

CATALOG



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SECTION I. – Background

Accreditation, Approval, and Licensure of Institution and Programs

History

United Career Institute was established in 2019 by West Virginia Junior College in Morgantown, West Virginia. The Pennsylvania campus was established to provide short-term career-focused training to meet the needs of southwestern Pennsylvanians and their employers. United Career Institute is a non-main campus of West Virginia Junior College – Morgantown, WV.

West Virginia Junior College (then called Morgantown Commercial College) was founded in 1922. Its original emphasis was basic office skills, such as typing, bookkeeping and business writing. Over the years, the College evolved to meet the changing needs of area employers and to broaden its reach. Today, the campuses offer a variety of short-term career-focused programs in the fields of health, business and technology.

Approvals/Accreditation/Authorization to Operate

- United Career Institute is institutionally accredited* by the Accrediting Bureau of Health Education Schools to award diplomas. The Accrediting Bureau of Health Education Schools contact information is 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852, Phone (301) 291-7550.
- Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Bureau of Health Education Schools at 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852, Phone (301) 291-7550.
- The West Virginia Junior College (Morgantown main campus) is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for Community and Technical College Education 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.
- The United Career Institute campus in Irwin is licensed by the Pennsylvania State Board of Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120 (717) 783-8228.
- The United Career Institute Practical Nursing program has been granted full approval by the Pennsylvania State Board of Nursing Professional License Examiners for LPNs. PO Box 2649, Harrisburg, PA 17105-2649. Phone number (717) 783-7142.

Note: For the most current information regarding Approvals/Accreditation/Authorizations, please ask the President.

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the President. The President will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.

*Accreditation is a complex subject. This institution is “institutionally” accredited by a national accreditation agency. Other types of accreditation include regional accreditation and programmatic accreditation. The type of accreditation can impact important student benefits, such as academic credit transfer and graduate job eligibility. Prospective students should direct any accreditation questions to the President before enrolling.

Statement of Legal Control

The West Virginia Junior College is a private, proprietary corporation. It operates a main campus in Morgantown, WV under the name West Virginia Junior College. It operates one additional campus in Irwin, PA under the name United Career Institute. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site President.

The President is charged with responsibility to manage all aspects of the campus operation and to exercise such discretion as he/she deems appropriate, within the broad guidelines and policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform other similar ministerial functions as required of corporate officers by law. No corporate officer has managerial or administrative responsibility and is not in the chain of command, unless he or she also holds the position of President.

General Information

IMPORTANT NOTICE – Students are expected to read and be familiar with this catalog before they begin classes. It contains important information for attendance at this campus. The student's and Institution's contractual rights and responsibilities to each other are contained in the student's enrollment agreement, arbitration agreement, and this catalog is incorporated into and is a part of the enrollment agreement. (In the event of a conflict between the enrollment agreement and this catalog, the enrollment agreement controls.)

This catalog, the student's enrollment agreement and arbitration agreement shall be considered the only official documents of the Institution. Brochures, advertisements or documents and/or oral statements should be considered for general informational purposes only, are subject to change with or without notice, and do not create any legally binding rights or responsibilities on the part of the Institution or the student. This catalog is current at the time of printing; however, the Institution reserves the right to make changes, additions, or deletions or to waive or change any requirement or rule, or to terminate any other campus or educational activities or services, where the administration, in its sole opinion, deems such actions to be appropriate. Attachments to this catalog (appendixes, supplements, etc.) if any, are a part of this catalog and should be referred to where pertinent. Any obligation to provide any benefits or services offered by this Institution (such as review privileges, placement assistance, etc.) shall end if the Institution terminates operation of this campus.

This catalog is current at the time of publication. Check with the President for updated information.

Non-Discrimination Policy

This Institution does not discriminate in any of its programs, activities, services or employment practices on the basis of race, religion, national origin, gender, age, color, pregnancy, childbirth or related medical condition, disability, sexual orientation, gender identity, or any other prohibited criteria. The institution will conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws. For all disabilities, accessibility to facilities and services will be made through reasonable accommodations in accordance with legal requirements. Any inquiries concerning such matters should be made to the President.

Student Accommodations Policy

The Institution prohibits discrimination based on disability and is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and activities on an equal basis. In accordance with applicable law and Institution's policies, the Institution will provide reasonable accommodations to qualified individuals with disabilities on an individualized, case-by-case basis.

Students who wish to request accommodations should note the following:

- A student requesting an accommodation based on a disability must have a disability covered by law and meet the academic and technical standards required for admission or participation in the Institution's programs and activities, with or without reasonable accommodation.
- Appropriate supporting documentation may be requested. Documentation requirements vary according to each individual's disability and situation and must be from a qualified professional with relevant experience and no personal relationship with the individual being evaluated. Appropriate supporting documentation will generally provide information to establish the existence of the disability, describe the nature of the disability, explain the limitations of the student, and offer accommodation recommendations.
- Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis.
- The Institution will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.

- The Institution is only obligated to provide reasonable accommodations. An accommodation is not reasonable if it would result in an undue burden or require a fundamental alteration of the Institution’s programs or activities.

Once a student’s accommodation request has been approved, the Institution will prepare an Accommodation Plan outlining the approved accommodations.

Any complaint or grievance based on this policy will be addressed in accordance with the Internal Grievance Complaint Policy and Procedure found in the Institution’s Catalog.

Mission

United Career Institute is dedicated to providing an opportunity to individuals who desire specialized career training delivered through either a residential or online education experience. It is through the educational process that students receive support and encouragement so they may reach their full potential. This Institution believes this will enhance employability. To accomplish this important goal, this Institution is committed to career training which emphasizes skills, attitudes, and work habits consistent with good business practices through educational excellence.

This Institution maintains the philosophy that the “student comes first” and practices an “open door” policy allowing students accessibility to all faculty and administrative staff. A cohesive bond between the student and the school is developed as a result of this open communication and is fundamental in the development of the skills and knowledge necessary to prepare for entry into a career field.

The mission of the Institution will be accomplished by the achievement of the following objectives:
Continually offer students viable career options by providing quality educational programs based on employer-driven requirements.

Maintaining a qualified faculty and staff dedicated to the personal and professional development of each student.

Develop each student’s ability to communicate effectively, both orally and in writing, and to think critically.
Constantly analyze and update curricula to remain in the forefront of changing and emerging technologies.

Institutional Operating Standards

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

To provide quality value-added service to our customers,

To exhibit a high level of ethical standards in every action taken and statement made,

To comply with all federal, state or other laws, rules or regulations,

To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution’s expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct towards fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

Affiliations

The School is a member of the following:

Chamber of Commerce

Pennsylvania Association of Private School Administrators

United Career Institute is an approved provider for the PA Commonwealth Workforce Development System in conjunction with the Private Industry Council and PA CareerLink.

SECTION II. – Admissions

General Admissions Requirements and Procedures

Applicants for admission to programs shall be admitted on the basis of:

- High school diploma, High School Equivalency (TASC/GED, etc.), or home school credentials or other evidence of successful secondary education completion that is permitted or recognized by the state.

Verification of successful secondary education completion is made by securing of independent and substantiating documentation.

- Required technology (See *Online Course/Distance Education > Resource and Equipment Requirements* in this catalog for specific technology requirement.) and computer skills for students applying for online courses.
- Specific programs may have additional admissions requirements. Refer to the specific program sections below for those requirements.
- The Institution does not currently accept students that either reside in or are living in the following states and U.S. territories: California, New York, Massachusetts, Guam, Puerto Rico.

General Admissions Advice for Applicants

- Certain factors may limit the ability of the student to complete all necessary graduation requirements and/or may negatively impact the graduate's ability to obtain meaningful employment in field. Examples of such factors may include, but are not limited to:
 - Family and/or other personal obligations, such as responsibility for minor children in situations where the applicant does not have adequate childcare assistance,
 - Lack of a reliable car or other means of transportation to enable the applicant to attend all classes and, after graduation, commute to places of potential employment,
 - Criminal record that would inhibit the applicant's ability to complete the program and/or obtain employment in the field,
 - Lack of intent to seek employment in field or seek other benefit related to the training upon completion of program

Individuals interested in one of the Institution's programs are to (1) Meet with a school representative. (2) Acquire and complete an Application for Admission. Applications for admission may be obtained from the President or the admissions staff. (3) Receive admissions decision. (4) Complete and sign the enrollment agreement, remit the respective program fees (See *Statement of Tuition and Fees* for program of interest.), and fill out any other form or provide any other documentation the Institution may deem necessary. In addition, applicants for some healthcare programs must have on file any required immunizations, clearances, or other documentation prior to attending externships or clinicals.

Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements. Acceptance for admission indicates only that the applicant meets the minimum acceptance requirements. Applicants should not assume acceptance is an express or implicit guarantee or a representation of the likelihood of academic or career success or ability of the applicant to achieve the applicant's goals.

Accommodations for Disabilities

Applicants needing an accommodation for a disability must make a written request to the President at the time of acceptance indicating the nature and extent of the disability and specific accommodation requested.

Late Application

Applicants may apply for admission any time prior to the starting date of the term for which the applicant desires admission. At the discretion of the President and subject to maximum class sizes, the applicant may register late after the start of classes, so long as admissions requirements are met and all required documentation is on file.

Cancellation of Enrollment

All students enroll subject to their right to cancel their enrollment during their first term as provided for in their enrollment agreement. In addition, the Institution reserves the right to exercise professional judgment to cancel the student's enrollment when it deems such action to be in the best interest of the Institution or the student. When a student's enrollment is cancelled without cause, the student will not be penalized either academically or financially. That is, the student will not receive withdrawals or failing grades, no academic records will be maintained, and any tuition already paid will be refunded. The legal obligation to follow the institution's Dispute Resolution Procedure survives cancellation of the student's enrollment.

Admission to: Medical Coding

In addition to the General Admissions Requirements, admission to the Medical Coding program is based on following:

- Interview with the Program Director

Individuals interested in the Medical Coding program are to follow these procedures:

(1) Interview with a Campus Representative. (2) Complete application. (3) Receive notification of admission decision.

Admission to: Practical Nursing

- All Applicants
 - Nursing Program Application and related components (includes fee)
 - Interview with the School Representative
 - Meets TEAS requirements (Reading-60, Math-50, Science-40, English-50). Clinical Medical Assistant and Medical Office Administration students of United Career Institute will be exempt from the TEAS exam if their attendance in their respective programs was 85% or better and their GPA was 3.0 or better.

Individuals interested in the nursing program are to follow these procedures: (1) Attend the Institution's nursing information session. (2) Take the Nursing Entrance Exam. (3) Apply to the nursing program. (4) Interview with a campus representative. (5) Receive notification of admission decision. (6) Complete enrollment paperwork financial planning, and submit seat fee. (7) Complete required screening, immunizations, background checks, and acquire supplies.

Nursing Re-Admission Requirements

If you are considered a student under the Student Re-Admission definition, then the following applies:

The UCI policy for re-admission implies that the student will be admitted under the current catalog and therefore the current curriculum and policies. If a student withdraws from UCI, or if a student should be suspended for any reason, re-admission may be gained by meeting the following requirements:

1. Be interviewed by the Nursing Program Director and complete an application for readmission.
2. Meet the general requirements for admission into the Nursing Program.
3. Re-enroll in any course which had not been completed satisfactorily as outlined in the Institution's catalog.
4. Meet all re-admission requirements contained in the Nursing Program Student Handbook.

Re-admission is not guaranteed. The student's application for re-admission will be evaluated along with the other current applications.

Re-Admission to Nursing from other West Virginia Junior College or East Ohio College Campuses

1. A student is ONLY permitted to re-enroll twice among all West Virginia Junior College or East Ohio College campuses.

2. If a student fails to complete the nursing program after the second re-enrollment, he/she must wait 1 year (12 months) before applying for re-admission to the nursing program. If the applicant is granted re-admission, the student will begin the program from the beginning and must re-take all nursing courses.
3. Extenuating circumstances may be considered by the President and Program Director.

Transferring Credits/Degrees/Academic Credentials

► TO THIS SCHOOL

Once the institution has made the determination that the education or training is substantially similar to the institution's coursework, transfer credit will be accepted on the following basis.

1. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript provided when "C" or better grades were earned at the previous institution.
2. AP credits may be accepted on the basis of a valid transcript issued by the Institution's Board reflecting a score of 3 or higher.
3. Dual enrollment credits may be accepted on the basis of a valid transcript issued by the student's high school reflecting a grade no lower than an A-.
4. Credit for military experience may be accepted for appropriate learning acquired in military service on the basis of recommendations made by the American Council of Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.
5. Work Experience – Credit in the amount of one, four credit course may be granted for prior work experience under only the following circumstances.
 - The student meets with the Program Director prior to beginning the program. This is necessary to allow the Program Director to assess the viability of work experience credit before course scheduling begins.
 - The student will complete the Work Experience Course Credit Application. This application will include a portfolio within which the student must demonstrate competence in each of the course's learning objectives.
 - This application will be submitted to the Program Director at least two weeks prior to term in which the course would be scheduled. The Program Director will make the credit assessment. The Program Director's decision is final.
6. No more than seventy-five (75%) of the total number of a program's credit hours will be accepted as transfer credits.
7. Acceptance of transfer credits is at the Institution's discretion. The student may be asked to provide course descriptions or other pertinent information necessary to evaluate coursework for which transfer of credit is being sought. In cases where proficiency may be in doubt, the institution reserves the right to test for proficiency.
8. Nursing Program – Please refer to the nursing student handbook for additional requirements regarding transfer credits for the nursing program.

► FROM THIS SCHOOL TO OTHER EDUCATIONAL INSTITUTIONS

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution even if both institutions are accredited. Different educational institutions have different missions, so they design their curriculum, courses and educational programs differently. As a result, classes taken at one institution frequently will not match up very well with classes offered at another. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they will be able to transfer credits. See the "Other Important Credit Transfer Information" section below for more important information.

▶ FROM OTHER WEST VIRGINIA JUNIOR COLLEGE, EAST OHIO COLLEGE, OR UNITED CAREER INSTITUTE CAMPUSES

Credits received from other West Virginia Junior College, East Ohio College, or United Career Institute campuses will be accepted with a "D" or better grade. However, the receiving campus reserves the right to require the student to repeat any course if, in its sole opinion, there are substantial deficiencies in the student's knowledge of the course subject matter.

▶ OTHER IMPORTANT TRANSFER INFORMATION

The Institution's occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, **this Institution offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer.** In addition, the Institution does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two and four year colleges) designed to transfer. As such, although this Institution's accreditation demonstrates that it has met recognized academic and educational standards, **courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferable** to other educational institutions. It should also be noted that there are different types of accreditation. If the school to which a student may desire to transfer credits has different accreditation from this institution, credits may not transfer. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

Whether or not courses, credits, degrees, diplomas or other academic credentials can be transferred is a determination made solely by the institution at which the student desires to pursue further education. Therefore, applicants for admission to this Institution are responsible to contact any other institutions to which they may desire to transfer to determine transferability, before beginning classes. **Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials are not transferable unless they have advance written approval from the institution to which the student may transfer.**

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

▶ ARTICULATION

As noted in the section titled "Transferring Credits/Degrees/Academic Credential", transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. **Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials.** In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the articulation agreements may be terminated at any time. Before enrolling, it is the student's responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this institution. Check with the institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

St. Francis University – Francis Worldwide
Salem University
Seton Hill University

Credit By Examination

Students who already possess adequate knowledge or skill development may receive credit for certain coursework on the basis of satisfactory performance on examinations administered by the School. Students may

also receive credit by showing proficiency through industry certification. The School reserves the right to exercise its professional educational discretion regarding the granting of credit. Students who desire to apply for credit by examination or certification must notify the School prior to the first week of classes. No grade is assigned for credit granted by examination or certification.

Tuition and Obligation to Provide Services

Tuition is charged on a term by term basis, and is due and payable in full at the beginning of each term. (Payment of tuition may be deferred until receipt of financial aid in those cases where the student is relying on such aid to pay tuition. Pursuant to the Veteran's Benefits and Transition Act of 2018, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.) In addition to tuition, the student is responsible for the application fee, seat fee (if applicable), (for the student's first term only), education resource fee (per term), out of pocket expenses as listed in the student's enrollment agreement.

Payment of tuition, fees, and all other expenses is not contingent upon receipt of financial aid of any kind including, but not limited to, Federal Pell Grants, Federal Stafford Student Loans, or other types of loans, grants, benefits, etc. **The Institution does not guarantee the receipt or likelihood of receipt of any financial aid. Eligibility for Title IV student financial aid (grants, loans, etc.) is controlled by the U.S. Department of Education. Important notice: Students are cautioned to carefully read the student financial aid section of this catalog. A student's financial aid assistance could be terminated for any number of reasons (some of which may not be within the student's control) before the student graduates. If this occurs, the student's enrollment will cease (unless the student pays and the School accepts tuition and fees from another source), and both the School and student will be deemed to have fully discharged all legal obligations to each other.**

Payment of tuition is solely for the right to attend classes and is not contingent upon satisfactory progress or placement upon graduation or the provision of any other service. **In the event a student fails to pay tuition for any term (regardless of the reason), the Institution shall have no further obligation to that student.** Tuition, fees, and other expenses for each program may be found at the end of this catalog. Diplomas will be issued only upon payment in full of tuition or other fees owed. In addition, delinquent balances may be turned over to collection agencies and/or other collection actions may be taken. The Institution's only obligation under the student's enrollment agreement is to complete classes in any term that it begins offering classes and for which the student has paid in full all tuition and fees due. **The Institution reserves the right to delay the start of, suspend, cancel or permanently terminate any course, class, educational program, school term or other educational activities or services, and/or permanently discontinue campus operations.**

If a student withdraws from school and believes individual circumstances related to that student warrant an exception from the refund policy published in the student's enrollment agreement, the student may appeal to the President.

The statement of tuition, fees and all other charges can be found on the last page of this catalog and are effective for the student's first term, but may be changed/increased for any term after the student's first term in school. If the institution increases or changes in any way its tuition and/or fees, all students will be notified of this change. The Financial Aid Officer will send this notification by email to the student's institutionally assigned email address. If a student does not yet have an institutionally assigned email, they will either be sent a letter through United States Postal Service or through email using the email given to the institution during the enrollment process.

Textbooks and Supplies Policy

The institution includes the cost of textbook use in tuition and fees. The cost the institution can offer students is below competitive market rates. Students have the right to opt out of this program and purchase books themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior the first day of any module in which he/she wishes to purchase his/her textbooks. The student will receive a disbursement

for the credit for the institution's cost of respective textbooks no later than the 7th day of the respective module. The student must then purchase his/her textbooks by the end of week 1 of the module.

If students choose to use the institution's books, rather than buy their own books, they must return their books in good and usable condition at the end of each module, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

For convenience to the students, supplies specific to a student's program are also included in tuition and fees. Examples of such included supplies are nursing tool kits (containing stethoscope, blood pressure cuff, etc.), scrubs with the institution's logo embroidered, computer build towers, certain test fees, and other program specific required items. Contact the institution for more details of supplies included in the tuition and fees.

The cost the institution can offer students these included supplies is below competitive market rates. Students have the right to opt out of this program and purchase some or all otherwise included supplies themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior to the first day of the module in which the supply is needed. The student will receive a disbursement for the credit for the amount of the respective supply no later than the 7th day of the module. The student must then purchase the supply by the end of week 1 of the module.

The student will have other indirect costs (i.e. room and board, other supplies such as pens, notebooks, flash drives, personal and miscellaneous, and transportation) that are not included in tuition and fees. The student should visit the Consumer Information, Price of Attendance page of the institution's website for more information about indirect costs.

Dispute Resolution Procedure Notice*

The college prides itself in maintaining good relations with its students. It is our goal that you, our current or former student, be completely satisfied with our college, but we recognize that good faith differences of opinion can occur. Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of this college to attempt to meet students' needs and concerns if the College is reasonably able to do so. To resolve disputes quickly, fairly, and in good faith the College has developed this Dispute Resolution Procedure. By enrolling, students agree to follow each step-in good faith. If you have any questions about these procedures contact the President.

- A. DISPUTE *** - If a dispute or concern arises, we suggest that you, the student, and college instructor or the official involved, should both attempt to settle the matter informally between the two of you. That's really the best resolution to any kind of dispute.
- B. GRIEVANCE *** - If the dispute is not informally resolved at Step A above, you must file a written complaint using the term "Grievance" with the President describing the dispute in detail and the requested solution. A written response and proposed resolution will be provided to you by the college.
- C. MEDIATION *** - If you are not satisfied with the college's response at Step B above, you must make a written request for "mediation". If you fail to file a written request for mediation within one (1) year of the college's response and proposed resolution and you will be legally barred from filing a lawsuit. The college will pay any administrative fees and mediator fees and shall select a Mediator/Mediation organization, which may include, but not limited to: (a) an American Arbitration Association member; (b) a retired state judge; or (c) an attorney with mediation experience and/or State Bar sponsored training in mediation. The College may waive mediation, in which case either party may request arbitration.
- D. ARBITRATION *** - If you are still not satisfied, you are required to arbitrate the dispute. See the college arbitration agreement for details on your obligation to arbitrate.

*** These procedures are optional for and do not apply to (1) borrower defense claims filed by Title IV borrowers under 34 CFR Part 685, Subpart D; provided that, arbitration may be required if the prohibition against arbitration contained in such regulation is repealed or otherwise legally invalidated; (2) complaints covered by NC-SARA policy.**

Students with concerns/complaints may also use the following procedures:

*Students may also file complaints with the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852, Phone (301) 291-7550, <https://abhes.org/complaint-process/> and, or

*Students may also file complaints with the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333 or other government agencies.

*Students taking online courses have the right to file a complaint with the distance educational national oversight body known as the National Council for State Authorization Reciprocity Agreements (NC-SARA), <https://nc-sara.org/student-complaints>.

*These procedures are subject to local controlling law (and for students receiving Title IV federal financial aid, USDOE regulation) and are not enforceable to the extent limited/prohibited by applicable law and do not include sexual harassment claims.

SECTION III. – Academic Information

Program/Class Scheduling, Content and Size

Classes are generally scheduled so that a student will graduate in 18 – 21 months in Associate in Specialized Business Degree programs, and in shorter periods of time in diploma programs. Program lengths may vary based upon several factors including, but not limited to, transfers in any class, the student's class load, whether the student drops classes, fails classes, changes programs, etc. The Institution reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry. With rapidly changing employment demands in today's information age, the Institution periodically updates curriculum. As such, the Institution reserves the right to update, modify, cancel, substitute, suspend or permanently terminate courses contained in each program. This includes any changes related to the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at any time.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

All courses in all Diploma programs offered by this Institution are fully acceptable for credit in one or more of this Institution's Associate Degree programs. Individual Diploma courses may be transferred directly, and in some cases, may also be used to substitute for certain courses in Associate Degree programs. Check with the President for additional information.

The Institution strives to have the most qualified faculty instructor available to teach all courses, particularly those in the technology/medical fields. As such, some courses may occasionally be scheduled outside of normal time periods or through distance education modalities to provide students with the best possible instruction. While individual courses are normally scheduled during the day Monday through Thursday for students in day programs, students in some courses, may be scheduled for class periods in the evenings Monday through Thursday or Friday or Saturday. Out of classroom learning experiences (externships, medical clinical rotations, etc.) may be scheduled on any day and any shift. Specific class schedules are determined by the overall scheduling requirements for the entire student body, and the course loads, and scheduling requirements of individual instructors for specific courses involved. In addition, courses normally scheduled at night may be scheduled during the day or on Friday or Saturday.

In keeping with the institutions policy of continuing, improving, and updating curriculum to meet local employers changing needs and for operational needs, the School reserves the right to update, modify, cancel, suspend or permanently terminate courses, classes, or educational programs at the beginning or end of any term for any reason. Other campus or educational activities or services can be terminated at any time.

Directed/Independent Study

Directed/Independent Study may be utilized in appropriate circumstances, such as to resolve scheduling difficulties/conflicts. Each decision shall be made on a case by case basis. Directed/Independent Study students are expected to complete the same course work as in regularly scheduled course offerings. Directed/Independent Study involves a level of independence and self-direction on the part of the student to read material, complete and submit projects, reports and other assignments on a timely basis, and successfully pass examinations as if a student was attending regularly scheduled class. Students are required to meet with the instructors periodically as required by the learning contract and to follow the procedures and policies as established by the campus administration and the instructor. In no case is a student permitted to take more than 10% of the didactic portion of their program through directed/independent study.

Program Objectives/Optional Certifications and Credentials

The objective of this School's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements so graduates can obtain entry level employment. Opportunities for advancement will depend on the graduate. As such, graduates will have basic skills and knowledge that will assist the graduate to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement, graduates must strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). **This is the graduate's responsibility.**

Although some courses may include materials designed to help students prepare for certification/credentials not required for employment in that career field, individual program graduation requirements do not mandate that students obtain any type of optional computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain optional or mandatory state, national, industry, or other types of certification, licensure, registration, or other credentials available in the computer field, medical field, and in some other fields will require additional out of class study and preparation on the student's part. As with any endeavor, the student is responsible to put forth the time and effort necessary to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements. Also, eligibility requirements for optional certifications can vary and may change periodically. If a prospective student is interested in a specific certification, it is that individual's responsibility to determine in advance whether the institution's training will qualify the individual to take the necessary test(s) and/or otherwise qualify for the certification.

Program titles and objectives and the content of courses may be updated and changed periodically by the institution. Students will be scheduled and graduated accordingly.

Make-Up Work

Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from absences, tardiness or other causes at the instructor's discretion. There will be no additional fees for make-up work. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances. (CFR 21.4254)

Student Records

1. Disclosure -

The School reserves the right to provide (and by enrolling, the student grants permission to disclose) academic, student conduct, financial aid, financial, employment, personal background and/or other relevant information (1) to prospective employers, (2) to government agencies, financial institutions, credit reporting and/or collection organizations, guarantee agencies, student loan servicing agencies, student loan/aid/advising organizations, government or private student aid, job training, and other agencies providing or involved in the administration of any type of financial assistance, education or job training programs, for purposes of the United States Department of Education, United States Department of Labor, or other agency/program financial aid administration and student loan servicing/collection, (3) to accrediting agencies for accreditation

related purposes, and (4) to other parties for education, academic, employment, and financial/financial aid related purposes (for example, providing academic or immunization information to a medical facility that accepts allied health students for medical externships/clinicals). Except as provided in this catalog or the student's enrollment contract, the School will not disclose any information (including personally identifiable or directory information) about any current or former student or applicant, to any other individual, entity or organization unless required to do so by a specific statute, regulation, or court order or unless the student/applicant gives written permission.

2. Student Records –

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

- A. The right to inspect and review the student's education records within 45 days of the day the School's President receives a written request for access that identifies the record(s) the student wishes to inspect. A School official will make the arrangements for access and notify the student of the time and place where the records may be inspected. The School may charge a reasonable cost based fee for the copies. The School may withhold from the student's review financial records of their parents and letters of recommendation.
- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or may violate his/her privacy rights. Students should write the President for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If, after the hearing, the school decides not to amend the record, the student has the right to place a statement in the record regarding the contested information and/or why the student disagrees with the school's decision.
- C. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include a person or company with whom the School has contracted (such as an attorney, auditor, collection agent, or others). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202

3. Release of Educational Records without the Student's Consent –

There are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records. Under these exceptions, the institution is *permitted* to disclose personally identifiable information from the education records without consent, though it is not required to do so. Eligible students have a right to inspect and review the record of disclosures. The following is general information regarding some of these exceptions:

- A. School officials who have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. Persons with legitimate educational interest are typically employed by the school in an administrative, counseling, supervisory, academic, or student services position or a support person to these positions. It would also include persons employed by or under contract to the school to perform such tasks.
- B. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or state or local educational authorities.
- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education.

- D. In connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- E. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

4. Publicity –

In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional and academic accomplishments, career successes, etc., may be publicly recognized or publicized in news media, such as through newspaper articles and pictures, in brochures, television and radio advertisements, or in other types of advertising and publicity, etc. The School reserves the right (and by enrolling the student grants permission) to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals for the purposes described above and as described in the student’s enrollment agreement. This does not include the release of addresses, phone numbers, or email addresses. Students may revoke permission granted in this paragraph by filing a written, signed, and dated revocation with the President.

Grading System		
Grade	Evaluation	Quality Points per Quarter Credit
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
WF	Withdrawal-Failure	0
W	Withdrawal	*
C*	Course Repeated	*
D*	Course Repeated	*
F*	Course Repeated	*
WF*	Course Repeated	*
I	Incomplete	*
TR	Transfer	*
CBE	Credit by Examination	*
P	Passing	*
F	Fail	*
NA	Not Attempted	*
CXL	Cancel	*

*Not used to calculate Grade Point Average

Incomplete and Failing Grades

An “I” grade indicates incomplete work in a class. It is the student’s responsibility to complete the coursework within three weeks from the date that the incomplete was earned. If the work is not completed by the third week, the “I” grade will be changed to an “F”, and it becomes the student’s responsibility to repeat the course when it is offered again. A student cannot graduate if he or she has an “F” in any required course and must repeat all required courses in which an “F” was earned. An equivalent class may be substituted with approval of the President. Certain programs may have specific/additional components to the incomplete policy. Refer to the appropriate student handbook for those requirements.

Standards of Satisfactory Academic Progress

All students must meet certain standards of satisfactory academic progress as stated in the institution's policy regardless of whether or not the students receive federal financial aid. If a student does not achieve the minimum standards of academic progress required by this policy, the student will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds (unless the student is on financial aid warning or financial aid probation or following an Academic Plan as set forth by the institution). Standard rounding rules will apply.

All students attending this institution shall be bound by the following standards:

1. Payment Period. A student's progress in a diploma or degree will be evaluated at the end of each quarter. A student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in being automatically placed on financial aid/academic warning for one quarter. For the purposes of this policy, the completion percentage will be rounded to the nearest whole number.
2. Maximum Program Length. A student must successfully complete his or her program of study within a timeframe not to exceed 150% of the normal program length in which the educational objective must be successfully completed. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation at this institution and any credit hours a student has successfully transferred in from another institution that are included in the student's program of study. If at any point it becomes mathematically impossible for the student to complete his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.
3. Financial Aid and Academic Warning. If a student fails to earn a 2.0 cumulative grade point average and/or a 67% rate of progression percentage at the end of an evaluation point, the student will be placed on Financial Aid and Academic warning, without appeal, for one evaluation period (one quarter for diploma and degree programs) without being dismissed from school. A student placed on Financial Aid and Academic warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic advising. As part of this academic advising process, the student will be informed of how to reestablish his or her good academic standing under this policy and related eligibility for Title IV financial aid. If the student meets both the cumulative grade point average and the rate of progression standards at the next evaluation point, the student regains good academic standing and will be removed from financial aid and academic warning. If the student does not meet both standards at the end of the financial aid and academic warning period, the student loses Title IV eligibility. The student will be notified he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal, is placed on financial aid probation and enters into an academic plan. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended academic enrollment status without receiving Title IV financial aid funds for one evaluation period provided the student has arranged for other means of satisfying his or her tuition and fees obligation. If the student is not meeting academic standards after that one additional extended enrollment quarter, he or she will be dismissed from school.
4. Appeal Process/Mitigating Circumstances. If the student is still not meeting standards after the financial aid and academic warning period, the student may submit to the President or Academic Dean a written appeal of his or her failure to meet the satisfactory academic progress standards based on mitigating circumstances. This written appeal should include a statement as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow him or her to demonstrate satisfactory academic progress at the next evaluation point. The student should provide documentation along with the written statement to demonstrate mitigating circumstances existed. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student.

An appeal will only be considered for students who have a reasonable likelihood of achieving both a 2.0 cumulative grade point average and a 67% completion percentage within the maximum program length (150%).

The student will be notified of the outcome of the appeal process in writing. The outcome of the appeal will be one of the following:

- A. Lack of mitigating circumstances – in this case, the appeal is denied and the student will remain ineligible for Title IV federal student aid funds. The student may continue in school on an extended academic enrollment status for one evaluation period without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed from school. If the student continues in school on extended academic enrollment status for one quarter without Title IV funds and achieves the minimum satisfactory academic progress standards, Title IV financial aid will be reinstated. If the student does not achieve the minimum satisfactory academic progress standards, the student will be dismissed from school. The student is required to have academic advising during this evaluation period of extended academic enrollment. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility for Title IV financial aid.
 - B. Mitigating circumstances did exist and the appeal is granted. The student will continue enrollment for one quarter on a financial aid and academic probation status and enter into an academic plan with no loss of Title IV eligibility.
5. Probation and Academic Plan. A student may be placed on financial aid and academic probation and enter into an academic plan if, after the financial aid and academic warning period, the student is still not meeting standards and the student has successfully appealed his or her failure to meet satisfactory academic progress due to mitigating circumstances. The student, if eligible, will continue to receive Title IV financial aid funds during this financial aid and academic probationary period and the student is required to participate in academic advising. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility of Title IV financial aid.

During the financial aid and academic probationary period the student also enters into an academic plan. This academic plan will clearly outline the minimum academic standards the student must meet at the end of each evaluation period of the academic plan with regards to both cumulative grade point average and rate of progression percentage to continue to receive Title IV financial aid funds.. An Academic Plan also will be required for all students who reenroll at the Institution pursuant to Section 9 of this policy after previously failing to maintain satisfactory academic progress.

6. The effect on satisfactory progress with the following:
- A. Course Withdrawals – Students withdrawing from individual classes will received a “W” (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three) and a “WF” (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.
 - B. Incomplete Grades – Incomplete grades are not used to calculate grade point average but are used to calculate rate of progression standards.
 - C. Repeated Grades - When a student repeats a failed course, the higher of the two grades earned in the course will be used in computing the student’s grade point average; however, all courses will count as attempted and will be used to compute rate of progression percentages. The student is eligible for Title IV funding for the course repeat. A student may receive Title IV financial aid for a previously passed course as long as it is not the result of more than one repetition of the previously passed course or any repetition of a previously passed course due to the student’s failing other coursework. When a student voluntarily repeats a passed course, both grades will be used in computing both the student’s grade point average and rate of progression. The credits from the original course and the repeated course will count as credits attempted.
 - D. Transfer Credits – Transfer credits are not used to calculate grade point average but are used to calculate rate of progression standards. Rate of progression standards are calculated including both attempted and completed credits.
 - E. Proficiency Credits (Credit by Exam) – Credits by exam are not used to calculate grade point average but are used to calculate rate of progression standards.

- F. Non-Credit/ Remedial Courses – The institution does not offer non-credit or remedial courses. Therefore, they are not used in the determination of satisfactory academic progress.
- G. Pass/Fail Grades – The institution does not offer pass/fail grades. Therefore, they are not used in the determination of satisfactory academic progress.
7. Leaves of Absence. The Institution does not grant leaves of absence.
 8. Change in Program. When a student changes programs or seeks an additional credential, all institutional courses accepted into the student’s new program will be counted in the cumulative grade point average and coursework attempted and completed when computing standards of academic progress of the new program.
 9. Re-Admittance. Any student dismissed from school under these standards may apply for a re-admittance after sitting out one year. To be accepted for re-admittance, the student must appeal to the satisfaction of the President that his/her personal circumstances have improved to the point that the student now has a reasonable likelihood for success. Students re-admitted under this subsection will return in the same SAP status and must agree to an academic plan and must meet the minimum satisfactory academic standards to receive Title IV financial aid funds. A student must have at least a 2.0 cumulative grade point average and a rate of 67% completion percentage higher at the end of the second academic year or be dismissed from school.
 10. The institution offers continuous enrollment and all hours attempted, including those taken in the summer months, are included in the student's Satisfactory Academic Progress.

General Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student’s program.
2. Have an overall cumulative 2.0 (“C” average) on a 4.0 scale
3. Meet the special skill requirements, if any, for each program.
4. Meet state mandated requirements, if any, for each program.
5. Meet program-specific graduation requirements (if applicable).

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to a diploma nor be permitted to participate in graduation ceremonies.)

Definition of Quarter Credit Hour/Academic Year

The School measures and awards credits using quarter credit hours for all non-nursing programs. The School operates on a quarter term calendar year. A quarter term is between 10 and 12 weeks in length.

Credit will be calculated based on the following credit hour equivalencies: One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum.

A standard contact/class hour is generally 50 minutes in length and appropriate breaks. A student is considered to be full-time when carrying 12 or more credit hours per term.

United Career Institute measures its non-nursing coursework and programs exclusively in standard quarters. In order to best serve the School’s diverse student body, each course (subject) may be offered at a variety of times, days or weeks within each standard quarter. All courses (subjects) begin and end within a quarter. A new quarter begins approximately every six weeks. Please see the school calendar for quarter begin and end dates.

Hour Regulation

The criteria for quarter hour conversion is as follows:

- 10 hours (lecture) = 1 credit hour
- 20 hours (lab) = 1 credit hour
- 30 hours (externship/clinical) = 1 credit hour

Therefore, a lecture course consisting of 4 credits mandates 40 hours (10 hours of lecture x 4 credits) of instruction. Each class is scheduled as follows:

- 100 minutes of instructions four days per week. A classroom hour is defined as 50 minutes of instruction, so each day there are 2.0 hours of instruction. The course runs six weeks, so 2.0 hours per day x 4 days x 6 weeks = 48 hours of instruction. Scheduling classes in this manner exceeds the requirement by 8 hours, which provides an allowance for vacation, holidays, cancellations of classes, etc.

Note: Computational conversion formula could result in a .2 to .3 credit hour difference.

Definition of Clock Hour/Academic Year

The School measures and awards course grades using clock hours for the Practical Nursing program. The definition of an academic year for Title IV purposes is 900 clock hours and 26 weeks.

A standard contact/class hour is generally 50 minutes in length and appropriate breaks.

United Career Institute measures its coursework for the Practical Nursing program exclusively in clock hours. In order to best serve the School's diverse student body, each course (subject) may be offered at a variety of times, days or weeks. Please see the school calendar for class begin and end dates.

Class Schedule

Classes may be held during the day and also at night. Day classes may be held anytime between 8:00 a.m. and 6:00 p.m. Night classes (if offered) may be held anytime between 4:00 p.m. to 10:00 p.m. Externships, clinical rotations and out of class learning experiences may be scheduled any day or night 24 hours a day, 7 days a week, as required by the learning site. Please see the President for a complete schedule.

Lecture Time Allocation

A standard contact (class hour) generally is 50 minutes in length and the appropriate break(s). A student is considered to be full time when carrying 12 or more credit hours per quarter term.

Full Time Course Load Explanation

Any student who is taking a full time course load from the academic institution can expect the following time dedication. Students are advised that a full course load is equivalent to a full time job.

$$\begin{array}{r} 12-15 \\ \text{Class Hours} \end{array} + \begin{array}{r} 24-30 \\ \text{Hours of Homework} \end{array} = \begin{array}{r} 36-45 \\ \text{Hours of Work Each Week} \end{array}$$

Student and Institutional Academic Responsibilities

The student and academic institution have an underlying responsibility to each other. The academic institution prides itself on providing quality education to each student with academic and professional integrity. The commitment of the academic institution is based on academic integrity, consistency, and reciprocal student efforts. To ensure a successful experience the student must allocate sufficient time and effort to achieve academic excellence. The dedication of both student and academic institution will result in academic accomplishment.

If a student is disappointed in any aspect of the education provided in any course, such as course content, teaching effectiveness, or other academic issues, it is that student's responsibility to promptly report the concerns in writing to the President so that the institution can address the issue while the course is on-going. If the student fails to promptly provide written notice as soon as the serious concern arises and while the classes are still being offered in the course, so that the institution can investigate and take corrective action, if needed, then the student is barred from raising any academic, education, or other issues after the term ends.

Dropping and Adding Courses

Since classes for each student are scheduled in a manner that will permit matriculation within the period of time and normally required for the student's individual program, adding and dropping courses is discouraged; however, if a student can justify a request to add or drop a course, the administration will permit such action. Students are cautioned that changing schedules may result in a loss of credit, an extension of the program length, or other adverse consequences.

Online/Distance Education

This institution is committed to utilizing technology in the provision of its educational offerings. As technology advances and is more fully integrated into the economy it becomes more important for students to be comfortable in accomplishing goals through technology. Therefore, students may be required to complete a portion of their program of study through online or other distance education modalities courses. Enrollment in distance education courses is at the discretion of the institution. Therefore, for some programs, students have the option to complete a portion of their program of study through online or other distance education modalities. Online courses can be taken through a consortium agreement with West Virginia Junior College, Morgantown Campus. United Career Institute does not offer programs fully online. Additionally, externships/clinicals and certain lab portions of courses cannot be completed online (see the Medical Program Director for more information). Students requesting to take online courses must meet the technical requirements. (See Resource and Equipment Requirements in this section.) These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the President.

Distance Education Modalities - Online training differs from traditional on-ground course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an on line course.

- **Online Lecture/Demonstration:** Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for download from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.
- **Threaded Discussion:** Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates' posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student's research a discussion question and post based on the materials they used, they must cite their sources within the posting.
- **Collaborative Learning:** Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.
- **Multimedia Presentation:** Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.
- **Text Presentation:** As stated in the section above under the online lecture/demonstration delivery method, the text will be available for the presentations and available for download. Chunking will be utilized in the design of the lecture area to help with the text based delivery that is unavoidable in all courses.
- **Online Drill and Practice:** As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, keyboarding, etc.
- **Research:** Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will learn MLA and APA

properly and be provided with resources to help them learn the process of research as a student should. While learning how the use of technology and technology skills and resources to ease the work process.

- **Case Study:** This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.
- **Educational game:** Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.
- **Observation:** The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during an externship/clinical experience when they are placed into the job setting to observe, participate and learn.
- **Simulation:** In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.
- **Problem Solving:** The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.
- **Virtual Conferencing:** Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.
- **Other: Narration / IPOD content option / Product application:** Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and IPOD devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available.

Orientation for Distance Education - The institution provides orientation to students prior to the first day of class to acclimate them to the specific distance education learning methodology and technology. Orientation sessions, provided prior to the start of distance education coursework, includes, but is not limited to, a discussion of expectations of participation, navigation of the learning management system or distance other education delivery system, and issues related to academic integrity.

State Authorization - The Host institution is a member of the *National Council for State Authorization Reciprocity Agreements (NC-SARA)*. This means that the institution is authorized to deliver distance education to students who live in states that are also members of NC-SARA while they are receiving this distance education. For the most current list of NC-SARA member states and to determine if your state is a member state, visit <http://nc-sara.org/sara-states-institutions>. A student's physical location is determined by the address that is listed on the signed enrollment agreement. Should a student change the state in which he/she is located (living) while enrolled, he/she is required to notify the President in writing PRIOR to making this change. In either of these circumstances, the student could be at risk of losing financial aid eligibility which could prevent the student from completing the program. Furthermore, should a student move to a state where the licensing or certification requirements for employment are different from the state where the student is living upon enrollment, the student may be at risk for not meeting those licensing or certification requirements; and therefore, may be unable to obtain employment in that occupation.

Dispute Resolution Electronic System – Distance education students may submit a dispute/complaint electronically using our dispute resolution electronic system. If the complaint is for sexual harassment or sexual violence of any nature please use the following link <https://unitedcareer.edu/title-ix-sexual-harassment-irwin/>. For all other complaints, use the following link <https://unitedcareer.edu/all-other-complaints-irwin/> Students are to refer to their enrollment agreement or the Dispute Resolution section of this catalog for a complete description of the dispute resolution procedures.

Admissions Requirements - Admissions requirements for distance education are the same as those for residential students.

Resource and Equipment Requirements – Online courses take place in a web browser-based virtual classroom. Students can access their courses from just about any computer with an internet connection. However, there are some minimum requirements that must be met in order to ensure full utilization of online course functions and tools. All online students should have their own personal computer that meets the specifications listed below.

System Requirements	
Windows Users <ul style="list-style-type: none"> Windows 7, 8, 8.1, and 10 1GB of RAM 2 GHz processor Soundcard & Speakers 	Mac OS Users <ul style="list-style-type: none"> Mac OSX 10.6 and newer 1GB of RAM 2 GHz processor Soundcard & Speakers
Browser Requirements	
Windows Users <u>Recommended</u> Versions: <ul style="list-style-type: none"> Chrome 93 and 94 Firefox 91 and 92 (ExtendedReleases are not supported*) <p>Supported Versions: Edge 92 and 93 (Windows only— please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)</p> <p>* We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.</p>	Mac Users <u>Recommended</u> Versions: <ul style="list-style-type: none"> Safari 14 & 15 Chrome 93 and 94 <p>Supported Versions:</p> <ul style="list-style-type: none"> Firefox 91 and 92 (ExtendedReleases are not supported*)
Required Components	
<ul style="list-style-type: none"> JavaScript must be enabled to run Canvas. Java: The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas. <p>Other components include:</p> <ul style="list-style-type: none"> Windows Media Player QuickTime Player 	
Software Requirements	
Windows Users <u>Recommended</u> Versions: <ul style="list-style-type: none"> Microsoft Office 2019 Office 365 Adobe Reader 	Mac Users <u>Recommended</u> Versions: <ul style="list-style-type: none"> Microsoft Office 2019 Office 365 Adobe Reader

There are free student versions of the Microsoft Office Suite available upon request through the IT department that will expire upon graduation.	
Internet Access	
All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. There are many Internet Service Providers (ISPs) available in West Virginia as well as nationwide. A minimum broadband connection of 512 Kbps or higher is strongly recommended due to the rich media content in many of the online courses.	
Screen Size	
Canvas is best viewed at a minimum of 1024X600 , which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.	
Email Account	
Online courses require each student to have an email account. We have integrated your personal email account as an added convenience to you. This way, you do not have to juggle multiple email accounts. We will issue you a WVJC email account upon request	

Additional Fees/Costs - The option to take online courses is included in the standard tuition and fees. Other costs that students may incur to take online classes include:

- **Personal Computer** - Varies based on specifications
- **Internet Access** - Varies based on location
- **Microsoft Office Suite** - \$150 - \$500*
 - Word - Excel
 - PowerPoint - Access
 - Publisher

*Student discounts and free limited trials available.

Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as any activity carrying weight in the course (e.g. posting a comment for a grade or points, submitting work for a grade or points, etc.)

Identity Verification and Privacy Protection – The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student’s privacy and the integrity of the program are protected.

In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student’s work is his/her own. If the institution believes that the student’s privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share his/her credentials with anyone. If a student intentionally shares their unique credentials it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to notify the academic dean immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

Services for Online Students – Although WVJC makes available all of its services to all students (such a counseling, academic advising, guidance, employment assistance, and financial aid), online students who live beyond convenient commuting distance to the main campus will have to commute to the campus for some services, such as face-to-face advising some types of graduate job hunting assistance, participation in campus activities, etc. Prospective students must decide if the benefits of taking an online program from their residence at a distance location outweighs the disadvantage of not having the convenient access to services available to on-campus residential students.

Credentials Conferred

Degrees – Degrees are offered in the form of an Associate in Specialized Business Degree-Occupational. Length of time for completion is normally 18 to 21 months, but this time may vary depending upon the number of credit hours carried each term.

Diplomas – Diplomas are offered for completion of all non-degree programs. Generally, diploma programs are 12 months, but this time may vary depending upon the number of credit hours carried each term.

SECTION IV. – General Information

Orientation

At the beginning of each term, the administration will provide an orientation program for all new students. The purpose of the program is to ensure that all new students are thoroughly familiar with the School's policies, procedures and all other information necessary for successful matriculation in their chosen program. All new students are required to attend the orientation program.

Personal Dress

Appropriate dress is an important part of any work environment. Part of the student's training at the School involves becoming familiar with and accustomed to appropriate attire typically expected by today's employers. Students should view their experience at the School as the first job in their new career field and should dress appropriately. The President may establish new standards as he/she deems proper. Students not dressed properly may be dismissed from classes for the day and be marked absent or otherwise penalized.

Student Organizations and Activities

The School encourages its students to be active in student chapters of professional organizations. The School will sponsor local chapters in areas related to students' majors. If a student is interested in establishing a student organization, which is not already available on campus, the student should provide a written request to the President. If enough student interest exists, the institution will sponsor the chapter.

The local area offers diverse opportunities for student recreation and social activities. The School may sponsor extracurricular activities in accordance with the student interest. Student suggestions for additional activity should be provided to the President.

Being a team player is part of a work environment in today's economy. Therefore, students interested in specific activities will be given the responsibility to help organize and help carry out such extracurricular activities with the assistance of the School for approved activities.

Externship/Clinical Requirements

Externships/Clinicals can provide valuable, real-life experiences, as well as providing networking opportunities that may enhance the student's opportunity to obtain employment after graduation. **Students are required to meet all externship/clinical requirements. Externships/Clinicals must be scheduled at the convenience of the externship/clinical site; this means the externship/clinical may not be during normal class hours and could be on weekends or evenings. Also, the externship/clinical may be scheduled any school term or after the student completes all classes. Students are responsible to adjust their schedules to fit into available externship/clinical time slots and are also responsible for transportation to and from the externship/clinical site.** The institution will assign students an externship/clinical site. It is the **student's responsibility** to be in attendance at the designated times and locations, which may include nights and/or weekends. If any externship/clinical experience may occur beyond a customary and usual commuting distance to the location where the student receives the remainder of the program instruction, students will be informed and agree in writing to the arrangement prior to enrollment. The Institution defines a customary and usual driving distance as sixty (60) miles.

Additionally, different externship/clinical sites will have different requirements. Students should talk to their instructors about specific requirements well in advance of the scheduled externship/clinical. The purpose of an

externship/clinical is to enhance the student's education and employment prospects. Students are not employees and are not paid during their externship/clinical.

In regard to medical externships/clinicals, externship/clinical sites will have specific health requirements with which the student must comply to be eligible to participate. These requirements might include vaccinations against Hepatitis B, or other diseases and/or medical tests, such as tuberculosis skin test. The student is responsible to meet these requirements at the student's cost prior to the scheduled externship/clinical. To the degree permitted by law and as a requirement of the externship/clinical, the student agrees to indemnify and hold harmless medical externship/clinical sites, their employees and agents and the school and its agents and employers from any and all liability for injuries, diseases, illnesses or adverse medical conditions that might occur during clinical experiences, including but not limited to blood borne pathogen exposures.

Termination From School/Re-Entry

A student may be terminated from this Institution for "cause" which shall include: excessive absences, failure to maintain satisfactory academic progress, failure to pay tuition when due, violation of student conduct standards, disruption of school activities, harassing or threatening conduct, cheating, stealing, possession of alcoholic beverages or drugs on school premises, violation of drug laws, violation of school or building regulations or catalog requirements/policies, breach of the student's enrollment agreement, failure to comply with staff directives, or otherwise as provided for in the enrollment agreement. In addition, this Institution may, at its exclusive option, terminate any student "without cause" if the Institution deems such action to be in the best interest of the school or its students. Refer to the student enrollment agreement for details.

Students who leave school voluntarily or who are terminated from school during a school term may not receive credit for work attempted during the term.

Student Conduct

On-Campus, Off-Campus, Social Media Use, and Audio/Video Recording Prohibition

Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a school setting. In addition, threatening, abusive, harassing, disruptive or intimidating conduct is strictly prohibited, as is obscene, profane, disrespectful, or insulting statements. Also, any statements or actions which disparage, ridicule, or otherwise demeans another individual or any organization is also strictly prohibited. These types of statements and conduct are prohibited whether directed at a fellow student, staff or faculty member, the campus, or any other persons or organizations. Failure to meet these standards of conduct will result in disciplinary actions including possible termination from school.

Any conduct occurring off-campus which would be a violation if it occurred on-campus is considered a violation of the standards expected of students. For example, if a student harasses or threatens another student off-campus, then the victim is being denied his or her rights to attend class without the fear of being threatened or harassed.

Conduct that violates this policy can occur either face-to-face in the victim's presence or through other means of communication, such as social media. Any post on any social media site or public communication, which in the institution's sole judgment, violates the standards described in this section, shall be immediately removed upon request. Such posts are a violation of the standards of student conduct and subject the offender to disciplinary action stated elsewhere in this catalog, up to and including expulsion.

Audio recording, video recording or any other type of recording of instructors, staff, students or others or of any activity or event on campus or any official off-campus school activity is strictly prohibited. This prohibition includes, but is not limited to, recordings: of classroom instruction, in the student lounge, staff offices, hallways, etc. and/or recordings of telephone calls, and/or other means of electronic communication, etc. Anyone violating this policy is subject to discipline, including immediate termination. Any recordings made in violation of this policy must be immediately turned over to the President without court order or other action. Audio and video recordings by employees or subcontractors may be authorized for quality assurance, regulatory compliance and other business purposes.

Academic Honesty and Integrity

The Institution promotes the exchange of knowledge in an environment that encourages intellectual honesty. This applies to both the Institution's on-ground and on-line learning environments. Students must maintain high standards of academic conduct. A student's conduct must not interfere with the learning process of any other student, the instructor, or the progress of the class. Violation of the academic honesty and integrity standards include, but are not limited to:

- Copy from another student's assignment/quiz/test or knowingly allow one's own assignment/quiz/test to be copied.
- Use materials during an assignment/quiz/test that were not clearly authorized by the person giving the assignment/quiz/test.
- Collaborate with another student during an assignment/quiz/test without permission.
- Knowingly use, buy, sell, offer, transport, or solicit any of the contents of an assignment/quiz/test.
- Complete an assignment/quiz/test for another student or permit another student to complete an assignment/quiz/test in one's place.
- Bribe or attempt to bribe another person to obtain a passing grade or a better grade on an assignment/quiz/test.
- Intentionally misstate facts or events on a graded exercise or assignment in a manner that affects the grade.
- Engage in plagiarism, which includes representing the work of another person as one's own, including information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement also constitutes plagiarism.
- Obtain from or give to another student unauthorized assistance on any course work.
- Compromise instructional and assignment/quiz/test materials by acquiring, using, or providing to others unauthorized instructional and/or assignment/quiz/test materials.
- Share school issued usernames and passwords, computer, email, or learning management system access.

A student found in violation of the Academic Honesty and Integrity policy may be subject to disciplinary action by the Instructor, Program Coordinator/Director, Academic Dean, or President. An instructor may impose sanctions against a student in accordance with the instructor's course policy. Sanctions may include but not limited to (a) a written warning and/or (b) a lowered or failing grade (including a grade of zero or no credit) on the assignment, test/quiz or project which was the subject of the academic violation. If the instructor believes that additional or different sanctions should be imposed against the student, the matter will be referred to the attention of the Academic Dean or President. In cases where a student commits multiple violations of the Academic Honesty and Integrity policy, the Academic Dean or President will make the final determination regarding disciplinary action.

Anti-Hazing Policy

It shall be the policy of the School to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the School. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The President of the School shall be responsible for the administration of this policy.

Housing/Transportation/Food Establishments

The School does not maintain student housing. Should a student living beyond commuting distance desire to establish residence in the area, it will be the student's responsibility to obtain housing satisfactory to the student.

The School does not maintain a student cafeteria or other eating facilities; however, there are restaurants and grocery stores located in the area. Students who desire to bring lunches to school may do so; however, food may be consumed only in the student lounge. Building regulations restrict consumption of food or beverages to the student lounge.

For additional information concerning availability and cost of room and board or transportation costs for commuting students, see the President.

Health Career Hazards/Liability Release

While working in the health field can bring great satisfaction in helping people improve the quality of lives, it also brings risks that are unique to the health field. Students entering health careers, have an increased exposure to various health risks and illnesses, including but not limited to hepatitis, blood borne pathogens, various contagious or infectious diseases, etc. While exposure to increased health risks is inherent in the field, individuals can take actions to minimize those risks. All students in any health career program are required to talk with their doctor prior to participating in medical externships/clinical to both fully understand the nature of the risk and to be certain they have no health conditions that would place them at greater risk.

Also, students are advised that they can get immunized against contracting certain serious diseases, such as Hepatitis B. It is the student's responsibility to be immunized prior to obtaining medical externships/clinical. If the student chooses not to, then the student accepts the responsibility for such preventable risks while participating in such externships/clinical.

By enrolling in a program that provides clinical training, whether or not externships/clinical are included, to the extent permitted by law the student hereby agrees to hold the institution, staff and faculty harmless from any injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. In addition, if the students training involves off site clinical training, such as student externships/clinical, to the extent permitted by law the student shall also release and indemnify the externship/clinical site and its employees from any and all liability for such injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. Students are required to conscientiously comply with all precautions and safety procedures to minimize risk of exposure, but even with great care risks remain.

Vaccination Policy

Interacting with the public exposes all individuals to contagions. As a part of the training at this institution you will be exposed to the public including other students, faculty, staff and visitors and at off site experiences such as field trips, externships, clinical rotations, etc. Furthermore, certain careers for which the institution trains students may result in greater exposure to disease and illness, such as those in the allied health fields.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO ASSESS THEIR OWN LEVEL OF RISK AND MAKE THEIR OWN DECISIONS REGARDING VACCINATIONS.

If you have any health problems or risk factors where exposure to the public increases your risk of contracting illnesses or managing them, you are **STRONGLY** advised to talk with your physician and assess whether you should enter a training program at this time or whether you should secure certain vaccinations prior to enrolling at the institution. Furthermore, requirements to work in health careers are rapidly evolving and usually become more extensive over time. You may be required to meet additional standards, including, but not limited to, getting additional vaccinations and/or tests in order to participate in externships and/or clinical rotations or to be employed in a particular field. If you have health issues that would prevent you from meeting any of these requirements, you are advised not to enroll prior to resolving these issues with your physician. Also, be aware that illegal drug use increases your risk of exposure to health problems and, likely, will prevent you from obtaining employment.

You are advised to talk with a physician about any questions or concerns you might have prior to enrolling. You will be responsible for obtaining and incurring the costs for any necessary immunizations or tests required by your externship or clinical courses/sites, unless a physician documents that you are medically prohibited from doing so. By enrolling, you are accepting full responsibility for this including the risks inherent in interacting with the public and you release the institution, its staff, faculty and other representatives from any and all legal liability for any injuries, illnesses or health problems of any nature as a result of your training program and/or employment.

Hazardous Waste Disposal

It is this institution's policy to follow applicable health and safety local, state, and federal regulations for the proper handling and disposal of blood borne pathogens and to minimize exposure to infectious diseases. Additionally, in the event that the institution offers any programs which could potentially result in exposure to radiation, all appropriate and legal requirements relating to proper precautions to minimize exposure will be followed. Students participating in clinical training will also be provided training in health and safety protocols of the clinical facility.

Graduate Career Assistance

The School takes pride in offering our graduates' services and resources that can give them an advantage in a competitive job market and global economy. Our students directly benefit from the school's years of working with employers in the local community, and from the knowledge in job search techniques that the school provides. Despite those advantages, no reputable school or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student's future! **Therefore, this institution does not guarantee employment, the likelihood of employment, the type of jobs or compensation and benefits that may be available to the graduate. A student's career success will depend largely on that student's attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the Institution strictly prohibits its employees from making any promises regarding the student's success. In the end, only the student can guarantee his/her success. Students living in rural or economically depressed areas may have to commute long distances or relocate for employment.** The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

The School's role in the graduate's job search effort is to provide job search assistance for each graduate, and the graduate's role is to make substantial, good faith efforts to find employment. The School's services assist graduates in obtaining positions commensurate with their skill development. **The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the School and/or customarily done to aggressively obtain employment. Students are advised that the goal of the Institution's career services program is to provide assistance; it does not obtain jobs for the graduate for a very simple reason. Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The Institution's role is to assist the graduate in accomplishing these activities.**

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog, the enrollment agreement, and other materials provided to students. All students will take a class which teaches job search techniques and helps students begin working with the career services department. The information students receive in that class must be thoroughly learned and utilized in the job search.

As students prepare to graduate in their last term, they are required to meet with the administrator in charge of career services and begin their job search on a part-time basis. The administrator will review job search readiness and give suggestions as the student begins the job search. Students are required to begin keeping a detailed daily or weekly job search personal journal at this time. All job search activities, including jobs applied for, interviews attended, job leads obtained, job opening search activities, contacts with the school for assistance, etc., are to be recorded in the journal. The journal should be maintained after employment is obtained and updated to record the graduate's continuing education and professional enhancement activities. Maintaining this information is vital to career advancement, management, and success. **Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt and career advancement. Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc. Students/graduates are also expected to stay in contact with the administrator at least weekly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.**

The School reviews the job leads that it receives and attempts to "fit" available graduates to specific job leads. It will determine which graduate's strengths and weaknesses most closely approximate the requirements of a

specific job lead and then provide that lead to those graduates (or students about to graduate). It is the graduate's responsibility to contact the employer, using the skills he/she learned, set a job interview and ultimately earn the job offer. The School reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making dedicated job search efforts. Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The School does not provide or arrange part-time or full-time employment for undergraduates while in school. **Also, placement services may be modified from time to time as the campus administration deems appropriate and/or discontinued in the event the campus discontinues operations.**

Notice to online/distance education students – All students are provided the same opportunities to receive the full complement of services provided at this campus. As noted above, this institution's experience with local employers provides an advantage to graduates who are searching for employment; however, students who live beyond reasonable commuting distance to the campus's geographic area will not be able to take advantage of the institution's relationship with local employers and employment assistance opportunities as students who live in the local area. Also, the graduate may not be able to take full advantage of face-to-face meetings with employment assistance staff, and other assistance, which can be beneficial in the graduate's job hunt.

Graduate Career Opportunities

As with anyone else who enters a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are heavily dependent on the student's job search efforts and the record the student makes for himself/herself while in school. Students are advised that their grades, absences, dress, conduct, work ethic and attitude displayed at school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any. Also, matters specific to the student (such as a criminal record, drug/alcohol addiction, willingness to commute for a better job, etc.) can seriously impact the student's career opportunities/success.

Accreditation may also affect graduate job prospects. Some employers may require a specific accreditation other than that school's institutional accreditation. Finally, local economic conditions can greatly impact the graduate's employment prospects. The graduate may have to accept an initial job that is not the graduate's first choice, commute out of the local area, or relocate out of economically depressed (or rural) areas for employment. However, as the graduate gains experience and engages in continuing education to improve his/her skills, the graduate will find more career choices will be available.

Prospective online students who live in depressed economic areas should seriously consider their willingness to either commute or relocate out of depressed areas to more economically vibrant areas for adequate employment opportunities. Failure to commute (possibly long distances) or relocate will severely limit employment opportunities.

Most of the School's programs provide students with a background in general office administration/technology skills plus additional specialized training in other fields such as information technology, allied health, etc. In this manner, graduates are prepared for a variety of jobs. For information on graduate job/career successes, see the institution's website at the address on the catalog front cover.

Once the graduate obtains his/her first job, how far he/she may progress in his/her career field will depend on the graduate's efforts on the job. An educational institution can help its graduates get started; after that it is completely up to the graduate. His/her work ethic, attitude, dependability, willingness to continue learning and other such personal characteristics will not only help a graduate obtain initial employment, but also determine his/her overall career advancement and success. For example in the rapidly changing workplace, graduates must continue to take continuing education classes, join professional/work related associations, attend seminars, subscribed to and read related trade magazines and/or journals and be willing to adapt to change. Long term career management is vital to career success. Long term career management is vital to career success. Students should refer to materials provided for additional important information on career management responsibilities they are required to carry out.

Employment Statistics

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. Neither such information nor the school's career services assistance is to be considered (expressly or implied) as a guarantee of employment or the likelihood of employment or an indication of the level of employment graduates can expect. As with anyone else who enters a new career field without prior experience, graduates can generally expect entry-level positions. Obtaining training in a career field helps an individual qualify to enter that field; how far the individual advances is the individual's responsibility.

Prior to starting classes, students are to review information regarding their career field, employment opportunities, wage rates, and related information available from the U.S. Department of Labor (www.dol.gov), the local job service/workforce office, area employment agencies, state agencies and other appropriate sources. It is each student's responsibility to thoroughly review the career field he/she has chosen and make an independent decision as to whether the opportunities in that field meets the student's goals and needs prior to starting classes. Local job market data/information is the most appropriate, and will give the best career potential for any geographic area. Another very good source is local employers in the student's chosen field. The School requires that students talk to local employers for the best and most up-to-date information about their chosen career field prior to the first week of classes. National job market data/information provides nationwide averages, which are typically higher than rural and economically depressed areas, including the local campus area, so local job market sources will normally provide the most relevant information.

This institution maintains data on the success its past graduates have had on finding employment. **It is important to understand that the determination as to whether or not a graduate obtained appropriate employment (i.e. "in field" or "related fields", etc.) often requires considerable professional judgement, and may be subject to good faith professional disagreement. In the spirit of complete transparency, upon request this institution will provide for review the job descriptions and/or other documentation used to substantiate this graduate's employment status ("in field" or a "related field", etc.) for graduates who have obtained employment that the institution deems appropriate for the graduate's program.** In this manner prospective students and current students can make their own judgement of whether the types of jobs the programs' graduates receive will meet the prospective student/current student's expectations and needs.

Also, it should be noted that the percentage of graduates in any program who are placed in jobs appropriate to their program major changes as graduates obtain in field employment, leave that employment for other opportunities, switch jobs to a position that may be out of field, etc. Therefore, the statistics provided by the institution are simply a snapshot at one point in time, and as noted above those statistics are based, in part, on professional judgements made by the institutions personnel.

Employer Promise

It is the Institution's goal to provide employers productive, valued employees that will meet the employer's expectations. To accomplish that goal, the Institution provides employers its "Employer Promise". Accordingly, if skills taught to the graduate do not meet the employer's expectations, upon the employer's request, the Institution will provide the graduate with brush-up training necessary to upgrade the graduate's skills at no cost to the employer or the graduate, at any time within one year of graduation. Skill retraining includes skills taught within the graduate's curriculum.

Graduate Promise

It is the Institution's goal to provide every graduate the greatest opportunity for success. To accomplish that goal the Institution provides its Graduate Promise, which includes (1) Extended Career Services and (2) Brush-up Courses. Extended Career Services provides past graduates the same career services that are offered to current graduates at any time in the future that the graduate may desire or need such services. Brush-up Courses allow graduates to brush-up on skills by auditing any course or courses within the graduate's original curriculum as many times as the graduate desires, at no additional tuition. Textbook and other course materials required for the

course are at the expense of the graduate. Availability is subject to scheduling and available seats after all current students' needs are satisfied. Such services are only offered so long as the campus is still in operation.

Facilities and Equipment

The School's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will normally include at a minimum two or more computer labs, a basic resource center, health career training facilities and equipment, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices.

The School maintains computer labs, which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local job market needs, but each computer lab will normally contain approximately twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The School maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment typically includes the type of equipment typically found in a doctor's office or a clinic. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment and CPR materials.

Building regulations may be posted in the student lounge or other locations throughout the facility. Students are also familiarized with the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge. Smoking is prohibited anywhere in the building.

School Computer Use Policy

(Subject to Change without Notification)

To protect students' access to functioning computers and to protect computer hardware, software, networks and the proprietary rights of the School and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use. Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this School and/or referral to the appropriate legal authorities.

- Any currently enrolled student or a graduate in good standing may use the computer labs and resource center computer facilities. Guests are not permitted in the computer lab or resource center. These resources are to be used only for school or job-search related activities such as research, homework assignments and resume preparation.
- Students are prohibited from using Internet resources or network facilities for solely personal pursuits such as electronic mail, downloading or viewing pornographic websites, chat rooms, games, for the purposes of sending, receiving or storing chain mail, advertising or fraudulent materials, or using the network for commercial or for-profit activity. Students are also prohibited from annoying other users by such means as broadcasting unsolicited messages, sending harassing, obscene or offensive messages.
- The computer labs for authorized purposes only whenever the School is open and classes are not in session in the lab(s). The resource center may be used anytime that the institution is open. The School reserves the right to close the labs or resource center when necessary for maintenance, etc. without prior notice.
- Food or drinks may not be brought into the computer lab(s) or the resource center. **NO EXCEPTIONS.**
- Changing any settings, or running any diagnostics or utility programs on any computer or network without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, wallpaper, screen savers, printer specifications, network settings or protocols, etc.

- Installing software on any computer equipment without explicit permission from the appropriate authority is strictly prohibited. This includes, but is not limited to, freeware, shareware, public-domain or commercial software. “Downloading” software from the Internet to any computer is also strictly prohibited.
- To safeguard the computers and networks against viruses and damage, students are required to follow these guidelines with respect to discs:
 - Purchase only new, sealed discs for use in the classroom. Label them with your name.
 - The user is responsible for backing-up and monitoring the quality of his/her discs. Damaged or worn-out discs can damage disc drives.
- Every student in good standing will be assigned an account on the School’s computer network. Sharing accounts is prohibited. **Students will be held accountable for all activity occurring on their account;** therefore, all passwords and accounts must be kept confidential. Use these account access safety measures:
 - Choose hard-to-guess passwords; i.e., short word phrases such as “learn2learn” (not common names). Students are responsible for remembering their own password. Administration will NOT know what it is.
 - Never leave computer unattended without logging off. Always log off at the end of class.
 - Never give passwords to someone else or allow others to use your account.
- Use shared resources considerately. Don’t monopolize systems, overload networks with excessive data, or waste computer time, disc space, paper or other resources. Any student files stored on computer hard drives are not secure and may be deleted or accessed by others. Therefore, it is recommended that students save all work to a disc. Leave the work area clean and in order for the next class when finished.
- All computer and electronic files and discs belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty, and students are prohibited from copying commercial software on or off campus (except as specifically permitted by the software’s author or manufacturer) or engaging in other activities that may violate a copyright, patent, or trademark. (Check with the President or read the appropriate license agreement, if you have any questions.)
- Students are prohibited from accessing data or programs for any reason without the owner’s explicit permission. Do not create, modify, execute or re-transmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Students are prohibited from using computers or networks with the intent to compromise other computers or networks, to commit crimes or other unethical acts. The School will take necessary steps to preserve the security of its computer resources.
- Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution as a result of a violation of these rules.
- Report any violation of system access or policies to Faculty or Administration.

Resource Center

The School houses a resource center which contains a selection of materials including books and periodicals. Most resources are available for check-out purposes, except for reference books. Faculty is expected to make library assignments in their classes to help students develop their library usage skills. Students are encouraged to utilize the Institution’s resource center, as well as libraries in the community, in developing these library usage skills. Many resources are also available from the internet which is accessible on campus.

Attendance

1. Absences and Class Cuts -

Class attendance is extremely important. Attendance records are normally given considerable weight by prospective employers during the hiring process. A poor attendance record will seriously damage a

graduate's employment prospects. In addition, students are cautioned that in most courses, if a student misses classes, he/she will fall behind very quickly and will have to put forth a great deal of effort to get caught up. Once a student gets behind, it is very difficult to catch up as the class continues to move forward.

Students are required to attend class sessions regularly unless conditions over which they have no control prevent them from being present. If, a student accumulates an excessive number of absences, the student may be dropped from school for the quarter, unless extenuating circumstances exist. Instructors in individual classes may set individual class standards, or cut grades in or terminate a student from the class for absences.

Students terminated for non-attendance will receive no credit for work completed up to that point in the term. Consideration will be given to the student's academic standing in application of this policy.

2. Tardiness-

Students not in their classrooms at the scheduled start of class will be considered tardy. Instructors may count tardy students as absent, cut grades, or excuse the tardiness, at the instructor's discretion.

Withdrawals

If a student should find it impossible to continue in school, he or she should initiate withdrawal procedures by notifying the office staff. The staff will assist the student in the procedures for completing formal withdrawal.

Students withdrawing from individual classes will received a "W" (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three) and a "WF" (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

Students shall be considered to be enrolled in the School until: (a) the School receives written notification that the student desires to withdraw; (b) the student is terminated by the School; (c) the student fails to return to classes at the start of the next quarter; or (d) the student discontinues attendance with the intent not to return.

Graduation

Graduation ceremonies are held at least once each year for all students meeting graduation requirements since the previous graduation ceremony. Dates, times and locations are announced well in advance of each scheduled graduation.

Review Privileges

To help graduates keep their skills up-to-date in a fast changing world, the School offers review privileges on a continuing basis to all of its graduates. A graduate may re-take any class in a graduate's original curriculum at no tuition charge after graduation. The graduate is responsible for routine out-of-pocket costs/fees such as books and supplies, and in the case of online courses, for the associated technology fees/costs. This privilege is subject to continued campus operation and to the School offering the particular classes in the graduate's original program at the location where the graduate received his/her training and is also subject to seat availability for the class.

Refund and Cancellation Policy

A. Cancellation:

By the Applicant – If within five days of signing the enrollment agreement an applicant would like to cancel his/her contract and receive a full refund of all tuition and fees paid, he/she must submit in writing, email or certified mail, to the President notice of intent to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. The refund will be sent to the last address on record with the institution unless the written notice of cancellation provides an alternative.

By the Institution - An applicant who is accepted for admission may have his/her enrollment cancelled at the discretion of the Institution not later than forty-five (45) calendar days after the start of scheduled classes in the applicant's first payment period in school. This cancellation provision applies ONLY to students in their FIRST payment period of a first time enrollment. Applicants whose enrollment is cancelled will be given a

full refund of all monies paid for first payment period tuition and Educational/Resource fees. Five (5) days after the date the enrollment agreement is signed, the application fee and the seat fee are non-refundable. Students who continue attending classes in second or subsequent school payment periods (or after the 45-day cancellation period in the first payment period) and then drop out or are dismissed are subject to the refund policy described in the catalog which is available on the campus website or will be provided upon request. The cancellation period may be extended by the institution if it determines there are extenuating circumstances. A student who is not accepted for enrollment by the institution will be entitled to a refund of all monies paid.

- B. Cancellation after Re-enrollment: An applicant who is accepted for re-enrollment may have his/her re-enrollment cancelled not later than 5 business days after signing the re-enrollment agreement. Applicants whose re-enrollment is cancelled will be given a full refund of all monies paid for the re-enrollment payment period only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
- C. Cancellation after Program Change: An applicant who changes programs may have his/her enrollment in the new program cancelled not later than 5 business days after signing the program change enrollment agreement. Applicants whose program change enrollment is cancelled will be given a full refund of all monies paid for the first payment period of the new program only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
- D. Refund – Students are charged tuition for each payment period during which they attend class. A student who begins classes and then withdraws, or is terminated, prior to the end of a payment period will receive a refund of tuition for that payment period in accordance with the standards described below. The refund shall apply only to that payment period (the payment period in which the student discontinued attendance prior to the end of the payment period); tuition and fees for all prior payment periods have been earned and are not subject to refund. Refunds will be made only of tuition actually charged, received, and retained by the Institution. All other fees are non-refundable. The Institution will retain tuition equal to the tuition charged for the payment period, less the refund as calculated in this policy. Refunds will be made to the program, public or private entity or student as described elsewhere in this policy, and in accordance with the rules of any financial assistance program from which the student received aid.

First Week – For a student terminating training after entering school and starting the course of training, but within the first 7 calendar days of the payment period, the tuition charges made by the school shall not exceed 25% of the tuition for the payment period.

After the First Week – For a student terminating training after the first 7 calendar days but within the first 25% of the payment period, the tuition charges made by the school shall not exceed 45% of the tuition for the payment period.

After 25% - For a student terminating training after completing 25% but within 50% of the payment period, the tuition charges made by the school shall not exceed 70% of the tuition for the payment period.

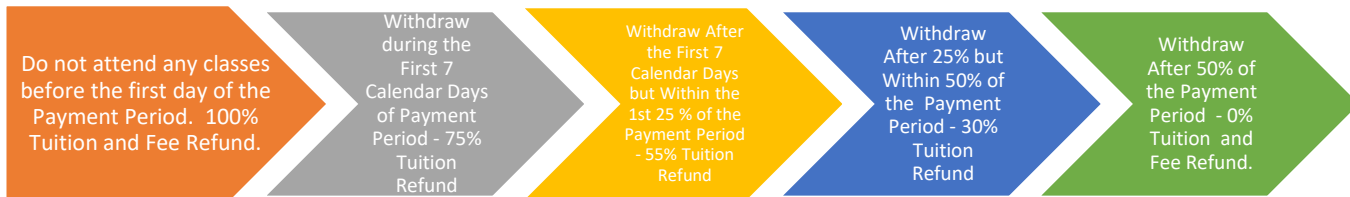
After 50% - For a student terminating training after completing 50% of the payment period, no refund will be due for the payment period.

- E. For purposes of computing the amount of refund due, if any, for students who discontinue attendance for any reason after enrollment and commencement of classes, the last date of attendance from the Institution will be used in the computation of the student's refund. The last date of attendance is defined as the last day a student had an academic related activity. The institution will begin the refund process no later than 30 days after the date of determination (DOD). If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the DOD will be the date the student began the official withdrawal process or the date of the student notification, whichever is later. If a student did not begin

the official withdrawal process or provide notification of his or her intent to withdraw, the DOD would be the date the institution became aware that the student ceased attendance.

- F. This refund policy shall apply to all situations in which a student ceases attending classes prior to graduation whether such cessation is the result of the student’s voluntary decision to withdraw, the expulsion of the student by the Institution, or reasons beyond the control of either party.
- G. Notifications of withdrawal or cancellation and requests for refund must be in writing and addressed to the President; however, failure to make such written notification or requests shall not invalidate the student’s rights under this contract to withdraw, cancel enrollment or receive the refund to which the student would otherwise be entitled.

Tuition Refund Illustration:



Return to Title IV Policy

The law specifies how United Career Institute must determine the amount of Title IV program assistance funds that a student earns if he or she withdraws from school. A student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period. If the student is enrolled in programs taught in modules, the student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period for more than 45 calendar days after the end of the module the student ceased attending.

A student is not considered to have withdrawn (in the case a student is enrolled in a program taught in modules) if the institution obtains written confirmation from the student at the time of withdrawal that he or she will attend a later module in the same payment period.

Additionally, there are exceptions to when a student is considered withdrawn. For all programs, a student who completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was schedule to complete is not considered to have withdrawn. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes one module that includes 49 percent or more of the number of days in the payment period, excluding schedule breaks of five or more consecutive days and all days between modules. Successful completion means earning at least one passing grade. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution’s definition of half-time status (6 credit hours) for the payment period. Successful completion means earning at least one passing grade.

If a student does not meet one of the exceptions above, a calculation is performed to determine the amount of federal student aid a student has earned up to his or her point of withdrawal.

The Title IV Federal student aid programs covered by this Return to Title IV policy are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans (Subsidized and Unsubsidized), Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Though the student’s aid is posted to the student’s account at the start of each payment period, the student earns the funds as he or she completes the payment period. If the student withdraws during the payment period, the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the institution or parent received on your behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by the institution and or the student.

The amount of assistance that is earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period, the student earned 30% of the assistance that was originally scheduled for the student to receive. Once the student has completed more than 60% of the payment period, the student earned all the assistance that was scheduled for the student to receive for that period. If the student did not receive all the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will obtain the student's (or parent's in the case of a PLUS Loan) permission before it can disburse them. The student (or parent) may choose to decline some or all the loan funds so that additional debt is not incurred. United Career Institute may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. Any excess grant funds will be disbursed to the student. United Career Institute needs a student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, the funds cannot be used for institutional charges. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt at the school. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the student (or parent) received excess Title IV program funds that must be returned, the institution will return a portion of the excess equal to the lesser of:

1. the institutional charges multiplied by the unearned percentage of the student's Title IV funds, or
2. the entire amount of excess funds.

United Career Institute must return this amount even if it didn't keep this amount of the Title IV program funds.

If United Career Institute is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) must repay the loan in accordance with the terms and conditions of the promissory note. That is, a student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with United Career Institute or the Department of Education to return the unearned grant funds.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Unearned financial aid returned by the United Career Institute must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (SEOG)

If the institution is required to return Title IV funds as a result of the Return to Title IV calculation, this return will occur within 45 days of the date the institution determined you have withdrawn.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy that the institution has. Therefore, the student may still owe funds to United Career Institute to cover unpaid institutional charges. The institution may also charge the student for any Title IV program funds that the institution was required to return. Students should review the institution's cancellation and refund policy which is described in the United Career Institute catalog.

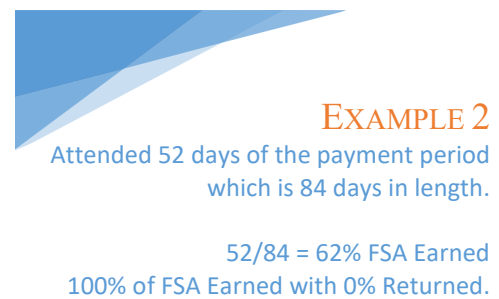
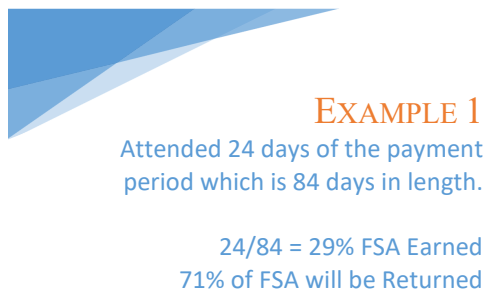
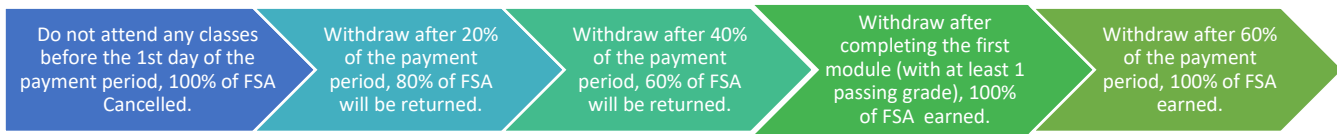
To officially withdraw, a student should contact the President (verbally or in writing).

An Unofficial Withdrawal Occurs when:

- a student leaves the school without notice, Or
- When all courses in which the student is enrolled are given a W or WF grade due to non-completion of the course.

The student's last date of attendance or participation in any academic activity will be the date used to calculate the Return of Title IV Funds. This last date of attendance is determined by using the institution's attendance records.

Return to Title IV Illustration



Campus Security and Drug Abuse Policy

It is the policy of this School to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the School's policy.

This School distributes information regarding drug abuse prevention and counseling. This information includes adverse affects of alcohol and drugs, drug abuse offenses and penalties, tips for preventing alcohol and drug abuse, and a listing of area drug and alcohol abuse treatment facilities.

It's the policy of this School that any criminal acts of any nature occurring on campus should be reported to the President, and to the local law enforcement agencies. The School maintains records relating to crimes committed on campus and any property immediately adjacent to the campus.

Students and employees should also review the School's policy regarding prevention and reporting of campus crime. A copy of the School's policy and crime statistics may be found on the school's website.

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

Advising Services

In addition to career services, the administrative staff is generally available during normal school hours to provide additional vocational or academic advising. Students in need of assistance should notify the office staff, which will arrange an appointment with the Academic Dean. Students in need of other types of assistance not provided by the school, such as drug and alcohol abuse, family crisis, etc., will be referred to community based counseling services.

Academic Governance Policy

The following standards have been adopted by this Institution to clearly define the responsibility and authority of faculty in matters of academic governance:

1. The School administration regularly seeks out the advice of its instructors in matters pertaining to academic affairs and strongly encourages its instructors to provide input on an ongoing basis.
2. The School administration views instructors' opinions and suggestions as providing critical insight into the assessment of student learning outcome planning for institutional effectiveness.
3. The School administration regularly seeks out instructors' opinions in the evaluation and revision of existing curriculum and the assistance in the development of new educational programs.
4. The School administration regularly seeks out instructors' opinions in the planning for Institutional Effectiveness.
5. The School administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate to the situation.

Instructional Prerogative

The School administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate to the situation. This includes the selection of appropriate course materials, instructional equipment, and other educational resources. An instructor's academic freedom shall not interfere with his/her responsibility to administer and implement the academic policies of the Institution. The administration also recognizes that the instructor is an employee of the School and as such, the instructor's activities and actions present an image to the public by which the school is viewed and judged. Therefore, instructors are expected to teach the assigned materials in an effective, efficient, and personalized manner, to begin and end classes on time, to properly instruct all areas in the assigned class, and always show courtesy, respect, and professionalism in his/her interaction with students, staff, faculty and other members of the public. This policy applies only to the instructor's academic freedom to present coursework in assigned classes and in no way affects any other aspect of the instructor's legal relationship to the School.

The School administration values the professional experience, education, and judgment of its instructors. The Institution views instructor input as an indispensable component of academic governance. Instructors' opinions and suggestions provide critical insight into the assessment of student learning outcomes, the planning for institutional effectiveness, the evaluation and revision of existing curriculum, and the assistance in the development of new educational programs. As such, the School administration regularly seeks out the advice of its instructors in matters pertaining to academic affairs and strongly encourages its instructors to provide input on an ongoing basis.

Title IX: Sexual Harassment

STATEMENT OF NON-DISCRIMINATION POLICY

United Career Institute (The institution) does not discriminate on the basis of sex, sexual orientation, or gender identity in the education programs or activities that it operates, and it is required by Title IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, *et. seq.*) not to discriminate in such a manner. The requirement not to discriminate in the institution's education programs or activities extends to admission to the Institution and employment opportunities with the Institution. In addition to federal law, the State of Pennsylvania requires all postsecondary institutions located within the Commonwealth to adopt a clear, understandable written policy on sexual harassment and sexual violence that informs victims of their rights under federal and state law, including the crime victim's bill of rights.

Pursuant to this policy and the procedures stated in this policy, the institution must respond to alleged incidents of sexual harassment, as defined below that occurred in the institution's education program or activity, against a person in the United States.

I. TITLE IX COORDINATOR

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the institution's Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The institution's Title IX Coordinator can be contacted at:

United Career Institute
Attn: Marcia Landman, Nursing Director
8957 Lincoln Highway, Suite 101-A
Irwin, PA 15642
724-515-2440
marcia.landman@unitedcareer.edu

As an alternative to the above Title IX Coordinator, the following individuals have also been trained as a Title IX Coordinator and can be contacted at:

Samantha Esposito, President
148 Willey Street
Morgantown, WV 26505
(304) 296-8282
sesposito@wvjc.edu

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
Kenneth L. Marcus
400 Maryland Avenue, SW
Washington, D.C. 20202-1101
1-800-421-3481
OCR@ed.gov

III. TITLE IX POLICIES & PROCEDURES

The Institution has adopted specific policies and procedures for the handling of Title IX Sexual Harassment issues. This includes procedures for the reporting of an allegation, the filing of a formal complaint, and the grievance process for the resolution of a formal complaint.

The full disclosure of these policies and procedures are located on the Institution's website at the following link: <https://unitedcareer.edu/title-ix-sexual-harassment-irwin/>

Harassment Policy

This Institution recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be considered harassing, abusive, coercive or disruptive, including harassment related to a person's sex, age, race, national origin, religion or disability. Harassment includes, but is not limited to, verbal abuse, suggestive comments, inappropriate gestures or physical contact.

Any employee or student who feels he/she has a complaint of harassment (whether engaged in by a co-worker, supervisor, teacher, staff member, or anyone dealing with the Institution as a vendor or otherwise), **should discuss the matter with the President**. If for any reason the employee or student cannot discuss the situation, or does not feel comfortable discussing the situation with the President, then the individual should call the **General Counsel's Office at (304) 296-8284** and ask for the General Counsel. If the employee or student does contact the President and is not satisfied with the President's actions, then the General Counsel should also be called. Confidentiality will be protected as much as feasible while still being able to investigate the complaint. No retribution will be taken against any employee or student because of his/her complaint. Any employee or student having found to have violated this policy will be subject to appropriate disciplinary action.

All employees and students or others associated with this Institution who are aware of any incidents of harassment (other than sexual harassment which is covered in the section above "Title IX Sexual Harassment")

in the work place are responsible for reporting such incidents directly to the President or to the General Counsel. In doing so, the Institution will work together with all involved to establish and maintain a pleasant working environment free of discrimination or harassment, where each individual strives to treat all others fairly and with respect.

Ethics and Legal Compliance Policy

This institution is proud of its community reputation and recognizes that following sound ethical principles and compliance with all governing laws and regulations is the best way to maintain its reputation. It is the policy of this institution that all individuals associated with this institution shall: (a) at all times observe and comply with all laws, rules and regulations, and all other applicable requirements, including accrediting agency criteria and, (b) carry out their duties in an ethical manner.

Any staff, faculty member, employee, or student who acts in an unethical manner or violates any law or regulation is in violation of this policy and is subject to discipline that is appropriate for the severity of the violation. Discipline may include termination of employment, in the case of an employee, or dismissal from school, in the case of a student. All persons affiliated with this institution, including employees and students, are expected to conduct themselves in accordance with this policy and with integrity and respect for other individuals at all times.

In the event that anyone becomes aware of a possible violation of this policy (including any violations of law or governing regulations or ethical conduct), the possible violation should be reported to the President. Retaliation against anyone reporting a possible violation of this policy (including any violations of law or governing regulations or ethical standards) is strictly prohibited and is a violation of this policy. In the event the President fails to adequately address the situation in the opinion of the person reporting the possible violation, or if the possible violation involves the President, then the matter is to be reported to the Office of the General Counsel at (304) 296-8284, or Office of the General Counsel, 3280 University Avenue, Suite 6, Morgantown, WV 26505. The General Counsel will review the matter and make a preliminary decision as quickly as practical under the circumstances, considering the facts involved, needed investigation, etc. If the General Counsel's Office has not acknowledged receipt of the notification within 14 days, please call the office and specifically ask to speak to the Campus General Counsel.

Quality Assurance/Legal Compliance Monitoring/Audio and Video Recording Notice

This institution takes seriously its responsibility to operate in an ethical manner and in compliance with all applicable regulations and laws. To encourage development of an institutional culture based on this key operating principle and for customer service, quality control, training, supervision, legal compliance, and other business purposes. The institution reserves the right and all employees and students grant permission for the institution to:

- a. Monitor and/or record all internal or external communications (i.e. telephone calls, emails, texts, other electronic communications, etc.).
- b. Monitor and/or record computer and internet usage.
- c. Monitoring and recording may involve video as well as audio monitoring and recording (using electronic means or otherwise). This may include the use of "secret shoppers" utilizing video and audio recording equipment to monitor and record specific actions in the presence of the individual involved.

This policy is applicable to all students, staff, faculty, employees or other individuals (whether or not the individual is using campus computers and/or campus telephone systems or other communications equipment) and there should be no expectation of privacy or right to privacy. The institution may utilize its own monitoring/recording devices or may utilize a 3rd party's services. By enrolling in school, students grant permission for monitoring and/or recording as described in this section. By accepting employment, employees grant permission for monitoring and/or recording as described in this section. This policy is subject to specific local legal requirements, if any, applicable to the specific situation.

Electronic Communication Disclosure Notice

To reduce paper waste and help our environment, this campus will be communicating with the campus community by email and other electronic means for most correspondence. You will be able to retrieve letters and notices quickly and easily by accessing your assigned email account.

Upon enrollment at this campus, you will be assigned an email account. You will be given detailed instructions on how to access your campus email account during the orientation session.

In addition, by enrolling, you give the campus permission to contact you by text message, fax, telephone, or any other electronic or customary means.

It will be your responsibility to access your account regularly to retrieve important email messages from the institution. In many cases, the institution's ability to receive Financial Aid on your behalf depends on communication and cooperation with you, the student.

The U.S. Department of Education requires the institution to provide information to students on a regular basis regarding a variety of topics. This information is available on our website. We will send you an email notice that informs you where this information can be obtained.

You can access this website from the convenience of your home if you have internet access or in one of the computer labs on campus or in the school library.

You have the right to continue to receive all notices and letters by paper and can request copies at any time by contacting the financial aid office.

Official School Calendar
“A” Quarters

Winter A Quarter 2024

January 2, 2024 Winter A Quarter Begins
March 24, 2024 Winter A Quarter Ends

Spring A Quarter 2024

April 1, 2024 Spring A Quarter Begins
May 27, 2024 Memorial Day (Holiday)
June 23, 2024 Spring A Quarter Ends

Summer A Quarter 2024

June 24, 2024 Summer A Quarter Begins
July 4, 2024 Independence Day (Holiday)
August 4, 2024 Summer A Quarter Break begins
August 11, 2024 Summer A Quarter Break Ends
September 2, 2024 Labor Day (Holiday)
September 22, 2024 Summer A Quarter ends

Fall A Quarter 2024

September 23, 2024 Fall A Quarter Begins
November 28-29, 2024 Thanksgiving (Holiday)
December 15, 2024 Fall A Quarter Ends

Winter A Quarter 2025

January 6, 2025 Winter A Quarter Begins
March 30, 2025 Winter A Quarter Ends

Spring A Quarter 2025

April 7, 2025 Spring A Quarter Begins
May 26, 2025 Memorial Day (Holiday)
June 29, 2025 Spring A Quarter Ends

Summer A Quarter 2025

June 30, 2025 Summer A Quarter Begins
July 4, 2025 Independence Day (Holiday)
August 11, 2025 Summer A Quarter Break Begins
August 17, 2025 Summer A Quarter Break Ends
September 1, 2025 Labor Day (Holiday)
September 28, 2025 Summer A Quarter ends

Fall A Quarter 2025

September 29, 2025 Fall A Quarter Begins
November 27-28, 2025 Thanksgiving (Holiday)
December 21, 2025 Fall A Quarter Ends

Winter A Quarter 2026

January 5, 2026 Winter A Quarter Begins
March 29, 2026 Winter A Quarter Ends

Spring A Quarter 2026

April 6, 2026 Spring A Quarter Begins
May 25, 2026 Memorial Day (Holiday)
June 28, 2026 Spring A Quarter Ends

Summer A Quarter 2026

June 29, 2026 Summer A Quarter Begins
July 4, 2026 Independence Day (Holiday)
August 10, 2026 Summer A Quarter Break Begins
August 16, 2026 Summer A Quarter Break Ends
September 7, 2026 Labor Day (Holiday)
September 27, 2026 Summer A Quarter ends

Fall A Quarter 2026

September 28, 2026 Fall A Quarter Begins
November 26-27, 2026 Thanksgiving (Holiday)
December 20, 2026 Fall A Quarter Ends

Winter A Quarter 2027

January 4, 2027 Winter A Quarter Begins
March 28, 2027 Winter A Quarter Ends

Spring A Quarter 2027

April 5, 2027 Spring A Quarter Begins
May 31, 2027 Memorial Day (Holiday)
June 27, 2027 Spring A Quarter Ends

Summer A Quarter 2027

June 28, 2027 Summer A Quarter Begins
July 5, 2027 Independence Day (Holiday-Observed)
August 9, 2027 Summer A Quarter Break Begins
August 15, 2027 Summer A Quarter Break Ends
September 6, 2027 Labor Day (Holiday)
September 26, 2027 Summer A Quarter Ends

Fall A Quarter 2027

September 27, 2027 Fall A Quarter Begins
November 25-26, 2027 Thanksgiving (Holiday)
December 19, 2027 Fall A Quarter Ends

**Official School Calendar
“B” Quarters**

Winter B Quarter 2023/2024

November 6, 2023 Winter B Quarter Begins
November 23-24, 2023 Thanksgiving (Holiday)
December 18, 2023 Winter B Quarter Break Begins
January 2, 2024 Classes Resume
February 11, 2024 Winter B Quarter Ends

Spring B Quarter 2024

February 12, 2024 Spring B Quarter Begins

March 25, 2024 Spring B Quarter Break Begins
 March 31, 2024 Spring B Quarter Break Ends
 April 1, 2024 Spring B Quarter Resumes
 May 12, 2024 Spring B Break Ends

Summer B Quarter 2024

May 13, 2024 Summer B Quarter Begins
 May 27, 2024 Memorial Day (Holiday)
 July 4, 2024 Independence Day (Holiday)
 August 4, 2024 Summer B Quarter Ends

Fall B Quarter 2024

August 12, 2024 Fall B Quarter Begins
 September 2, 2024 Labor Day (Holiday)
 November 3, 2024 Fall B Quarter Ends

Winter B Quarter 2024/2025

November 4, 2024 Winter B Quarter Begins
 November 28-29, 2024 Thanksgiving (Holiday)
 December 16, 2024 Winter B Quarter Break Begins
 January 6, 2025 Winter B Quarter Resumes
 February 16, 2025 Winter B Quarter Ends

Spring B Quarter 2025

February 17, 2025 Spring B Quarter Begins
 March 31, 2025 Spring B Quarter Break Begins
 April 6, 2025 Spring B Quarter Break Ends
 April 7, 2025 Spring B Quarter Resumes
 May 18, 2025 Spring B Quarter Ends

Summer B Quarter 2025

May 19, 2025 Summer B Quarter Begins
 May 26, 2025 Memorial Day (Holiday)
 July 4, 2025 Independence Day (Holiday)
 August 10, 2025 Summer B Quarter Ends

Fall B Quarter 2025

August 18, 2025 Fall B Quarter Begins
 September 1, 2025 Labor Day (Holiday)
 November 9, 2025 Fall B Quarter Ends

Winter B Quarter 2025/2026

November 10, 2025 Winter B Quarter Begins
 November 27-28, 2025 Thanksgiving (Holiday)
 December 23, 2025 Winter B Quarter Break Begins
 January 6, 2026 Winter B Quarter Resumes
 February 15, 2026 Winter B Quarter Ends

Spring B Quarter 2026

February 16, 2026 Spring B Quarter Begins
 March 30, 2026 Spring B Quarter Break Begins
 April 5, 2026 Spring B Quarter Break Ends

April 6, 2026 Spring B Quarter Resumes
May 17, 2026 Spring B Quarter Ends

Summer B Quarter 2026

May 18, 2026 Summer B Quarter Begins
May 25, 2026 Memorial Day (Holiday)
July 4, 2026 Independence Day (Holiday)
August 9, 2026 Summer B Quarter Ends

Fall B Quarter 2026

August 17, 2026 Fall B Quarter Begins
September 7, 2026 Labor Day (Holiday)
November 8, 2026 Fall B Quarter Ends

Winter B Quarter 2026/2027

November 9, 2026 Winter B Quarter Begins
November 26-27, 2026 Thanksgiving (Holiday)
December 20, 2026 Winter B Quarter Break Begins
January 4, 2027 Winter B Quarter Resumes
February 14, 2027 Winter B Quarter Ends

Spring B Quarter 2027

February 15, 2027 Spring B Quarter Begins
March 29, 2027 Spring B Quarter Break Begins
April 4, 2027 Spring B Quarter Break Ends
April 5, 2027 Spring B Quarter Resumes
May 16, 2027 Spring B Quarter Ends

Summer B Quarter 2027

May 17, 2027 Summer B Quarter Begins
May 25, 2027 Memorial Day (Holiday)
July 5, 2027 Independence Day (Holiday-Observed)
August 8, 2027 Summer B Quarter Ends

Fall B Quarter 2027

August 16, 2027 Fall B Quarter Begins
September 6, 2027 Labor Day (Holiday)
November 7, 2027 Fall B Quarter Ends

Winter B Quarter 2027/2028

November 8, 2027 Winter B Quarter Begins
November 25-26, 2027 Thanksgiving (Holiday)
December 19, 2027 Winter B Quarter Break Begins
January 3, 2028 Winter B Quarter Resumes
February 13, 2028 Winter B Quarter Ends

SECTION V. – Financial Aid

Financial Aid

Students attending the School may receive various types of student aid depending upon their eligibility and qualifications. All students entering the School are required to meet with the School's financial aid officer who can provide the student with the information and applications necessary to apply for financial aid.

Students should understand that the student financial assistance programs described in this catalog may change from year-to-year as may the qualifications and eligibility to receive financial aid. Determinations regarding eligibility for financial assistance, as well as the amount and timing, are made by the U.S. Department of Education. Therefore, the School cannot and does not guarantee any particular amounts of financial aid or the timing of the receipt of financial aid.

Additionally, students should understand that the school has no control over financial aid program regulations, which are generally increasing in complexity and compliance requirements. (Examples might include proposed regulations of existing regulations such as "Gainful Employment", "Cohort Default Rates", "Loan Repayment Rates", "90/10", etc., which could result in a loss of financial aid for a specific educational program and/or closure of the campus before all students graduate.) As such, the school makes no promises or representations whatsoever regarding the timing, amount or availability of financial aid for students.

The eligibility of students to receive financial assistance (including student loans, student grants, etc.) while enrolled in a particular educational program, and/or the eligibility of the school itself to participate in financial assistance programs, could be terminated prior to the student graduating for numerous reasons under current regulations. If any of these circumstances occurs, the school may terminate the program and/or close the campus prior to all students graduating.

In the event of program termination or campus closure, any student who has not yet graduated will be released from any further tuition payment obligations beyond the student's final term in school and the school will have no further obligation to the student to continue offering classes or providing other services, etc. under the student's enrollment contract or otherwise. Both the school and the student will be deemed to have discharged his/her/its obligations to the other. The decision to terminate a program and/or close a campus will depend on the circumstances existing at that time, including, whether an adequate number of students are able and willing to pay their tuition and fees without financial aid assistance to make program and/or campus continuation feasible, in the judgment of the school's administration.

In regard to student loans, students are cautioned to carefully evaluate their needs. Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee. Students are responsible to repay student loans regardless of whether the student is satisfied with his/her education, graduates or achieves his/her career or other educational goals, unless the student has a legal defense to repayment.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. GRANTS – Grants are given on the basis of financial need.
 - a. Federal Pell Grant Program – Students who qualify may receive the funding levels as established by the federal government for each award year. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student's application. Only undergraduates are eligible to apply for Pell grants.
 - b. Federal Supplemental Education Opportunity Grant – Like the Pell Grant, this money is awarded to students based on their financial need; it is a grant and not a loan and does not have to be paid back. In addition to financial need, the amount a student receives, if any, also depends on the availability of funding

in the year in which the student is attending school. This program is a campus-based program available only to students who do not have a bachelor's degree.

- c. Iraq and Afghanistan Service Grant – This Grant is for undergraduate students who are not eligible for Pell Grants whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Students who qualify may receive a maximum award equivalent to the Pell Grant maximum.
 - d. Pennsylvania State Grant Program – This grant is awarded to students based on financial need. Applicants must be a Pennsylvania resident and enrolled in a degree program. Eligibility will be determined by the Pennsylvania Higher Education Assistance Agency.
2. LOANS – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, **it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student.** Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the Perkins program, payments begin nine (9) months after graduation or after the student ceases to be enrolled on a half-time basis. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.
- a. Federal Direct Stafford Loan Program – The Stafford Loan is either subsidized or unsubsidized. A Subsidized loan is awarded on the basis of financial need. The student will not be charged any interest during periods of at least half-time enrollment. The Federal Government “subsidizes” the interest during these periods.
 - b. An Unsubsidized Stafford Loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.
 - c. The maximum loan amounts a student may be eligible for is \$9,500 for the student's first year and \$10,500 for the student's second year, with no more than \$3,500 the first year and \$4,500 the second year from the subsidized loan program.
 - d. Federal PLUS (Parent Loans) for Undergraduate Students are for parents of dependent students. The parent may borrow up to the student's cost of attendance minus other financial assistance. The parent must pass a credit check for eligibility.
 - e. Federal Perkins Loan – This program is available to independent or dependent students who can demonstrate a need. The maximum amount that can be borrowed is \$5500 per academic year. Eligibility is also subject to availability of funds.
3. FEDERAL WORK STUDY PROGRAM – The School has funding available on a limited basis whereby a student, who is determined eligible through a needs analysis calculation, may work on or off campus. The employer pays the student as a regular employee. However, a percentage of the wage is returned to the employer as a reimbursement through federal funds.
4. BENEFITS – Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be paid back. Eligibility for benefits is established by the agency administering the program.
5. FOSTERING INDEPENDENCE TUITION WAIVER PROGRAM – This program was established to assist Pennsylvania youth who are or have been in foster care with the financial challenges of accessing higher education. The program offers students up to the age of 26 a tuition waiver for undergraduate studies at most colleges and universities in the Commonwealth of Pennsylvania.

In addition to other eligibility criteria, you should be eligible for services under Pennsylvania's John H. Chafee Foster Care Program for Successful Transition to Adulthood.

To learn more about the Fostering Independence Tuition Waiver Program, please visit the following website: <https://www.pheaa.org/funding-opportunities/other-educational-aid/foster-education.shtml>

The institution has designated a Point of Contact (POC) for the Fostering Independence Tuition Waiver Program. This individual can be reached as directed below.

Sonya Over, Financial Aid Officer
United Career Institute
8957 Lincoln Highway, Suite 101-A
Irwin, PA 15642
724-515-2440

6. **PAYMENTS IN LIEU OF DEBT** – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution’s policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Thus, the institution allows the student to make monthly payments which are applied as a credit against tuition and other fee charges. Each student’s situation is different and the institution is willing to work within the student’s means, therefore, each student’s payment will vary accordingly. Additionally, if once a student begins school and is making payments and subsequently determines that the payments should be modified, either up or down, to accommodate the student’s individual situation the institution will modify payments. Any payment modification must ensure that the student ultimately meets their tuition and fee obligations.
7. **OTHER IMPORTANT INFORMATION** – This institution takes seriously its obligation to maintain strict confidentiality regarding any student’s financial aid and account status. As such, it is an absolute violation of the institution’s confidentiality policy for an employee or for a student to discuss or disclose any matter that involves the student’s financial aid or account status with anyone outside of those administrators authorized to address such matters. Students are cautioned that every individual’s financial aid is unique to that student and any disclosure by a student of any aspect of his or her financial aid is likely to cause confusion and concern among other students and such a disclosure is considered a violation of the institutions confidentiality policy in the same manner as such a disclosure by a financial aid officer. Violation of this policy may subject the offending student or financial aid officer, as the case may be, to discipline up through and including dismissal from school, in the case of the student, or termination from employment, in the case of the employee.

The President or Financial Aid Officer shall provide to any current or prospective student, documentation relating to the Institution’s accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds refund policy, and other required student consumer information. Any students aggrieved by adverse decisions of the Financial Aid Officer may appeal those decisions to the Financial Aid Supervisor. This applies only to decisions made by the Financial Aid Officer.

It is the policy of the Institution that all grants, scholarships, and Perkins loans be applied first to the student’s institutional costs, such as tuition, books, and other required fees.

Additional information concerning students’ rights and responsibilities may be found in the publication “Funding Education Beyond High School” which the Institution posts to its website.

Institutional Policy on Multiple Grants

The institution has a desire to assist as many students as possible through the awards of institutional grants. Therefore, it is the policy of this Institution to limit the total monetary amount awarded by the institution to any one student to a total of up to \$3,000 for a degree program and up to \$1,500 for a diploma program. Any student that withdraws from their program of study without graduating will forfeit any remaining institutional grant. An exception to the \$3000 institutional grant limit is applied for the following, where the limit will extend to award level received, if award level is higher than institutional limit:

- Employee Appreciation Grant

- Family Appreciation Grant
- Keystone State Online Grant

Any institutional grant may not exceed your tuition and fees minus any other grants, scholarships or benefits. In that instance your institutional grant will be reduced. While enrolled at the institution, the applicant must maintain continuous enrollment and must maintain satisfactory academic progress. Additionally, to be considered for an institutional grant, the Enrollment Fee and Seat Fee (if applicable) must be paid prior to acceptance into the program of study.

Grants

1. Early Admission Grant

Description:

The School understands the necessity for high school graduates to begin their futures with marketable skills which are critical to career satisfaction. The School also believes that high school graduates should be presented the opportunity to develop these valuable skills while prudently managing the amount of financial investment required to obtain a post-secondary education. In the spirit of these goals, the School offers high school students the opportunity to receive the Early Admission Grant.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a current high school student
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's programs.
- Applicant must begin classes within one (1) year of high school graduation
- While enrolled at the School, the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress
- Submit Expressive Demonstration (An expressive demonstration of "why school is important to you" (Mediums could include but are not limited to, one or more of the following: written expression, video, presentation, social media engagement, expressive piece of art, etc.)

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

- *Additional institutional grants cannot be used.
- Diploma: Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year.

Application Process & Deadlines:

- **Application Process:** (1) Complete a school interview. (2) Submit your expressive demonstration.
- **Application Deadline:** November 30

2. United Commitment Grant

Description:

The School understands the importance of developing high school graduates into productive members of society who are committed to taking an active role in the betterment of our community. Therefore, the School offers the United Commitment Grant to high school students who can demonstrate their high level of commitment to completing their degree and pursuing their career path to shape society and the surrounding community.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a current high school student or have graduated from high school within one year.

- Applicants, before the deadline date must (a) make application for enrollment, (b) remit application and seat fees and (c) be accepted into one of the institution's diploma or associate degree program.
- The student must begin classes within one year of the recipient's high school graduation date.
- While enrolled at the school the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress.
- Submit Expressive Demonstration (An expressive demonstration of five or more reasons that going to school and pursuing your career path is important to you. How are you going to shape society and the surrounding community with what you are going to study and pursue in your career? (Mediums could include but are not limited to, one or more of the following: written expression, video, song, presentation, social media engagement, expressive piece of art, etc.)

Number of Awards:

The number of awards is not capped.

Awards:

- Degree: Eligible students will be awarded up to \$2,000 (\$333 per term *additional institutional grants cannot be used
- Diploma: Eligible students will be awarded up to \$1,000 (\$333 per term) in their first academic year

Application Process & Deadlines:

- Application Process: (1) Complete a school interview. (2) Submit your expressive demonstration.
- See your admissions department for current deadlines and eligibility requirements. Application and Seat Fee (if applicable) are due prior to enrollment to establish eligibility.

3. Nursing Pathway Grant

Description:

United Career Institute recognizes the need for trained healthcare and nursing professionals in our communities. Therefore, to support this need and the lifelong career goals of our students, UCI offers the following Nursing Pathway Grant to qualified Alumni.

Programs:

Degree

Eligibility Criteria:

- Students must be a graduate of one of West Virginia Junior College's, United Career Institute's, or East Ohio College's medical diploma or associate degree programs.
- Students must apply for and be accepted into the Institution's Associate Degree Nursing program.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

- * additional institutional grants cannot be used.

Application Process & Deadlines:

Qualified alumni are auto-applied for the Nursing Pathway Grant by virtue of their enrollment.

There are no application deadlines.

4. Employee Appreciation Grant

Description:

United Career Institute appreciates its employees and their dedication to helping UCI students improve their lives through career-focused training and support. As a token of its gratitude for the great service UCI employees provide, UCI offers the Employee Appreciation Grant to its qualified employees.

Programs:

Diploma/Degree

Eligibility Requirements:

- The employee must be employed by this Institution, another institution under common ownership, or a related company that provides support to those institutions.

- The employee must be in good standing, which includes but is not limited to, consideration of length of employment. The minimum employment is six months of service. Should the employee's employment be terminated either voluntarily or involuntarily while the employee is receiving the scholarship, awards will be discontinued at the end of the current term.
- Employee must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- The Employee Appreciation Scholarship will apply to both full-time and part-time employees as long as the employee meets the criteria stated above.

Number of Awards:

The number of awards is not capped.

Awards

Non-Nursing: Employee - 90% of program tuition and fees (minus other grants, scholarships and benefits).

Nursing: Employee - 50% of program tuition and fees (minus other grants, scholarships and benefits).

Equally distributed across terms in the program *additional grants cannot be used. **Application Process:**

Employees should make a written request to the President including (a) the proposed grant recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the grant.

There are no application deadlines.

Application & Deadline Process:

Employees should make a written request to the President (a) the proposed grant recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the grant.

There are no deadlines.

5. Family Appreciation Grant

Description:

United Career Institute appreciates its employees and their dedication to helping UCI students improve their lives and the lives of their family through career-focused training and support. As a token of its gratitude for the great service UCI employees provide, UCI offers the Family Appreciation Grant to its qualified employees and family members.

Programs:

Diploma/Degree

Eligibility Requirements:

- For the purpose of this grant only, "Eligible Family Member" is defined as a parent, spouse, child, or grandchild. This includes family members that are formally adopted. (Note: Siblings, aunts, uncles, cousins and other extended family members are not eligible.) Documentation must be provided upon request.
- The employee must be employed by this Institution, another institution under common ownership, or a related company that provides support to those institutions.
- The employee must be in good standing, which includes but is not limited to, consideration of length of employment. The minimum employment is six months of service. Should the employee's employment be terminated either voluntarily or involuntarily while the employee or his/her qualified family member is receiving the grant, awards will be discontinued at the end of the current term.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- The Family Appreciation Grant will apply to both full-time and part-time employee's as long as the employee meets the criteria stated above.

Number of Awards:

The number of awards is not capped.

Awards

All Programs: Qualified Family Member: 50% of program tuition and fees (minus other grants, scholarships and benefits).

Equally distributed across terms in the program *additional grants cannot be used.

Application Process:

Employees should make a written request to the President (a) the proposed grant recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the grant.

There are no application deadlines.

6. Armed Services Grants**Description:**

United Career Institute armed services grant is designed to recognize the sacrifice made by volunteering for duty in a branch of the armed services. The objective of the grant is to help finance career education for the families of these individuals.

Programs:

Diploma/Degree

Eligibility Requirements:

- Active duty or veteran (as defined by the Veteran's Administration) who served in the Armed Forces and their families who choose to attend United Career Institute
- Family members are defined as a parent, step-parent, spouse and children including step-children. This includes family members that are formally adopted.
- Family member applicants must (a) make application for enrollment, (b) remit seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- With proper documentation, a veteran, active duty, dependent of a veteran, or a spouse of a veteran will have his or her application fee waived. The student is still responsible to pay the seat fee.
- Student must be able to show eligibility proof (for example: Military ID or DD214 papers)

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$2,000 (\$333 per term)

Diploma: Eligible students will be awarded up to \$1,000 in their first year (\$333 per term)

Application Process and Deadlines:

Qualified students and prospective students who have been accepted for enrollment are auto applied for the Armed Services Grant by virtue of their enrollment.

There are no application deadlines.

7. Friends of Coal Miners Grant

The Friends of Coal Miners Grant is designed to support current or former coal company employees and their families' finance career training. Grant deadline: Last day of every month.

Programs:

Diploma/Degree

Eligibility Requirements:

- Current or former employees including, miners, administrative and staff of coal companies and their families who choose to attend United Career Institute.
- Family member are defined as a parent, step parent, spouse and children including step children
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Student must be able to show eligibility proof (Coal Miners Card)

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$2,000 (\$333 per Term)

Diploma: Eligible students will be awarded up to \$1,000 in their first year (\$333 per Term)

Application Process and Deadlines:

All students are auto-applied by virtue of their enrollment. There is no application or deadline.

8. Nurses Touch Lives Grant

The Nurses Touch Lives Grant is designed to financially support students desiring an education and career as a nurse.

Programs:

Practical Nursing Diploma

Eligibility Criteria:

- Student is accepted for enrollment into the institution's Practical Nursing Program.
- Student has financial need where financial need is defined as tuition and fees remaining after all other grants, scholarships, or benefits are applied.

Number of Awards:

The number of awards is not capped.

Awards:

Eligible students will be awarded up to \$1,500 for the diploma.

Applications and Deadlines:

Qualified students are auto-applied by virtue of their enrollment. There are no application deadlines.

9. Imagine America Scholarship

The award-winning Imagine America Scholarship program helps thousands of high school seniors each year pursue a career school education. As a participating Imagine America institution, UCI will award up to ten (10) Imagine America Scholarships annually based on year of high school graduation. Additional Scholarships may be accepted at the sole discretion of UCI.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a current high school student
- High school GPA of 2.5 or better
- Demonstrated community service during senior year
- Likelihood of successful school completion

Number of Awards:

Up to ten (10) Imagine America scholarships annually based on year of high school graduation will be awarded a \$1,000 scholarship in the first academic year. Additional scholarships may be accepted at the sole discretion of UCI.

Awards:

Up to \$1,000 (\$333 per term)

Application Process and Deadlines:

Apply with www.imagine-america.org

Students seeking to apply for this scholarship may submit their application on-line at www.imagine-america.org. Completed applications are initially forwarded to the student's home high school for review by the appropriate member of the staff. Applications approved by the student's high school are then forwarded to UCI for review. *Students must maintain satisfactory academic progress in order to remain eligible for any scholarships. *Scholarship deadline: September 15th of each year following the student's high school graduation, unless the Imagine America Foundation sets an earlier deadline. Contact Admissions for more information on deadline.

Recent high school graduates have until December 31 to apply. High school graduates of the next year can start applying on January 1.

10. Buckeye Online College Grant

Description:

The Buckeye Online College Grant is designed to promote higher education for residents of Ohio who need or prefer to obtain their college degree through an online platform.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a resident of Ohio at the time of acceptance.
- Applicant must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the credit hours designed to be taken online.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

* additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment. Application Deadline: None

11. Keystone State Online College Grant

Description:

The Keystone State Online College Grant is designed to promote higher education for residents of Pennsylvania who need or prefer to obtain their college degree through an online platform.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a resident of Pennsylvania at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the credit hours designed to be taken online.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$4,000 (\$666 per term)

*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to \$2,000 (\$666 per term) in their first academic year

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment.

There is no deadline.

12. Bluegrass State Online College Grant

Description:

The Bluegrass State Online College Grant is designed to promote higher education for residents of Kentucky who need or prefer to obtain their college degree through an online platform.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a resident of Kentucky at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the credit hours designed to be taken online.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment.

There is no deadline.

13. Chesapeake Online College Grant**Description:**

The Chesapeake Online College Grant is designed to promote higher education for residents of Maryland who need or prefer to obtain their college degree through an online platform.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a resident of Maryland at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the credit hours designed to be taken online.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment.

There is no deadline.

14. Old Dominion Online College Grant**Description:**

The Old Dominion Online College Grant is designed to promote higher education for residents of Virginia who need or prefer to obtain their college degree through an online platform.

Programs:

Diploma/Degree

Eligibility Criteria:

- Applicant must be a resident of Virginia at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.

- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the credit hours designed to be taken online.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment.

There is no deadline

15. Alumni Legacy Grant

United Career Institute is committed to upgrading the professional skills and job readiness of area residents. Therefore, to support this goal and to encourage succeeding generations of local individuals to realize the career and financial benefits of an education, UCI offers the Alumni Legacy Grant to family members of our graduates.

Programs:

Associate Degree and Diploma

Eligibility Requirements:

- For the purpose of this grant only, “Graduate” is defined as a student who meets graduation requirements from one of the Institution’s diploma or associate degree programs.
- Grant applicant must be a member of a graduate’s nuclear family. Nuclear family is defined as spouse, mother, father, brother, sister, and children. Step-parents, step-siblings and step-children also meet the definition of nuclear family membership. Documentation must be provided upon request. *Eligibility can be extended to family members beyond the nuclear family when requested and approved by the institution.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) (c) be accepted into one of the institution’s associate degree or diploma programs and (d) complete the Alumni Legacy Grant form.

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to \$3,000 (\$500 per term)

Diploma: Eligible students will be awarded up to \$2,000 (\$500 per term)

*Additional institutional grants cannot be used

Application Process & Deadline:

Auto-applied once enrolled and the Alumni Legacy Grant form is completed and approved by Financial Aid.

There is no deadline.

16. Career Fast-Track Grant

Description:

The Career Fast-track Grant is a tuition grant that is designed to assist individuals who have recently lost their job as a result of business closure or reduction-in-force. UCI understands that many displaced employees desire to use this unfortunate circumstance as an opportunity to transition into a new, rewarding career. UCI offers this grant as a way to assist effected individuals in fast-tracking their transition.

Programs:

Diploma/Associate Degree

Eligibility Criteria:

- Applicant’s employment must have been discontinued as a result of business closure or reduction-in-force

- Applicant must make application to the Institution within 180 days of their final day of work where the qualified dislocation of employment occurred
- Applicant must be accepted into one of the Institution's Associate Degree or Diploma programs.

Number of Awards:

The number of awards is not capped.

Awards:

Eligible students will be awarded up to \$3,000 for the degree (\$500 per term)

* additional grants cannot be used

Eligible students will be awarded up to \$1,500 (\$500 per term) in their first academic year for the diploma

Application Process & Deadlines:

- Qualified students are auto-applied by virtue of their enrollment. Supporting documentation can be requested at any time. There is no deadline.

17. Academic Success Grant

Description:

It is the goal of the institution to produce graduates who are productive and contributing members of their profession and their communities. The purpose of the Academic Success Grant is to motivate and reward responsible students who strive to that end. Grant amounts vary based on each student's academic achievement.

Programs:

Degree

Eligibility Criteria:

- Applicant must be enrolled in an Associate Degree Program
- Student maintains Satisfactory Academic Progress
- Student completes at least one academic year of his/her program with a minimum 3.0 GPA for nursing programs and 2.5 for all other programs.

Number of Awards:

The number of awards is not capped.

Awards:

4.0 GPA = \$3,000 (\$1,000 per term)

3.00-3.99 GPA = \$2,100 (\$700 per term)

2.50 - 2.99 GPA (non-nursing) = \$1,200 (\$400 per term)

*If you are awarded a \$3,000 scholarship, additional scholarships cannot be used

Application Process and Deadlines:

All students are auto-applied for the Academic Success Grant by virtue of their enrollment once the first academic year is completed. There is no application or deadline. This scholarship can be applied to only one program per student.

SECTION VI. – Curriculum

Associate in Specialized Business Programs - Occupational:

Clinical Medical Assistant
Medical Office Administration
Medical Coding

Diploma Programs:

Medical Assisting
Medical Billing/Administration
Practical Nursing

**Clinical Medical Assistant
Associate in Specialized Business Degree – Occupational
72 Weeks**

Available methods of delivery: Residential and Blended *

The objective of this program is to prepare graduates for a wide variety of entry-level, primarily medical related positions, both clinical and office/administrative. With greater emphasis on clinical skills, graduates are prepared for entry level positions working in any setting in which healthcare is delivered including, but not limited to, doctors’ offices, hospitals, clinics, urgent care centers, nursing homes, home health services, wellness centers, private care, and a wide variety of health care facilities. The office/administrative skills also prepare the graduate to work in medically related office positions, such as medical secretary, medical receptionist, and in other medical related offices such as health insurance offices, as well as non-medically related offices. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course			Quarter	Contact
Code	No.	Subject	Credits	Hours
*TER	101	Medical Terminology I	4	48
*TER	102	Medical Terminology II	4	48
*PHM	101	Pharmacology I	4	48
*PHM	202	Pharmacology II	4	48
*ANP	101	Introduction to Anatomy and Physiology	4	48
*ANP	102	Anatomy and Physiology	4	48
*MIC	101	Medical Insurance and Coding	4	48
*EHR	201	Electronic Health Records	4	48
*MAP	201	Medical Administrative Procedures	4	48
*LME	201	Law and Medical Ethics	4	48
*MAT	202	Medical Assistant Topics	4	48
*ICP	101	Introduction to Clinical Procedures	3	48
*CLP	202	Clinical Laboratory Procedures	3	48
*CMP	203	Clinical Medical Procedures	3	48
*CAX	201	Clinical Medical Assistant Externship	5	160
CAR	201	Career Preparation	4	48
SSS	101	Student Success Strategies	4	48
ITC	101	Introduction to Computers	4	48
+RAW	101	Research and Writing	4	48
+COM	101	Effective Communication	4	48
+CMP	101	English Composition	4	48
+CUR	101	Current Events	4	48
+PSY	201	Psychology	4	48
+LOG	201	Logic and Critical Thinking	4	48
TOTAL HOURS			94	1264
<i>*Core Courses</i>				<i>+General Education Courses</i>

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.

Medical Office Administration
Associate in Specialized Business Degree – Occupational
72 Weeks

Available methods of delivery: Residential and Blended*

The objective of this program is to prepare graduates for a wide variety of entry-level medical front office positions. Graduates receive training in general office skills, computer skills, and skills related specifically to medical offices such as receiving patients, preparing medical forms, and other skills related to administration with today’s complex medical offices. Although medical office specific skills are emphasized, the general education, office and computer skills’ components also prepare the graduate for office opportunities outside the medical field. Additional training and/or experience may be required for some career paths. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter Credits	Contact Hours
Code	No.			
*TER	101	Medical Terminology I	4	48
*TER	102	Medical Terminology II	4	48
*PHM	101	Pharmacology I	4	48
*MCC	101	Medical Coding	4	48
*MCC	102	Medical Coding-CPT	4	48
*ANP	101	Introduction to Anatomy and Physiology	4	48
*ANP	102	Anatomy and Physiology	4	48
*MIC	101	Medical Insurance and Coding	4	48
*WPA	101	Word Processing Applications	3	48
*SPA	101	Spreadsheet Applications	3	48
*EHR	201	Electronic Health Records	4	48
*MAP	201	Medical Administrative Procedures	4	48
*LME	201	Law and Medical Ethics	4	48
*MOT	202	Medical Office Topics	4	48
*MOX	201	Medical Office Administration Externship	3	90
CAR	201	Career Preparation	4	48
SSS	101	Student Success Strategies	4	48
ITC	101	Introduction to Computers	4	48
+RAW	101	Research and Writing	4	48
+COM	101	Effective Communication	4	48
+CMP	101	English Composition	4	48
+CUR	101	Current Events	4	48
+PSY	201	Psychology	4	48
+LOG	201	Logic and Critical Thinking	4	48
TOTAL HOURS			93	1194

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.

Medical Coding

Associate in Specialized Business Degree – Occupational

72 Weeks

Available methods of delivery: Blended

The program prepares graduates for entry-level positions focused in any setting in which healthcare is delivered. While there is a greater emphasis on medical billing and coding, the general education and office and business components provide the graduate with greater career flexibility. Although graduates are prepared to work in a variety of healthcare settings including but not limited to clinics, insurance companies, hospitals, home health services, wellness centers, and doctors' offices, employment opportunities may also exist outside of the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter	Contact
Code	No.		Credits	Hours
*TER	101	Medical Terminology I	4	48
*TER	102	Medical Terminology II	4	48
*PHM	101	Pharmacology I	4	48
*MCC	101	Medical Coding	4	48
*MCC	102	Medical Coding-CPT	4	48
*ANP	101	Introduction to Anatomy and Physiology	4	48
*ANP	102	Anatomy and Physiology	4	48
*HIM	101	Health Information Management	4	48
*EHR	201	Electronic Health Records	4	48
*ICS	201	Intermediate ICD/CPT	4	48
*ACS	202	Advanced Coding/Classification	4	48
*HQM	201	Quality Management	4	48
*LME	201	Law and Medical Ethics	4	48
*MCT	201	Medical Coding Topics**	4	48
*MCX	201	Medical Coding Externship	3	90
CAR	201	Career Preparation	4	48
SSS	101	Student Success Strategies	4	48
ITC	101	Introduction to Computers	4	48
+RAW	101	Research and Writing	4	48
+COM	101	Effective Communication	4	48
+CMP	101	English Composition	4	48
+CUR	101	Current Events	4	48
+LOG	201	Logic and Critical Thinking	4	48
+PSY	201	Psychology	4	48
		TOTAL HOURS	95	1194
		<i>*Core Courses</i>	<i>+General Education</i>	

**As part of this course, students will be required to sit for the Certified Professional Coder exam. The Institution does not have a reportable recent pass rate (2022-2023 academic year) for this exam because this is a new program with no graduates prior to July 1, 2023.

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, "Graduation Requirements".)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.

**Medical Assisting
Diploma**

36 Weeks or 48 Weeks

Available methods of delivery: Residential and Blended*

The objective of this program is to prepare graduates for a wide variety of entry level office positions. Although healthcare related clinical skills are emphasized, the office skills component provides career flexibility allowing the graduate to work in a wide variety of offices such as doctors' offices, clinics, health care facilities, physical therapy facilities, insurance offices, and other health care related facilities. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter	Contact
Code	No.		Credits	Hours
TER	101	Medical Terminology I	4	48
TER	102	Medical Terminology II	4	48
PHM	101	Pharmacology I	4	48
PHM	202	Pharmacology II	4	48
ANP	101	Introduction to Anatomy and Physiology	4	48
ANP	102	Anatomy and Physiology	4	48
MIC	101	Medical Insurance and Coding	4	48
ICP	101	Introduction to Clinical Procedures	3	48
CLP	202	Clinical Laboratory Procedures	3	48
CMP	203	Clinical Medical Procedures	3	48
LME	201	Law and Medical Ethics	4	48
MAT	202	Medical Assistant Topics	4	48
MAX	201	Medical Assisting Externship	5	160
ITC	101	Introduction to Computers	4	48
SSS	101	Student Success Strategies	4	48
CAR	201	Career Preparation	4	48
TOTAL HOURS			62	880

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, "Graduation Requirements".)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its online training. For any portion of this program that may delivered through an online format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the online delivery format.

Medical Billing/Administration

Diploma

36 Weeks or 48 Weeks

Available methods of delivery: Residential and Blended*

The objective of this program is to prepare graduates for entry-level office positions focused on medical offices. This program provides basic training in areas including general office skills, computer skills, and medically related skills such as receiving patients and preparing medical forms. Although employment is directed towards any setting in which healthcare is delivered, the graduate may qualify for entry-level positions in other types of offices. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter	Contact
Code	No.		Credits	Hours
TER	101	Medical Terminology I	4	48
TER	102	Medical Terminology II	4	48
PHM	101	Pharmacology I	4	48
ANP	101	Introduction to Anatomy and Physiology	4	48
MCC	101	Medical Coding	4	48
MCC	102	Medical Coding – CPT	4	48
MIC	101	Medical Insurance and Coding	4	48
MAP	201	Medical Administrative Procedures	4	48
EHR	201	Electronic Health Records	4	48
MOT	202	Medical Office Topics	4	48
MIX	201	Medical Billing/Administration Externship	3	90
WPA	101	Word Processing Applications	3	48
SPA	101	Spreadsheet Applications	3	48
ITC	101	Introduction to Computers	4	48
SSS	101	Student Success Strategies	4	48
CAR	201	Career Preparation	4	48
TOTAL HOURS			61	810

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its online training. For any portion of this program that may delivered through an online format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the online delivery format.

Practical Nursing

Diploma

48 weeks

Available methods of delivery: Residential and Blended

The objective of this program is to provide theoretical instruction and clinical experience in gerontological, medical, surgical, obstetric, and pediatric nursing. Clinical instruction will occur in both acute and long-term care settings for application of the vocation role and function. At the fundamental level students are introduced to care for patients with simple and short-term nursing needs and will then progress to more complex long-term needs. Students will utilize the nursing process to provide safe effective care applying scientific principles of nursing. Students will be prepared to function as a member of the healthcare team by exercising sound nursing judgment, critical thinking and competent care based on the scope of practice for the student practical nurse.

Course			Quarter	Contact
Code	No.	Subject	Credits	Hours
PVN	101	Practical/Vocational Nursing I	2.0	24
APN	101	Body Structure and Function/Lab	4.5	60
NFM	101	Nursing Fundamentals/Lab/Clinical	17.0	312
NPH	101	Nursing Pharmacology I/Lab	3.0	48
NPH	102	Nursing Pharmacology II/Lab	2.0	30
NPH	103	Nursing Pharmacology III/Lab	2.0	30
NPN	101	Nutrition for Practical Nursing I	1.0	12
NPN	102	Nutrition for Practical Nursing II	1.0	12
MSN	201	Medical Surgical Nursing/Lab/Clinical	17.0	354
MSN	202	Medical Surgical Nursing II/Lab/Clinical	17.0	354
MTN	201	Maternity Nursing/Clinical	7.5	96
PED	201	Pediatric Nursing/Clinical	7.5	96
PVN	202	Practical/Vocational Nursing II	2.0	24
GNP	201	Graduate Nurse Preparation	4.5	48
TOTAL HOURS			88	1500

Graduation Requirements:

To qualify for graduation from the Practical Nursing program, a student must:

- A. Pass all required courses with a 75% grade or better.
 - a. If a student scores below a 75% grade in any course, the student will be academically dismissed from the program and be required to re-apply for admission.
- B. Satisfactorily complete all laboratory skill competencies in the Practical Nursing curriculum.
- C. Satisfactorily complete all clinical requirements in the Practical Nursing curriculum.

Licensure Requirements for Practical Nurses:

In order to become licensed as a practical nurse in Pennsylvania, graduates must sit for the National Council of State Board of Nursing's National Certification Licensure Exam for Practical Nursing (NCLEX-PN) and meet all state requirements.

It is the goal of the UCI Practical Nursing Program to prepare the graduate for successful completion of the NCLEX-PN. The Practical Nursing Program Director certifies to the Pennsylvania Board of Nursing that the graduate has completed the program and had met graduation requirements.

Practical Nursing licensure is required in each state and is governed by each state's legislature. Additional information regarding licensure or certification requirements can be located on the Institution's website at the following link: https://unitedcareer.edu/wp-content/uploads/2020/06/UCII_Practical-Nursing-Resource-Disclosure.pdf The graduate may obtain copies of their transcripts for submission to other state boards of

practical nursing. Successful completion of the NCLEX-PN and application for licensure as a practical nurse in the state of their choosing is the responsibility of the graduate. Each state has the right to establish (and change from time to time) its own requirements. Therefore, any practical nursing student who may be considering practicing out of state should check with the state’s requirements before beginning classes.

Official School Calendar for Practical Nursing

Winter Quarter 2024

January 2, 2024 Classes Begin
 March 24, 2024 Classes End
 March 25, 2024 – March 31, 2024 BREAK

Spring Quarter 2024

April 1, 2024 Classes Begin
 May 27, 2024 Memorial Day (Holiday)
 June 23, 2024 Classes End
 June 24, 2024 – June 30, 2024 BREAK

Summer Quarter 2024

July 1, 2024 Classes Begin
 July 4, 2024 Independence Day (Holiday)
 September 2, 2024 Labor Day (Holiday)
 September 22, 2024 Classes End

Fall Quarter 2024

September 23, 2024 Classes Begin
 November 28, 2024 Thanksgiving (Holiday)
 December 15, 2024 Classes End
 December 16, 2024 – January 5, 2025 BREAK

Winter Quarter 2025

January 6, 2025 Classes Begin
 March 30, 2025 Classes End
 March 31, 2025 – April 6, 2025 BREAK

Spring Quarter 2025

April 7, 2025 Classes Begin
 May 26, 2025 Memorial Day (Holiday)
 June 29, 2025 Classes End
 June 30, 2025 – July 6, 2025 BREAK

Summer Quarter 2025

July 7, 2025 Classes Begin
 September 1, 2025 Labor Day (Holiday)
 September 28, 2025 Classes End

Fall Quarter 2025

September 29, 2025 Classes Begin
 November 27, 2025 Thanksgiving (Holiday)
 December 21, 2025 Classes End

December 22, 2025 – January 4, 2026 BREAK

Winter Quarter 2026

January 5 2026..... Classes Begin
March 29, 2026..... Classes End
March 30, 2026 – April 5, 2026 BREAK

Spring Quarter 2026

April 6, 2026 Classes Begin
May 25, 2026 Memorial Day (Holiday)
June 28, 2026 Classes End
June 29, 2026 – July 5, 2026 BREAK

Summer Quarter 2026

July 6, 2026 Classes Begin
September 7, 2026 Labor Day (Holiday)
September 27, 2026..... Classes End

Fall Quarter 2026

September 28, 2026 Classes Begin
November 26, 2026 Thanksgiving (Holiday)
December 20, 2026 Classes End
December 21, 2026 – January 3, 2027 BREAK

Winter Quarter 2027

January 4, 2027..... Classes Begin
March 28, 2027..... Classes End
March 29, 2027 – April 4, 2027 BREAK

Spring Quarter 2027

April 5, 2027 Classes Begin
May 31, 2027 Memorial Day (Holiday)
June 27, 2027 Classes End
June 28, 2027 – July 5, 2027 BREAK

Summer Quarter 2027

July 6, 2027 Classes Begin
September 6, 2027 Labor Day (Holiday)
September 26, 2027..... Classes End

Fall Quarter 2027

September 27, 2027 Classes Begin
November 25, 2027 Thanksgiving (Holiday)
December 19, 2027 Classes End
December 20, 2027 – January 2, 2028 BREAK

Course Numbering System

Each course offered by the School is identified by a unique 6-character code. The various components of this code are as follows:

SSS 101 Student Success Strategies

The first three characters of the code are an alphabetic identification representing the course name. “SSS” represents the course Student Success Strategies.

The first digit of the number represents the level at which the course is generally offered:

“1” designates courses generally offered during the student’s first year of study.

“2” designates courses generally offered during the student’s second year of study.

In the example, the first digit, “1”, indicates that this course is generally offered during the first year of the program.

The second digit of the number is a placeholder.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also insures that each course is unique.

“1” indicates that the course is the first course within a group or series.

“2”, “3”, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

The area of concentration courses in the degree programs are marked with an * and the general education courses are marked with a +.

Course Descriptions

Practical Nursing Courses

APN 101 Body Structure and Function/Lab..... 4.5 Quarter Credits

This course is designed to provide the student with basic knowledge of normal body structure and function. The student will learn major systems, organs, and terminology necessary for the provision of safe and effective nursing care. Upon successful completion of this course, within the scope of the practice of the practical nurse, the student will be able to describe the structure and function of the respiratory, cardio-vascular, muscular-skeletal, nervous, skin, and sensory systems of the body, describe the structure and function of the reproductive, urinary, digestive, and endocrine systems of the body, describe the relationships of body systems in providing patient care. Co-requisite: NFM 101: Nursing Fundamentals/Lab/Clinical; PVN 101: Practical/Vocational Nursing I

GNP 101 Graduate Nurse Preparation.....4.5 Quarter Credits

This course was developed to help candidates prepare to take the NCLEX-PN examination. The course provides both comprehensive content review and NCLEX questions for practice. This course reviews Clinical Judgment and the NCLEX-PN Examination, Clinical Judgment and Test-Taking Strategies, Professional Standards in Nursing, Nursing Sciences, Foundation of Care, Growth and Development Across the Life Span, Maternity Nursing, Pediatric Nursing, Adult Medical-Surgical Nursing, Mental Health Problems of the Adult Client, and Pharmacology. Students will be provided the opportunity to assess their preparedness for the national examination. The current test plan for the NCLEX-PN examination will guide the presentation of specific course content. An assessment of individual strengths and weaknesses of nursing knowledge through

diagnostic tools can be constructed and a plan for areas of needed growth can be formulated. Co-requisite: MSN 202 Medical Surgical Nursing II/Lab/Clinical; PVN 202: Practical/Vocational Nursing II Lecture

MSN 201 Medical-Surgical Nursing/Lab/Clinical.....17.0 Quarter Credits

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. Co-requisite: NPH 101 Nursing Pharmacology I/Lab

MSN 202 Medical-Surgical Nursing II/Lab/Clinical.....17.0 Quarter Credits

This course provides instruction integrating theoretical and clinical experiences with a variety of complex medical and surgical patients of all ages experiencing common physical and emotional conditions. This course provides practical application of the theory and skills acquired in the classroom and lab. Primary emphasis is placed on problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. The student, as a member of the health care team, has the opportunity to participate in the health and wellness aspects of the patient's family. Co-requisite: PVN 202: Practical/Vocational Nursing II

MTN 201 Maternity Nursing/Clinical.....7.5 Quarter Credits

This course provides information regarding obstetrics, neonatology, and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium, and the normal newborn as well as common deviations. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. Co-requisite: NPH 102 Nursing Pharmacology/Lab; NPN 101 Nutrition for Practical Nursing

NFM 101 Nursing Fundamentals/Lab/Clinical.....17 Quarter Credits

This course will introduce the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethical responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student will be prepared to provide basic personal patient care and perform patient care procedures in hospital and long-term facilities. Safety measure, emergencies, and organization of patient-care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS and infection control procedures. Health care needs of the geriatric patient are introduced and pre-operative nursing care is discussed. The grieving process, appropriate verbal, nonverbal, and written communications in the performance of nursing functions are covered. Clinical skills are practiced in the nursing lab via simulations and the student has the opportunity to apply knowledge and skills in the clinical setting. Co-requisite: APN 101 - Body Structure and Function/Lab; PVN 101 - Practical/Vocational Nursing I; CPR Certification

NPH 101 Nursing Pharmacology I/Lab.....3 Quarter Credits

This course prepares students to administer medications. The six "rights" of administration including calculation, routes of administration, proper use and storage of medications, patient observation, and documentation are explored. This course also includes the study of a large body of medications in terms of their therapeutic uses, characteristics, actions, dosages, side effects, and techniques used in administering them. Clinical skills are practiced in the nursing lab. Co-requisite: MSN 201 Medical-Surgical Nursing I/Lab/Clinical

NPH 102 Nursing Pharmacology II/Lab.....2 Quarter Credits

This course prepares students to administer medications with emphasis on injections and intravenous therapy. The six "rights" of administration including calculation, routes of administration, proper use and storage of medications, patient observation, and documentation are reinforced. This course also includes the study of a large body of medications in terms of their therapeutic uses, characteristics, actions, dosages, side effects, and techniques used in administering them. Clinical skills are practiced in the nursing lab where simulation(s) will be used to ensure competencies are met. Pre-requisite: NPH 101 Nursing Pharmacology I/Lab

Co-requisite: MTN 201 Maternity Nursing/Clinical; NPN 101 Nutrition for Practical Nursing

NPH 103 Nursing Pharmacology III/Lab.....2 Quarter Credits

This course prepares students to administer medications with emphasis on injections and intravenous therapy. The six “rights” of administration including calculation, routes of administration, proper use and storage of medications, patient observation, and documentation are reinforced. This course also includes the study of a large body of medications in terms of their therapeutic uses, characteristics, actions, dosages, side effects, and techniques used in administering them. Clinical skills are practiced in the nursing lab where simulation(s) will be used to ensure competencies are met. Pre-requisite: NPH 101 Nursing Pharmacology II/Lab

Co-requisite: PED 201 Pediatric Nursing/Clinical; NPN 102 Nutrition for Practical Nursing

NPN 101 Nutrition for Practical Nursing I.....1 Quarter Credit

This course includes the basic principles of nutrition and their application in person-centered care. Disease prevention and the general enhancement of life through nutrition will be explored. The content progresses from simple to complex utilizing the nursing process to provide holistic care. Co-requisite: MTN 201 Maternity Nursing/Clinical; NPH 102 Nursing Pharmacology Lecture/Lab

NPN 102 Nutrition for Practical Nursing II.....1 Quarter Credit

This course includes the basic principles of nutrition and their application in person-centered care. Disease prevention and the general enhancement of life through nutrition will be explored. The content progresses from simple to complex utilizing the nursing process to provide holistic care. Pre-requisite: NPN 101 Nutrition for Practical Nursing I. Co-requisite: PED 201 Pediatric Nursing/Clinical; NPH 103 Nursing Pharmacology/Lab

PED 201 Pediatric Nursing/Clinical.....7.5 Quarter Credits

This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. Nursing skills related to the care of the pediatric patient are emphasized. Co-requisite: NPN 102 Nutrition for Practical Nursing; NPH 103 Nursing Pharmacology/Lab

PVN 101 Practical/Vocational Nursing I.....2 Quarter Credits

This course serves to introduce the Practical Nursing student to their role as a member of the health care team. This course includes orientation to study methods, historical background of nursing, therapeutic communication skills, ethical conduct, legal responsibilities, trans-cultural concepts, and lines of administrative authority. The theory and clinical components of this course prepare students for their role in the workplace. Co-requisite: NFM 101: Nursing Fundamentals/Lab/Clinical; APN 101: Body Structure and Function/Lab

PVN 202 Practical/Vocational Nursing II.....2 Quarter Credits

This course prepares the practical nursing student to recognize and apply the principles of human relationships and resultant behavior in nursing practice. Employability skills and the legal and ethical aspects specific to practical nursing will be discussed as well as the transition from student to graduate nurse. Co-requisite: MSN 202 Medical Surgical Nursing II/Lab/Clinical

Non-Nursing Courses

ACS 202 Advanced Coding/Classification.....4 Quarter Credits

This course will further build on coding skills and will apply inpatient coding skills under the prospective payment system. DRG’s (Diagnosis Related Groups) as well as complications and comorbidities will be reviewed. APCs (Ambulatory Patient Categories) will be reviewed and reimbursement optimization. Medical fraud and abuse will be taught as it pertains to coding and reimbursement issues. This course will also review ICD10. The student

must achieve a minimum of a “C” grade or repeat the course. Prerequisite: MCC102 Medical Coding-CPT, ICS201 Intermediate ICD/CPT.

ANP 101 Introduction to Anatomy and Physiology4 Quarter Credits
This course will begin with an introduction of the levels of organization and general plan of the body. This will include an overview of basic chemistry, body temperature and metabolism, fluid-electrolyte and acid-base balance, cells, tissues, and membranes. This course will also present the student with an introduction to Microbiology and human disease.

ANP 102 Anatomy and Physiology4 Quarter Credits
This course will review Integumentary, Skeletal, Muscular, Nervous, Male and Female Reproductive, and Endocrine body systems and topics focusing on abnormal structure and function, and related diseases and disorders. Prerequisite: ANP 101 Introduction to Anatomy and Physiology.

CAR 201 Career Preparation4 Quarter Credits
This course presents to the student information in the behavioral skills necessary to effectively present himself/herself to potential employers with confidence and professionalism. The student will also have acquired skills which enable him/her to maintain a position. The student will be presented with the skills and tasks of preparing personal resumes, letters of application, thank you letters, and employment applications. Interviewing and job search techniques are also studied.

CAX 201 Clinical Medical Assistant Externship-5 Quarter Credits
The Clinical Medical Assistant externship is a capstone course that is taken in the last quarter of the student’s training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must have achieved a minimum of a “C” grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

CLP 202 Clinical Laboratory Procedures3 Quarter Credits
This course is designed to introduce the student to the clinical laboratory including urinalysis, phlebotomy, hematology, chemistry, serology, and medical microbiology. Focus will be placed on specimen collection, handling, testing, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

CMP 101 English Composition.....4 Quarter Credits
This course is designed to expand the student’s abilities in written communications. Principles of composition are developed through writing and revising various types of communications. Emphasis is placed on construction and composition, including word usage, grammar, and sentence analysis.

CMP 203 Clinical Medical Procedures3 Quarter Credits
This course is designed to introduce the student to additional clinical skills including administration of medications, assisting with minor office surgery, cardiopulmonary and emergency procedures, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

COM 101 Effective Communication4 Quarter Credits
This course is designed to focus on the fundamentals of effective oral communication and the application of the fundamental principles of public speaking. The textbook lectures, speaking assignments, and all written work will acquaint the student with the basic theory and practice of public speaking.

CUR 101 Current Events4 Quarter Credits

This course will cover the current issues affecting our lives today. World, National, and local news including areas of economics, political science, government, pop culture and sports will be discussed. This will be presented with an emphasis placed on how it impacts today's society.

EHR 201 Electronic Health Records.....4 Quarter Credits

This course is an introduction to electronic health record information management, including patient and health care data, data collection, processing, quality, storage, access, retention, and release of patient information and health care statistics.

HIM 101 Health Information Management.4 Quarter Credits

This course is an introduction to the development, purpose, and structure of Health Information Management and the American Health Information Management (AHIMA) association. Topics will include an examination of the development and flow of the health record, electronic health care systems, and the duties within different areas of the Health Information Management department. The importance of confidentiality and security will be covered throughout the course.

HQM 201 Quality Management.4 Quarter Credits

This course investigates the components of quality management programs in health care including clinical quality improvement, utilization management, and risk management. Additionally, the credentialing and roles of health professionals will be examined.

ICP 101 Introduction to Clinical Procedures3 Quarter Credits

This course is designed to provide the student with the theories and techniques involving the clinical aspects of the medical assisting profession. The student is introduced to the areas of medical asepsis and OSHA standards, vital signs, assisting with general and selected physical examinations, proper medical records completion, and selected procedures. The student must achieve a minimum of a "C" grade or repeat the course.

ICS 201 Intermediate ICD/CPT.4 Quarter Credits

This course will build on the previous knowledge gained in MCC101 and MCC102 and will address more complex issues related to ICD9-CM and CPT-4. Case studies and class exercises will be provided to assist in strengthening coding skills. This course will further build on ethical coding and reporting in determining reimbursement in a variety of healthcare settings. Students will be taught how to use American Hospital Associations Coding Clinics (the official source for ICD9) and American Medical Association CPT Assistant (the official source for CPT Coding). The student must achieve a minimum of a "C" grade or repeat the course. Prerequisite MCC 101 Medical Coding, MCC 102 Medical Coding-CPT.

ITC 101 Introduction to Computers4 Quarter Credits

This course is an introductory course designed to teach students fundamental computer concepts. Students will learn basic computer operations, computer terminology, and basic concepts. Students will receive an overview of various software applications including word processing, spreadsheet, and presentation applications.

LME 201 Law and Medical Ethics4 Quarter Credits

This introductory course provides an overview of law and ethics for allied health professionals and legal professionals functioning in a wide variety of settings. This course provides an introduction to the legal foundations of health care in America. It is the responsibility of the American government to promote and protect the health and welfare of the public while respecting the interests, and upholding the rights, of the individual. The content of this course addresses how the law balances these collective and individual rights. The material covers a broad range of legal issues/topics in health care, including but not limited to: the American legal system, standards of care, scope of practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and

employer. Emphasis will be placed on applicable federal law, as well as limited state laws and regulations of the healthcare and legal professions.

LOG 201 Logic and Critical Thinking.....4 Quarter Credits

This course is designed to teach the practical application of skills necessary to analyze a problem, determine the solutions and options available, and weigh the pros and cons of each to reach a workable solution.

MAP 201 Medical Administrative Procedures.....4 Quarter Credits

The purpose of this course is to prepare the student to assume the professional role in medical office procedures. Emphasis is placed on the development of communication and interaction skills as they apply to screening telephone calls, scheduling appointments, and interviewing techniques with special emphasis placed on adherence to appropriate medical law and medical ethics.

MAT 202 Medical Assistant Topics.....4 Quarter Credits

This capstone course will encompass many of the major topics covered within the program with a particular emphasis on certification preparation. This capstone course reviews the principles of Test Taking Strategies, Learning Styles, Communication Strategies, Medical Office Management, Compliance Standards, Anatomy and Physiology, Medical Terminology, Diagnostic Testing and Procedures, and Pharmacology Basics.

MAX 201 Medical Assisting Externship.....5 Quarter Credits

The Medical Assisting Externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must have achieved a minimum of a “C” grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

MCC 101 Medical Coding.....4 Quarter Credits

This course gives the student a basic understanding of the ICD10-CM coding system used to convert diagnoses and procedures on a medical record to the proper code for insurance billing and statistical reporting. This class will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MCC 102 Medical Coding – CPT.....4 Quarter Credits

This course gives the student a basic understanding of the CPT-4 coding system used to convert outpatient procedures from an operative report, ER record, laboratory test, or physician office visit to the proper code for insurance billing and statistical reporting. The proper use of modifiers will be covered as well. This course will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MCT 201 Medical Coding Topics.....4 Quarter Credits

This capstone course will encompass many of the major topics covered in the medical coding program. This course reviews Medical Terminology, Anatomy, Compliance and Regulation, Coding Guidelines, ICD-10-CM, CPT (10,000-60,000 series), Radiology codes, Pathology and Laboratory codes, Medicine, E/M codes, Anesthesia, and Cases. This course will prepare the students with the competencies required to perform the job of a professional biller/coder for services performed by physicians and non-physician providers. Prerequisite: MCC 101 Medical Coding, MCC 102 Medical Coding-CPT, ICS 201 Intermediate ICD/CPT, ACS 202 Advanced Coding/Classification.

MCX 201 Medical Coding Externship.....3 Quarter Credits

The Medical Coding externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on applications, creating on-the-job experiences.

MIC 101 Medical Insurance and Coding4 Quarter Credits

This course gives the student a basic understanding of the coding system used to convert written diagnoses and procedures on a medical record to numbers which are then used for insurance billing and for statistical purposes. Instruction will be given for the different types of insurance forms utilized by the medical profession.

MIX 201 Medical Billing/Administration Externship4 Quarter Credits

The Medical Billing/Administration externship is a capstone course that is taken in the last quarter of the student's training. The student will complete 120 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

MOT 202 Medical Office Topics4 Quarter Credits

This capstone course will encompass many of the major topics covered within the program with a particular emphasis on certification preparation. This capstone course reviews the principles of Test Taking Strategies, Learning Styles, Communication Strategies, Medical Office Management, Compliance Standards, Anatomy and Physiology, Medical Terminology, Diagnostic Testing and Procedures, and some Pharmacology Basics.

MOX 201 Medical Office Administration Externship3 Quarter Credits

The Medical Office Administration externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

PHM 101 Pharmacology I4 Quarter Credits

This course is designed to provide the administrative and clinical medical assistant student with an introduction to the world of pharmacology. This will include areas such as prescription reading, interpretation of medication orders, drug classifications, and controlled substances. Emphasis will be placed on commonly prescribed medications and their effects on the respective body systems.

PHM 202 Pharmacology II4 Quarter Credits

This course is designed to meet the needs of the clinical medical assisting student. The course will begin with an overview of basic pharmaceuticals and factors affecting drug action. Proper storage, handling, preparation, and administration of medications will be reviewed. The student will then progress on to calculating dosages of medications for administration in a clinical setting. Emphasis will be placed on accuracy and competency in dosage calculations. Prerequisite: PHM 101 Pharmacology I.

PSY 201 Psychology4 Quarter Credits

Students will explore basic psychological principles and will learn terminology and concepts that psychologists use to explain behavior and mental processes. This course applies the study of psychology to real life situations such as work, school, relationships, and personal well-being.

RAW 101 Research and Writing4 Quarter Credits

This course is designed to introduce students to basic research principles and the relationship to effective and valid writing skills. Emphasis will be placed upon a fundamental understanding of MLA and APA writing formats.

SPA 101 Spreadsheet Applications3 Quarter Credits

This course is designed to introduce the students to spreadsheet application software commonly utilized in the business setting. Topics will include workbooks, linking files and worksheets, charting, database functions and formulas, and templates. Prerequisite: ITC 101 Introduction to Computers

SSS 101 Student Success Strategies.....4 Quarter Credits

This course is designed to present to the student the various skills and techniques that can be employed to achieve academic, interpersonal and professional success. At the completion of the course, the student will have been introduced to study and test-taking techniques, interpersonal skills, stress management, time management, and motivation.

TER 101 Medical Terminology I.....4 Quarter Credits

This course presents the student with a logical, step-by-step method for building a medical vocabulary. It is designed to introduce and provide an understanding of medical root words, secondary word parts, and abbreviations, related to directional terms, body structure, and Integumentary, Respiratory, Urinary, Male Reproductive, and Female Reproductive and obstetrics and neonatology body systems and topics. This will allow the student to recognize, spell, pronounce, define, and build medical terms.

TER 102 Medical Terminology II4 Quarter Credits

This course is a continuation of Medical Terminology I. The student will continue to be introduced to more medical word parts and abbreviations as they relate to Cardiovascular, Digestive, Eye, and Ear, Musculoskeletal, Nervous, and Endocrine body systems and topics. This will allow the student to build an extensive medical vocabulary, which is essential to anyone planning to enter the health care profession. Prerequisite: TER 101 Medical Terminology I.

WPA 101 Word Processing Applications3 Quarter Credits

This course is designed to introduce the student to the basic functions of a word processing program as well as how to properly format documents such as letters and memorandums. Topics will include mail merge, table of contents, desktop publishing, headers and footers, columns, book fold, sorting, bulleted list, tabs, drop cap, and templates. Prerequisite: ITC 101 Introduction to Computers.

SECTION VII. Statement of Tuition and Fees

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	\$3995.00	\$495.00
¾ time	9-11	\$3995.00	\$495.00
½ time	6-8	\$2795.00	\$495.00
< ½ time	1-5	\$2195.00	\$495.00

APPLICATION FEE: All students are assessed a one-time \$25.00 application fee for admittance into the institution.

*Students are charged tuition and resource fees for each term in which they attend classes, whether or not they have completed their program as scheduled, or they are continuing in another diploma/degree program or otherwise.

Book Charge: Students must return their books in good and usable condition at the end of each quarter, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

Tuition and Fees for Practical Nursing

Term	<u>Tuition</u>	<u>Fees</u>
Quarter 1	\$5095.00	\$595.00
Quarter 2	\$5095.00	\$595.00
Quarter 3	\$5095.00	\$595.00
Quarter 4	\$5095.00	\$595.00

APPLICATION FEE: All students are assessed a one-time \$25.00 application fee for admittance into the institution.

SEAT FEE: All Practical Nursing students are assessed a seat fee of \$100.00 for each enrollment at the campus.

Application Fee Waiver For Nursing Pathway Programs -- The application fee may be waived for graduates from a West Virginia Junior College or East Ohio College Campus.

INDIRECT COSTS: This statement of tuition and fees includes fees students are assessed directly, known as Direct Costs. Students also incur Indirect Costs such as room and board, supplies, transportation, and personal and miscellaneous costs. An estimate of these costs can be found at: unitedcareer.edu/consumer-information. Scroll to your campus of interest and click on the Price of Attendance link.

Admission Fees Waiver for Military Personnel -- In an effort to recognize and support the service of the military men and women to our country, the admissions application fee is waived for all Active Duty, Guard, Reserve and Veterans (honorably discharged) and their spouse/domestic partner or dependents. The student is still responsible to pay the seat fee (if applicable). To qualify for this waiver, military personnel must provide proof of military service as deemed appropriate by the institution. For certain programs, Seat Fees may be required to hold a student's seat but will be refunded after the student starts classes in his/her first term. Ask admissions for a current list of programs in which this applies.

United Career Institute Price of Attendance

The institution's Price of Attendance listed below assumes full-time enrollment and is for one academic year. The Price of Attendance is subject to change and the final price will be presented in the enrollment agreement.

Books, Course Materials, Supplies, Equipment, Personal and Miscellaneous Expenses, Living Expenses (Formerly Room and Board), and Transportation Costs are expenses the student will pay for on his or her own.

Students are charged an application fee and seat fee (for certain programs) that are paid prior to enrollment at the institution. These amounts vary based on the program but will be presented in the enrollment agreement.

<u>PRACTICAL NURSING - CREDIT HOUR PROGRAM:</u>			
Student Living Off Campus		Student Living with Parents	
Tuition	\$15,285.00	Tuition	\$15,285.00
Resource Fee	\$1,785.00	Resource Fee	\$1,785.00
Books, Course Materials, Supplies & Equipment	\$350.00	Books, Course Materials, Supplies & Equipment	\$350.00
Personal & Misc. Expenses	\$3,245.00	Personal & Misc. Expenses	\$2,708.00
Living Expenses (Formerly Room & Board)	\$8,367.00	Living Expenses (Formerly Room & Board)	\$1,334.00
Transportation	\$1,718.00	Transportation	\$1,433.00
Total Cost	\$30,750.00	Total Cost	\$22,895.00
<u>ALL OTHER PROGRAMS:</u>			
Student Living Off Campus		Student Living with Parents	
Tuition	\$11,985.00	Tuition	\$11,985.00
Resource Fee	\$1,485.00	Resource Fee	\$1,485.00
Books, Course Materials, Supplies & Equipment	\$350.00	Books, Course Materials, Supplies & Equipment	\$350.00
Personal & Misc. Expenses	\$3,245.00	Personal & Misc. Expenses	\$2,708.00
Living Expenses (Formerly Room & Board)	\$8,367.00	Living Expenses (Formerly Room & Board)	\$1,334.00
Transportation	\$1,718.00	Transportation	\$1,433.00
Total Cost	\$27,150.00	Total Cost	\$19,295.00

SECTION VIII. Administration and Faculty

Board of Directors		Corporate Officers		
Chad T. Callen		President	Chad T Callen	
Sharon Rhoads		Vice-President	Patricia A. Callen	
Patricia A. Callen		Secretary/Treasurer	Debra L. Shoemaker	
Administration & Staff				
Campus President		Samantha Esposito, BS		
Academic Dean: Non-Nursing		Brittany Nuzzo, M. Ed.		
Medical Programs Director		Dr. Kacey Eagle, DHA, CCMA, CPC-A		
Nursing Program Director		Marcia Landman, MSN, BSN, ADN		
Financial Aid Representative		Lisa Janesko		
Registrar		Diane Hevner		
Librarian		Helen Snaith, MLS		
Director of Admissions		Ali Sensabaugh		
Admissions		Brandy Kalp		
Admissions		Mikenzie Warth		
Career Management Director		Sam Dobson		
Orientation Coordinator		Jon Ream		
Faculty				
Name	Degree	Granting Institution	Specialty	Full-Time/Part-Time
Dustin Blankenship	JD MPA BA	West Virginia University West Virginia University Concord University	General Education, Distance Education	Full Time
Courtney Counihan	MSN BSN	Capella University Carlow University	Nursing	Part Time
Sam Dobson	BS	Concord University	General Education, Distance Education	Full Time
Kacey L. Eagle	DHA MHA BHA AA	University of Phoenix University of Phoenix University of Phoenix West Virginia Northern Community College	Medical, Distance Education	Full Time
Carrie Friend	SAD	West Virginia Junior College	Medical, Distance Education	Full Time
Brittany Harris	Ed. D MAEL MHA BHP	Liberty University Liberty University Pfeiffer University Coastal Carolina University	Medical, Distance Education	Part Time
Jennifer Hamilton	AA	Carrington College	Medical, Distance Education	Part Time
Marcia Landman	MSN BSN ADN	Carlow University Penn State University Penn State University	Nursing	Full Time
Malana Malonson	BS MS	Salem State University Salem State University	Career Management, General Education	Full Time
Stacey Mantich	BSN	Waynesburg University	Nursing	Full Time
Cathy Scarcelli	MS BS	Longwood University West Virginia University	General Education, Supporting Courses, Distance Education	Part Time
Charlotte Stotelmyer	MSN-NP MS BS	West Virginia University Duquesne University Point Park College	Nursing	Part Time

Jennifer Wally	ADN	Westmoreland County Community College	Nursing, Clinical and Lab Instruction	Part Time
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The faculty and staff listing is updated on a quarterly basis. Scheduling needs and faculty availability change from quarter to quarter so there is no guarantee that any particular faculty member will be teaching any particular course.