



Online Catalog

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Welcome to Apollo College - Online

Apollo College takes pride in having successfully shaped the careers of thousands of graduates who were well-prepared for entry into allied health professions. With the addition of the online campus, Apollo College is able to extend its tradition of excellence to students around the country who wish to advance their allied health credentials through distance education. As a cornerstone of its commitment to excellence, Apollo College strives to provide an online education that instills within its students a philosophy that values not only learning and professionalism, but also contribution and commitment to the community.

Apollo College serves online students with a variety of interests and life experiences that enhance the online experience. Likewise, the faculty at Apollo College bring with them knowledge, fieldwork, and perspectives which, when combined with their energy and dedication, create a dynamic team serving the student community. A supportive learning environment is provided and encouraged by teachers who focus on the success of the individual student. In addition to the faculty who are committed to establishing a relationship with students in the classroom, online students will find staff members that are attuned to the unique needs of the online learner.

Welcome to the Apollo Family!

Sincerely,

Thomas A. Bloom

Thomas A. Bloom Ph.D.
President



Apollo College Mission

The mission of Apollo College is to prepare graduates to become healthcare professionals with the knowledge and skills necessary to assume entry-level positions in the healthcare industry.

Apollo College has the following goals consistent with its mission:

- Develop knowledgeable and skill-oriented graduates who possess the necessary behavior and attitude, which allows them to transition into entry-level employment in the healthcare industry.
- Provide quality didactic and clinical experiences that prepare graduates to perform competently within the professional standards of their field of study.
- Provide the appropriate educational environment and services that result in appropriate student completion and employment rates after graduation.
- Prepare graduates to successfully obtain certification and/or licensure specific to their program of study.
- Provide flexible instructional delivery options that increase access to education while retaining the academic rigor and integrity of the program.
- Demonstrate measurable satisfaction of its students, graduates, faculty, and the community.
- Advance the healthcare industry by articulating with institutions of higher education, to promote transferability of credits.
- Hire, develop and retain professional faculty capable of preparing students for a career in the healthcare professions.

History & Ownership

Apollo College has a long and proud history of assisting people to become skilled professionals who have gone on to positions of importance in their communities. Margaret M. Carlson founded Apollo College in 1976 in Phoenix, Arizona. From the beginning, it has been the College's mission to provide quality education that prepares graduates for careers in fields where there was a demand for skilled professionals. Apollo College was so successful in meeting the needs of students and of employers that it grew to its present eleven campuses in Arizona, Idaho, New Mexico, Nevada, Oregon, and Washington, as well as an online campus. In December of 2003, US Education Corporation, a California-based company, acquired Apollo College, Inc., the owner of seven Apollo campuses in Arizona, New Mexico, Oregon, and Washington at that time. In September 2008, US Education Corporation was acquired by DeVry Inc.

Officers of US Education

George Montgomery, President
George Harbison, Treasurer

Chief Administrative Staff of Apollo College

Thomas A. Bloom, Ph.D., President, Apollo College, Inc.
Chuck Ericson, Director of Campus Operations
Deborah Robin, Ed.D., Director of Academic Affairs
Charles Wilson, Controller

Rick Einstein, Director of Admissions
Traudi Gaan, Director of Human Resources
Jeffrey Rosenthal, Director of Information Technology
Jamie Morley, Ph.D., Director of New Campus, Program and Online Development
Danika Bowen, Ed.D., Dean, Online Academics

Apollo College - Online Catalog

This catalog outlines the requirements and policies for the Apollo degree programs offered online. This catalog does not serve students enrolled in site-based programs at an Apollo campus. Students enrolled in an online program are subject to the provisions herein, and enrollment constitutes an agreement by the student to abide by these requirements and policies. Failure to read this catalog does not excuse the student from compliance with the terms and conditions of enrollment. This catalog supersedes any oral statements or representations.

Apollo College reserves the right to: (1) change any provisions of this catalog, including tuition and fees, with 90 days notice to students and (2) to withdraw a student from the College for cause at any time.

The Apollo College online catalog addendum is an integral part of this document and is incorporated herein by reference. This catalog was revised in May 2009. The catalog is revised annually.

Apollo College Campuses

Mesa Campus 630 West Southern Avenue Mesa, AZ 85210 (480) 212-1600	Phoenix Campus 8503 North 27 th Avenue Phoenix, AZ 85051 (602) 393-5900	Tucson Campus 3550 North Oracle Road Tucson, AZ 85705 (520) 888-5885
Reno Campus 5580 Kietzke Ln. Reno, Nevada 89511	Apollo College - Online 7600 N. 16th St. Suite 160 Phoenix, AZ 85020	Las Vegas Campus 5740 South Eastern Ave Suite 140 Las Vegas, NV 89119 (702) 688-4300
Westside Campus 2701 W. Bethany Home Rd Phoenix, AZ 85017 (602) 433-1333	Albuquerque Campus 1001 Menaul Blvd NE Albuquerque, NM 87107 (505) 254-7777	Portland Campus 2004 Lloyd Center 3 rd Floor Portland, OR 97232 (503) 761-6100
Spokane Campus 10102 East Knox Suite 200 Spokane, WA 99206 (509) 532-8888	Boise Campus 1200 North Liberty Street Boise, ID 83704 (208) 377-8080	

Accreditation, Licenses, and Approvals

The Apollo College is institutionally accredited by the Accrediting Council for Independent Colleges and Schools, 750 First St NE, Suite 980, Washington, DC 20002, (202) 336-6780, to award Bachelor of Science, Associate of Science, and Associate of Occupational Studies degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Arizona Licenses and Approvals

Apollo College is licensed by the Arizona State Board for Private Postsecondary Education.
Authorization to Participate in Federal Title IV Financial Aid Programs

Apollo College, Phoenix is recognized as a main campus by the US Department of Education for participation in Title IV programs. Apollo's online operations are recognized as a branch of the Apollo College Phoenix campus.

Policy on Non-Discrimination and Equal Opportunity in Education and Employment

Apollo College is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available.

Campus Description

Apollo College's online portal provides a modern academic environment well suited to the pursuit of postsecondary education. The online portal is easy to navigate and contains links to robust library resources and is designed to encourage active peer to peer and student to faculty communication.

The online portal uses eCollege as its platform. eCollege accommodates synchronous or asynchronous chat, streaming video, and multimedia presentations. These modalities are incorporated into the online courses to provide the student with an interactive, collaborative learning experience.

In addition to the technology associated with online courses, students are supported by a host of dedicated faculty, student support personnel, and a full-time librarian. Information about how to access real time support is located on the online portal and in this catalog under the section titled "getting help."

Admissions Procedures and Requirements

Educational Requirements

The applicant must be a high school graduate or have a high school equivalency diploma (GED). High School equivalency through an accredited home study course will be considered on an individual basis. Generally home study will be recognized only upon proof that the program was accredited or otherwise approved and accepted as high school equivalency by the State organization responsible for approving high school education in the State where the home study occurred.

Some of the degree completion programs require that students hold a current license in the field of study. Any additional program specific admission requirements are listed on the program summary page.

Enrollment Processes

Steps to enroll in online programs are listed below. Note that some programs have additional enrollment criteria. Information about program specific enrollment requirements is located on the program pages where applicable.

1. Completion of an Application for Admission.
2. Completion of an Enrollment Agreement
3. An interview with an admissions representative.
4. Evidence of meeting the program's educational requirements.
5. Approval of the application upon finding that the prospective student meets program entrance requirements and has the academic and personal qualifications for success in the chosen program.

Language Proficiency

All Apollo College programs and services are provided in English. Students must be able to read, write and communicate in English at a college level in order to enroll in online courses.

Orientation

After being accepted into the program, but before beginning instruction, students must complete the "Orientation to Online Learning" module. This module is completed in conjunction with new student orientation and covers items unique to the online instructional format, such as

- Accessing and navigating eCollege
- Virtual tutoring
- Requirements for interaction with peers and faculty
- Technical help
- Contact numbers

Academic Policies and Regulations

Failure to know or understand the rules and regulations outlined in this catalog does not excuse students from potential disciplinary action for infractions.

Academic Honesty

Ensuring academic integrity is an educational objective taken very seriously at Apollo College. Based on respect for individual academic achievement, each student and faculty member commits to being a part of a community of scholarship that prides itself on honesty and integrity.

Students have a responsibility to maintain both the academic and professional integrity of the College and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on examinations and assignments and to conduct themselves professionally when interacting with fellow students, faculty, clinical advisors and staff. Students must also make equitable contributions

to both the quality and quantity of work performed on group projects.

Academic and/or professional misconduct is subject to disciplinary action including being placed on probation, failing a graded course component, failing a course, or being dismissed. Student academic misconduct includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records and improper attempts to influence instructors or school officials. For online courses this includes submitting others' work, entering discussion threads under false pretenses, or not complying with instructor or Online Educational Center authorship rules are violations of the policy.

Advanced Placement

CLEP Examinations

Students applying for College Level Examination Program (CLEP) or Advanced Placement (AP) credits must provide the College with evidence of AP or CLEP scores prior to enrollment. CLEP or AP tests must have been completed within the past five years to be eligible for evaluation. Apollo accepts the minimum scores recommended by the Educational Testing Service (ETS) or American Council on Education (ACE) for CLEP examinations. AP scores of three or higher on a scale of five are accepted for credit. Credit awarded through CLEP or AP testing is denoted by EC (Exam Credit) on the transcript and is not calculated into a student's Grade Point Average (GPA).

Military Course Equivalency

Apollo will evaluate military course equivalency based on ACE recommendations as listed in the Guide to the Evaluation and Education Experiences in the Armed Services. Students seeking academic credit must submit an original or certified copy of the DD-214 or DD-295 to the college for copying and evaluation. No more than 15% of a program's credits may be awarded through ACE credit. The College reserves the right to award fewer credits than recommended in the ACE guide and to select which courses will be accepted toward the 15% maximum if the ACE guide indicates that there are greater than 10% of a program's credits available for transfer. Credit awarded through ACE evaluation is denoted by DD on the transcript and is not calculated into a student's GPA.

No more than 50% of a program's total credits can be earned through CLEP, AP, ACE or TC awards.

Americans with Disabilities Act

Apollo College is committed to providing reasonable accommodations for eligible students with documented impairments as defined by state and federal laws relating to the Americans with Disabilities Act (ADA). Our intent is to ensure that every student who makes a request for accommodations under ADA is advised of the accommodation process as promptly as possible. If you are a student with a verifiable disability, and you can provide medical documentation regarding this disability, then contact our ADA Officer at adaofficer@usec.edu for more information on how to receive ADA accommodations in your online classes or fax your request to 630-929-9745.

Attendance Expectations

The discussions will be graded for:

- Frequency—Number and regularity of your discussion comments, and
- Quality—Content of your contributions

Frequency—Number and regularity of your contributions. Students are expected to log into the course and post (respond) in the threaded discussion topics on a **minimum of three separate days** per week, **beginning no later than Wednesday**.

Quality—Content of your contributions. Examples of quality posts include:

- providing additional information to the discussion;
- elaborating on previous comments from others;
- presenting explanations of concepts or methods to help fellow students,
- presenting reasons for or against a topic in a persuasive fashion,
- sharing your own personal experiences that relate to the topic, and
- providing a URL and explanation for an area you researched on the Internet.

Credit is awarded when both high quality and required frequency is met.

Time spent in online activities must be equivalent to that which a student would spend in a traditional classroom environment.

Average Class Size

The average class size varies by course. The average student to teacher ratio in the majority of general education courses is less than 30:1. Core or technical courses typically have a student to teacher ratio of less than 25:1.

Capstone and Applied Study Coursework

Apollo offers applied study and capstone courses as a component of the online programs. Working with their faculty member, students develop a project plan in a curricular area of particular interest that incorporates research and theoretical review as well as quantitative and qualitative analysis,

Communication Expectations

Successful students, employees, and managers must have effective written and oral communication skills. Therefore, communication errors such as improper grammar, improper sentence and paragraph structure, misspelling and incorrect punctuation are unacceptable in Apollo coursework. Although course grades focus on concepts and skills developed, faculty members also consider communication competency when evaluating student performance.

There are many opportunities to cooperate and collaborate with fellow students and your instructors. The communications tools you will have include:

- **Threaded Discussions** are (usually graded) components of a course's weekly assignments. The discussions simulate traditional classroom discussions. A threaded discussion allows you to post comments to a discussion topic, react to other students' comments, and respond to ideas shared by your instructor or by others in the course. Most threaded discussions ("threads") begin with a topic identified by your instructor. Discussions take place asynchronously: you can log into the course whenever you want and then post to the threaded discussion at your convenience.
- **Email:** From any page in your course, click the **Email** course tool at the top of the screen. You can send your email to All Class Members, groups of students that have been set up within the course, the instructor, a single class member, or to multiple class members.
- **Chat Rooms.** From any page in your course, click the **Chat** course tool at the top of the screen. Like a regular online chat room, the Chat tool lets you, your instructor, and other students in your course communicate with each other in real time. You or your instructor can use the threaded discussions or email messages to set up a specific time to have a live chat. Remember to consider time zone differences when scheduling chat times.

Charges for Repeated Courses

Tuition charged for any course repeated will be based on the pro rata cost per credit hour for the program. Additional tuition is not charged for repeated courses resulting from a grade of withdrawn not attempted ("WN").

Code of Conduct

Students must conduct themselves in a professional manner and comply with all College rules as set forth here and in any other College publications or in written or verbal notices given by College staff or faculty. Any student whose conduct violates the rules will be subject to suspension or dismissal. In the event of dismissal, tuition shall be based on the refund policies.

Apollo College does not permit or tolerate the following conduct in online forums or on clinical sites, where applicable:

- Academic Dishonesty
- Theft of any kind
- Falsification of any records, including attendance
- Plagiarism
- Computer fraud, software pirating, or accessing pornographic sites on the Internet

- Destroying, defacing, or misusing school property or another student's or a school employee's property
- Prejudicial or discriminatory behavior
- Physical abuse or harassment
- Impropriety of a sexual nature, including sexual harassment
- Use of illicit drugs or intoxicants or entering a clinical site possessing or while under the influence of such.
- Violent, threatening, disorderly, disruptive, or offensive behavior or language
- Behavior harmful to the school's image, function, or contractual arrangements or interfering with or distracting from the educational process.
- Behavior that indicates the student is unwilling or unable to act in a professional manner

The student conduct code includes obeying municipal, state, and federal laws.

Apollo College has specified the following guidelines for participation in threaded discussions and chat rooms:

- Read carefully what you receive to make sure that you understand the message.
 - Read carefully what you send, to make sure that your message will not be misunderstood.
 - If you are using humor or sarcasm, make sure to clearly label it as such. Well-intended sarcasm is seldom effective online.
 - Remember that the absence of cues associated with face-to-face communication provides for an environment where it's easy to misunderstand what is being said.
 - Know your audience. Make sure that the person, or list of people, you are sending your message to is the appropriate one(s) with whom to communicate.
-
- Be tolerant of newcomers. None of us were born knowing all.
 - Do not abuse new users of computer networks for their lack of knowledge. Be patient as they first learn to crawl, then walk.
 - Avoid cluttering your messages with excessive emphasis (such as stars, arrows and the like). It may make the message hard to follow.
 - If you are responding to a message, either include the relevant part of the original message in your message, or make sure you unambiguously refer to the original's contents. It's very possible that people will read your reply to the message before they read the original. Do not quote more than necessary to make your point clear. Please do not quote the entire message.
 - Be specific, especially when asking questions.
 - Always, always put your name in the text of your message, and also your best Email address for a reply. The end of the message is a good place for your name and Email address.
-
- If your messages can be typed in UPPER and lower case, please use the two appropriately instead of all UPPERCASE characters. This gives the appearance of shouting and makes the message less readable.
 - Remember that not all readers have English as their native language, so make allowance for possible misunderstandings and unintended discourtesies.

Computer Virus Disclaimer

Students have a responsibility to maintain both the academic and professional integrity of the School, and to meet the highest standards of academic and professional conduct. Any intentional, willful or reckless transferring of viruses, as the result of an email message or attachment will be considered professional misconduct. Professional misconduct is subject to disciplinary action including being placed on probation, failing a graded course component, failing a course, or being dismissed from the School. Apollo College will not be liable to any affected student for any indirect, special, incidental or consequential damages that may occur as a result of this type of misconduct by any person.

Course Load

Students are allowed to take no more than two courses online at one time.

Course Numbering System

Typically, courses at Apollo College are numbered in 50 unit increments although this varies by program. Unless otherwise noted in the course description, students may take courses within that increment in any order. For example, courses numbered 100-150 can be taken in any order, as can 151-199 or 200-250, etc. Course prerequisites or corequisites are clearly identified in the course description.

General Education courses are denoted with an asterisk (*). Applied General Education courses are denoted with a plus (+). Core courses within a program are denoted with a caret (^).

Credit Hours

Apollo College measures its programs in semester credit hours. One semester credit in an online environment is defined as participating at a level and completing coursework that would be equivalent to 15 clock hours of lecture, 30 clock hours of laboratory activities, or 45 clock hours of applied studies/clinicals. Students should understand that to be successful they will be required to spend time outside of the online forums completing homework, reading, and studying. It is estimated that one semester credit for a lecture course represents approximately 45 hours of on-task student work, which includes approximately two hours of homework for every hour of faculty instruction. In order to fulfill the clock hour requirement in the online courses, students are required to access the virtual classroom at least three times per week and must participate at an appropriate level. The participation level varies by class. Specific information is located on the course syllabi.

Drug Screening and Background Checks

Online students enrolled at Apollo College may be required to submit to drug screening. Students may also be required to consent to a criminal background check where required.

During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the healthcare field. Students that willfully falsify their criminal background history will be withdrawn from school and will be responsible for all charges incurred.

Equal Opportunity in Education and Employment Policy

Apollo College affords equal treatment and opportunity to all persons and prohibits discrimination based on race, creed, color, gender, religion, age, national origin, sexual orientation, marital status, medical condition or physical and mental disability in any of its functions or activities, including educational programs and services, admissions, financial aid and employment.

Exam Challenges/Credit for Prior Life Experience

Apollo College does not allow students to challenge courses by taking the final exam nor does it award academic credit for life experiences.

Final Exam Policies and Procedures

All final exams are administered online. Final exams can be taken any time, any day between Saturday of week 7 and Thursday of Week 8.

All final exams will be timed. Once the time limit of 3 hours, 30 minutes has been reached, the student will be exited from the final exam. Students should watch the time closely and Save Answers frequently. Answers that are entered but not saved prior to the time limit will be lost. Final Exam grades are available no earlier than 7 days after the close of the Final Exam.

Students have a responsibility to maintain the academic integrity of the College and to meet the highest standards of academic conduct. Students are expected to do their own work on exams, not use unauthorized resources, and to not provide others with answers to exam questions. We reserve the right to require a proctored final examination if there is an allegation of a student's violating the Apollo College academic integrity policy.

All technical problems with exams must be worked out with the eCollege Help Desk. The student's instructor is not responsible for solving such technical problems.

Any other issues should be addressed with the student's instructor.

Getting Help

Academic Help

If questions or problems arise while students are working on an assignment, they can email their instructor. Instructors are required to respond within two business days.

Technical Help

If students are unable to get to the "course page," technical assistance is available through:

- Tech Support at [866-933-8660](tel:866-933-8660)

Graduation Requirements

A degree, diploma, or certificate is awarded to each student who successfully completes a program of study. To graduate, all courses must be completed with a passing grade. Passing grades vary by program. Information regarding grading criteria can be found on the program page of this catalog or on the syllabus. Additionally, students must have a cumulative grade point average of at least 2.0. Furthermore, students must have satisfactorily fulfilled, or have made acceptable arrangements to fulfill, all financial and other obligations to the College and returned any outstanding library material.

Students who attempt every course and earn a grade (except "WN") but who have not met all the requirements for graduation will be designated as a Completer.

One official transcript is provided to the student at no charge. Additional copies are available for a nominal processing fee upon written request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The College reserves the right to withhold an official transcript, diploma, certificate, or degree if the student's financial obligation to the College is in arrears.

Grievance Procedure

College faculty and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts then the student may pursue a formal review by following the procedure outlined below:

1. Make a signed, written complaint to the Dean of Online Academics or the Dean's designee describing the basis of the complaint in sufficient detail to allow the Dean to begin an investigation. The Dean of Online Academics can be reached as follows:

Dr. Danika Bowen
Dean of Online Academics
7600 N 16 St.
Phoenix, AZ 85020
Office: (707) 537-8112
dbowen@devry.edu

2. The Dean or the Dean's designee will schedule a telephone appointment with the student within three working days to discuss the complaint.
3. The Dean or the designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the telephone meeting with the student.
4. If the student is not satisfied with the Dean or designee's report of disposition of the complaint, the student may appeal this result in writing to the Executive Director within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.
5. The Campus Director will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student, Dean or the designee.

6. The Campus Director will provide both the student and the Dean or Dean's designee with a written appeal finding mailed within ten working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board contact information is:

1400 W. Washington, Room 260
Phoenix, AZ 85007
Phone: 602-542-5709
Website: <http://azppse.state.az.us>

Homework / Additional Study Time

Additional study time, outside of time spent in the online portion of the course, is required to successfully complete the program. The amount of time required will vary based on the student's ability and academic prowess. Approximately one to two hours of homework is required each week for each credit hour.

Honors and Awards

Apollo College recognizes academic excellence at graduation and at various times throughout the year. Students with a cumulative GPA of 3.50-3.75 are awarded Dean's List recognition. Students with a cumulative GPA of 3.76-4.00 are awarded President's List recognition.

Instructional Delivery and Curriculum Design

Courses offered through online instruction include asynchronous presentations/lectures, threaded discussions, collaborative activities, synchronous chat, and research. The online courses are delivered through the use of the eCollege Learning Management System.

Apollo's curriculum is developed by subject matter experts in the field of study and reviewed by Advisory Boards and other community resources to validate its relevancy in the industry. Apollo College routinely surveys faculty, students, graduates, and employers of graduates and modifies the curriculum based on feedback from these stakeholders.

Leave of Absence (LOA)

Students must petition the Dean of Education for an approved Leave of Absence. For students enrolled in programs that are not semester-based, a Leave of Absence is a period of time approved by the College of up to ninety consecutive calendar days during which a student is not required to attend class. Students on a Leave of Absence (LOA) are considered active students for purposes of Title IV funds, although no funds may be disbursed. No individual student can have more than one LOA during any twelve-month period. For purposes of this determination, the date an LOA begins will be the start of the twelve-month period. The College can approve a Leave of Absence only for:

- 1) documented medical reasons,
- 2) documented personal emergencies*, or
- 3) documented military obligations

* Personal emergencies do not include transportation problems, child care problems, marital problems, financial difficulties, or other family issues making school attendance a choice among these demands or priorities. A personal emergency is limited to those situations in which continued attendance for a specific period is impossible, and can be documented.

An LOA can be granted only for emergency situations beyond the control of the student and only if it is reasonable to predict the emergency will end and the student will be able to resume at the beginning of a scheduled class within 90 days. An LOA cannot be granted if the student cannot be scheduled to be in class by the end of the ninety-day period.

Requests for an LOA must be in writing, signed and dated by the student. The request must explain the reasons that the leave is necessary and what is expected to happen that will permit the student to return

to classes within the 90-day limitation. The Dean of Education may request whatever documentation is deemed necessary to make a determination whether an LOA shall be approved. Any questions about an LOA should be addressed to the Registrar or Dean of Education.

Students that do not return from an LOA on the scheduled date will be immediately withdrawn from the College.

Minimum System Requirements

Technical requirements for completing Apollo College online coursework

The following hardware and software is needed to complete your college course online at Apollo College:

Sufficient technology and Internet access is required to complete coursework when you take a course at Apollo College. The following list will help verify that you are adequately equipped.

Supported Operating Systems:

- Windows XP (32-bit, with Service Pack 3),
- Windows Vista (32-bit). 64-bit Operating Systems are not currently supported due to software incompatibility issues, particularly with Cafe Scribe eBooks and other required applications.
- MAC OS 10 is supported, but there are some applications that require the Windows OS. You should be prepared to run the Parallels desktop and a Windows OS if you elect to use a MAC system. For more information on Parallels, see <http://www.parallels.com/products/desktop/> and <http://support.microsoft.com/kb/306559>

It is highly recommended that you have **administrative rights** to the computer used for college coursework. If you must use a computer over which you do not have administrative rights (such as a library computer or a workplace computer), you may experience difficulties with needed functions, such as installing plug-ins. Students using library or workplace computers will have limited support options due to access limitations on such networks. Check with your workplace IT department to ensure that you may access course materials from your company's network.

Productivity Tools:

- Microsoft Office 2003 or 2007 for Windows. Microsoft Office 2008 for Mac is an acceptable option for many courses. Coursework is to be submitted in .doc or .docx file formats.

Internet Access:

ISP account for Internet access and email address. (See more on Internet connectivity specifications below).

Supported Browsers:

- Windows: Internet Explorer 7.0. (Free download available at <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>)
- Windows: Internet Explorer 8.0 (Free download available at <http://www.microsoft.com/windows/internet-explorer/thank-you.aspx>)
- Windows: Mozilla Firefox 2 (Free download available at <http://www.mozilla.com/en-US/firefox/all-older.html>)
- Windows: Mozilla Firefox 3 (Free download at <http://www.mozilla.com/en-US/firefox/>)
- MAC: Mozilla Firefox 3 (Free download at <http://www.mozilla.com/en-US/firefox/>)
- MAC: Safari 3 (Safari is only supported on Mac computers)

Other browsers, including the AOL browser, Opera, Google Chrome, and Safari for Windows, are NOT currently supported for some components of your coursework. You may use AOL for your ISP, but you should use either IE or Firefox browser versions listed above. As new browser versions are released, announcements will be issued to notify students when the new versions have been tested and may be used safely.

See below for required Browser settings.

Plug-ins: The following plug-ins are required for many of the resources available in your online courses.

Adobe Flash Player (Current version is **10.0.22.87**)

http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&promoid=BONRN

Adobe Acrobat Reader (Current version is Adobe Reader 9.1)

<http://www.adobe.com/products/acrobat/readstep2.html>

MyScribe *NOTE: This application will support eBooks in your courses.*

- Windows - <http://downloads.cafescribe.com/MyScribeSetup.exe>

- Mac - <http://downloads.cafescribe.com/MyScribeSetup.dmg>

RealPlayer (Basic) (Click on the Get RealPlayer Free button)

http://www.realplayer.com/?pageid=broadBandHomePage&pageregion=A1&src=realhome_bb_0_1_1_0_0_1_0&pcode=rn&opage=realhome_bb

Apple QuickTime Player (Quick Time 7.0)

<http://www.apple.com/quicktime/player/>

Java(JRE) 1.5 or higher (JRE)

<http://www.java.com/en/download/manual.jsp>

Citrix Client: XenApp Client to support virtual labs in courses

[Windows](http://www.citrix.com/English/SS/downloads/downloads.asp?dID=2755) - <http://www.citrix.com/English/SS/downloads/downloads.asp?dID=2755>

[MAC](#) -

<http://www.citrix.com/English/SS/downloads/details.asp?downloadID=3247&productID=-1>

Additional plug-ins and/or downloads may be required by specific courses. The courses will include information for obtaining and installing the appropriate plug-ins.

Browser Settings:

- Java Script should be enabled (See <http://www.google.com/support/websearch/bin/answer.py?hl=en&answer=23852> for help)
- Java should be enabled (See http://java.com/en/download/help/enable_browser.xml for help)
- Cookies should be enabled (See <http://www.google.com/cookies.html> for help)
- Know how to allow Pop-Up windows (See http://www.ehow.com/how_4853175_disable-popup-blockers.html for help)

Supported Computer Security Options (Windows): Anti-virus, firewall, anti-spyware

Recommended and supported:

- McAfee Virus Scan 8.5
- Windows Internet Connection Firewall

- [Windows Defender Anti-Spyware](#)
- [AVG Anti-Virus](#)

Minimum Hardware Specifications:

- Pentium-class 1 GHz or faster processor.
- 2 GB of RAM (3 GB recommended for those running the Vista Operating System)
- High speed connection to the Internet
- CD-RW/DVD-ROM drive - Note that some software may require a DVD drive for installation
- Hard drive: 160 GB
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Monitor - 1024 x 768
- A Webcam may be required in courses in some programs. Check with your academic advisor.

NOTES:

- Specific curricula for college courses may require additional software purchases. Any additional software requirements will be provided in the syllabi for your courses.
- Computer specifications are reviewed and revised every six months to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing courses, Apollo College reserves the right to require upgrades in the event of technology changes. Students will be given 90 days notice before such changes are implemented.
- Courseware cannot be accessed using Web TV.
- Course access using iPhones and mobile devices is not supported at this time.
- Students who need assistive technologies will have different computer and technology requirements. Please check with your Student Services advisor to determine the requirements for the specific technologies needed to support your coursework.

Additional Information and Recommendations

Internet Access

Internet access is required to participate in online components of your college courses at Apollo College. An Internet Service Provider (ISP) will provide you with the software and access necessary to utilize the Internet in order of preference:

- Recommended: LAN, Cable, or DSL connection. Highly recommended for optimal student experience.
- 56K Dial-up connection. Many course components will have suboptimal performance when accessed through a 56K dial-up connection.
- Satellite and/or Wireless Internet connection. Satellite and wireless connections are not supported in our learning platform. Performance may be suboptimal due to latency and signal instability.

If AOL is your ISP, you must use the Internet Explorer or Firefox browser, rather than the default AOL browser, to complete coursework in a college course online. Simply launch the appropriate browser after logging onto your AOL account.

If you connect to the Internet through your employer, you may need to ensure that appropriate plug-ins and access rights are available to you. Check with your IT department to ensure that you may access course materials from your company's network.

Email Account

A valid email address, which is checked frequently, is required for participation in components of your coursework.

Plug-ins

All plug-ins needed to participate in components of your online coursework are available free of charge. It is recommended that you review the list of plug-ins and install them prior to beginning your coursework.

Computer and Internet Security

The ease and convenience of accessing educational materials through the Internet brings with it the need to ensure that our computers do not become targets of unwanted and often malicious attacks and intrusions by computer viruses and/or hackers. To prevent this, we recommend using an anti-virus package and a firewall.

Your computer is subject to virus attack whether you're surfing the Internet or getting information from floppy disks, CDs or a network. Email attachments are particularly vulnerable.

Since an anti-virus program is no better than its virus definitions, virus definitions ***should be updated regularly***, preferably on a weekly basis.

Personal firewalls are another means to protect your computer from malicious activity when you are connected to the Internet. Windows comes with a built-in personal Firewall. It is recommended that you enable the Windows Internet Connection Firewall and learn how to use this application to protect your computer and network by limiting or preventing access to this computer from the Internet.

Along with keeping your antivirus program updated, it is equally, if not more important to also ensure that your Windows critical updates are current. As Microsoft finds weaknesses in their Operating Systems, they post updates that can be downloaded and installed. These updates can be set to occur automatically, but they may at times require user input to complete the update. You can learn more about Windows updates at

<http://www.microsoft.com/windows/downloads/windowsupdate/learn/windowsxp.mspx>. Your Windows updates should be checked on a weekly basis.

More information from Microsoft regarding firewalls

<http://www.microsoft.com/protect/computer/firewall/faq.mspx>

Screen Settings

Your screen resolution (size) should be set at minimum 1024 x 768 or higher.

Buying a System? Here's what we purchase when we buy new computers ...

If you are purchasing a new system, the following are the specifications for all new computers purchased by Apollo College for student labs. **These specifications exceed the Minimum Requirements**, but they may provide you with a guideline for configuring your new system.

Laptop

- Processor: AMD Turion ZM-80 (2.1Ghz),
- Monitor: 15.4 WXGA display,
- RAM: 2GB RAM (800DDR2/1DM),
- Hard drive: 160GB HD (7200RPM),
- DVDRW drive,
- Connectivity: Intel 802.11 a/b/g/n (wireless), 56k modem
- Warranty: 3-yr warranty

Desktop

- ENERGY STAR® 5.0 Qualified EPEAT™ Gold 85% efficient power supply
- Processor: Intel® Core™2 Duo E8500 processor (3.16 GHz, 6 MB L2 cache, 1333 MHz FSB)
- Memory: - 4 GB DDR2 800 MHz non-ECC (2 x 2 GB DIMM)
- Hard Drive: - 250 GB 7200 rpm SATA 3.0 Gb/s NCQ, SMART IV
- Graphics: Integrated Intel Graphics Media Accelerator
- Optical Drive: 16X/48X SATA DVD-ROM
- Sound: Integrated High Definition audio with ADI1884 codec
- Network Card: Integrated Intel 82567LM 10/100/1000
- 19-inch Widescreen LCD Monitor
- Warranty: 3 years

Non-Scheduled Status (NS)

For students enrolled in semester-based programs, an NS status may be assigned when the student is not able to attend a semester for documented reasons, pre-approved by the Dean of Education. NS status may not be granted during a semester only for a future semester. The College can only approve an NS in a semester-based program for:

1. Documented medical reasons,
2. Documented personal emergencies*, or
3. Documented military obligations

It should be noted that while in NS status, lenders will be notified and any loans received will go into a repayment status as the student is not considered enrolled and attending at least half-time. Only one semester of NS may be granted during a student's enrollment. Students that do not return from NS on the scheduled date will be immediately withdrawn from the College.

* Personal emergencies do not include transportation problems, child care problems, marital problems, financial difficulties, or other family issues making school attendance a choice among these demands or priorities. A personal emergency is limited to those situations in which continued attendance for a specific period is impossible, and can be documented.

Non-credit or remedial courses

Apollo College does not offer non-credit or remedial courses.

Plagiarism

Plagiarism is a serious academic and professional offense. To avoid plagiarizing, err on the side of documenting too much. Pay special attention to online sources - just because a text is available on the World Wide Web, it is not necessarily public domain or common knowledge. As you read, synthesize ideas and write, consider the complicated ways knowledge is created and the difficult nature of defining ownership of ideas or combinations of words.

Of particular importance to your learning experience is the study and analysis of previously established practices, theories, or ideas that may be considered "knowledge." As you study the established scholarship of your field and as you begin to participate in the reading and writing of your profession, you become a member of a **discourse** community--a group of people who read and write about the same topics. In this professional peer group, you will synthesize, criticize, juxtapose, and otherwise use words and ideas of other authors as a basis analysis and discussion. You will support and create arguments and further contribute to existing knowledge and technology by participating in a continuing conversation or **dialectic**; others may eventually cite your work as part of this ongoing conversation.

In your life, you are naturally encouraged to read, write, and test ideas in your discourse community. Part of your responsibility is treating the sources of your information with respect. Reading, studying, and synthesizing a body of knowledge is critical to the learning process. Read all that you can and write copiously, but do so with **academic integrity** -- always cite your sources.

When conducting research and incorporating others' work into your own projects and papers you must cite the sources of quotes, paraphrases, summaries, concepts, and ideas that are not distinctly your own. Knowledge is created when people build on the work of others; the others, however, must be given credit for their contributions. As you incorporate and weave into your own work the support necessary to creating an effective text-regardless of its purpose or audience-you must cite all sources of your information.

While submitting an original paper that was awarded credit in one class for credit in another class is not plagiarism in its literal sense, this act may aid in the circumvention of important course objectives and thus prevent an optimum learning experience. To ensure competency in all Terminal Course Objectives, you may request to submit an assigned graded paper from one class for credit in a second class only if the following conditions are met. The course instructor must

- Obtain a copy of the original graded paper
- Approve use of the previously written paper as the basis for continued research
- Approve changes of content or research emphasis

Further, the new, resulting paper must be written so that no more than approximately one-fourth (25%) of the content is verbatim from the original paper.

Acknowledging your sources will benefit not only you, but also everyone concerned. Citing your sources allows you, as an author, to:

- Acknowledge your dependence on previously established facts and information
- Take credit for the research and information that belongs to you
- Invite your readers to evaluate your work
- Allow your readers to look further at your sources
- Orchestrate others' ideas and words as a way to learn

As you embark upon a research project of any kind, reduce your risk of plagiarizing by following good research work habits such as:

- Taking and keeping good notes
- Summarizing and paraphrasing appropriately
- Recording bibliographic information completely and accurately
- Learning to synthesize thoughts and ideas instead of cutting and pasting
- Creating a conversation between sources
- Joining the conversation you are creating
- Citing both primary and secondary sources
- Reviewing and critiquing papers in study groups
- Understanding the line between collaborating and plagiarizing

Further, your instructor may ask to see research work at various stages of its development. With the text as a reference and your instructor's guidance, you will be able to cite outside sources of any type, appropriately.

As part of our commitment to academic integrity, Apollo College subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases..

Program / Campus Changes

A change from one program to another or a transfer from one campus to another, may affect graduation date, costs, and financial aid. Whether specific coursework transfers from one program to another depends on the programs and courses involved.

Students are subject to any or all admission requirements of the receiving institution if the student is transferring between campuses or the admission requirements of the new program if changing programs.

Students on probation are not eligible to apply for a change in their program of study or LOA.

Re-entry

Candidates seeking re-entry after dropping, or being dismissed, from the College must follow the petition to return process. This process requires the student to submit a letter of interest. The letter and the student's academic file are then reviewed by one or more members of the campus Executive Team. The Dean of Education or the Dean's designee must approve the Petition to Return based on a finding that the reasons the student failed to successfully complete the program during the prior enrollment have been resolved. Students who dropped or were withdrawn after reaching an SAP evaluation point with a grade point average below 2.0 must wait one year from their last date of attendance before reapplying to the College.

School Holidays, Hours and Schedule

Students enrolled in Apollo's online programs can access courses 24/7/365. Technical assistance is also available on demand. Faculty and staff are expected to respond to student questions or requests within 24 hours. Faculty and staff are diligent and will, in many instances, address concerns in less than 24 hours. In addition, faculty hold regular office hours outside of a traditional schedule.

Faculty and staff are not required to be available on the school sponsored holidays listed below.

New Year's Day	January 1, 2009	Martin Luther King Day	January 19, 2009
Memorial Day	May 25, 2009	Independence Day	July 4, 2008
Labor Day	September 7, 2009	Thanksgiving Day	November 19-20, 2009
	Winter Break	December 24-31, 2009	

Online programs at Apollo College are offered in 16-week semesters, divided into two eight week sessions (A & B). Students may start classes at the beginning of a semester (Session A) or at the mid-point of the semester (Session B).

The schedule for the remainder of 2009 is as follows:

Summer Semester: July 6, 2009 – October 25, 2009

Session A: July 6 – August 30

Session B: August 31 – October 25

Fall Semester: October 26, 2009 – February 28, 2010

Session A: October 26 – December 20

Session B: January 4 – February 28

Spring Semester: March 1, 2010 – June 20, 2010

Session A: March 1 – April 25

Session B: April 26 – June 20

Student Records

During a student's enrollment, Apollo maintains records that include admission and attendance information, academic transcripts and other relevant data. This information is kept for two years after the student is no longer enrolled (three years for Veterans affairs records). Students have the right to review their academic records, including grades and attendance. The Registrar is responsible for all student records. School officials have access to student records for purposes of recording grades, attendance, and guidance, as well as determining financial aid eligibility. Students can request a review of their record by writing to the Registrar at the address listed in this catalog. Copies may be provided to the student at

the student's expense. Permanent student records include admission information and academic transcripts.

All students' educational records are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, the school will not release education records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent or legal guardian.

The College reserves the right to withhold copies of transcripts if the student is delinquent in his or her financial responsibilities to the College.

Threaded Discussion: Policies and Procedures

Key to the learning process in an online educational environment is the interactions among students, the interaction between faculty and students, and the collaboration in learning that results from these interactions. In an Apollo College online course, the primary way this is accomplished is through the use of "threaded discussions."

Threaded discussions are critical to the success of a top-quality Apollo College online course. Online threaded discussions mirror the discussions that take place in a site-based Apollo College classroom. Online discussions take place asynchronously with each student posting or commenting by logging on to the class at different times. Students initiate discussions, ask questions, react to other students, respond to ideas shared by others in the class, and become more creative in their own learning process. This interaction not only allows students to grow cognitively but collegially. Threaded discussions provide for the formation of learning communities, communities where knowledge is imparted and meaning is co-created, thereby setting the stage for the accomplishment of learning outcomes.

To gain maximum benefit from threaded discussions and to ensure a common understanding of student and faculty expectations, the following policies, standards, and guidelines apply:

- Students are expected to logon and post in weekly threaded discussion activity at least every other day (at least 3 days per week in each thread). In the majority of courses, participation at least every other day is necessary if students are to meaningfully interact on discussion issues presented in class. In other courses, it is necessary for students to complete readings and problem assignments prior to meaningful participation and thus the "every other day" requirement denotes a minimum of three days per week.
- Students are expected to fully participate in the "discussion." This means that, in addition to posting a response to the thread topics presented, students are expected to respond to comments and questions from the instructor and/or other students.
- Instructors publish grading criteria for threaded discussions in their courses. The criteria vary depending on course content and learning objectives. Students are responsible for meeting threaded discussion grading criteria.
- Courses will include anywhere from one to three threaded discussion topics per week plus a wrap-up thread. The number of posts per thread topic may vary with the type of course (qualitative vs. quantitative in nature) and the percentage weight given to the threaded discussions in calculating the final course grade. The number of posts per thread topic and the percentage weight will be left up to the discretion of the faculty members.
- Quality indicators for threaded discussion posts are spelled out in the course syllabi under the grading policy of the threaded discussions. Examples of what constitutes a quality posting are written out for the benefit of both students and faculty members. Examples: Did the student include a practitioner example? Did the student post a website? Did the student ask questions of fellow classmates? Did the student give a personal example? Did the student bring in something from the textbook or from some outside reading, to support his/her opinion? The faculty member is looking to see how well the students support their opinions pertaining to the topics and how well they interact with their classmates.
- Instructors participate in weekly threaded discussions a minimum of four times per week in each threaded discussion topic and no less than every other day.
- A threaded discussion is a conversation and not a bulletin board or "chat room." The instructor facilitates discussions between student and instructor, student and student, and groups of students.

The role of the instructor is not to answer every comment or question but to frame issues and extend the discussions through leading and directed questions.

- Threaded discussions strengthen students' ability to communicate effectively both orally and in writing. Both students and instructors are expected to post "threads" that are well thought out, well written, and apply the principles of effective communication.
- Students and instructors are expected to conduct themselves professionally when interacting with one another in threaded discussions.
- Participation in the threaded discussions each week is an important part of the learning process. However, sometimes unavoidable circumstances (please see list below) make participation impossible. In those cases, Apollo College has a process to allow online students to make up participation points for a week of threaded participation by writing a 4-5 page paper. This paper must summarize the discussions missed, and add material to show mastery of the topics discussed, integrating that mastery with the TCO(s) for the week. Students that find they cannot meet the class' minimum Threaded Discussion requirements due to such a circumstance are advised to contact the instructor as soon as possible.

The administration will review the request, and may make accommodations to students under the following circumstances:

- In the event that the area in which a student resides experiences **an extended** power outage due to a natural disaster (hurricane, flood, storm, etc.)
- A student is on active military duty and cannot complete coursework
- A student has a verifiable medical or other personal emergency

Transfer Credits

From Other Colleges: Apollo College may grant academic credit for qualifying credits earned at an institution accredited by an agency recognized by the United States Department of Education. Prior to enrollment, the student seeking transfer credit **must provide an official transcript** from the prior institution in order for the transfer credits to be considered. The student seeking transfer credit must also provide any other materials Apollo College requires in order to establish whether the prior course was equivalent to the Apollo course for which credit is sought, including but not limited to the catalog from the prior school, official course description, or syllabi. Apollo College may require the student seeking credit to undergo an assessment to verify that the student possesses the knowledge and skill provided by the course for which credit is sought.

Transfer credit will only be granted for courses completed with a grade of "C" or better. Courses that transfer into the core curriculum must have been completed within the past two years. Non-science related general education courses must have been completed within the past ten years and science related general education courses are accepted for up to five years of completion.

Students seeking transfer credit from foreign colleges or universities must have transcripts evaluated by a National Association of Credit Evaluation Service -recognized evaluator. Students are referred to member evaluators for evaluation of the credentials/college from which transfer credit is desired. The cost is borne by the student. The maximum number of credits that may be transferred into any program of study is 50%. Transfer credits do not affect grade point average. Tuition adjustment will be made reflecting the reduction in credits to be received from instruction at Apollo College. Financial aid funding may be pro rated if transfer credits reduce a student's academic load.

To Other Colleges: Transfer of credit is always at the discretion of the receiving school. It generally depends on the comparability of curricula and may depend on comparability of accreditation. Apollo College does not imply, promise, or guarantee transferability of credits earned at Apollo College. Programs offered at Apollo College are essentially terminal in nature and designed for employment upon graduation.

Grading System and Policies

Student achievement in coursework at Apollo College is assessed in association to the knowledge, skill, and behavior needed for successful, entry-level employment in the field. Instructors assign grades based on appropriate weighting of participation in threaded discussions, exam scores, projects, homework, quizzes, etc. In order to pass a course, the student must demonstrate achievement in all three areas:

knowledge, skill, and behavior. A student can fail a course if seriously deficient in any one of these critical areas regardless of performance in the other two. No student can graduate without attaining a passing grade for each course in the program. A grade of D is not considered passing in degree programs.

Letter Grade & Quality Points	Quantitative Assessment	Qualitative Assessment	Description
A (4.0)	90-100%	Excellent	Demonstrates knowledge, skill, and behavior well above that required for entry-level employment in the field.
B (3.0)	80-89%	Very Good	Demonstrates knowledge, skill, and behavior greater than required for entry-level employment in the field.
C (2.0)	70-79%	Satisfactory	Demonstrates knowledge, skill, and behavior generally expected of an entry-level employee in the field.
D (1.0)	60-69%	Unsatisfactory	Demonstrates knowledge, skill, and behavior at the lowest acceptable level for entry level employment in the field. (D is not a passing grade in degree programs)
F (0.0)	Below 60%	Failing	Demonstrates serious deficiency in knowledge, skill, or behavior. A grade of "F" is not a passing grade.

The Registrar records final grades for each course on the student's academic record.

Additional Grades

EC (Exam Credit)* Credits awarded for passing a CLEP exam, AP exam, or through ACE military course evaluation are denoted by a grade of EC on the transcript.

TC* (Transfer Credit) When a student has properly applied for and been granted transfer credits prior to enrollment, the Registrar enters the grade of "TC" on the student's transcript. The student is not scheduled for a class for which transfer credit has been awarded and is not required to attend that class. The student may be required to be placed on a NS (non-scheduled) status until a required course is available and scheduled. This may impact the graduation date.

WN* (Withdrawn Not Attempted) or WA* (Withdrawn Attempted) The Dean of Education must approve a course withdrawal. WN represents a course withdrawal where the course was not attempted. WA represents a withdrawal from a course that was attempted. Where a withdrawal from a course is approved and occurs before the student has completed 20% of the course, a grade of "WN" is awarded. If a withdrawal occurs when the student has attended 20% or more of the course, then a "WA" is awarded. Withdrawals are approved only when the student documents an emergency that made it impossible to attend and successfully complete a course and the emergency is expected to be resolved before the start of the next scheduled class. Emergencies that justify a withdrawal must be of the same nature as emergencies that generally would permit a Leave of Absence. If the emergency is such that the student cannot be reasonably expected to resume with the next scheduled course, then the student can either be considered for a Leave of Absence or must be withdrawn from school. (In other words, a withdrawal from a course is considered only for temporary emergencies where the documentation of the reason for the withdrawal supports the expectation that the student will be in attendance for the next scheduled course). A WN will be awarded to a student for a currently enrolled class if an LOA is granted to begin prior to the end of the class.

A student must petition the Dean of Education for a withdrawal grade. The petition must set forth in writing the emergency that makes attendance and completion of the scheduled course impossible. The petition must be accompanied by documentation. Thus, a medical basis for a withdrawal must be accompanied by a physician's statement. Other emergencies must be similarly documented.

** Not computed in GPA*

Challenging a Grade

A student may, in writing, challenge a record to correct or delete any errors. Students have one term (8 weeks) to challenge a grade. Grades and course evaluations can only be challenged on the grounds that they are improperly recorded. The instructor and/or staff personnel involved will review the written challenge and, if appropriate, meet with the student. A determination will be made to retain, change, or delete the disputed data. Should the student request further review, the Dean of Education will conduct a hearing where the student will have full and fair opportunity to present evidence relevant to the disputed issues. The student will be notified of the Dean's decision, which will be final. A copy of the challenge and/or a written explanation will be included as part of the student's permanent record, along with the instructor's and Dean's decisions.

Courses Not Passed

In order to graduate, every student must earn a passing grade in every course in the curriculum. In some programs, a grade of "D" is not considered passing. This information is provided on the course syllabus. When a student does not receive a passing grade, one of two things can happen:

First, the student can repeat the course when it is offered again and earn whatever grade the student achieves. The original grade is denoted by an "R" in front of the original grade. So long as the subsequent grade is a passing grade, the student will then have satisfied requirements for that course and earned the credits associated with it. Students are charged for retaking a class.

Second, at the discretion of the instructor, and within a maximum timeframe of 30 days, the student can remediate the course. Once the student satisfactorily demonstrates to the instructor that he or she has corrected the deficiencies and now has the requisite knowledge, skill and behavior to pass the course, the instructor provides the Registrar with a grade change report that documents the amount of time spent in remediation, the new grade and notes the basis for the change. When a grade change is issued, there is only one entry for the course on the student's transcript, and the original course completion date is retained.

Grade Changes

Instructors may, with the approval of the Dean of Education, submit a grade change after a course grade has been assigned. Ordinarily a grade change is appropriate only when circumstances beyond a student's control prevented the student from achieving a higher grade by the end of the scheduled completion of the course. However, the student was able, at the direction of the instructor, to make-up specific deficiencies following the posting of the grade at the conclusion of the course. Grade changes requested after 30 days require the approval of the Director of Online Development.

Grade Point Average

Grade Point Average (GPA) is an important measure of student progress. As noted in the section titled *Satisfactory Academic Progress*, every student must achieve certain minimum GPA results in order to continue in school. No student may graduate with a CGPA below 2.0. Students are required to pass each course with a "C" or better. Students who receive a "D" are required to repeat the course.

Grade Point Average is calculated as follows: Total Quality Points earned, multiplied by credits attempted, for courses counting toward GPA, divided by total credits earned. (See grading scale on previous page for quality points assigned by grade earned). Example: A student who has received one grade of "A", two grades of "C", one "F", one "TC", one "WN", one "WA" and one "RF" would have the following GPA:

Credits Attempted	Grade	Quality Points
1.5	A	4 x 1.5 = 6
1	C	2 x 1 = 2
2	C	2 x 2 = 4
1	F	0
0	WN	0
0	TC	0
1*	WA	0
1*	RF	0
12 Quality Points and 5.5 Credits attempted GPA 12/5.5 = 2.18		

*Credits attempted in which a WA or RF is assigned are not included for purposes of GPA calculation. However, these credits are included when evaluating the student's quantitative progression through the program for satisfactory academic progress.

Grade Reports

Students can access their grade report in real time on the secure student portal. Copies can also be obtained by request to the Registrar in writing. Allow 3-5 business days to receive grade reports from the Registrar's office.

Repeating a Course to Improve a Grade

To improve a previously earned passing grade, a student has the option of repeating the course two times; the highest grade received for the course will be used in computation of the grade point average and all other grades for the course will not be used to calculate the student's program GPA.

For term based programs, all grades assigned for the term are included for calculation of the term GPA, but only the last grade posted for courses repeated will be included in the program GPA.

A student must pay tuition each time they elect to repeat a course. Tuition is charged on a pro rata basis and is calculated by dividing the total tuition cost of the program by the total number of semester credits in the program to obtain a tuition cost per credit. This cost per credit is then multiplied by the credit value of the course the student is electing to repeat. If the materials for the repeated course have changed, the student will be required to bear the cost of the new materials.

The student should note that Title IV funding and many agency funding programs may not pay the tuition cost to repeat a course. Students are encouraged to meet with the Financial Aid department to understand the impact on their financial obligation with the College. Repeating a course to improve a grade will impact the student's length of time in the program and thereby affect their satisfactory academic progress.

Rounding of Grades

Student grades may be rounded up or down to the nearest tenth at the discretion of the faculty member except where noted on the syllabus. (Example: A 69.9% would be rounded to 70%. A 69.4% would be rounded to 69%).

Satisfactory Academic Progress (SAP)

All students are expected to maintain Satisfactory Academic Progress (SAP), a measure of the student's qualitative and quantitative progress. Evaluation takes place at the mid-point of the scheduled academic year and at the *end* of the scheduled academic year. An academic year for each program is defined in the program descriptions. For purposes of Satisfactory Academic Progress, only the courses attended at the College that are applicable to the program currently enrolled will be evaluated. Transfer credits from other colleges, or courses completed previously at the College that do not transfer to the current program, are not included in the determination of Satisfactory Academic Progress.

- **Qualitative Evaluation**

Students are expected to maintain a 2.0 cumulative grade point average. If the student is not maintaining a 2.0 cumulative grade point average when measured at the mid-point of the academic year, or any evaluation point thereafter up to the end of the second academic year, the student will be placed on probation until the next evaluation period. At the same time that the student is placed on probation, he or she will be notified by the Dean of Education. The student will be eligible for financial aid during the probation period. If the student does not achieve a 2.0 cumulative grade point average at the end of the probation period, the student will be withdrawn and may not re-enroll to the College for one year.

- **Quantitative Evaluation**

Students are expected to complete their program within 150% of the normal time frame. Therefore, students are expected to complete with a passing grade at least 67% of the credit hours attempted at each evaluation period. If the student has not completed at least 67% of the credit hours attempted, the student will be placed on probation until the next evaluation period. The student will be eligible for financial aid during the probation period. If the student has not completed 67% of the total credit

hours attempted at the end of the probation period, the student will be withdrawn from the College and may not re-enroll for at least one year.

Impact on satisfactory academic progress of course repetitions, withdrawals (“WA”, “WN”, “PASS”, and “NO PASS”)

If a student is required to repeat a course, the credits count as credit hours attempted in the time frame evaluation. The last grade earned for the repeated course is counted as credit hours completed and is used in the GPA calculation.

If a student withdraws from a course and receives a “WA,” then the credits count as credit hours attempted but are not computed in the cumulative grade point average.

If a student is authorized a “WN”, then the credits do not count as credit hours attempted and are not computed in the cumulative grade point average.

Classes started but not completed due to an authorized Leave of Absence (LOA), will not be included in the calculation of grade point average or as credits attempted for calculating maximum time frame.

IMPORTANT: Withdrawing from too many classes and/or failing too many classes may result in a student being withdrawn from the College for violation of SAP expectations.

The following examples illustrate the application of the quantitative evaluation or rate of progress.

Example: Student enrolled in a 5 semester, 80 week, 86 semester credit degree program:

- *At the end of the first semester, 12.5 credits attempted, student required to have earned 8.5 credits. If less than 8.5 credits are earned, the student is placed on probation.*
- *At the end of the second semester in which 21 credits were attempted, the student is required to have earned a total of 22.5 credits ($12.5 + 21 = 33.5$ attempted, $\times 67\% = 22.5$ credits). If less than 22.5 credits are earned, and the student was on probation, the student is withdrawn from school. If the student was not on probation, the student is placed on probation.*
- *At the end of the third semester in which 22 credits were attempted, the student is required to have earned a total of 37 credits ($12.5 + 21 + 22 = 55.5$ attempted, $\times 67\% = 37$ credits). If less than 37 credits were earned, and the student was on probation, the student is withdrawn from school. If the student was not on probation, the student is placed on probation.*
- *At the completion of each succeeding semester the student is evaluated to confirm that 67% of the total credits attempted in the program have been earned, and if less than 67% of the total credits were earned, and student was on probation, the student is withdrawn from school. If the student was not on probation, the student is placed on probation.*
- *At 129 credits attempted, the student must have completed the program or is withdrawn.*

Appeal of Satisfactory Academic Progress determination

Students placed on Satisfactory Academic Progress probation, or withdrawn due to failure to meet Satisfactory Progress Standards, may appeal the determination to the Dean, Online Academics in writing within ten days of receiving notice of the determination. Appeals may only raise alleged errors in the application of the Satisfactory Progress Standards and may not dispute course grades. If the appeal is accepted, the correction to the application of SAP will be applied, and the students' status re-evaluated. If the appeal is denied, the student will be notified by the Executive Director, in writing as to the basis of the denial. The Executive Director or designee will respond within 15 business days of receipt of the written appeal.

Reinstatement following dismissal for Satisfactory Academic Progress violations

Students that are dismissed for failing to meet Satisfactory Academic Progress cannot re-enter the institution for one year. Should a student re-enroll after one year, he or she is treated as a new student for the purposes of transcript evaluation. Only courses with a grade of “C” or better are eligible to be evaluated for transfer credit.

Financial Aid

Financial Assistance Information

Apollo College financial aid advisors assist eligible students in seeking financial aid assistance. The College participates in various federal and state student financial assistance programs as well as private third party financing. These programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment and whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Aid. This includes the Federal Pell Grant, Federal Stafford Loans, and Parent Loans for Undergraduate Students (PLUS). In addition, the student may be eligible to participate in institutional or private loan programs that enable the student to contribute to his/her education while in college. The College is also eligible to participate in a number of state agency programs. For detailed information regarding the various Title IV programs, both grants and loans, please refer to the Student Guide located on the Federal Student Aid website at <http://studentaid.ed.gov>.

For a detailed explanation of how you apply for financial aid and how financial aid is administered by Apollo College, please refer to the Financial Aid Handbook.

Financial Responsibility

Students who obtain loans for their programs of instruction are responsible for the full repayment of these loans plus any accrued interest. Students must repay loans even if they do not complete the educational program, or are not able or do not choose to get a job after completing the program. Students who fail to repay a loan will be considered in default. Default on a loan may result in the loan becoming immediately due and payable, withholding of federal and/or state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and/or the reporting of the default to a national credit bureau.

Institutional Cancellation and Refund Policies

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Ten-Day Cancellation: An applicant who provides notice of cancellation within ten business days after signing an enrollment agreement (excluding weekends and State and/or Federal holidays) is entitled to a refund of all monies paid.

Other cancellations: An applicant requesting cancellation more than ten business days after signing an enrollment agreement and making an initial payment, but prior to entering the College, is entitled to a refund of all monies paid minus a registration fee of 10% of the contract price of the program, or \$100 whichever is less.

Refund after the commencement of classes

In many instances, refund policies are dictated by state laws. The general policy below is enforced in all states where a stricter policy is not required by law. If a stricter policy is required in the state where the student resides, that policy is listed on the enrollment agreement and supersedes the catalog.

(1) Procedure for withdrawal/withdrawal date.

A student choosing to withdraw from the College after the commencement of classes must provide written notice to either the Registrar or the Executive Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student. For a student who fails to return from an authorized Leave of Absence or completes the program but does not qualify as a graduate (assigned a Completer Status), the withdraw date is the student's last date of attendance.

(2) Federal Return of Funds Policy.

Any student who withdraws from the College after the commencement of classes and received Title IV Federal Aid will be subject to the Federal Return of Funds Policy. The Federal Return of Funds Policy requires that a refund of the Title IV grants and loans received be made in proportion to the enrollment period remaining whenever the period remaining is 40% or more.

(3) Tuition Charges.

Tuition charges for the enrollment period will be determined based upon the student's ***last day of attendance*** and the resulting percentage of the enrollment period completed. Tuition charges and refund amounts are determined as follows:

(A) Tuition charges for the enrollment period are based upon the student's last day of attendance and the resulting percentage of the enrollment period completed. Enrollment period is defined as a semester, quarter or term, or the period of enrollment as expressed on the enrollment agreement. Tuition earned is determined by dividing the number of calendar days elapsed from the start date to the last day of attendance, by the number of calendar days in the enrollment period, rounded upward to the next percentage (23.3% rounded to 24%). Students completing over 60% of the enrollment period will be charged 100% of the tuition for the enrollment period. The refund shall be the amount the student paid in excess of tuition earned less additional charges for registration fees, textbooks, and supplies.

(4) Additional Charges for Registration fee and textbooks and supplies specified in the Enrollment Agreement: If the student receives equipment, textbooks, or supplies as specified in the Enrollment Agreement as a separate charge, and returns them unused within 30 days following the date of the student's cancellation or withdrawal, the College shall refund the charge for the unused items paid by the student. If the student fails to return the aforementioned items within this 30-day period, the College may offset the documented costs to the College of these items against the refund due. The student shall be liable for the amount, if any, by which the documented costs for these items exceed the prorated refund amount. Disputes will be resolved by the Executive Director for refunds required by this subsection on a case-by-case basis.

For the purposes of this section:

- The period of a student's attendance is measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences. Approved LOAs and courses for which the student received a WN are not included.
- The period of time for a training program is the period set forth in the enrollment agreement.
- Tuition must be calculated using the tuition and fees as set forth in the enrollment agreement and does not include books, supplies, and equipment that are listed separately from tuition and fees.

Issuing Refunds/Date of Determination

Any refunds due as a result of the Federal Return of Funds Policy or the College's refund policy will be made within 45 days of the date of determination of withdrawal. The date of determination is defined as the date the student notifies the College of his or her decision to withdraw or the date the College determines to withdraw the student in accordance with the College's policies.

Special Cases

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the College may make a settlement that is fair.

Distribution Priority of Refunds and Repayment

Returns will be made in the following order:

1. Unsubsidized Federal Stafford Loans
2. Unsubsidized Federal Direct Stafford Loans
3. Subsidized Federal Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal PLUS Loans

6. Federal Direct PLUS Loans
7. Federal Pell Grants
8. Federal SEOG Program
9. Other SFA Programs
10. Other federal, state, private, or institutional sources
11. The student

Student Services

Advising

Academic Advising - Faculty and administration at Apollo College encourage students to seek assistance with academic concerns or other problems that may interfere with education. Each student is encouraged to initiate discussions with instructors whenever the student has concerns. If at any time the student feels that the instructor was not able to adequately address the concerns, the student should contact the Program Director or Dean of Education, who will assist the student in getting necessary help to resolve the issues.

Career Advising - Career advisement is available online, by phone, or in-person from representatives in the Career Services department. Apollo College does not guarantee employment following graduation. However, Career Services will work with every student to assist in finding that special job. Students can increase the chances of obtaining the employment they want by excelling academically. The attendance, attitude, and effort a student demonstrates at school will be considered by an employer in a hiring decision.

Apollo College works closely with its students to help provide:

- Assistance with application and employment forms.
- Assistance with the preparation of resumes.
- Interviews with prospective employers.
- Contacts with employers to identify job openings.
- Information concerning employment opportunities with local, state, and federal agencies.

Personal Counseling - All students have access to professional counseling through Student Resource Services (SRS), which provides counseling 24 hours per day, 7 days a week with a Master's Level licensed counselor. This program provides students with a toll free number whereby they can receive assistance from a professional counselor. These counselors can provide immediate assistance and/or refer the student to in-person counseling close to the campus at no additional cost. SRS also has a network of local resources that the student can access to assist them with daily concerns such as housing, childcare, and stress, to name a few.

Drug and Alcohol Awareness Program

Apollo College believes that drug and alcohol abuse is detrimental to the physical, psychological, and professional well-being of its students and strives to host an environment where 100% of its students are free from addictions. Students are prohibited from participating online or at a clinical setting while under the influence of drugs or alcohol.

Legal Convictions and Health Risks. Consequences of felony drug convictions vary by state. Penalties can range from five years to life imprisonment and/or a \$15,000 to \$25,000 fine. If marijuana, LSD, amphetamines, heroin, or cocaine are delivered, sold, or dispensed in any manner to a minor, the penalties double. Misdemeanor penalties range from one year to five years imprisonment and or a \$1,000 to \$10,000 fine.

The following are examples of health risks associated with the abuse of alcohol and/or the use of illicit drugs: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach disorders; impotence and infertility; birth defects such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema; chronic lung disease (marijuana); seizures, cardiac arrest, respiratory arrest, or stroke (cocaine).

Where to get help. Apollo College does not support or endorse any program or facility or attest to the reliability of information given or treatment provided by any program, telephone hotline, or facility. The College provides this information as a service to its students and employees. This information is intended as only a partial listing of the resources that may be available to students seeking assistance.

1-800-662-4357 or www.drughelp.org

This is a national substance abuse information and referral service. It provides information on specific drugs and treatment options and referrals to treatment programs and self-help groups, family support groups, and crisis centers nationwide. It deals with all drugs. It is affiliated with Phoenix House, a leading non-profit drug abuse service organization.

1-800-729-6686 or www.health.org

Health Services

Apollo College does not provide campus health services.

Learning Resources

Apollo College has appropriate learning resources to complement its programs of study. Online library resources, multimedia, and other course ancillaries can be accessed through the online portal through the use of a password.

Library Services

Apollo College online students have access to several online databases on a 24/7 basis. These databases contain current, full text articles, from referred journals as well as access to manuscripts and books in an electronic format.

Student Suggestions

Apollo College welcomes suggestions as to ways in which any aspect of the College can be improved. Such recommendations should be emailed to the attention of the Director of Online Development.

Program Descriptions

The following pages contain the descriptions of the programs offered online by Apollo College.

Changes to programs listed in this catalog are described in the Catalog Addendum.

Degree Programs

Respiratory Care

Credential: Bachelor of Science (degree completion program)

Program Codes: BSRC1

This program version is offered online

The goal of the Respiratory Care program is to enhance opportunities of Registered Respiratory Therapists through further exploration of respiratory therapy, research, management theory, and advanced clinical experiences.

The Registered Respiratory Therapist (RRT) applies scientific knowledge and theory to practical clinical problems concerning the cardiopulmonary system. The RRT is a clinician who consults with physicians and works with physician's assistants, nurse practitioners, registered nurses, and other allied health care providers for patient care diagnoses and protocols. Additionally, graduates of the Bachelor of Science in Respiratory Care program will be prepared to assume a management role, conduct research, or continue as a competent practitioner of respiratory services.

In order to be eligible for enrollment, students must hold current RRT or CRT certification and have graduated from an accredited Respiratory Care program at the AOS, AAS, or AS level. If upon review of the AOS, AAS, or AS transcript, it is determined that the student has not fulfilled the associate level general education requirements, which require 15 semester credit hours of coursework in English, Mathematics, Science, Social Science, and Humanities, the student will be required to satisfy those requirements prior to graduation. These requirements can be fulfilled through completion of coursework or CLEP examinations.

Clock hours	1170
BSMI degree completion program	54.0 credits
Credit for ARRT	60.0 credits
Credit for AS gen eds	15.0 credits*
Total credits for BS degree	129.0 credits

*As a requirement for graduation, students must provide official transcripts from an accredited institution that demonstrate completion of the following general education coursework: College English, Communication, Algebra, Sociology, Psychology

Technical courses in this curriculum must be taken in a prescribed sequence with courses from the preceding semester satisfactorily completed before progressing to the next semester. See course descriptions for prerequisite and co requisite information. Prerequisites must be met as described in the course description section of this catalog. The recommended sequence of classes is listed below.

Bachelor of Science in Respiratory Care		Hours			
Course Code	Course Title	Lecture	Lab	Clinic	Credit

BIO304	Pathophysiology	45	30	0	4
HUM205	Critical Thinking	45	0	0	3
RRT351	Pulmonary Rehabilitation and Continued Care	45	0	0	3
ENV351	Environmental Science	45	30	0	4
PHY220	Physics	45	30	0	4
RRT362	Pharmacotherapeutics in Respiratory Care	45	0	0	3
RRT375	Advanced Adult Mechanical Ventilation	15	30	0	2
RRT399	Applied Studies in Patient Safety	0	0	180	4
ECO345	Economics	45	0	0	3
RRT425	Advanced Neonatal Pediatric Respiratory Care	45	30	0	4
SCI405	Evidence Based Practice in Health Sciences	45	0	0	3
MAT305	Statistics for Health Professionals	45	0	0	3
RRT445	Advanced Respiratory Care Diagnostics	45	0	0	3
MGT475	Leadership and Management in Health Sciences	45	0	0	3
RRT451	Principles of Sleep Diagnostics	45	0	0	3
RRT499	Capstone Course - Contemporary Studies in Quality Improvement	15	0	225	5

Medical Imaging

Credential: Bachelor of Science (degree completion program)

Program Codes: BSMI1

This program version is offered online

The Bachelor of Science in Medical Imaging degree completion program provides advanced study in radiography. This program is designed to give imaging practitioners a broad perspective into various imaging modalities. In addition to imaging coursework, this program strengthens the students' understanding of research, management, and administration. Students complete a research project as a component of the allied studies portion of the program.

In order to be eligible for enrollment, students must hold current ARRT certification and have graduated from an accredited Medical Radiography program at the AOS, AAS, or AS level. If upon review of the AOS, AAS, or AS transcript, it is determined that the student has not fulfilled the associate level general education requirements, which require 15 semester credit hours of coursework in English, Mathematics, Science, Social Science, and Humanities, the student will be required to satisfy those requirements prior to graduation. These requirements can be fulfilled through completion of coursework or CLEP examinations.

Clock hours	1170
BSMI degree completion program	55.0 credits
Credit for ARRT	60.0 credits
Credit for AS gen eds	15.0 credits*
Total credits for BS degree	130.0 credits

*As a requirement for graduation, students must provide official transcripts from an accredited institution that demonstrate completion of the following general education coursework: College English, Communication, Algebra, Sociology, Psychology.

Bachelor of Science in Medical Imaging		Hours			
Course Code	Course Title	Lecture	Lab	Clinic	Credit
HUM205	Critical Thinking	45	0	0	3
BIO304	Pathophysiology	45	30	0	4
ECO345	Economics	45	0	0	3
RAD314	Contemporary issues in Radiation Science	45	0	0	3
PHY220	Physics	45	30	0	4
RAD304	Principles and Instrumentation of Mammography	45	30	0	4
RAD334	Picture Archiving and Communication Systems (PACS)	45	0	0	3
RAD399	Applied Studies in Patient Safety	0	0	180	3
RAD415	Principles and Instrumentation of Computed Tomography	45	30	0	4
BIO305	Cross Sectional Anatomy	45	30	0	4
MAT305	Statistics	45	0	0	3
SCI405	Evidence Based Practice in Health Science	45	0	0	3
RAD425	Quality Assurance in Diagnostic Radiography	45	0	0	3
MGT475	Leadership and Management in the Health Professions	45	0	0	3
RAD451	Principles and Instrumentation of Magnetic Resonance Imaging	45	0	0	3
RAD499	Contemporary Studies in Quality Improvement	0	0	240	5

Course Descriptions

Semester credit hours awarded by Apollo College are noted in each course description. Prerequisites are listed after each description. Corequisites are only listed where applicable. Courses require admission to the program in which they are offered.

* General Education courses are denoted with an asterisk.

+ Applied General Education courses are denoted with a plus sign.

^ Core program requirements are denoted with a caret.

Apollo College Respiratory Care BS Degree Course Descriptions

BIO304 Pathophysiology*

4 credit hours

In this course students examine various disease states and the resulting physiological responses. Upon completion of the course, students will have an understanding of pathophysiological changes manifested in each body system as well as the primary and secondary effects of the disease.

Prerequisite: None

HUM205 Critical Thinking*

3 credit hours

This course explores techniques of critical thought. Issues are evaluated from multiple perspectives, putting facts, theories, and practices in conflict with alternatives to see how things could be otherwise. Observation and interpretation, reasoning and inference, valuing and judging, and the production of knowledge in its social context are also discussed.

Prerequisite: None

RRT351 Pulmonary Rehabilitation and Continued Care^

4 credit hours

In this course, students review respiratory care treatment for chronically ill patients with lung and heart disorders. Topics of the course include testing, development of exercise prescriptions, patient management, patient education, and the use of a multidisciplinary approach to patient care. Upon successful course completion, students can sit for a national examination to become a certified asthma educator.

Prerequisite: BIO304 and HUM205

ENV 351 Environmental Science*

4 credit hours

This course integrates natural and social science concepts to explore the interrelationship of living things. Course work focuses on environmental issues problems and possible solutions. Through lab exercises students apply general principles using a variety of methods and explore a broad range of topics.

Prerequisite: BIO304 and HUM205

RRT362 Pharmacotherapeutics in Respiratory Care^

3 credit hours

In this course students review the pharmacological principles and practices of respiratory care drugs, with emphasis on classification, routes of administration, dosages, dosage calculations, and contraindications. Student will become proficient with the most commonly administered drugs for respiratory care as well as the clinical applications of anti-infectives, surfactants, muscle relaxants, sedatives, diuretics, analgesics, anticoagulants, thrombolytics, and specific cardiovascular agents. Upon course completion the student will be able to identify and define pharmacological abbreviations and symbols used in respiratory care.

Prerequisite: ENV351 and RRT351

RRT375 Advanced Adult Mechanical Ventilation^

2 credit hours

In this course students discuss issues relevant to providing respiratory care to critically ill adults. Students evaluate case studies using a multi system approach to identify cardiopulmonary problems and determine appropriate therapeutic procedures. Students demonstrate advanced competencies in ventilator management and critical care monitoring through use of an online laboratory simulation in RRT399.

Prerequisite: RRT362 and PHY220

RRT399 Applied Studies in Patient Safety^

4 credit hours

In this applied study, students will examine the current status of patient safety and risk management in health care. Course work will include recent studies on patient safety and risk reduction conducted by the Institutes of Medicine, the Centers for Medicare and Medicaid and the American Hospital Association. They will then apply this information in a health care practice setting. Students will examine behaviors and practices that lead to medical errors, analyze available data regarding risk areas and conduct an analysis of risk in health care practice. Using strategies from the Joint Commission, the National Patient Safety council or other groups students will design and organize a plan to improve patient safety for at least one area of risk in the setting. The results of their plan will be presented to the class and to the facility.

Pre or Corequisites: RRT362 and PHY220

PHY220 Physics*

4.0 credit hours

In this course students are introduced to general concepts of physics. Topics include Newton's Laws, Energy and Conservation, vectors, kinematics, Torque and rotation, Fluids and Elasticity, and Oscillations and Waves among others. Students will further investigate these topics during the lab component of the course.

Prerequisite: ENV351 and RRT351

MAT305 Statistics*

3.0 credit hours

In this course students apply statistical analysis tools to health information management processes and cases. Descriptive statistics, nonparametric methods and inferential statistics are used to organize and present health care data. . Students also receive an introduction to statistical analysis using the SPSS computer software program.

Prerequisite: ECO345 and RRT425

SCI 405 Evidence Based Practice in Health Science^

3.0 credit hours

The research process and its use in health science practice are explored. The skills related to data based literature searches and reading published research findings are taught. Students learn how to use best evidence as the basis for care delivery.

Prerequisite: ECO345 and RRT425

RRT425 Advanced Neonatal and Pediatric Respiratory Care^

4.0 credit hours

In this course students evaluate advanced concepts in providing respiratory care to critically ill newborns and children. Students evaluate case studies to identify common cardiopulmonary problems such as respiratory distress syndrome, pulmonary hypertension, and intracranial hemorrhage and then determine appropriate therapeutic interventions.

Prerequisite: RRT375 and RRT399

RRT445 Advanced Respiratory Care Diagnostics^

3.0 credit hours

In this course students study pulmonary diagnostic techniques with an emphasis on cardiopulmonary function testing and interpretation. Topics include hemodynamic monitoring, ventilatory waveform analysis and capnography.

Prerequisite: SCI405 and MAT305

MGT475 Leadership and Management in Health Sciences^

3 credit hours

This course will provide students with theoretical and practical knowledge needed to assume managerial and leadership positions in health care settings. Content will include leadership styles, management principles, resource allocation, strategic planning and program evaluation.

Prerequisite: SCI405 and MAT305

RRT451 Principles of Sleep Diagnostics^

3.0 credit hours

This course examines the physiology of sleep and sleep disorders. Students learn the procedures used in polysomnography and non invasive treatments such as C-PAP and Bi-PAP units.

Prerequisite: RRT445 and MGT475

ECO345 Economics*

3.0 credit hours

This course provides an introduction to microeconomic and macroeconomic principles. Topics include the economy of the United States, the role of government, forms of competition, resource allocation, business economics, supply and demand, price, banking and money, and international trade.

Prerequisites: RRT375 and RRT399

RRT499 Contemporary Studies in Quality Improvement^

5.0 credit hours

The goal of our health care delivery system is to achieve optimal patient outcomes in an efficient and effective manner. Dimensions of quality include technical aspects of care, patient satisfaction, cost of care and coordination of health care across providers and settings. In this capstone course, students apply techniques and tools from continuous quality improvement to a select clinical issue. The quality improvement project includes a qualitative and quantitative analysis of the problem, development of new processes, procedures and systems to achieve quality improvement and an evaluation feedback loop. Students will present their final projects and improvement plans to the class.

Prerequisites: RRT445 and MGT475

**Apollo College
Medical Imaging BS Degree
Course Descriptions**

BIO304 Pathophysiology*

4 credit hours

In this course students examine various disease states and the resulting physiological responses. Upon completion of the course, students will have an understanding of pathophysiological changes manifested in each body system as well as the primary and secondary effects of the disease.

Prerequisite: None

HUM205 Critical Thinking*

3 credit hours

This course explores techniques of critical thought. Issues are evaluated from multiple perspectives, putting facts, theories, and practices in conflict with alternatives to see how things could be otherwise. Observation and interpretation, reasoning and inference, valuing and judging, and the production of knowledge in its social context are also discussed.

Prerequisite: None

PHY220 Physics*

4.0 credit hours

In this course students are introduced to general concepts of physics. Topics include Newton's Laws, Energy and Conservation, vectors, kinematics, Torque and rotation, Fluids and Elasticity, and Oscillations and Waves among others. Students will further investigate these topics during the lab component of the course.

Prerequisite: ECO345 and RAD314

RAD304 Principles and Instrumentation of Mammography^

4 credit hours

This course explores the development of film-screen mammography as well as the technology of breast imaging including digital mammography. Topics include radiation dose and risk, radiation protection, quality control and the Mammography Quality Standards Act. Current breast imaging techniques are introduced.

Prerequisite: ECO345 and RAD314

RAD314 Contemporary issues in Medical Imaging^

3 credit hours

This course explores contemporary issues related to medical imaging modalities and instrumentation methods. Case studies will be taken from current literature.

Prerequisite: HUM205 and BIO304

RAD334 Picture Archiving and Communication Systems (PACS)^

3 credit hours

This course reviews the history of Picture Archiving and Communication Systems (PACS) and image acquisition modalities connected to the PACS. The major components of a PACS, PACS integration, and PACS Workflow are described. The roles, responsibilities and tasks of a PACS system administrator are also reviewed. An overview of HIPAA requirements for PACS is also included.

Prerequisite: PHY220 and RAD304

RAD399 Applied Studies in Patient Safety^

3 credit hours

In this applied study, students will examine the current status of patient safety and risk management in health care. Course work will include recent studies on patient safety and risk reduction conducted by the Institutes of Medicine, the Centers for Medicare and Medicaid and the American Hospital Association. They will then apply this information in a health care practice setting. Students will examine behaviors and practices that lead to medical errors, analyze available data regarding risk areas and conduct an analysis of risk in health care practice. Using strategies from the Joint Commission, the National Patient Safety council or other groups students will design and organize a plan to improve patient safety for at least one area of risk in the setting. The results of their plan will be presented to the class and to the facility.

Prerequisites: PHY220 and RAD304

MAT305 Statistics*

3.0 credit hours

In this course students apply statistical analysis tools to health information management processes and cases. Descriptive statistics, nonparametric methods and inferential statistics are used to organize and present health care data. . Students also receive an introduction to statistical analysis using the SPSS computer software program.

Prerequisite: RAD415 and BIO305

SCI 405 Evidence Based Practice in Health Science^

3 credit hours

The research process and its use in health science practice are explored. The skills related to data based literature searches and reading published research findings are taught. Students learn how to use best evidence as the basis for care delivery

Prerequisite: RAD415 and BIO305

RAD415 Principles and Instrumentation of Computed Tomography^

4 credit hours

This course reviews the major components of a CT scanner, such as computers, array processors, display, recording and storage devices. Students evaluate factors that affect image quality and radiation dosages to patients. The technologic aspects of computed tomography, including digital image processing, radiation attenuation, data acquisition, and image reconstruction are also discussed.

Prerequisite: RAD334 and RAD399

RAD425 Quality Assurance in Diagnostic Radiology^

3 credit hours

The goal of our health care delivery system is to achieve optimal patient outcomes in an efficient and effective manner. Dimensions of quality include technical aspects of care, patient satisfaction, cost of care and coordination of health care across providers and settings. In this capstone course, students will apply techniques and tools from continuous quality improvement to a select clinical issue. The quality improvement project will include a qualitative and quantitative analysis of the problem, development of new processes, procedures and systems to achieve quality improvement and an evaluation feedback loop. Students will present their final projects and improvement plans to the class.

Prerequisite: RAD425 and MGT475

MGT 475 Leadership and Management in Health Sciences^

3 credit hours

This course will provide students with theoretical and practical knowledge needed to assume managerial and leadership positions in health care settings. Content will include leadership styles, management principles, resource allocation, strategic planning and program evaluation.

Prerequisite: MAT305 and SCI405

ECO345 Economics*

3.0 credit hours

This course provides an introduction to microeconomic and macroeconomic principles. Topics include the economy of the United States, the role of government, forms of competition, resource allocation, business economics, supply and demand, price, banking and money, and international trade.

Prerequisites: HUM205 and BIO304

BIO305 Cross-Sectional Anatomy^

4 credit hours

This course provides the student with an introduction to anatomy of the human body in cross section. Topics include sectional anatomy as demonstrated by computed tomography, magnetic resonance and ultrasound. Upon completion the student will be able to identify cross sectional anatomy in sagittal, coronal and axial planes.

Prerequisite: RAD334 and RAD399

RAD451 Principles and Instrumentation of Magnetic Resonance Imaging^

3 credit hours

In this course the students will learn the essential physical principles of magnetic imaging for diagnostic use including nuclear magnetism, resonance, image contrast and pulse sequencing. The structure and use of image scanners and their application in both basic and specialized diagnostic studies will be presented

Prerequisite: RAD425 and MGT475

RAD499 Contemporary Studies in Quality Improvement^

5 credit hours

The goal of our health care delivery system is to achieve optimal patient outcomes in an efficient and effective manner. Dimensions of quality include technical aspects of care, patient satisfaction, cost of care and coordination of health care across providers and settings. In this capstone course, students apply techniques and tools from continuous quality improvement to a select clinical issue. The quality improvement project includes a qualitative and quantitative analysis of the problem, development of new processes, procedures and systems to achieve quality improvement and an evaluation feedback loop. Students will present their final projects and improvement plans to the class.

Prerequisites: RAD425 and MGT475

The prerequisite requirements for a course are subject to change based on industry standards and may change without notice. Contact the Program Director or Dean of Online Academics for specific information regarding prerequisite and corequisite requirements.

Legal Notices

Regulations

Privacy Act

Apollo College complies with the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of students' educational records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings.

Apollo's policy on releasing student-related information explains school procedures for complying with the Act's provisions. Copies of the policy are available in the Student Services Office and/or the student handbook.

Nondiscrimination Policy

Apollo College is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available.

Apollo College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Additional information about this policy or about assistance to accommodate individual needs is available from:

General Counsel
DeVry Inc.
One Tower Ln.
Oakbrook Terrace, IL 60181-4624
630.571.7700
800.73.DEVRY

Drug Free Schools and Communities Act

Apollo College complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on school property. Anyone in violation of state, federal or local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and school disciplinary action.

Campus Crime and Security Act

Apollo College complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency. Emergency numbers are located throughout the school.

Safety Information

The security of all school members is a priority. Each year Apollo publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about Apollo's policy on alcohol and other drugs, and informs students where to obtain a copy of the alcohol and drug policy. This report is available at Apollo or by calling (866) 933-8660.

Rules and Enrollment Conditions

Apollo College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. Apollo reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Explanations of the academic integrity policy, code of conduct, disciplinary process and grievance/appeals process are provided in the student handbook.

Graduation Rates

Apollo College complies with the Student Right to Know Act and annually prepares the graduation rate of its degree-seeking, full-time undergraduate students who have graduated by the end of the 12-month period ending June 30, during which 150 percent of the normal time for graduation from their program has elapsed.

This information is available from Apollo admissions staff or by calling (602) 324-5541.

FERPA Release of Information

Directory Information

In compliance with the Family Educational Rights and Privacy Act, Apollo College treats the following student information as directory information, which can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, level of enrollment.

Students may restrict the release of directory information by written request available in the Admissions and Registrar's office.

Non-Directory Information

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

Electronic Files

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage and the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

Access to Records

- Any currently enrolled or former student has a right of access to any and all records relating to the student and maintained by the College. Individuals who applied to the school but did not attend are not covered by FERPA. The full policy and procedure for review of a student's records are available from the Registrar.
- Students 18 years of age or older may examine all records in their name. These records are not available to any other person except appropriate College personnel, unless released by the student. Legal exception is provided to the above regulation, and these exceptions will be explained to any person who requests the information from the Registrar.
- Each student has a right to challenge any record kept by the College. The Registrar is responsible for all student records. Challenge of records, if any, shall be in writing to the Registrar and the Executive Campus Director. A decision will be made within five school days to uphold or reject the challenge of any record. When the challenge of a record is upheld, the record shall be amended. If the challenge of a record is denied, the student may appeal this decision to the College's Executive Campus Director.
- The specific regulations governing the Family Educational Rights and Privacy Act are available in the office of the Dean of Education and Registrar.