithful to it. Some courses are very challenging, and a student can get easily overwhelmed if he/she starts falling behind. Ask questions by email and utilize the Moodle News Forum.
Take responsibility for your learning. The best student study for a minimum of 2-3 hours for each 1 hour of class time. This may include forming a study group, meeting with the instructor to clarify concepts, and other active learning practices (I.e., self-testing). Maintain academic integrity as outlined in the Student Handbook.

What students should expect from me:
Availability: Faculty will be available for you through email. Expect a response within 24 hours unless it is a weekend or holiday. If you do not hear from your instructor or faculty member within a reasonable time, please email again, as your original email may have been lost or misplaced or call the main office at (337) 261-9009 to leave a message.

Late Work and Make up Policy
There is no make-up for online written assignments or quizzes. The student has 3 days to make up for a missed exam or a grade of zero will be given. It is the student's responsibility to contact the instructor to arrange to make up a missed exam. The only accepted excuses for a makeup exam are

- Death in the family: Student mut present obituary report as documentation prior to the makeup exam.
- Childbirth or Emergency Surgery (does not include elective surgery or routine dental appointments):
- Students must present written documentation on doctor's letterhead prior to the makeup exam.
- Car accident: Student must present a police report prior to the makeup exam.

Policy regarding Use of Electronic Devices
Students are required to have internet access and a current student email address. As a student, you must NOT expect your instructor to extend due dates because of problems.

Class Cancellation Policy
From time to time, it may be necessary to cancel a class, because of insufficient enrollment or other extenuating circumstances. When severe weather or other emergencies warrant closing the College, delaying the opening of the College or cancellation of individual classes, every attempt will be made to announce this decision via email and text. Please be sure that your contact information is up to date and that your student email address is operational.

Infinity College Library

The library and library resources are available to students and faculty for research and reference. Computers, periodicals, tests, Internet, and other reference materials are available in the library and computer lab. Infinity College uses the Book Source library management system so inventory books that students may need to check out. In addition, Infinity College's students have access to "The Free Library by Farlex" which is an online library. (www.thefreelibrary.com)
Link to Library: Library: https://openlibrary.org/

Emergency Remote Teaching

The University reserves the right to transition to Emergency Remote Teaching in response to a crisis or disaster. ERT is a temporary change instructional delivery to use of fully remote teaching solutions for instruction that would otherwise is delivered face-to-face or as blended. Courses impacted by ERT will return to the face-to-face or blended instructional delivery format following the crisis or disaster.

Online support (IT) and I-Learn Policy:

All members of the Infinity College community who use the College's computing, information or communication resources must act responsibly.

Course Website:

Access to the course website is required via the following URL: http://www.infinitycollege.com

Academic Integrity:
At Infinity College we are committed to the pursuit of truth and understanding, any act of academic dishonesty is especially distressing and cannot be tolerated. In general, academic dishonesty involves the abuse and misuse of information or people gaining an undeserved academic advantage or evolution. The common forms of academic dishonesty include:

- Cheating – using deception in the taking of test or the preparation of written work, using unauthorized materials, copying another person's work with or without consent, or assisting another in such activities.
- Lying – falsifying, fabricating, or forging information in either written, spoken, or video presentations.
- Plagiarism – using the published writings, data, interpretations, or ideas of another without proper documentation

Plagiarism includes copying and pasting material from the internet into assignments without properly citing the source of the material.

Episodes of academic dishonesty are reported to the Academic Affairs Officer. The potential penalty for academic dishonesty includes a failing grade on a particular assignment, a failing grade for the entire course, or charges against the student with the appropriate disciplinary body.

Student Responsibilities:

- The only authorized electronic means of academic, administrative, and co-curricular communication between Infinity College and its students is through the Infinity College

webmail system. Each student is responsible for monitoring his/her college email account frequently. This is the primary email account used to correspond with you directly by the college; imperative program information is sent to this email account specifically from campus and program office.

- Students are expected to find out class assignments for missed classes and make up missed work.
- Students are expected to find out if any changes have been made in the class or assignment schedule.
- Written work must be presented in a professional manner. Work that is not submitted in a professional manner will not be evaluated and will be returned as unacceptable.
  - There is a craft to write. Spelling, grammar, punctuation, or diction (word usage) are all tools of the craft. Writing at the collegiate level will show careful attention to these elements of craft. Work that does not exhibit care with regard to these elements will be considered as inadequate for college writing and graded accordingly.
- Students are expected to take the examination on the designated dates. If you are unable to take the exam on the scheduled date and know in advance, you have to make arrangements with your professor before the designated date. If you missed the exam, you must have a legitimate reason determined by your professor.

Writing expectations:

Learning outcomes for candidates' writing competencies include clarity of thought, discernment in planning and organization, and integration of evidence and criteria.

- The instructor expects that students will have knowledge of appropriate forms of documentation and use it where appropriate.
- There is a craft to writing. Spelling, grammar, punctuation, or diction (word usage) are all tools of the craft. Writing at the collegiate level will show careful attention to these elements of craft. Work that does not show care about these elements will be considered inadequate for college writing and graded accordingly.
- All assignments, unless otherwise instructed, should be submitted in APA format.

Medical Insurance Billing and Coding Specialist
Program Outline

The Medical Insurance Billing and Coding Specialist program is offered online and on campus. Both delivery formats follow the same 900-clock-hour curriculum and program requirements.

ON-CAMPUS	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
MIBC 101	Introduction to Medical Coding	15	05		20
MIBC 201	Medical Coding	80	40		120
MIBC 202	Medical Billing	80	40		120
MT 101	Medical Terminology and Abbreviations	20	20		40

AP 101	Anatomy and Physiology	20	20		40
AP 102	Anatomy and Physiology	20	20		40
MIBC 102	International Classification of Diseases	35	35		70
MIBC 103	Health Care Procedure Coding System	35	15		50
EHR 101	Electronic Health Records	20	20		40
MIBC 107	Insurance Principles	25	25		50
MIBC 203	Insurance Reimbursement	40	08		48
MIBC 204	Accounts Receivable and Injury Claims	40	17		57
ME 101	Medical Ethics	15	05		20
MIBC 108	Medical Office Procedures	20	20		40
COM 101	Communication	05	05		10
CD 101	Career Development	10	10		20
CR 101	Certification Review	10	10		20
COS 102	Microsoft Word	20	25		45
COS 103	Microsoft Excel	20	25		45
CPR 101	Healthcare Provider CPR	03	02		05
	Totals	**533**	**367**		**900**

ON-LINE	**Course Title**	**Classroom/Lecture**	**Laboratory**	**Work-Based Activities**	**Total Hours**
		Clock	Clock	Clock	Clock
MIBC 101	Introduction to Medical Coding	15	05		20
MIBC 201	Medical Coding	80	40		120
MIBC 202	Medical Billing	80	40		120
MT 101	Medical Terminology and Abbreviations	20	20		40
AP 101	Anatomy and Physiology	20	20		40
AP 102	Anatomy and Physiology	20	20		40
MIBC 102	International Classification of Diseases	35	35		70
MIBC 103	Health Care Procedure Coding System	35	15		50
EHR 101	Electronic Health Records	20	20		40
MIBC 107	Insurance Principles	25	25		50
MIBC 203	Insurance Reimbursement	40	08		48
MIBC 204	Accounts Receivable and Injury Claims	40	17		57
ME 101	Medical Ethics	15	05		20
MIBC 108	Medical Office Procedures	20	20		40
COM 101	Communication	05	05		10
CD 101	Career Development	10	10		20
CR 101	Certification Review	10	10		20
COS 102	Microsoft Word	20	25		45
COS 103	Microsoft Excel	20	25		45
MIBC 109	Billing and Coding Simulation	03	02		05
	Totals	**533**	**367**		**900**

Medical Insurance Billing and Coding Specialist
Program Description

Objective: This program is designed to provide the student with a basic understanding of the field of medical insurance billing and coding, medical terminology, and coding and classification systems. Upon completion of the program students will be eligible to work in hospitals, physicians' offices, health care agencies, and private billing companies.

MIBC 101 Introduction to Medical Coding
(15 clock hours lecture/ 05 clock hours lab)
This course teaches the career as a coder and documentation as a basis for coding. This course is designed to provide a discussion of strategies for completing the allied health programs as an independent learner. In addition, it introduces health care and the role that healthcare professionals play in that industry. This course is designed to provide a discussion of strategies for completing the allied health programs.

MIBC 201 Medical Coding
(80 clock hours lecture/ 40 clock hours lab)
Your first course begins with an overview of coding concepts, terms, and procedures. You will explore the history of the ICD-10 coding system. You will code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You will finish your course by learning how to code procedures in the ICD-10-PCS, rounding out your training in the basics of coding with ICD-10. Students explore CPT Coding, CPT Evaluation and Management, and CPT in various departments.

MIBC 202 Medical Billing
(80 clock hours lecture/ 40 clock hours lab)
Introductory course covering the reimbursement process and payment methodologies, like fee for service and episode-of-care. This course covers payment systems, fee schedules, charge masters, coding, and the internal audit process, as well as the fundamentals and different types of health insurance.

MT 101 Medical Terminology and Abbreviations
(20 clock hours lecture/ 20 clock hours lab)
This course teaches the student a basic understanding of medical terminology of the body systems, diseases, diagnostic procedures, laboratory tests, and abbreviations.

AP 101 Anatomy and Physiology
(20 clock hours lecture/ 20 clock hours lab)
This course teaches the introduction to the human body, body functions, body organization, and each of the systems of the body.

AP 102 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
This course teaches about the circulatory system, anatomy and physiology of the circulatory system, and veins and arteries of the circulatory system. This course teaches the heart and circulation, blood vessels, and the composition of blood.

MIBC 102 International Classification of Diseases
(35 clock hours lecture/35 clock hours lab)
This course teaches the introduction to ICD-9-CM and ICD-10-CM coding, coding conventions, coding guidelines, hospital inpatient coding, and outpatient and physician office coding.

MIBC 103 Health Care Procedure Coding System
(35 clock hours lecture/15 clock hours lab)
This course teaches HCPCS Level II National Coding System.

EHR 101 Electronic Health Records
(20 clock hours lecture/ 20 clock hours lab)
This course teaches the execution of workflows, retrieving and storing patient information, and administrative tasks. The Electronic Medical Records Management Certificate program provides a basic overview on how to successfully manage electronic medical records (EMRs) in different health care settings. Attendees will learn EMR concepts, terminology, regulations, and procedures, and receive hands-on training with an electronic medical record.

MIBC 107 Insurance Principles
(25 clock hours lecture/25 clock hours lab)
This course teaches basic insurance principles, third-party payers, the Affordable Care Act, and healthcare reform.

MIBC 203 Insurance Reimbursement
(40 clock hours lecture/ 08 clock hours lab)
This course covers health insurance products and managed care approaches to the financing and delivery of healthcare services. Students explore reimbursement and payment methodologies. Students examine forms, processes, practices, and the roles of health information professionals. Students discuss concepts in insurance, third-party and prospective payments, and managed care organizations.

MIBC 204 Accounts Receivable and Injury Claims
(40 clock hours lecture/ 17 clock hours lab)
This course will expound on how to account for and manage receivables and payables. Students will explore the techniques of how to calculate a bad debt provision amount based on a company's history and will include an overview of both the aging schedule and the allowance methods for calculating receivables. Students will learn the basic concepts of Worker's Compensation.

ME 101 Medical Ethics
(15 clock hours lecture/ 05 clock hours lab)
This course teaches patient rights and responsibilities, ethical issues in patient care, and privacy standards governing healthcare practice. The Law and Ethics section of this course covers how law affects medical offices; the origin of law that affects medical professionals; the process of litigation and its alternatives; the duties created between health care professionals and patients once a doctor-patient relationship is established; criminal law and torts that are relevant to the health profession. The Confidentiality in Allied Health section examines the common-law basis for the confidentiality of health care information and the laws regulating health care information collected and maintained by government agencies. Also covered are the Health Insurance Portability and Accountability Act (HIPAA), as well as how the management of medical information affects the management and measurement of quality in health care.

MIBC 108 Medical Office Procedures
(20 clock hours lecture/ 20 clock hours lab)
This course teaches documentation, filing, charting, and file maintenance procedures. This course covers the typical duties of the administrative assistant in any business office: task management, general business machines, telephone call management, business letter writing, electronic and print mail processing, travel and meeting planning, policy and procedures manuals, facility care and maintenance, as well as office math.

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
This course teaches written, verbal, and nonverbal communications.

CD 101 Career Development
(10 clock hours lecture/ 10 clock hours lab)
This course teaches professionalism and workplace conduct, resume writing, and interview techniques.

CR 101 Certification Review
(10 clock hours lecture/ 10 clock hours lab)
This course assists the students with preparation for the certification examination.

COS 102 Microsoft Word
(20 clock hours lecture/25 clock hours lab)
This course teaches how to create documents in Word, format and organize text, working with graphics, tabs, and tables, and applying special text, paragraph, and documents.

COS 103 Microsoft Excel
(20 clock hours lecture/25 clock hours lab)
This course teaches how to create workbooks with Excel, create charts, manage multiple worksheets, and use Excel functions and tables.

CPR 101 Healthcare Provider CPR
(03 clock hours lecture/02 clock hours lab)
This course teaches CPR for adults and children.

MIBC 109 Billing and Coding Simulation
(03 clock hours lecture/02 clock hours lab)
This course offers simulation experience in medical insurance billing and coding. Students will engage in hands-on practice using real-world scenarios to develop and refine their skills in medical coding (ICD-10, CPT, and HCPCS) and insurance claim processing.

Medical Insurance Billing and Coding Specialist

Curriculum

Objective: This program is designed to provide the student with a basic understanding of the field of medical insurance billing and coding, medical terminology, and coding and classification systems. Upon completion of the program students will be eligible to work in hospitals, physicians' offices, health care agencies, and private billing companies.

Text: 3-2-1 Code It! By Michelle A. Green, published by Cengage Learning.
Understanding Health Insurance by Michelle A. Green
Medical Transcription: Fundamentals and Practice

MIBC 101 Introduction to Coding
(15 clock hours lecture/05 clock hours lab)
Lesson 1: Overview of Coding

MIBC 201 Medical Coding
(80 clock hours lecture/40 clock hours lab)
Lesson 1: Coding Concepts, terms, and procedures
Lesson 2: ICD-10 Coding system
Lesson 3: ICD-10-CM
Lesson 4: ICD-10-PCS
Lesson 5: Introduction to CPT Coding
Lesson 6: CPT Evaluation and Management
Lesson 7: CPT Anesthesia and Surgery
Lesson 8: CPT Radiology, Pathology, Laboratory and Medicine
Lesson 9: CPT Pathology and Laboratory

MIBC 202 Medical Billing
(80 clock hours lecture/40 clock hours lab)
Lesson 1: Reimbursement process and payments
Lesson 2: Fundaments of health insurance

MT 101 Medical Terminology & Abbreviations
(20 clock hours lecture/20 clock hours lab)
Lesson 1: Introduction to Medical Terminology
Lesson 2: Word Parts and Meanings
Lesson 3: Common Medical Terms, Abbreviations, and Symbols
Lesson 4: Organization of the Human Body and Systems

AP 101 Anatomy and Physiology
(20 clock hours lecture/20 clock hours lab)
Lesson 1: Understanding basic structures of tissues and cells
Lesson 2: Organs which comprise the major body systems
Lesson 3: Functions of the organs which comprise the major body systems with an emphasis on the urinary system
Lesson 4: Understand the common disease processes related to major body systems and their related Organs

AP 102 Anatomy and Physiology
(20 Clock Hours Lecture/20 Clock Hours Lab)
Unit 1: Circulatory System
Unit 2: Anatomy and Physiology of the Circulatory System
Unit 3: Veins and Arteries of the Circulatory System
Unit 4: Understanding the Cardiovascular System
Unit 5: The Heart and Circulation

Unit 6: Blood Vessels
Unit 7: Composition of Blood

MIBC 102 International Classification of Diseases
(35 clock hours lecture/35 clock hours lab)
Lesson 1: Introduction to ICD-9-CM Coding
Lesson 2: ICD-9-CM and ICD-10-CM Coding Conventions
Lesson 3: ICD-9-CM and ICD-10-CM Coding Guidelines
Lesson 4: ICD-9-CM and ICD-10-CM Hospital Inpatient Coding
Lesson 5: ICD-9-CM and ICD-10-CM Outpatient and Physician Office Coding

MIBC 103 Health Care Procedure Coding System
(35 clock hours lecture/15 clock hours lab)
Lesson 1: HCPCS Level II National Coding System

EHR 101 Electronic Health Records
(20 clock hours lecture/20 clock hours lab)
Lesson 1: Execute EHR workflows
Lesson 2: Retrieve and store patient information
Lesson 3: Perform routine EHR administrative tasks
Lesson 4: Inventory and management of patient data

MIBC 107 Insurance Principles
(25 clock hours lecture/25 clock hours lab)
Lesson 1: Insurance and Reimbursement
Lesson 2: Third Party Payers
Lesson 3: Affordable Care Act
Lesson 4: Healthcare Reform
Lesson 5: HIPPA compliance

MIBC 203 Insurance Reimbursement
(15 clock hours lecture/05 clock hours lab)
Lesson 1: Health insurance products and managed care
Lesson 2: Reimbursement and payment methodology
Lesson 3: Role of health information professionals

MIBC 204 Accounts Receivable and Injury Claims
(15 clock hours lecture/05 clock hours lab)
Lesson 1: Management of Payable and receivables
Lesson 2: Calculating debt
Lesson 3: Basic concepts in Worker's Compensation

ME 101 Medical Ethics
(15 clock hours lecture/05 clock hours lab)
Lesson 1: Patients' rights and responsibilities
Lesson 2: Ethical and legal issues in patient care
Lesson 3: Privacy standards governing healthcare practice

MIBC 108 Medical Office Procedures
(20 clock hours lecture/20 clock hours lab)
Lesson 1: Documentation
Lesson 2: Categorizing patient health information
Lesson 3: Filing and charting
Lesson 4: File maintenance procedures

COM 101 Communication
(05 Clock Hours Lecture/05 Clock Hours Lab)
Lesson 1: Communication process
Lesson 2: Verbal, written, and nonverbal communication
Lesson 3: Communication with others and methods of communication
Lesson 4: Types of customers and professionalism
Lesson 5: Barriers to communication and negative communication
Lesson 6: Defense mechanisms
Lesson 7: Dealing with conflict and eliminating barriers to communication

CD 101 Career Development
(10 clock hours lecture/ 10 clock hours lab)
Lesson 1: Continuing education requirements
Lesson 2: Professionalism and workplace conduct
Lesson 3: Interviewing techniques and resume writing

CR 101 Certification Review
(10 clock hours lecture/10 clock hours lab)
Lesson 1: Review for student certification examination

COS 102 Microsoft Word
(20 Clock Hours Lecture/25 Clock Hours Lab)
Chapter 1 Create Documents with Word
Chapter 2 Format and Organize Text
Chapter 3 Work with Graphics, Tabs, and Tables
Chapter 4 Apply Special Text, Paragraph and Documents Formats

Text: Professionalism: Real Skills for Workplace Success by Lydia Anderson and Sandra Bolt, published by Pearson

COS 103 Microsoft Excel
(20 clock hours lecture/25 clock hours lab)
Chapter 1 Create Workbooks with Excel
Chapter 2 Create Charts
Chapter 3 Manage Multiple Worksheets
Chapter 4 Use Excel Functions and Tables

Text: BLS for Healthcare Providers Student Manual

CPR 101 Healthcare Provider CPR
(03 Clock Hours Lecture/02 Clock Hours Lab)
Part 1 General Concepts
Part 2 CPR for Adults
Part 3 CPR for Children

Part 4 Adult and Child Bag Mask Technique and Rescue Breathing
Part 5 2-Rescuer CPR for Adults and Children
Part 6 Automated External Defibrillator
Part 7 CPR for Infants
Part 8 Relief of Choking
Part 9 Special Considerations
Part 10 The Big Picture

Nursing Assistant
Program Outline

	Course Title	Classroom/Lecture	Laboratory	Work-Based Activities	Total Hours
		Clock	Clock	Clock	Clock
NA 101	Communication and Interpersonal Skills	03	03		06
NA 102	Infection Control	02	00		02
NA 103	Safety and Emergency Procedures	07	05		12
NA 104	Resident's Rights and Promoting Resident's Rights	03	02		05
NA 105	Mental Health and Social Service Needs	02	02		04
NA 106	Personal Care	04	02		06
NA 107	Basic Nursing Services	03	02		05
NA 108	Externship			40	40
	Total	**24**	**16**	**40**	**80**

Nursing Assistant
Program Description

NA 101 Communication and Interpersonal Skills
(03 Clock Hours Lecture/03 Clock Hours Lab)
This section teaches nursing assistants in long term care settings, communication, medical terminology and abbreviations, conversion of military time and documentation principles and procedures.

NA 102 Infection Control
(02 Clock Hours Lecture/00 Clock Hours Lab)
This section teaches the prevention and control of infection, the aging process and disease management, hand hygiene, PPE, terminology, and blood borne pathogens.

NA 103 Safety and Emergency Procedures

(07 Clock Hours Lecture/05 Clock Hours Lab)

This section teaches cardiopulmonary resuscitation including Heimlich maneuver, safety and body mechanics, emergency care, first aid and disasters, restraints, position, moving and lifting.

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches how to understand people and identify the needs of the residents, understanding people's rights and the nursing assistant's role in ensuring the quality of life, and ethical and legal issues.

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches diversity and human needs and development in the role of the family, work environments, and resident populations, sub-acute and end of life care.

NA 106 Personal Care

(04 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches bed making and unit care, personal care, vital signs, personal injury prevention and protection, pain management, bathing, oral care, grooming and back rubs, sleep and comfort and restorative activities.

NA 107 Basic Nursing Services

(03 Clock Hours Lecture/ 02 Clock Hours Lab)

This section teaches about basic nursing services, gathering information, creating a home, assisting with nutrition and elimination, fluid balance, admission-transfer-discharge and physical exams and maintaining and improving skin integrity.

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)

Students will perform clinical hours under the direct supervision of the program Coordinator.

Nursing Assistant Curriculum

Objective: To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing or nursing-related services to residents in a skilled nursing facility (SNF) or nursing facility (NF) and who are neither licensed health professionals nor volunteers that provide services without monetary compensation.

Text: Successful Nursing Assistant Care, 5th Edition by Diana L. Dugan, RN-Hartman Publishing, Inc.

NA 101 Communication and Interpersonal Skills

(03 Clock Hours Lecture/03 Clock Hours Lab)
Unit 1: The Nursing Assistant in Long-Term Care and communication within the facility
Unit 2: Types, Challenges and Barriers to Communication
Unit 3: Understanding medical terminology and abbreviations
Unit 4: Convert Military time and describe a standard resident chart
Unit 5: Use of Computers, Minimum data set (MDS)

NA 102 Infection Control

(02 Clock Hours Lecture/00 Clock Hours Lab)
Unit 1: Prevention and Control of Infection
Unit 2: The Aging Process and Disease Management
Unit 3: Hand hygiene and PPE
Unit 4: Spills, OSHA's Blood Born Pathogen
Unit 5: Infection terms, MRSA, VRE, C. difficile, and CRE

NA 103 Safety and Emergency Procedures

(07 Clock Hours Lecture/05 Clock Hours Lab)
Unit 1: Cardiopulmonary Resuscitation Training, First Aid including Heimlich maneuver
Unit 2: Safety and body mechanics and systems
Unit 3: Positioning, Moving, lifting, Restraints and alternatives
Unit 4: Emergency Care and role on a care team and response to disasters

NA 104 Resident's Rights and Promoting Resident's Rights

(03 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Understanding People and Identifying the Needs of the Resident(s)
Unit 2: Understanding People's Rights and Your Role in Ensuring Quality of Life
Unit 3: Ethical and Legal Issues

NA 105 Mental Health and Social Service Needs

(02 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: The Role of the Family
Unit 2: Work Environments and Resident Populations
Unit 3: Subacute and End of Life Care
Unit 4: Diversity and Human Needs and Development

NA 106 Personal Care

(04 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Personal Injury Prevention and Protection
Unit 2: Pain Management, Sleep and Comfort
Unit 3: Restorative and Rehabilitation Care
Unit 4: Bathing, Oral Care, Grooming, Back Rub
Unit 5: Vital Signs
Unit 6: Bed Making and Unit Care

NA 107 Basic Nursing Services

(03 Clock Hours Lecture/ 02 Clock Hours Lab)
Unit 1: Gathering Information and the Importance of Creating a Home
Unit 2: Admission, Transfer, Discharge and Physical exams
Unit 3: Assisting with Nutrition, Feeding and Fluid Balance
Unit 4: Assisting with Elimination
Unit 5: Maintaining and Improving Skin Integrity
Unit 6: Your New Position

NA 108 Externship

(00Clock Hours Lecture/ 00Clock Hours Lab/ 40 clock hours clinical)
Students will perform clinical/externship hours under the direction of the program Coordinator.

Practical Nursing — Program Outline

	Course Title	Lecture	Laboratory	Clinical	Total Hours
		Clock	Clock	Clock	Clock
TERM 1					
AP 1002	Anatomy and Physiology	65			65
PN 1001	Intro to Microbiology	15			15
PN 1000	Nursing Fundamentals	59			59
PN 1002	Nursing Fundamentals Skills		40		40
PN 1004	Geriatrics	24	6		30
PN 1005	Geriatric Clinical			80	80
CD 1002	Career Development	15			15
	Term Total	**178**	**46**	**80**	**304**
TERM 2					
PN 1003	Nutrition and Diet Therapy	40			40
PN 2000	Pharmacology	84	10		94
PN 2003	Med-Surgical Nursing I	46	12		58
PN 2004	Med-Surgical Nursing Clinical I			240	240
	Term Total	**170**	**22**	**240**	**432**
TERM 3					
PN 3000	IV Therapy	27	12		39
PN 3001	Mental Health	45			45
PN 3002	Mental Health Clinical			40	40
PN 3003	Med-Surgical Nursing II	56	8		64
PN 3004	Med-Surgical Nursing Clinical II			200	200
	Term Total	**128**	**20**	**240**	**388**
TERM 4					
PN 4002	Maternal Nursing	36	4		40
PN 4003	Maternal Nursing Clinical			40	40

PN 4004	Pediatric Nursing	42	4		46
PN 4005	Pediatric Clinical			40	40
PN 4000	Med-Surgical Nursing III	44	6		50
PN 4001	Med-Surgical Nursing Clinical III			160	160
	Term Total	**122**	**14**	**240**	**376**
	Cumulative Total	598	102	800	1500

Practical Nursing
Program Description

The Practical Nursing Program is designed to equip students with the essential knowledge, clinical skills, professional attitudes, critical thinking abilities, and sound clinical judgment necessary to provide safe, effective, and compassionate nursing care. The program prepares students to practice within the established scope of practical nursing, uphold professional and ethical standards, and meet the educational requirements for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

AP 1002 Anatomy and Physiology

(65 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 65 Total Clock Hours)

This course examines the structure and function of the human body, including cells, tissues, membranes, and the major organ systems. Instruction addresses the integumentary, skeletal, muscular, nervous, sensory, endocrine, blood, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems; fluid, electrolyte, and acid-base balance; and human development and heredity. Emphasis is placed on normal physiological processes, recognition of deviations from normal function, and the application of anatomical and physiological concepts to safe practical nursing care.

PN 1001 Intro to Microbiology

(15 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 15 Total Clock Hours)

This course examines the role of microorganisms in health and disease, with emphasis on microbial reproduction, transmission, and methods of control and destruction. Students explore the principles of infection prevention and control and apply fundamental microbiological concepts to reducing the transmission of disease in healthcare settings.

PN 1000 Nursing Fundamentals

(59 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 59 Total Clock Hours)

This course introduces the foundations of safe and effective practical nursing practice. Content includes the history and evolution of practical nursing, professional organizations, the laws and rules governing practice in Louisiana, ethical responsibilities, and culturally responsive care. Students develop foundational knowledge of the nursing process, clinical judgment, patient assessment, vital signs, infection prevention and control, workplace and patient safety, documentation, wound care, mobility, medication administration, care of the surgical and

immobile patient, care of the older adult, and fundamental nursing interventions. Emphasis is placed on critical thinking, problem-solving, therapeutic communication, interviewing, holistic care, and the influence of cultural, religious, spiritual, educational, and socioeconomic factors on health and illness.

PN 1002 Nursing Fundamentals Skills

(0 Clock Hours Lecture / 40 Clock Hours Laboratory / 0 Clock Hours Clinical / 40 Total Clock Hours)

This laboratory-based course builds upon Nursing Fundamentals through supervised application of beginning nursing concepts and skills in structured learning activities. Students practice patient assessment, vital signs, infection prevention, safe nursing procedures, communication, and accurate documentation. Emphasis is placed on using the nursing process to plan and implement fundamental care, recognizing basic pathophysiological considerations, and demonstrating safe, professional performance before progressing to supervised patient-care experiences.

PN 1004 Geriatrics

(24 Clock Hours Lecture / 6 Clock Hours Laboratory / 0 Clock Hours Clinical / 30 Total Clock Hours)

This course examines the principles of geriatric nursing and the physical, psychosocial, and functional needs of older adults in a variety of residential and healthcare settings. Students explore age-related changes, communication, safety, health promotion, and individualized nursing interventions that support dignity, independence, and quality of life. Laboratory instruction reinforces selected geriatric assessment and care skills and foundational emergency response concepts, including cardiopulmonary resuscitation.

PN 1005 Geriatric Clinical

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 80 Clock Hours Clinical / 80 Total Clock Hours)

This supervised clinical course applies nursing theory and previously acquired skills to the care of older adults in appropriate healthcare settings. Students use the nursing process to deliver safe, holistic, person-centered care while performing health and physical assessments, basic and selected advanced nursing interventions, health screening, patient education, and documentation. Emphasis is placed on infection prevention, communication, clinical problem-solving, health promotion and maintenance, and collaboration with the interdisciplinary healthcare team under the direction of clinical faculty.

CD 1002 Career Development

(15 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 15 Total Clock Hours)

This course prepares students for the professional and employment responsibilities associated with practical nursing. Topics include initial licensure, ongoing competence, professional accountability, ethical conduct, and the laws and rules governing practical nursing practice. Students also examine employer expectations, professional communication, employment preparation, and the personal and workplace skills necessary to obtain and maintain employment as a practical nurse.

PN 1003 Nutrition and Diet Therapy

(40 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 40 Total Clock Hours)

This course examines the relationship among nutrition, health, and disease across the lifespan. Content includes basic, community, and clinical nutrition; the physiological functions and requirements of energy, proteins, vitamins, and minerals; and the role of nutrition in health promotion and disease management. Students apply nutrition principles to therapeutic diets, interpretation of food labels, individualized meal planning, and patient education.

PN 2000 Pharmacology

(84 Clock Hours Lecture / 10 Clock Hours Laboratory / 0 Clock Hours Clinical / 94 Total Clock Hours)

This course integrates foundational and advanced principles of pharmacology with the safe administration of medications in practical nursing. Students examine medication terminology and abbreviations, drug classifications, pharmacological actions and adverse effects, interpretation of medication orders, dosage calculations, and nursing responsibilities associated with medication therapy. Instruction addresses medication preparation and administration through appropriate oral, topical, and parenteral routes within applicable scope-of-practice requirements. Drug classifications include anti-infective, respiratory and allergy, pain management, over-the-counter, cardiovascular and renal, central nervous system, mental health, anti-inflammatory, gastrointestinal, hematologic, immunologic, endocrine and hormonal, diabetes, and eye and ear medications. Laboratory activities emphasize calculation accuracy, safe preparation and administration techniques, patient monitoring, documentation, and prevention of medication errors.

PN 2003 Med-Surgical Nursing I

(46 Clock Hours Lecture / 12 Clock Hours Laboratory / 0 Clock Hours Clinical / 58 Total Clock Hours)

This course builds upon Nursing Fundamentals and related coursework to introduce medical-surgical nursing care for individuals with acute, chronic, and long-term health conditions. Students apply the nursing process and integrate pathophysiology, pharmacology, nutrition, assessment, and patient education in caring for clients with immune, inflammatory, and infectious conditions; cancer; pain; ostomies; fractures and amputations; eye, ear, and sensory disorders; and respiratory, cardiovascular, endocrine, gastrointestinal, neurological, and urinary disorders. Content also includes complementary and alternative therapies and first aid, emergency care, and disaster management. Emphasis is placed on pain management, commonly used medications, safe nursing interventions, clinical problem-solving, and the development of sound practical nursing judgment. Laboratory instruction reinforces selected nursing procedures and clinical decision-making skills.

PN 2004 Med-Surgical Nursing Clinical I

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 240 Clock Hours Clinical / 240 Total Clock Hours)

This supervised clinical course integrates Nursing Fundamentals and Medical-Surgical Nursing I concepts in the care of clients with common medical-surgical conditions. Students provide basic and intermediate practical nursing care using the nursing process, holistic assessment, clinical problem-solving, and appropriate nursing interventions. Clinical learning emphasizes patient education, medication-related responsibilities, infection prevention, safety, communication,

documentation, health promotion and restoration, and collaboration with the interdisciplinary healthcare team under the supervision of clinical faculty.

PN 3000 IV Therapy

(27 Clock Hours Lecture / 12 Clock Hours Laboratory / 0 Clock Hours Clinical / 39 Total Clock Hours)

This course examines the principles of intravenous therapy, including fluid and electrolyte balance, intravenous equipment and solutions, administration procedures, and prevention and recognition of complications. Students review the practical nurse's responsibilities and applicable scope-of-practice requirements for intravenous therapy, including concepts related to intravenous medications and blood products. Laboratory instruction provides supervised practice in applicable intravenous procedures, assessment, troubleshooting, documentation, and patient safety.

PN 3001 Mental Health

(45 Clock Hours Lecture / 0 Clock Hours Laboratory / 0 Clock Hours Clinical / 45 Total Clock Hours)

This course examines foundational concepts of mental health and psychiatric nursing across the lifespan. Content includes the history and current approaches to mental healthcare, professional standards, therapeutic communication, stress management, crisis intervention, abuse and neglect, common psychiatric disorders, and treatment approaches. Emphasis is placed on psychosocial assessment, patient safety, holistic care, and the practical nurse's role in supporting individuals and families experiencing psychological and psychosocial challenges.

PN 3002 Mental Health Clinical

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 40 Clock Hours Clinical / 40 Total Clock Hours)

This supervised clinical course applies mental health nursing principles in appropriate inpatient and outpatient care settings. Students use therapeutic communication, observation, assessment, and the nursing process to provide safe, holistic care to individuals with psychological and psychosocial needs. Emphasis is placed on clinical problem-solving, crisis awareness, patient education, infection prevention, documentation, health promotion, and interdisciplinary collaboration under the supervision of clinical faculty.

PN 3003 Med-Surgical Nursing II

(56 Clock Hours Lecture / 8 Clock Hours Laboratory / 0 Clock Hours Clinical / 64 Total Clock Hours)

This course builds upon prior medical-surgical nursing knowledge to address increasingly complex health conditions across the lifespan. Students integrate the nursing process, pathophysiology, pharmacology, nutrition, assessment, and patient education when caring for clients with fluid, electrolyte, and acid-base imbalances; shock; surgical care needs; and disorders of the respiratory, hematologic, immunologic, integumentary, musculoskeletal, sensory, gastrointestinal, renal, and cardiovascular systems. Emphasis is placed on identifying risk factors, prioritizing nursing interventions, recognizing complications, and providing safe, individualized care. Laboratory instruction reinforces selected nursing skills and clinical judgment.

PN 3004 Med-Surgical Nursing Clinical II

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 200 Clock Hours Clinical / 200 Total Clock Hours)

This supervised clinical course advances students' application of medical-surgical nursing knowledge in caring for clients with increasingly complex healthcare needs. Students synthesize previous theory and clinical learning to strengthen comprehensive assessment, prioritization, safe nursing interventions, medication-related responsibilities, patient education, and accurate documentation. Clinical experiences emphasize care coordination, infection prevention, health promotion and restoration, communication, and effective participation in the interdisciplinary healthcare team under the direction of clinical faculty.

PN 4002 Maternal Nursing

(36 Clock Hours Lecture / 4 Clock Hours Laboratory / 0 Clock Hours Clinical / 40 Total Clock Hours)

This course examines nursing care of the pregnant client and family throughout pregnancy, labor, birth, and the postpartum period, including the care needs of the fetus and newborn. Students apply the nursing process and principles of prioritization to maternal and newborn care, including complications of pregnancy, labor, and birth; pain management during labor; care of the family after birth; and the nurse's role in women's health. Emphasis is placed on clinical judgment, therapeutic communication, cultural sensitivity, health education, and safe, family-centered nursing interventions. Laboratory activities reinforce selected maternal nursing skills.

PN 4003 Maternal Nursing Clinical

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 40 Clock Hours Clinical / 40 Total Clock Hours)

This supervised clinical course applies maternal nursing theory and the nursing process to the care of pregnant and postpartum clients, newborns, and families in appropriate inpatient and outpatient settings. Students integrate assessment, safe nursing interventions, patient education, therapeutic communication, and documentation while responding to individualized care needs. Clinical experiences emphasize health screening, health promotion, safety, infection prevention, and interdisciplinary collaboration under the supervision of clinical faculty.

PN 4004 Pediatric Nursing

(42 Clock Hours Lecture / 4 Clock Hours Laboratory / 0 Clock Hours Clinical / 46 Total Clock Hours)

This course examines the physiological, psychosocial, and cognitive growth and development of infants, children, and adolescents and the practical nursing care appropriate to each developmental stage. Content includes assessment and care of the newborn, including the preterm and post-term newborn and the newborn with perinatal injury or congenital anomalies; common pediatric conditions, including burns and skin, musculoskeletal, respiratory, bleeding, gastrointestinal, cardiovascular, genitourinary, neurological, and endocrine disorders; communicable diseases; and emotional and behavioral disorders. Students explore age-related health needs, family-centered care, age-appropriate assessment, and individualized nursing interventions. Laboratory instruction reinforces selected pediatric nursing skills and the application of developmental principles to safe care.

PN 4005 Pediatric Clinical

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 40 Clock Hours Clinical / 40 Total Clock Hours)

This supervised clinical course applies pediatric nursing principles to the care of infants, children, and adolescents in appropriate healthcare settings. Students integrate developmental

theory, age-appropriate vital signs and assessment, safe nursing interventions, family communication, patient education, and accurate documentation. Emphasis is placed on clinical judgment, health promotion, infection prevention, safety, and collaboration with the interdisciplinary healthcare team under the supervision of clinical faculty.

PN 4000 Med-Surgical Nursing III

(44 Clock Hours Lecture / 6 Clock Hours Laboratory / 0 Clock Hours Clinical / 50 Total Clock Hours)

This advanced medical-surgical nursing course integrates knowledge and skills acquired throughout the program to address complex health conditions across the lifespan. Students apply pathophysiology, pharmacology, nutrition, and the nursing process to the care of clients with neurologic disorders, cerebrovascular accident, and spinal cord injury; cardiac and vascular disorders; endocrine disorders, including pituitary, adrenal, thyroid, and parathyroid disorders, diabetes, and hypoglycemia; female and male reproductive disorders and sexually transmitted infections; and integumentary disorders, while strengthening clinical judgment, prioritization, and coordination of care. Emphasis is placed on professional accountability, leadership and management concepts, patient education, recognition of complications, and transition to entry-level practical nursing practice. Laboratory instruction reinforces selected advanced nursing skills and safe clinical decision-making.

PN 4001 Med-Surgical Nursing Clinical III

(0 Clock Hours Lecture / 0 Clock Hours Laboratory / 160 Clock Hours Clinical / 160 Total Clock Hours)

This culminating supervised clinical course integrates nursing theory, laboratory learning, and prior clinical experiences in the care of clients with complex medical-surgical needs. Students progressively strengthen organization and prioritization of care, assessment, clinical judgment, safe nursing interventions, communication, documentation, patient education, and professional accountability. Emphasis is placed on leadership within the practical nurse's role, effective interdisciplinary collaboration, and readiness for transition to entry-level practical nursing practice under the supervision of clinical faculty.

PROGRAM CLOCK-HOUR TOTALS

Lecture: 598 Clock Hours
Laboratory: 102 Clock Hours
Theory (Lecture + Laboratory): 700 Clock Hours
Clinical: 800 Clock Hours
Total Program: 1,500 Clock Hours

Practical Nursing
Curriculum

Objective: The Practical Nursing Program is designed to equip students with the essential knowledge, clinical skills, professional attitudes, critical thinking abilities, and sound clinical judgment necessary to provide safe, effective, and compassionate nursing care. The program prepares students to practice within the established scope of practical nursing, uphold professional and ethical standards, and meet the educational requirements for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Text:

- **Medical-Surgical Nursing, 8th ed by Linton (Elsevier)**
- **Fundamental Concepts and Skills for Nursing, 7th ed by Williams (Elsevier)**
- **The Human Body in Health and Illness, 8th ed by Herlihy (Elsevier)**
- **Davis's Comprehensive Manual of Laboratory and Diagnostic Tests with Nursing Implications by Van Leeuwen & Bladh (F.A. Davis)**
- **Leifer's Introduction to Maternity and Pediatric Nursing, 10th ed by Cooper & Gosnell (Elsevier)**
- **Nutrition for Nursing Review Module (ATI Nursing Education)**
- **Pharmacology for Nursing Review Module, Edition 9.0 (ATI Nursing Education)**
- **Calculate with Confidence, 8th ed by Gray Morris (Elsevier)**
- **Foundations of Mental Health Care, 8th ed by Morrison-Valfre (Elsevier)**
  **See Textbook Listing for a full list of books*

AP 1002 Anatomy and Physiology

Clock Hours: 65 Lecture | 0 Lab | 0 Clinical | Total: 65

Lesson 1: Structure and function of the body
Lesson 2: Organ Systems of the Body
Lesson 3: Integumentary System and Body Membranes
Lesson 4: Skeletal and Muscular System
Lesson 5: Digestive System
Lesson 6: Urinary System
Lesson 7: Fluid and Electrolyte Balance
Lesson 8: Endocrine System
Lesson 9: Blood
Lesson 10: The Heart and Circulation of the Blood
Lesson 11: Lymphatic System and Immunity
Lesson 12: Respiratory System
Lesson 13: Reproductive System
Lesson 14: Human Development and Heredity
Lesson 15: Nervous System
Lesson 16: Special Senses

PN 1001 Intro to Microbiology

Clock Hours: 15 Lecture | 0 Lab | 0 Clinical | Total: 15

Lesson 1: Introduction to Microbiology
Lesson 2: Role of microbes in Health and Illness

Lesson 3: Modes of Transmission
Lesson 4: Reproduction and Methods of Control or Destruction
Lesson 5: Cell Structure and Function
Lesson 6: Concepts essential for safe performance of nursing care

PN 1000 Nursing Fundamentals

Clock Hours: 59 Lecture | 0 Lab | 0 Clinical | Total: 59

Lesson 1: Introduction to Nursing and the Health Care System
Lesson 2: The Nursing Process and Clinical Judgment Model
Lesson 3: Communication in Nursing
Lesson 4: Developmental, Psychosocial, and Cultural Considerations
Lesson 5: Basic Nursing Skills
Lesson 6: Meeting Basic Physiologic Needs
Lesson 7: Medication Administration
Lesson 8: Care of the Surgical and Immobile Patient
Lesson 9: Caring for Older Adults

PN 1002 Nursing Fundamentals Skills

Clock Hours: 0 Lecture | 40 Lab | 0 Clinical | Total: 40

Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration and preparation, wound care, mobility, problem-solving, critical thinking, cultural, religious, spiritual, educational, and socio-economic experiences.

PN 1004 Geriatrics

Clock Hours: 24 Lecture | 6 Lab | 0 Clinical | Total: 30

Lesson 1: Overview of Aging
Lesson 2: Basic Skills for Gerontologic Nursing
Lesson 3: Psychosocial Care of Older Adults
Lesson 4: Physical Care of Older Adults

PN 1005 Geriatric Clinical

Clock Hours: 0 Lecture | 0 Lab | 80 Clinical | Total: 80

Lesson 1: Physical Assessment, patient skills, geriatrics, documentation, vital signs, medication administration, wound care, mobility, problem solving, critical thinking, cultural, religious, spiritual, educational, and socio-economic experiences.

CD 1002 Career Development

Clock Hours: 15 Lecture | 0 Lab | 0 Clinical | Total: 15

Lesson 1: Role of the practical nurse and nursing accountability
Lesson 2: Nursing and the Laws and rules governing practice
Lesson 3: Non-nursing employment skills
Lesson 4: Resume and cover letters

Lesson 5: Job Seeking- interview skills and techniques
Lesson 6: Professionalism and Conflict Management
Lesson 7: Review Law and Ethics
Lesson 8: Gaining and Maintaining a Practical Nursing License

PN 1003 Nutrition and Diet Therapy

Clock Hours: 40 Lecture | 0 Lab | 0 Clinical | Total: 40

Lesson 1: Introduction to Basic Principles of Nutrition Science
Lesson 2: Nutrition Throughout the Life Cycle
Lesson 3: Community Nutrition and Health Care
Lesson 4: Clinical Nutrition

PN 2000 Pharmacology

Clock Hours: 84 Lecture | 10 Lab | 0 Clinical | Total: 94

Lesson 1: Pharmacology and the Nursing Process in LPN Practice
Lesson 2: Legal, Regulatory, and Ethical Aspects of Drug Administration
Lesson 3: Principles of Pharmacology
Lesson 4: Drug Calculation: Preparing and Giving Drugs
Lesson 5: Drugs for Bacterial Infections
Lesson 6: Drugs for Tuberculosis, Fungal, and Parasitic Infections
Lesson 7: Drugs for Viral and Retroviral Infections
Lesson 8: Drugs for Allergy and Respiratory Problems
Lesson 9: Drugs for Pain Management
Lesson 10: Over-the-Counter Drug Therapy
Lesson 11: Drugs Affecting the Renal/Urinary and Cardiovascular Systems
Lesson 12: Drugs for Central Nervous System Problems
Lesson 13: Drugs for Mental Health
Lesson 14: Drugs for Inflammation, Arthritis, and Gout
Lesson 15: Drugs for Gastrointestinal Problems
Lesson 16: Drugs Affecting the Hematologic System
Lesson 17: Drugs for Immunization and Immunomodulation
Lesson 18: Drugs for Osteoporosis and Hormonal Problems
Lesson 19: Drug Therapy for Diabetes
Lesson 20: Drugs for Eye and Ear Problems

PN 2003 Med-Surgical Nursing I

Clock Hours: 46 Lecture | 12 Lab | 0 Clinical | Total: 58

Lesson 1: Aspects of Medical-Surgical Nursing
Lesson 2: Medical-Surgical Practice Settings
Lesson 3: Medical-Surgical Patients: Individuals, Families, and Communities
Lesson 4: Health, Illness, Stress, and Coping
Lesson 5: Immunity, Inflammation, and Infection
Lesson 6: The Patient with Cancer
Lesson 7: Pain

Lesson 8: The Patient with an Ostomy
Lesson 9: Complementary and Alternative Therapies
Lesson 10: Fractures
Lesson 11: Amputations
Lesson 12: Special Senses Introduction
Lesson 13: Eye and Vision Disorders
Lesson 14: Ear and Hearing Disorders
Lesson 15: First Aid, Emergency Care, and Disaster Management
Lesson 16: Respiratory and Cardiovascular Disorders: Assessment and Nursing Care
Lesson 17: Endocrine and Gastrointestinal Disorders: Assessment and Nursing Care
Lesson 18: Neurological and Urinary Disorders: Assessment and Nursing Care
Lesson 19: Integration of Pathophysiology, Pharmacology, Nutrition, and Patient Education in Medical-Surgical Nursing
Lesson 20: Medical-Surgical Nursing Skills, Patient Safety, and Clinical Judgment Laboratory Applications

PN 2004 Med-Surgical Nursing Clinical I

Clock Hours: 0 Lecture | 0 Lab | 240 Clinical | Total: 240

Lesson 1: Provide basic, intermediate, and advanced care, communication, documentation, geriatrics, mental health, general health, physical assessment, safety and infection control, medication administration, long-term and acute care.

PN 3000 IV Therapy

Clock Hours: 27 Lecture | 12 Lab | 0 Clinical | Total: 39

Lesson 1: Principles of Intravenous Therapy, Body Fluids, and Electrolyte Balance
Lesson 2: Fluid and Electrolyte Imbalances, IV Solutions, Equipment, and Patient Assessment
Lesson 3: IV Therapy Procedures, Monitoring, Documentation, Safety, and Recognition and Prevention of Complications; Overview of IV Medications and Blood Products Within Applicable Practical Nursing Scope-of-Practice Requirements

PN 3001 Mental Health

Clock Hours: 45 Lecture | 0 Lab | 0 Clinical | Total: 45

Lesson 1: History of Mental Health Care
Lesson 2: Therapeutic Skills
Lesson 3: Mental Health Life Cycle
Lesson 4: Psychological Problems
Lesson 5: Psychosocial Problems

PN 3002 Mental Health Clinical

Clock Hours: 0 Lecture | 0 Lab | 40 Clinical | Total: 40

Lesson 1: Client’s needs, documentation, vital signs, problem-solving, and critical thinking

PN 3003 Med-Surgical Nursing II
Clock Hours: 56 Lecture | 8 Lab | 0 Clinical | Total: 64

Lesson 1: Fluid, Electrolyte, and Acid-Base Balance
Lesson 2: Shock
Lesson 3: Surgery
Lesson 4: Respiratory System Introduction
Lesson 5: Upper Respiratory Disorders
Lesson 6: Acute Lower Respiratory Tract Disorders
Lesson 7: Chronic Lower Respiratory Tract Disorders
Lesson 8: Hematologic System Introduction
Lesson 9: Hematologic Disorders
Lesson 10: Immunologic System Introduction
Lesson 11: Immunologic Disorders
Lesson 12: Integumentary and Musculoskeletal Disorders
Lesson 13: Sensory Disorders and Related Nursing Care
Lesson 14: Gastrointestinal and Renal Disorders
Lesson 15: Cardiovascular Disorders and Related Nursing Care
Lesson 16: Risk Factors, Complications, and Prioritization for Complex Medical-Surgical Conditions
Lesson 17: Integration of Pathophysiology, Pharmacology, Nutrition, Assessment, and Patient Education
Lesson 18: Medical-Surgical Nursing Skills and Clinical Judgment Laboratory Applications

PN 3004 Med-Surgical Nursing Clinical II
Clock Hours: 0 Lecture | 0 Lab | 200 Clinical | Total: 200

Lesson 1: Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, mental health, geriatrics, health screening, safety and infection control, medication administration.

PN 4002 Maternal Nursing
Clock Hours: 36 Lecture | 4 Lab | 0 Clinical | Total: 40

Lesson 1: Introduction to Maternity Nursing
Lesson 2: Prenatal Care and Adaptations to Pregnancy
Lesson 3: Nursing Care of Women with Complications during Pregnancy
Lesson 4: Nursing care of Mother and infant during Labor and birth
Lesson 5: Pain Management during Labor
Lesson 6: Nursing Care of Women with Complications during Labor and Birth
Lesson 7: The Family after birth.
Lesson 8: Nurse’s role in Women’s Health

PN 4003 Maternal Nursing Clinical
Clock Hours: 0 Lecture | 0 Lab | 40 Clinical | Total: 40

Lesson 1: Demonstrate skills in the maternity and neonatal setting to meet the needs of the client and neonate during the antepartum, intrapartum, and postpartum periods. Basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, patient and family teaching, health screening, safety and infection control, and medication administration.

PN 4004 Pediatric Nursing
Clock Hours: 42 Lecture | 4 Lab | 0 Clinical | Total: 46

Lesson 1: Introduction to Pediatric Nursing
Lesson 2: Physical assessment and care of the Newborn
Lesson 3: Preterm and post-term newborn care
Lesson 4: The Newborn with a Perinatal injury or congenital malformation
Lesson 5: Assessment and Care of Newborn with Congenital Anomalies
Lesson 6: Growth and Development of infants, toddlers, school-age, and adolescents
Lesson 7: Nursing Care of the Child with Burns
Lesson 8: Nursing care of the child with skin disorders, Musculoskeletal injuries, and respiratory disorders
Lesson 9: Nursing care of the child with Bleeding disorders
Lesson 10: Nursing care of the child with Gastrointestinal disorders and Cardiovascular disorders
Lesson 11: Nursing care of the child with Genitourinary disorders and neurological disorders
Lesson 12: Nursing Care of the child with Diabetes Mellitus and other endocrine disorders
Lesson 13: Characteristics, detection, and prevention measures for Communicable Diseases.
Lesson 14: Care, treatment, and identification of the child with emotional and behavioral disorders.

PN 4005 Pediatric Clinical
Clock Hours: 0 Lecture | 0 Lab | 40 Clinical | Total: 40

Lesson 1: Demonstrate skills essential to growth and development from infancy through adolescence and provide care for the pediatric client in multiple care settings. Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, patient and family education, health screening, safety and infection control, and medication administration.

PN 4000 Med-Surgical Nursing III
Clock Hours: 44 Lecture | 6 Lab | 0 Clinical | Total: 50

Lesson 1: Neurologic System Introduction
Lesson 2: Neurologic Disorders
Lesson 3: Cerebrovascular Accident
Lesson 4: Spinal Cord Injury

Lesson 5: Cardiac Disorders
Lesson 6: Vascular Disorders
Lesson 7: Endocrine System Introduction
Lesson 8: Pituitary and Adrenal Disorders
Lesson 9: Thyroid and Parathyroid Disorders
Lesson 10: Diabetes and Hypoglycemia
Lesson 11: Female Reproductive System Introduction
Lesson 12: Female Reproductive Disorders
Lesson 13: Male Reproductive System Introduction
Lesson 14: Male Reproductive Disorders
Lesson 15: Sexually Transmitted Infections
Lesson 16: Integumentary System Introduction
Lesson 17: Skin Disorders
Lesson 18: Clinical Judgment, Prioritization, and Care Coordination for Complex Conditions

Lesson 19: Professional Accountability, Leadership, and Management Concepts in Practical Nursing

Lesson 20: Integration of Pathophysiology, Pharmacology, Nutrition, and Nursing Interventions

Lesson 21: Advanced Medical-Surgical Nursing Skills and Transition-to-Practice Laboratory Applications

PN 4001 Med-Surgical Nursing Clinical III
Clock Hours: 0 Lecture | 0 Lab | 160 Clinical | Total: 160

Lesson 1: Provide basic, intermediate, and advanced patient care, general health, physical assessment, documentation, communication, maternal and pediatric care, mental health, geriatrics, health screening, safety and infection control, medication administration, and community health and leadership.

PROGRAM TOTALS
Lecture: 598 Clock Hours
Laboratory: 102 Clock Hours
Theory (Lecture + Laboratory): 700 Clock Hours
Clinical: 800 Clock Hours
Total Program: 1,500 Clock Hours

Degree Program Listing

Associate of Applied Science in Information Technology

Length of Program: 2 years

Distance Education

Program Description

The Associate of Applied Science in Information Technology provides foundational skills in the areas of Information Technology, required certifications, accounting, and quantitative reasoning. The program is designed for students who seek to acquire complete frameworks in entry-level information technology arena. Learners will acquire the skills and knowledge applicable to the IT professions.

Program Outcomes/Objectives:

1. Explain what information technology is (its function) and explain the role of a manager.
2. Define CompTIA and prepare for the exam.
3. Analyze computer security and its function in the information technology profession.
4. Solve fundamental information technology-related problems that meet organizational requirements and end-user needs
5. Utilize industry relevant tools and technologies to design and manage computer networks and systems
6. Demonstrate fundamental communication skills specific to oral and written language.
7. Identify basic math skills as related to accounting and quantitative reasoning.

	Course subject and Title	Prerequisite	Credit Hours
	Semester One		
IC100	Infinity College Orientation		0
BUS101	Introduction to Business		3
COM101	Communication 101		3
BIO 100	Principles of Biology		3
BUS102	Introduction to Business Law		3
	Semester Two		
ENG101	English 101		3
GOVT101	Government 101		3
COM102	Speech 101	Communication 101	3
MTH101	Math 101		3
	Semester Three		
PSYC101	Introduction to Psychology		3
IT100	Computer Security Fundamentals		3
IT101	Cloud Fundamentals		3
IT102	Principles of Networking		3
	Semester Four		
BUS105	Principles of Business Accounting I		3
IT200	Introduction to Programming		3
IT201	IT Management	Principles of Networking	3
IT202	CompTIA Principles		3
	Semester Five		
BUS204	Customer Service and Sales		3
IT203	Advanced Computer Security	Computer Security Fundamentals	3
BUS206	Business Ethics		3
IT204	Information Technology Ecosystem in America		3
			Total: 60

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

COURSE DESCRIPTIONS

Government 101 3 Credit Hours

This course provides an overview and exploration of the organization of American government, which includes an overview of the historical significance of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. This course is an introduction to political science.

Business Ethics 3 Credit Hours

This course is rooted in sound business ethical practice and its importance. Understanding social responsibility, this course provides analysis of ethical decision making from a management perspective as well as an individual perspective.

Introduction to Business Law 3 Credit Hours

Business legal structure is the foundation of its operations and much more. This course explores partnerships, types of legal entities, and the relevance of each type. Students learn the procedures followed in setting up a corporation. This course also provides the entry-level legal language of business.

Math 101 3 Credit Hours

This course is a basic review of mathematical and quantitative skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This assists in developing math skills used in personal and business applications.

English 101 3 Credit Hours

This introductory course explores writing skills to include mechanics, effective writing, organization, and essays. The course ends with a final paper where students demonstrate their newly acquired writing skills.

Computer Security Fundamentals 3 Credit Hours

This course provides students with a core foundation of technical knowledge necessary to design and build secure computing systems, to detect unauthorized use, and to protect those systems, their resources, and the data that they store or access.

Cloud Fundamentals 3 Credit Hours

This course explores cloud and provides learners with the skills to enable Microsoft Cloud Services, administer Office 365 and Microsoft Intune and use and configure Microsoft cloud service, configure Exchange Online, SharePoint Online, including OneDrive, Skype for Business Online.

Communication 101 3 Credit Hours

This course focuses on the principles of communication to include oral and written language. Students learn the significance of culture and other factors and how they relate to communication.

Introduction to Business 3 Credit Hours

This course is an introduction to the business arena. Students learn the fundamentals of organizations and procedures to become acquainted with management principles, business terminology, types of business organizations and their control.

Principles of Biology 3 Credit Hours

This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.

Introduction to Psychology 3 Credit Hours

This course presents the theories and principles of modern psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Principles of Networking 3 Credit Hours

This course explores the fundamentals of networking technology. Topics included but are not limited to data communications, telecommunications, infrastructure security, inter/internetworking, and the application of networking to multimedia, information storage, and distribution.

Introduction to Programming 3 Credit Hours

This course is designed for students with no prior programming experience introducing the fundamental concepts of procedural programming by introducing topics like data types, control structure, functions, arrays, files, and the mechanics of running, test, and debugging.

IT Management 3 Credit Hours

IT Management is the science and art of ensuring that projects and services are created and delivered successfully to customers. Students learn about IT management theories and services and how they impact project management.

CompTIA Principles 3 Credit Hours

This course explores CompTIA and covers all A+ requirements to sit for the national certification exam. Upon completion of this course, students receive a voucher to sit for the exam.

Customer Service and Sales 3 Credit hours
This course is designed to introduce students to the basic terminology, concepts, and practices of customer service and sales. Students learn the fundamentals of sales and the key elements of customer

service. Further this course provides the foundation needed to understand and discuss the "language" of the customer.

Principles of Business Accounting I 3 Credit Hours

This course is an introduction to the preparation and analysis of business financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Advanced Computer Security 3 Credit Hours

This course provides students with advanced technical skills and technical knowledge necessary to design and build secure computing systems, to detect unauthorized use, and to protect those systems, their resources, and the data that they store or access. This course is the second of two computer security courses.

Information Technology Ecosystem in America 3 Credit Hours

This course is a culmination of all Infinity College IT courses. Students will learn to compile their knowledge via a final project and learn about how their potential future careers will shape. Students learn how to navigate the corporate IT ecosystem.

Speech 101 3 Credit Hours

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. It is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Associate of Applied Science in Healthcare Management

Length of Program: 2 years

Program Description

The Associate of Applied Science in Healthcare Management provides foundational skills in the areas of healthcare management, accounting, healthcare law, and the student-chosen healthcare specialty. The program is designed for students who seek to acquire complete framework in entry-level healthcare concepts. Learners will acquire the skills and knowledge applicable to their chose healthcare professions.

Program Outcomes/Objectives:

- Explain what healthcare management is (its function) and explain the role of a healthcare manager.
- Define what healthcare ethics are and what their and potential challenges are.
- Analyze motivation theories and the relation between motivation and performance.
- Articulate the importance of healthcare marketing and its role in relation to an organization.

- Describe types of management delineating the marked differences within the business landscape.
- Interpret basic and common financial statements and business budgeting.
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility.
- Demonstrate fundamental communication skills specific to oral and written language.
- Identify basic math skills as related to accounting and quantitative reasoning.
- Analyze healthcare informatics and the role within the healthcare industry.
- Explain medical coding and billing within the vast healthcare industry.
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Associate of Applied Science in Healthcare Management			
	Course subject and Title	**Prerequisite**	**Credit Hours**
Semester One			
IC100	Infinity College Orientation		0
HCA100	Introduction to Healthcare Management		3
COM101	Communication 101		3
BIO100	Principles of Biology		3
HCA101	Healthcare Law & Ethics		3
Semester Two			
ENG101	English 101		3
GOVT101	Government 101		3
COM102	Speech 101	Communication 101	3
MTH101	Math 101		3
Semester Three			
PSYC101	Introduction to Psychology		3
BUS103	Principles of Management		3
HCA102	Healthcare Marketing Principles		3
HRM200	Human Resources Management		3
Semester Four			
BUS105	Principles of Business Accounting I		3
BUS201	Organizational Behavior		3
HCA200	Electronic Healthcare Records		3
HCA201	Anatomy and Physiology		3
Semester Five			
HCA210	Healthcare Informatics & Statistics	Math 101	3
HCA211	Management Information Systems	Principles of Management	3
HCA212	Healthcare Science Management	Principles of Management	3
HCA213	International Healthcare Sciences		3
			Total: 60.

Associate of Applied Science in Healthcare Management

Course Descriptions

Government 101 3 Credit Hours

This course provides an overview and exploration of the organization of American government, which includes an overview of the historical significance of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. This course is an introduction to political science.

Introduction to Healthcare Management 3 Credit Hours

This course explores introductory information related to the US healthcare industry. Students learn about the intricacies of healthcare as well as the breadth of professions within the healthcare industry.

Healthcare Law & Ethics 3 Credit Hours

Healthcare legal structure is the foundation of its operations and much more. This course explores healthcare corporations, types of legal entities, and the relevance of each type. Students learn the introductory navigation within the healthcare industry. This course also provides the entry-level legal language of business. This course also discusses ethics in business.

Math 101 3 Credit Hours

This course is a basic review of mathematical and quantitative skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This assists in developing math skills used in personal and business applications.

English 101 3 Credit Hours

This introductory course explores writing skills to include mechanics, effective writing, organization, and essays. The course ends with a final paper where students demonstrate their newly acquired writing skills.

Electronic Healthcare Records 3 Credit Hours

This course focuses on the execution of workflows, retrieving patient information and types of electronic healthcare records systems. Students learn the basics of record keeping as well as their future legal requirements.

Human Resources Management 3 Credit Hours

This course is an introduction to the human resources field and its key elements. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.

Communication 101 3 Credit Hours

This course focuses on the principles of communication to include oral and written language. Students learn the significance of culture and other factors and how they relate to communication.

Anatomy and Physiology 3 Credit Hours

This course is an introduction to anatomical and physiological features of the body systems. Students focus on multiple systems including blood, cardiovascular, renal, digestive, and endocrine.

Principles of Biology 3 Credit Hours

This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.

Introduction to Psychology 3 Credit Hours

This course presents the theories and principles of modern psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Healthcare Marketing Principles 3 Credit Hours

This course is designed to introduce you to the basic principles of marketing touching on specific healthcare marketing techniques. It focuses on distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling using common marketing practices we well as exploration of the industry.

Management Information Systems 3 Credit Hours

This course focuses on the processing of information through computers and other intelligent devices. The knowledge acquired in this course provides a foundation for intelligently analyzing managerial decisions.

Organizational Behavior 3 Credit Hours

This course explores human behavior in organizations using psychology and sociology principles. The content discusses the implications of human behavior for business organizations. Issues pursued in this course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.

Principles of Business Accounting I 3 Credit Hours

This course is an introduction to the preparation and analysis of business financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Healthcare Science Management 3 Credit Hours

This course is designed to introduce students to healthcare terminology, concepts, and practices and the science of management. Students learn the fundamentals of healthcare management as well as how to apply it in real-life settings.

Principles of Management 3 Credit Hours

This is the introductory course in management. The course is designed to provide students with an overview of the management function and its role in organizations and society.

Speech 101 3 Credit Hours

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. It is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Healthcare Informatics & Statistics 3 Credit Hours

This is a survey course in data analytics, informatics, and statistics. Students learn the necessary mathematical skills to properly analyze data and tell the story of what the data is telling them. This course focuses on healthcare data and provides students with an opportunity to apply statistics to real-life healthcare data case studies.

International Healthcare Sciences 3 Credit Hours

This course introduces learners to international healthcare delivery and highlights similarities and differences between delivery systems. Specific topics include determining cash flows, international accounting, product costing, budgeting, and other concepts of management accounting.

60 Credit Hours

Associate of Applied Business in Business Management

Length of Program: 2 years

Program Description

The Associate of Applied Business in Business Management provides foundational skills in the areas of business management, accounting, business law, and quantitative reasoning with potential concentrations in business management, human resource management, marketing, entrepreneurship, or accounting. The program is designed for students who seek to acquire complete framework in entry-level business concepts. Learners will acquire the skills and knowledge applicable to the business professions.

Program Outcomes/Objectives (Business Management Concentration):

1. Explain what management is (its function) and explain the role of a manager.
2. Define what human resource management is and potential challenges.

3. Analyze motivation theories and the relation between motivation and performance.
4. Articulate the importance of marketing and its role in relation to an organization.
5. Describe types of management delineating the marked differences within the business landscape.
6. Interpret basic and common financial statements and business budgeting.
7. Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility.
8. Explain the landscape of entrepreneurship and identify various forms of innovation.
9. Demonstrate fundamental communication skills specific to oral and written language.
10. Identify basic math skills as related to accounting and quantitative reasoning.

Associate of Applied Science in Business Management

Infinity College

Online learning

	Course subject and Title	Prerequisite	Credit Hours
	Semester One		
IC100	Infinity College Orientation		0
BUS101	Introduction to Business		3
COM101	Communication 101		3
BIO100	Principles of Biology		3
BUS102	Introduction to Business Law		3
	Semester Two		
ENG101	English 101		3
GOVT101	Government 101		3
COM102	Speech 101	Communication 101	3
MTH101	Math 101		3
	Semester Three		
PSYC101	Introduction to Psychology		3
BUS103	Principles of Management		3
BUS104	Operations Management	Principles of Management	3
HRM200	Human Resources Management		3
	Semester Four		
BUS105	Principles of Business Accounting I		3
BUS201	Organizational Behavior		3
BUS202	Principles of Business Accounting II	Principles of Business Accounting I	3

BUS203	Marketing Principles		3
Semester Five			
BUS204	Customer Service and Sales		3
BUS205	Microeconomics		3
BUS206	Business Ethics		3
BUS207	Entrepreneurship		3
			Total: 60

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT COURSE DESCRIPTIONS

Government 101 3 Credit Hours

This course provides an overview and exploration of the organization of American government, which includes an overview of the historical significance of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. This course is an introduction to political science.

Business Ethics 3 Credit Hours

This course is rooted in sound business ethical practice and its importance. Understanding social responsibility, this course provides analysis of ethical decision making from a management perspective as well as an individual perspective.

Introduction to Business Law 3 Credit Hours

Business legal structure is the foundation of its operations and much more. This course explores partnerships, types of legal entities, and the relevance of each type. Students learn the procedures followed in setting up a corporation. This course also provides the entry-level legal language of business.

Math 101 3 Credit Hours

This course is a basic review of mathematical and quantitative skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This assists in developing math skills used in personal and business applications.

English 101 3 Credit Hours

This introductory course explores writing skills to include mechanics, effective writing, organization, and essays. The course ends with a final paper where students demonstrate their newly acquired writing skills.

Entrepreneurship 3 Credit Hours

This course focuses on the early development of independent ventures as well as those within established organizations. Individual and organizational level issues will be addressed. Entrepreneurial thinking will

explore the thought processes that challenge existing norms and pave the way for novel solutions to problems in any field.

Human Resources Management 3 Credit Hours

This course is an introduction to the human resources field and its key elements. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.

Communication 101 3 Credit Hours

This course focuses on the principles of communication to include oral and written language. Students learn the significance of culture and other factors and how they relate to communication.

Introduction to Business 3 Credit Hours

This course is an introduction to the business arena. Students learn the fundamentals of organizations and procedures to become acquainted with management principles, business terminology, types of business organizations and their control.

Principles of Biology 3 Credit Hours

This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.

Introduction to Psychology 3 Credit Hours

This course presents the theories and principles of modern psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Marketing Principles 3 Credit Hours

This course is designed to introduce you to the basic principles of marketing. It focuses on distribution, financing, marketing information systems, pricing, product/service management, promotions, and selling using common marketing practices we well as exploration of the industry.

Microeconomics 3 Credit Hours

This is a survey course in the theory and application of microeconomics. The course topics focus on microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. The course develops a theoretical framework for microeconomic analysis and applies this theory to practical domestic and international economic policy problems.

Operations Management 3 Credit Hours

Operations Management is the science and art of ensuring that goods and services are created and delivered successfully to customers. Students learn about management styles and how they impact operations. Highlighting key concepts and functions, students learn how to analyze their management style and implement it into their future management roles.

Organizational Behavior 3 Credit Hours

This course explores human behavior in organizations using psychology and sociology principles. The content discusses the implications of human behavior for business organizations. Issues pursued in this course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.

Customer Service and Sales 3 Credit hours
This course is designed to introduce students to the basic terminology, concepts, and practices of customer service and sales. Students learn the fundamentals of sales and the key elements of customer service. Further this course provides the foundation needed to understand and discuss the "language" of the customer.

Principles of Business Accounting I 3 Credit Hours

This course is an introduction to the preparation and analysis of business financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Principles of Business Accounting II 3 Credit Hours

This course is a continuation of Principles of Business Accounting I and an introduction to the use of accounting information for management in business decision making. Specific topics include determining cash flows, international accounting, product costing, budgeting, and other concepts of management accounting.

Principles of Management 3 Credit Hours

This is the introductory course in management. The course is designed to provide students with an overview of the management function and its role in organizations and society.

Speech 101 3 Credit Hours

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. It is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Associate of Applied Science in Legal Studies

Length of Program: 2 years

Program Description

The Associate of Applied Science in Legal Studies provides foundational skills in the areas of legal operations, US law, the justice system, and quantitative reasoning. The program is designed for students who seek to acquire complete framework in entry-level legal concepts. Learners will acquire the skills and knowledge applicable to the legal professions.

Program Outcomes/Objectives (Paralegal Concentration):

- Explain what US Law is (its function) and explain the role of the US legal system.
- Explain types of legal practices and how they differ.
- Explain the landscape of the justice system.
- Articulate the importance of rulemaking and its role in relation to an organization.
- Describe the paralegal professional arena.
- Discuss considerations of legal assistants and attorneys.
- Interpret basic and common financial statements and business budgeting.
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility.
- Define what management is and potential challenges.
- Demonstrate fundamental communication skills specific to oral and written language.
- Identify basic math skills as related to accounting and quantitative reasoning.

Associate of Applied Science in Legal Studies

Paralegal

Infinity College

Online learning

	Course subject and Title	Prerequisite	Credit Hours
	Semester One		
IC100	Infinity College Orientation		0
BUS101	Introduction to Business		3
COM101	Communication 101		3
BIO 100	Principles of Biology		3
BUS102	Introduction to Business Law		3
	Semester Two		
ENG101	English 101		3
GOVT101	Government 101		3
COM102	Speech 101	Communication 101	3
MTH101	Math 101		3
	Semester Three		
PSYC101	Introduction to Psychology		3
BUS103	Principles of Management		3
PAR100	Introduction to Paralegal Studies		3
PAR101	Law Office Culture		3
	Semester Four		
BUS105	Principles of Business Accounting I		3
BUS201	Organizational Behavior		3
PAR200	Law Office Management	Introduction to Paralegal Studies	3
PAR201	Legal Research		3
	Semester Five		
CRJ202	Constitutional Law		3
CRJ203	Criminal Law		3
BUS206	Business Ethics		3
PAR202	Legal Writing	Legal Research	3
			Total: 60

ASSOCIATE OF APPLIED SCIENCE IN LEGAL STUDIES COURSE DESCRIPTIONS

Government 101 3 Credit Hours

This course provides an overview and exploration of the organization of American government, which includes an overview of the historical significance of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. This course is an introduction to political science.

Business Ethics 3 Credit Hours

This course is rooted in sound business ethical practice and its importance. Understanding social responsibility, this course provides analysis of ethical decision making from a management perspective as well as an individual perspective.

Introduction to Business Law 3 Credit Hours

Business legal structure is the foundation of its operations and much more. This course explores partnerships, types of legal entities, and the relevance of each type. Students learn the procedures followed in setting up a corporation. This course also provides the entry-level legal language of business.

Math 101 3 Credit Hours

This course is a basic review of mathematical and quantitative skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This assists in developing math skills used in personal and business applications.

English 101 3 Credit Hours

This introductory course explores writing skills to include mechanics, effective writing, organization, and essays. The course ends with a final paper where students demonstrate their newly acquired writing skills.

Introduction to Paralegal Studies 3 Credit Hours

The course is the core of the paralegal program. Students will learn the past, present, and future of the paralegal profession, including the paralegal defined, educational options, techniques for marketing skills and career opportunities.

Law Office Management 3 Credit Hours

This course will cover the theories, procedures, and systems of law office management as well as an overview of the legal team and judicial system. Includes law practice technology as applied to paralegals.

Communication 101 3 Credit Hours

This course focuses on the principles of communication to include oral and written language. Students learn the significance of culture and other factors and how they relate to communication.

Introduction to Business 3 Credit Hours

This course is an introduction to the business arena. Students learn the fundamentals of organizations and procedures to become acquainted with management principles, business terminology, types of business organizations and their control.

Principles of Biology 3 Credit Hours

This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.

Introduction to Psychology 3 Credit Hours

This course presents the theories and principles of modern psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Law Office Culture 3 Credit Hours

This course is an introductory exploration of law office culture. Students will learn the language of law and common law office practices among multiple types of legal practices.

Legal Research 3 Credit Hours

This course is designed to teach the fundamentals of Legal Research. The student will learn research tools and techniques necessary to find the actual law, but also how to use the various secondary materials, which assist in the research process. Students use the Infinity College Law Library.

Constitutional Law 3 Credit Hours

This course covers the basis for the U.S. Constitution. Different types of topics like separation of powers and the authority of congress, the presidency, and the courts are taught in this course. The history of the U.S. Constitution will also be covered which is necessary for criminal justice learners.

Organizational Behavior 3 Credit Hours

This course explores human behavior in organizations using psychology and sociology principles. The content discusses the implications of human behavior for business organizations. Issues pursued in this course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.

Criminal Law 3 Credit hours

This course is designed to introduce students to criminal law. Students learn about police departments, attorneys general, lawyers, and legal assistants.

Principles of Business Accounting I 3 Credit Hours

This course is an introduction to the preparation and analysis of business financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Legal Writing 3 Credit Hours

This is an advanced course for legal writing where students employ the skills they have acquired throughout the program. Students will draft memos and other legal documents using legal research and drafting skills.

Principles of Management 3 Credit Hours

This is the introductory course in management. The course is designed to provide students with an overview of the management function and its role in organizations and society.

Speech 101 3 Credit Hours

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. It is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Associate of Applied Science in Social Work

Length of Program: 2 years

Program Description

The Associate of Applied Science in Social Work provides foundational skills in the areas of social work management, case management, introductory counseling, and social change theory. The program is designed for students who seek to acquire complete framework in entry-level social work concepts. Learners will acquire the skills and knowledge applicable to their chosen social work professions.

Program Outcomes/Objectives:

- Explain what social work is (its function) and explain the role of social workers.
- Define what social work ethics are and potential challenges.
- Analyze motivation theories and the relation between motivation and performance.
- Articulate the importance of case management and its role in relation to an organization.
- Describe types of social work delineating the marked differences within the landscape.
- Interpret basic and common financial statements and nonprofit budgeting.

- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility.
- Demonstrate fundamental communication skills specific to oral and written language.
- Identify basic math skills as related to accounting and quantitative reasoning.

	Course subject and Title	Prerequisite	Credit Hours
	Semester One		
IC100	Infinity College Orientation		0
SW100	Introduction to Social Work		3
COM101	Communication 101		3
BIO100	Principles of Biology		3
SW101	Social Work Ethics		3
	Semester Two		
ENG101	English 101		3
GOVT101	Government 101		3
COM102	Speech 101	Communication 101	3
MTH101	Math 101		3
	Semester Three		
PSYC101	Introduction to Psychology		3
SW103	Principles of Assessment & Counseling		3
SW104	Social Welfare Policy		3
HRM200	Human Resources Management		3
	Semester Four		
BUS105	Principles of Business Accounting I	MTH101	3
BUS201	Organizational Behavior		3
SW200	Human Behavior and Social Environment I		3
SOC100	Introduction to Sociology		3
	Semester Five		
SW201	Human Diversity		3
SW202	Human Behavior and Social Environment II	SW200	3
PH100	Introduction to Philosophy		3
SW210	Internship		3
			Total: 60

ASSOCIATE OF APPLIED SCIENCE IN SOCIAL WORK COURSE DESCRIPTIONS

Government 101 3 Credit Hours

This course provides an overview and exploration of the organization of American government, which includes an overview of the historical significance of the Constitution; the Bill of Rights; Congress; the Supreme Court; the Presidency; political parties and interest groups. This course is an introduction to political science.

Principles of Biology 3 Credit Hours

This course is designed to introduce biology at an entry level by examining the hierarchy that ranges from the fundamentals of cell biology to the physiology of organisms, and the interactions among those organisms in their environment.

Math 101 3 Credit Hours

This course is a basic review of mathematical and quantitative skills, including terminology, checking accounts, taxes, payroll, step-by-step approaches. This assists in developing math skills used in personal and business applications.

English 101 3 Credit Hours

This introductory course explores writing skills to include mechanics, effective writing, organization, and essays. The course ends with a final paper where students demonstrate their newly acquired writing skills.

Human Resources Management 3 Credit Hours

This course is an introduction to the human resources field and its key elements. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.

Communication 101 3 Credit Hours

This course focuses on the principles of communication to include oral and written language. Students learn the significance of culture and other factors and how they relate to communication.

Introduction to Psychology 3 Credit Hours

This course presents the theories and principles of modern psychology. Students learn about the different branches of psychology and the practical application of psychological tenets to functional behavior.

Introduction to Philosophy 3 Credit Hours

An introductory philosophy course that concentrates on concepts and issues, such as the nature of value, duty, right and wrong, the good life, human rights, social justice, and applications to selected problems of personal and social behavior.

Introduction to Sociology 3 Credit Hours

This course is an introduction to sociology as a way of understanding the world. Sociology is a field of study that explains social, political, and economic phenomena in terms of social structures, social forces, and group relations.

Organizational Behavior 3 Credit Hours

This course explores human behavior in organizations using psychology and sociology principles. The content discusses the implications of human behavior for business organizations. Issues pursued in this

course include group dynamics, communications, motivation, leadership, and decision making as well as organizational design, culture, development, and change. The discipline of Organizational Behavior is unique in its combined goals of seeking organizational success while advocating employee empowerment.

Principles of Business Accounting I 3 Credit Hours

This course is an introduction to the preparation and analysis of business financial statements. Specific topics include the accounting model, general purpose financial statements and accounting for assets, liabilities, and equity.

Speech 101 3 Credit Hours

This course is designed as an introduction to the study of the human communication process with an emphasis on effective public communication. The course includes intensive practice in public speaking, reasoning, critical thinking, and critical listening. It is an essential general education course teaching effective use and understanding of written and spoken forms of communication.

Introduction to Social Work 3 Credit Hours

This is an introductory course on the social work profession. It explores key ideas, values, and processes in social work practice. The course looks at social work from a global and national perspective incorporating the various types of practice as well as the evolution of social work.

Social Work Ethics 3 Credit Hours

This course is designed to introduce students to ethics and values within the social work profession. It explores the NASW code of ethics and applies the code to real-world topics. The course is an essential part of the social work curriculum building a foundation for professional and ethical practice.

Principles of Assessment & Counseling 3 Credit Hours

This course is an introductory exploration of social work assessments and clinical counseling. Students get hands-on experience using case studies and currently used documents to navigate the assessment process.

Social Welfare Policy 3 Credit Hours

This course is an overview of the history and evolution of social welfare programs in the USA and across the globe. It identifies the relationships between social paradigms, values, and structures with policy.

Human Behavior and Social Environment I 3 Credit Hours

This course uses a social systems approach to understanding culture and society. It explores the relationships and interconnectedness of human systems and the environment. This course is heavily rooted in social work theory.

Human Behavior and Social Environment II 3 Credit Hours

This course is routed in the transactional relationship between individuals and their environment. Learners apply social work theory and research heavily throughout this course.

Human Diversity 3 Credit Hours

This course focuses on understanding the beliefs, values, experiences, and issues of minority and other vulnerable population groups. It explores socioeconomic disparities, gender, sexual orientation and expressions, religion, physical and cognitive challenges, and age.

Internship 3 Credit Hours

This course is the practical application of the skills and knowledge attained throughout the program

ESSENTIAL INFORMATION

Description of the Logo

- **Olive Branch** – peace
- **Lamp of Knowledge** – guiding light into an atmosphere of intellectual freedom
- **Torch ("I w/ flame")** – light of hope, freedom
- **Key** – the door is open, and no one can close it
- **Shield** – protection, faith, and love
- **Banner** – Victory
- **Book** –advancement
- **Globe** – endless possibilities
- **I** – Infinity – eternity, unity, and without limits
- **Red** – sacrifice, courage, boldness
- **Green** – Prosperity, growth, and new life
- **Gray**–prominence
- **Lines** – order

Student Catalog Acknowledgement

I acknowledge that I have attended and participated in the orientation session, and I understand that I have access to Infinity College's catalog via the website and hardcopy upon request. I understand the rules and regulations set forth in this student catalog and understand the financial obligations related to my prospective program of study. By signing this acknowledgement form, I agree to read or have read its contents, and I am responsible for understanding the information and adhering to all the guidelines set forth.

Student Name: _____ (Printed) Date_____
Student Signature: _____
Program Enrolled: _____

Career Services Assistance

Our career services department provides assistance to all graduates of our programs at no charge. However, while career service assistance may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

The Board of Regents recommends that prospective students seek independent job/career counseling prior to enrollment in an academic degree-granting postsecondary institution and encourages such institutions to promote this recommendation.

Students seeking employment may be required to submit to some of the following but not limited to a criminal background check, screening of the national sex offender registry, employment references, physical, employment pre-screening testing, drug screen, credit check, submit a resume and/or cover letter, employment application, provide personal and professional references and attend an interview. Depending upon the employment sought, you may be required to have a certification and/or license in the respective field of study although some agencies may permit years of experience. For more specific information on what may be required as a condition of employment with various agencies, it is suggested to contact the agency that you are seeking employment as well to inquire as to the qualifications of each job that you may desire to apply for. This list is not meant to be exhaustive but to provide you with an idea of what may be required when seeking employment.

The career services assistance may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance, and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employees.
4. Contacts with employers to identify job openings.
5. Student participates in job readiness
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with career centers to seek employment assistance in areas of Louisiana.

The success or failure of the placement efforts of the school will be influenced to a great extent by the attendance, academic records, and personal appearance of the graduate. Students are required to submit an electronic resume to Infinity College prior to completion of their program of study.

_____ _____
Student Name Date

Infinity College

Student Catalog
2026-2027

PH: 337.261.9009 | FAX: 337.261.9020

Address: 2600 Louisiana Avenue| Lafayette | LA 70501

www.infinitycollege.edu