

ADDENDUM TO 2011 ACC CATALOG, 2nd Edition

CATALOG PUBLISHING DATE: July 2011

Addendum Effective Date: November 14, 2011



Officers and Key Personnel

David A. Pyle	Founder and Chief Executive Officer
Eric Chiusolo	Chief Financial Officer
Tom McNamara	President
Katherine Lee Carey, Esq.	General Counsel
Timothy Lee	Vice President, Admissions
Mary Barry	Vice President, Educational Affairs
Marilyn Faller	Vice President, Financial Aid
Glenda Giles-Luick	Vice President, Human Resources
Susan Paillet	Vice President, Student Success
Rosie Brownlee	Regional Director, Admissions
Evelyn Mancuso	Regional Director, Financial Aid
Julie Wang	Director of Student Financial Literacy

Los Angeles Campus Personnel

Administration

Dr. Troy Roland	Executive Director
Colleen Gerth	Executive Assistant
Susana Bruno	Receptionist
Victoria Gonzalez	Receptionist
Nicole Reyes	Campus Greeter

Admissions

Marie Guerrero	Director of Admissions
Garin Yeghiazarian	Assistant Director of Admissions
Nancy Dourg	Admissions Advisor
Christina Avalos	Admissions Advisor
Jennifer Biechele	Admissions Advisor
Angelica Graciano	Admissions Advisor
Karen Le	Admissions Advisor
Miriam Martinez	Admissions Advisor
Gloria Moreno	Admissions Advisor
Sara Motaref	Admissions Advisor
Rosie Ochoa	Admissions Advisor

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"Liz" Jackie Granados	Admissions Advisor
Trilby Sheeser	Admissions Advisor
Jackie Vasquez	Admissions Advisor
Gloria Villareal	Admissions Advisor
Judith Eddins	Admissions Coordinator

Business Office

Alicia Suzuki	Business Office Manager
Mark Basta	Financial Cashier

Career Services

Gohar Abrahamian	Director of Career Services
Shakeh Apkarian	Assistant Director of Career Services
Erin Holmquist	Career Services Administrative Assistant
Alicia Lewis	Career Services Specialist
Marcy Ascencio	Career Services Specialist
Gillian Diamond	Career Services Specialist
Steven Earnhart	Career Services Specialist
Michelle Maranon	Career Services Specialist
Kathy Rodriguez	Career Services Specialist
Jason Stoll	Career Services Specialist
Suzette Moreno	Career Services Specialist
Ani Hatoomian	Career Services Specialist
Kristina Melgar	Externship Coordinator, Dental Assisting
Teresita Mancera	Externship Coordinator, Health Claims Examiner/ Medical Biller
Vivian Cardona	Externship Coordinator, Medical Assistant
Sheryl Stewart	Externship Coordinator, Medical Assistant
Yakov Berdichevskiy	Externship Coordinator, Optical Dispensing
Tadeh Eyvazian	Externship Coordinator, Pharmacy Technician
Vani Sawhney	Career Services Specialist

Education Administration

Dr. Anoosh T. Megerian	Director of Education
Sarah McKee	Librarian /Administrative Assistant
Odetta Ayvazyan	Senior Registrar

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Helen Laguatan	Registrar
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Financial Aid

Henry S. Espinoza	Director of Financial Aid
Maria Elicea	Assistant Director of Financial Aid
Margarita Alvarado	Financial Aid Officer
Eladesma Alvarez	Financial Aid Officer
Michael Boscha	Financial Aid Officer
Lilian Escobar	Financial Aid Officer
Noune Housyan	Financial Aid Officer
Alejandra Quijada	Financial Aid Officer
Cristina Retamoza	Financial Aid Officer
Ana Singh	Financial Aid Officer
Maria Elisabeth Rodriguez	Financial Aid Liaison
Julieta Curiel	Financial Literacy Specialist
Monique Lee	Financial Literacy Specialist
Robert Mayorquin	Financial Literacy Specialist

Information Technology

Jason Wang	Campus IT Technician
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Student Services

Brenda Rodriguez	Director of Student Services
Valentina Aslanyan	Student Services Coordinator
Greg Knapp	GED Coordinator
Gail Navarro	GED Tutor

Orange County Campus Personnel

Administration

Rita Totten	Executive Director
Susana Cardenas	Executive Assistant
Arla Bradley	Receptionist
Monique Beltran	Receptionist
Robin Smith	Campus Greeter

Admissions

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Claudia Fimbres	Director of Admissions
Melissa Pouéy	Assistant Director of Admissions
Vanessa Acosta	Admissions Advisor
Elizabeth Arteaga	Admissions Advisor
Ivan Barrera	Admissions Advisor
Jamie Clayton	Admissions Advisor
Delfina Csombor	Admissions Advisor
Fran Dadsetan	Admissions Advisor
Omar Garcia	Admissions Advisor
Dorothy Gordillo	Admissions Advisor
Melissa Guerrero	Admissions Advisor
Linda Huff	Admissions Advisor
Kathy Milstead	Admissions Advisor
Esmeralda Rodriguez	Admissions Advisor
Dora Tellez	Admissions Advisor
Tatiana Thoene	Admissions Advisor
Elaine Serna	Admissions Coordinator
Aida Rodriguez	High School Presenter

Business Office

Jayson Capuno	Business Office Manager
Yvonne Sanchez	Financial Cashier

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**Career Services**

Stacy Sato	Director of Career Services
Mayra Arzate	Assistant Director of Career Services
Antonia Mejia	Career Services Administrative Assistant
Sherrie Aguilar	Career Services Specialist
Morgen Darbyshire	Career Services Specialist
Marlene Jones	Career Services Specialist
Patricia Larson	Career Services Specialist
Amber Matthews	Career Services Specialist
Alejandra Ochoa	Career Services Specialist
Juliana Rincon	Career Services Specialist
Sydne Smith	Career Services Specialist
Deborah Taylor	Externship Coordinator, Dental Assisting/Career Services Specialist
Susan Parella	Externship Coordinator, Health Claims Examiner/ Medical Biller
Gloriceli Arellano	Externship Coordinator, Medical Assistant
Ornella Terzoli	Externship Coordinator, Medical Assistant
Vacant	Externship Coordinator, Optical Dispensing
Melissa Perea	Externship Coordinator, Pharmacy Technician
Justine Ross	Externship Coordinator, Pharmacy Technician

Education Administration

Paul Gibson	Director of Education
Joy Laureano	Director of Clinical Services
Bonnie Merkel	Senior Registrar
Livier Arreola	Registrar
Nicholas Casarez	Education Administrative Assistant
Audrey Mae Santos	Education Administrative Assistant

Financial Aid

Angela Perez	Director of Financial Aid
Claudia Barajas	Assistant Director of Financial Aid
Jose Belloso	Financial Aid Officer
Vicki Camara	Financial Aid Officer
Jennifer Encinas	Financial Aid Officer

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Janette Garcia	Financial Aid Officer
Sheryl Idica	Financial Aid Officer

Pamela Riedberger	Financial Aid Officer
Mireya Espinoza	Financial Aid Liaison
Candace Bjorkman	Financial Literacy Specialist
Patrick Lee	Financial Literacy Specialist
Shanda Winbush	Financial Literacy Specialist

Information Technology

Angel Garcia	Campus IT Technician
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Student Services

Valerie Dickson	Director of Student Services
Chandra Deveroux	Student Services Coordinator
Jessica Lee	Student Services Coordinator
Taylor Burnham	GED Coordinator
Marcia Ingram	GED Tutor
Salvador Torres	GED Tutor

Ontario Campus Personnel

Administration

Scott Wardall	Executive Director
Laura Herrera	Executive Assistant
Elizabeth Acosta	Receptionist
Amanda Reyes	Receptionist
Hoikary Verdin	Campus Greeter

Admissions

Juan Tellez	Director of Admissions
Edna A. Advincula	Admissions Advisor
Diego Bressant	Admissions Advisor
Luz C. Camarena	Admissions Advisor
Vanessa Castillo	Admissions Advisor
Osmar Espinoza	Admissions Advisor

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Miriam Esteban	Admissions Advisor
Kimberly Germany	Admissions Advisor
Thomas Montana, Jr.	Admissions Advisor
Adrienne Russell	Admissions Advisor
Jimmy Sandoval	Admissions Advisor
Claudia Tymkowicz	Admissions Advisor
Juanita Rivera	Admissions Coordinator

Business Office

Negin Dashti	Business Office Manager
Lorraine Cervantes	Financial Cashier

Career Services

Kim McGregor	Director of Career Services
Lisa Castro	Assistant Director of Career Services
Natalia Perez	Career Services Administrative Assistant
Lisa Baker	Career Services Specialist
Diane Bowen	Career Services Specialist
Deneatrice Lewis	Career Services Specialist
Alejandro Madrid	Career Services Specialist
Angelina Romero	Career Services Specialist
Camellia Watson	Career Services Specialist
Roennia Williams	Career Services Specialist
Tracy Bush	Externship Coordinator, Dental Assistant
Juanita Diaz	Externship Coordinator, Health Claims Examiner/ Medical Biller
Laura Cortez	Externship Coordinator, Medical Assistant
Rosemary Quinones	Externship Coordinator, Medical Assistant
Arturo Holguin	Externship Coordinator, Optical Dispensing
Tameka Brown	Externship Coordinator, Pharmacy Technician

Education Administration

Gary Timbs	Director of Education
Mario Medina Ortiz	Director of Clinical Services
Peter Tran	Librarian
Anna Melendez	Senior Registrar

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Shannon Garcia	Registrar
Maria Garduno	Education Administrative Assistant

Financial Aid

Agie Madrid	Director of Financial Aid
Brenda Durante	Financial Aid Officer
Dricena Hernandez	Financial Aid Officer
Rashinda Hutchinson	Financial Aid Officer
Ashley Morris	Financial Aid Officer
Melissa Pearson	Financial Aid Officer
Maritza Salazar	Financial Aid Officer
Mary Grace Salvador	Financial Aid Officer
Linda Rodriguez	Financial Aid Liaison
Edith Castro	Financial Literacy Specialist
Shanda Winbush	Financial Literacy Specialist

Information Technology

Clark Cramer	Campus IT Technician
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Student Services

JoAnn Hoyer	Director of Student Services
Lisa Leggette	Student Services Coordinator
Amber Montez-Kelley	Student Services Coordinator
Ami Rogers	GED Coordinator

Please refer to addendum to this catalog for campus faculty listings.

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Revisions to Admission Policy Page 19 effective 11-14-2011

Admissions Criteria

Pursuant to the mission of the institution, American Career College desires to admit students who possess the appropriate credentials and have demonstrated capacity or potential indicating a reasonable probability of successfully completing the educational programs offered by the College. To that end, the College will evaluate all students and make admissions decisions on an individual basis following the admission policies set forth.

Students should apply for admission as soon as possible for a specific program and starting date. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions. Please see addendum to this catalog for scheduled start dates.

Students must complete the admissions process and be in attendance on the first day of class for all programs except Associate of Occupational Science degree programs. Students who fail to complete the admissions process and attend the first day will be required to reschedule to another start date.

Students applying for admission to an Associate of Occupational Science degree program should complete the admissions process and be in attendance on the first day of the courses offered; however, applicants may be allowed to complete the admission process and begin no later than the fifth business day following the first day of class.

Clarification to Page 20 under Admissions Policy:

Conditional Enrollment

If accepted, students will be conditionally enrolled during their first 30 calendar days of attendance. Students will not be officially admitted until after they have successfully completed their first 30 days and have met the minimum academic requirements to continue. When students enroll at American Career College, they pay a registration fee at the time of enrollment, sign an Enrollment Agreement, apply for Financial Aid and sign up for your payment schedule before they start. Students begin incurring tuition charges on the first day they attend class, however they will not be obligated to pay anything until after they have completed the first 30 calendar days of your program. Once a student starts classes, they will have 30 days to try us out. Students will be conditionally enrolled, but not formally admitted to their program of study. If a student is unhappy with their decision to come to ACC and notifies the school, in writing, by phone, or in person, that they have decided to cancel BEFORE midnight on the 30th calendar day from their first day, tuition charges will not be applied. Students will NOT be awarded any academic credit for the time they attended, and will not be eligible for any federal student aid for that time unless the student is formally admitted to the program on the 31st day. A student may be administratively cancelled if they are not in good academic standing at the end of the conditional enrollment period. ACC reserves the right to retain the registration fee; however, students who provide formal feedback regarding their reason for cancellation at the time of cancellation will be refunded their \$75.00 registration fee. Any books or equipment received from ACC must be returned within 10 days of your last day of class. During the 30 day conditional period, students will not be eligible for financial aid disbursements, nor will they be earning academic credit. If a student intends to continue, maintain good academic standing, they must sign the Intent to Continue/End of Trial Period Survey Form, and **attend** beyond the 30th calendar day of the program, to be officially admitted to the program. Academic work completed during the first 30 days will be applied toward your program of study, charges will apply and, if applicable, your student account will be credited with any financial aid funds applicable to the first day of the conditional period.

See cancellation policy for more information.

Revision to Students who are taking blended learning courses must also Page 23:

Students who are taking blended learning courses must also:

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1. Complete the online New Blended Student Tutorial, which includes exercises for students to test accessibility and become familiar with navigation in all areas of blended courses prior to access to the blended course;

Revision to Challenge Credit Page 25 Effective July 1, 2011:

Challenge Credit

To successfully challenge a course, a student must submit a written request to the applicable academic administrator prior to the start of the course. The request will be reviewed according to the following criteria, and if approved, the challenge examination will be administered. If the challenge examination is not successfully passed based on the listed criteria, the student must enroll and complete the course.

Note: Challenge Credit is available for courses in the degree programs or the IHCP course only.

Criteria regarding challenge credit include the following:

- A student must complete the examination prior to the start of the class;
- Students may not challenge courses in which they are currently enrolled or have previously failed at ACC;
- A minimum grade of 75 percent must be achieved on the examination for degree programs;
- A minimum grade of 70 percent must be achieved on the examination for the IHCP course;
- No more than 18 quarter credits may be earned through challenge examinations;
- Students may attempt to challenge a course only one time;
- Credits earned through challenge examination do not count as residential credits or toward a student's CGPA;
- Credits earned through challenge credit do count towards a student's maximum timeframe;
- A student's financial aid may be affected if challenge credit is received;
- A fee will be charged per exam;
- The student's ability to progress in the program may be based on space availability;
- The College's decision on the challenge exam is final.

Advanced Placement

American Career College does not award credit for advance placement testing.

Experiential Learning

American Career College does not grant credit for experiential learning.

Correction to Attendance Policy Page 26

Diploma Programs (Credit Hour)

Students absent for more than 40% of their first module will be not be officially accepted into the program and will be cancelled. (See Conditional Enrollment section of this catalog)

To maintain satisfactory attendance in a diploma program, students will be warned and counseled if they miss more than 20 percent of their module (In an 80 hour module 16 cumulative hours' equals 20 percent). Cumulative time absent includes time missed for being tardy as well as leaving early. Students who have been absent from all of their scheduled classes for 10 consecutive class days, excluding school holidays, will be terminated from the training program.

Students absent for 50 percent or more of a module will fail the module.

Diploma Programs (Accelerated Schedule)

Students attending a diploma program on the accelerated schedule may not miss more than 24 cumulative hours in any module. Cumulative time absent includes time missed for being tardy as well as leaving early. Absences in excess of 24 cumulative hours in a module will result in termination from the accelerated program session. Students may appeal to re-enter into the day or evening sessions.

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Diploma Program (Dental Assistant-Clock Hour)

Students may not miss more than 10 percent of scheduled hours in a payment period. This averages out to no more than 8 cumulative hours per module. Cumulative time absent includes time missed for being tardy as well as leaving early. Therefore if a student is absent in excess of 8 cumulative hours in any module, they will be required to make up those hours to pass the current module. Students may not make up more than 20 hours in a module.

Vocational Nursing Program (Clock Hour)

There are no excused absence hours permitted in the Vocational Nursing Program. All hours must be made up in each module to pass the current module prior to advancing to the subsequent module. Cumulative time absent includes time missed for being tardy as well as leaving early.

Associate of Occupational Science Degree Programs

Students with absences in excess of 40% of their scheduled classes during the first 30 days of the program will not be officially accepted into the program and will be cancelled. (See Conditional Enrollment section of this catalog)

To maintain satisfactory attendance in a degree program, students will be warned and counseled if they miss more than 20 percent of any course. Cumulative time absent includes time missed for being tardy as well as leaving early. Students who have been absent from all of their courses for 14 consecutive calendar days, excluding school holidays, will be terminated from the training program. Students absent for 50 percent or more of a course will be notified that they have failed the current course and will be required to repeat the failed course.

All clinical hours missed must be made up.

Revision to Leave of Absence Policy Page 29

Leave of Absence

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence (LOA); however, an LOA will not be granted during the first module or quarter of study. Students enrolled in the accelerated program may not take an LOA during the conditional enrollment period of the program. Because of class size limitations in the Vocational Nursing program, at the discretion of the VN Program Director and Executive Director, LOAs may also be denied in the second quarter of that program. Students who find it necessary to take an LOA must submit a written request and obtain preliminary approval in writing from the Program Director and final approval in writing from the Executive Director. The request must outline the extenuating circumstances and duration of the LOA. An LOA may not exceed 180 calendar days within a continuous 12-month period. If a student does not return from an LOA on the scheduled return date and no prior arrangements have been made, he/she will be withdrawn from the College. Examples of extenuating circumstances include: military duty; illness / death in the family; maternity; or other mitigating circumstances as approved by the College.

Students requesting an LOA enrolled in the accelerated schedule may be required to return to a standard schedule based on course and seat availability. Tuition will be applied accordingly.

ACC will provide students with a tentative schedule based on the estimated return date. Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

For students in Associate of Occupational Science degree programs, the following additional conditions apply:

- An LOA effective date must coincide with a quarter start date and must follow a completed quarter.
- A degree student cannot begin or return from an LOA while a quarter is in progress.
- The maximum time for which a student will be granted an LOA is two full quarters (140 days).

If a student has an incomplete at the end of a quarter for a class that is a prerequisite for the new quarter and subsequently fails the class in the incomplete timeframe, the student must be dropped or may request an LOA for the entire quarter and no credit will be given for the days attended.

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Correction to Grading System Pages 29-30 effective 07/01/2011

Grading System

Progress and quality of students' work in the diploma programs is measured by a system of letter grades and grade percentages as shown below. Progress reports are issued to students at the completion of each module. Grades are based on the quality of work as shown by learning deliverables as indicated on the course syllabus.

Diploma Program (Except Vocational Nursing)		Vocational Nursing	
Grade	Percentage	Grade	Percentage
A	100-90	A	100-90
B	89-80	B	89-80
C	79-70	C	79-75
F	69-0 /FAIL	F	74-0 /FAIL
P	PASS	P	PASS
I	Incomplete	I	Incomplete
S	Sit-In or Audit	S	Sit-In or Audit
W	Withdraw	W	Withdraw
TC	Transfer Credit	TC	Transfer Credit

Progress and quality of students' work in the degree programs is measured by a system of letter grades and earned quality points as shown below. Progress reports are issued to students at the completion of each quarter. Grades are based on the quality of work as shown by learning deliverables as indicated on the course syllabus.

Degree Programs		
Grade	Percentage	Point Value
A	100-90	4
B	89-80	3
C	79-70	2
D	69-60/FAIL	1
F	59-0 /FAIL	0
P	PASS	N/A
CH	Challenge Credit	N/A
I	Incomplete	N/A
S	Sit-In or Audit	N/A
W	Withdraw	N/A
TC	Transfer Credit	N/A

Incomplete Grades

An "incomplete" cannot be given as a final grade. However, at the end of a course, module or quarter, students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, clinical hours, assignments, and/or tests. If students do not complete the required class work, clinical hours, assignments and/or tests within the extension period, the student will receive the grade as earned at the end of the 14 day period. The grade will be averaged in with the student's other grades to determine CGPA. If the grade results in a D or an F the course must be repeated. If the course for which an "I" grade is received is a prerequisite to a subsequent course, the student will be terminated from the subsequent course if the prerequisite course is not completed satisfactorily.

Withdrawal

Credit Hour Programs (All programs except Dental Assisting and Vocational Nursing)

A student who withdraws after attending any portion of a course will receive a grade of "W" or Withdrawal on their transcript. The Withdrawal grade is a permanent mark with no grade points assigned. Withdrawal (W) grade for the

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course will not be included in the calculation of the CGPA for SAP. Withdrawal credits attempted will be included in the calculation the rate of progression of credits attempted but not successfully completed in determining SAP.

Diploma Programs (Clock Hour)

Withdraw from a module in a clock hour program (Vocational Nursing or Dental Assisting) will receive a Withdraw (W) grade and all clock hours attempted will count towards rate of progression in the calculation of SAP regardless of when the student withdraws.

Correction to SAP Pages 31-36 effective 07/01/2011

Satisfactory Academic Progress Requirements

Diploma Programs (Credit Hour)

A student's academic progress will be measured when the student has successfully completed $\frac{1}{2}$ of the credits (earned a passing grade of 70 percent or higher in all courses) and $\frac{1}{2}$ of the weeks in the program. In order to maintain satisfactory progress, students must:

- Have a cumulative grade point average (CGPA) of 70 percent or better (on a scale of 0-100 percent);
- Progress at a satisfactory rate toward completion of his/her program; at the end of the evaluation period, the student must have successfully completed 66.67 percent of all coursework attempted in the program;
- Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

To calculate cumulative grade point average (CGPA), the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the diploma program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. The cumulative number of credit hours attempted in the program includes every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn and received a (W) are counted as attempted and not successfully completed.

Diploma Programs (Clock Hour) Vocational Nursing

- A student's academic progress will be measured at the each payment period. Students' academic progress will be measured at the end of each payment period (earned a passing grade or otherwise received credit associated with those hours in completed modules). A pay period is defined as half of the hours and half of the weeks in each academic year.
- Have a CGPA of **75 percent** or better;
- Progress at a satisfactory rate toward completion of his/her program; at the end of the evaluation period, the student must have successfully completed 66.67 percent of all coursework attempted in the program;
- Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

To calculate cumulative grade point average (CGPA), the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the **Vocational Nursing Program** is calculated by dividing the cumulative number of clock hours the student has successfully completed in the program by the cumulative number of clock hours

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attempted by the student in the program. The cumulative number of clock hours attempted in the program includes transfer and proficiency/challenge exam hours received, clock hours for courses from which a student has withdrawn, and every repeated course. Clock hours applied for Transfer courses and challenge exam hours will be equivalent to those for which the student is receiving credit. The cumulative number of clock hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam clock hours are counted as both attempted and successfully completed. Clock hours for modules from which a student has withdrawn are counted as attempted and not successfully completed through the student's last date of attendance.

Diploma Programs (Clock Hour) *Dental Assisting*

Repeat Policy

Students who do not achieve a "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA, but both the original and repeated attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length (See Maximum Program Completion Time). Students may repeat a failed course or module **only once**. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

Students repeating courses in the Degree Programs will be charged for each course repeated.

Students in the Diploma program will be charged for repeated courses; however those students who successfully complete the program will be charged a maximum of the contracted program price. (Thus, if a student needs to repeat more than one module, but still graduates, he/she will only be charged the original tuition on his/her Enrollment Agreement.)

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which may not exceed 150 percent of the normal time frame. Measurement of maximum time frame in all programs except Vocational Nursing and Dental Assisting is measured based on credit hours. If at any point during a student's program it is determined that the student will not be able to complete without exceeding maximum completion time, they will be dismissed from the program.

Credit Hour Programs

American Career College measures program length based on quarter credit units; therefore, a student is not allowed to attempt more than 150 percent of the number of quarter credit units in his/her diploma program of study (except Dental Assisting and Vocational Nursing which are measured in clock hours). The requirements for rate of progress are to ensure that a student is progressing at a pace at which they will complete his/her programs within the maximum allowable time frame. For example: in a 50 quarter credit program, a student may not attempt more than 75 quarter credits (150 percent) in order to successfully complete the program. All modules or courses attempted and given a letter grade, including "F" or "W" will be included in assessing student progress against the maximum allowable time frame. Accepted transfer credits and credit achieved through challenge examination will be included in assessing student progress against the maximum allowable time frame. A student will not be entitled to appeal if he/she is dismissed for exceeding the maximum program completion time.

Clock Hour Programs

American Career College measures its Vocational Nursing and Dental Assisting diploma program length based on clock hours and weeks; therefore a student is not allowed to attempt more than 150 percent of the number of clock hours or weeks in his/her diploma program. The requirements for rate of progress are to ensure that the student is progressing at a pace at which he/she will complete the programs within the maximum allowable time frame. For example, in an 880 clock hour program that is 44 weeks, a student may not attempt more than 1320 clock hours (150 percent) or 66 weeks in order to successfully complete the program. All modules attempted and given a letter grade, including "F" and "W," will be included in assessing student progress against the maximum allowable time frame through the LDA. Accepted transfer

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credits and credit achieved through challenge examination will be included in assessing student progress against the maximum allowable time frame. A student will not be entitled to appeal if he/she is dismissed for exceeding the maximum program completion time.

Academic Probation

All Diploma Programs (except VN)

At the end of a payment period a student whose cumulative grade point average (CGPA) falls below 70 percent **and/or** who fails to complete 66.67 percent of all coursework taken in the program at the end of the payment period, fails to meet SAP, and is no longer eligible for Title IV if otherwise eligible, HEA programs and will be dismissed from the program. A student will be notified of his/her status. A student may appeal the SAP determination to have eligibility reinstated. A student whose appeal is granted will be reinstated on probation.

If the appeal is approved, a student will be placed on Academic Probation/Financial Aid Probation (FAP) at the start of the following module. As part of the probation, the student must agree with and sign a written academic plan developed and approved by the appeal committee which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point or designated point in time. The probation period will typically be the duration of one module, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 70 percent and/or meet the 66.67 percent completion requirement. The academic plan will enable the student to return to satisfactory academic progress status. The plan must be of a definite duration that may not extend beyond the number of modules remaining in the student's maximum time frame for the program. The student must achieve a 70 percent cumulative GPA by the end of the academic plan period. Upon completion of the academic plan, the student must still be able to complete the program within the maximum time frame.

The academic plan must detail courses to be taken and grades expected. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success. Students on Academic/Financial Aid Probation (FAP) are eligible to receive Title IV funds while on probation if they are otherwise eligible. A student who successfully improves his/her CGPA and/or rate of progress milestones at the end of the probation period/evaluation point will be removed from probation and returned to regular status. Failure to meet the stated CGPA and rate of progress milestones at the end of the probation period/evaluation point will result in permanent dismissal from the program with no right to appeal.

Associate of Occupational Science Degree Programs & Vocational Nursing: Academic Warning, Probation and Dismissal

Students will be placed on academic warning / financial aid warning if their cumulative grade point average (CGPA) falls below 2.0 or they fail to complete 66.67 percent of all coursework taken in the program at the end of any quarter or payment period in which coursework was taken. A student will be notified of warning status in writing. The warning period will be the duration of one quarter, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 2.0 and/or meet the 66.67 percent completion requirement. During the quarter on warning, the student remains eligible for Title IV funds. If, at the end of the quarter on warning, the student raises his/her CGPA and rate of progress to/or above the minimum standards for satisfactory academic progress, the student will then be removed from warning and returned to regular status. If at the end of the quarter on warning the student fails to meet the minimum CGPA or rate of progress requirements, the student will be deemed ineligible and dismissed from the College. The student may appeal the SAP determination. A student whose appeal is granted will be reinstated on probation.

If the appeal is approved, the student will be placed on Academic Probation/Financial Aid Probation at the start of the quarter during which he/she is being reinstated. As part of the probation, the student must agree with and sign a written academic plan developed and approved by the appeal committee which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point designated point in time. The academic plan will enable the student to return to satisfactory academic progress status. The plan must be of definite duration that may not extend beyond the number of quarters remaining in the student's maximum time frame for the program. The student must achieve a 2.0 cumulative GPA by the end of the academic plan period. Upon completion of the academic plan, the student must still be able to complete the program within the maximum time frame.

The academic plan must detail courses to be taken and grades expected. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success.

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Students on Academic/Financial Aid Probation (FAP) are eligible to receive Title IV funds while on probation if they are otherwise eligible. Students who successfully bring their CGPA and/or rate of progress milestones at the end of the probation period/evaluation point will be removed from probation and returned to regular status. Failure to meet the stated CGPA and rate of progress milestones at the end of the probation period/evaluation point will result in permanent dismissal from the program with no right to appeal.

Student Appeal Process

Students have the right to appeal decisions made and policies enforced by the school. Appeal considerations will be based on a student's overall attendance record, academic progress, professional development, instructors' recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. All appeals must be submitted in writing. The procedures for appeal are as follows:

Appeals must be in writing and must be submitted to the Program Director or appropriate academic administrator who will forward it to the designated members of the Appeals Board. The Appeals Board will consist of a panel of 3 to 5 members. The appeal must be the result of mitigating circumstances, and **documentation supporting claims of mitigating circumstances must be provided and retained.**

A student who has been academically dismissed for failure to maintain satisfactory academic progress may appeal the decision if special or mitigating circumstances exist. Examples of mitigating circumstances include: death of an immediate family member; student illness requiring hospitalization including mental health issues; or illness of an immediate family member where the student is a primary caretaker. Additionally, the student must document in writing why he/she did not meet SAP and what in the student's situation has now changed that would allow them to meet SAP according to a written academic plan.

The Appeals Committee is responsible for determining the appropriateness of the mitigating circumstances in regards to severity, timeliness and the student's ability to avoid the circumstance.

Routine issues such as making the transition to college are not considered mitigating circumstances under this policy

The student will be notified of the Appeal Committee's decision in writing within 14 calendar days from the date that the appeal was submitted. The student will not be entitled to appeal if he/she is terminated for exceeding the maximum program completion time. The result of the appeal (appeal granted or appeal denied) must be provided to the student and documented in the Student Information System as well as in the student's academic file.

Process for students to reapply to regain eligibility after a denied appeal:

A student must remain out of school for 6 months following the module in which the appeal was denied.

The student may request an additional appeal for reinstatement. He/she must demonstrate accomplishments of changes that show a level of college readiness that can reliably predict success.

Decisions regarding reinstatement to the college will include consideration of factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum timeframe allowed per the College's policy on Satisfactory Academic Progress. A dismissed student who is reinstated will sign a new enrollment agreement, will be charged tuition consistent with the existing published rate at the time he/she is reinstated, and will be subject to the current policies in effect at the time of his/her reinstatement. A student who is reinstated under these circumstances will return on Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. A Student on Academic/Financial Aid Probation (FAP) is eligible to receive Title IV funds while on probation if he/she is otherwise eligible. A student who successfully improves his/her CGPA and/or rate of progress milestones at the end of the probation period/evaluation point will be removed from probation and returned to regular status. If the student does not meet SAP, the student will be dismissed and will not be eligible for appeal.

Updates to programs preparing a student for licensure Page 43-44

Pharmacy Technicians

- Be at least 18 years of age at the time of graduation from the Pharmacy Technician Program; and
- Be a graduate from an approved High School or acceptable equivalent; and must be able

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to produce two official copies of Transcripts. Please see your admissions advisor for what would qualify as acceptable equivalent.

- Graduate from a Pharmacy Technician Program approved by the Board of Pharmacy and accredited by the American Society of Health System Pharmacists (ASHP). American Career College meets this requirement.
- Complete the Live Scan Fingerprinting Service. (Live Scan is inkless electronic fingerprinting. The fingerprints are electronically transmitted to the Department of Justice and Federal Bureau of Investigations (DOJ/FBI) for completion of a criminal record check.) The State of California will likely deny you registration if you have a felony conviction.
 - Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice and/or the Federal Bureau of Investigation (FBI).
 - Applicants must report any convictions or pleas of nolo contendere even if a subsequent order was issued which expunged or dismissed the criminal record under the provisions of section 1203.4 of the Penal Code. Applications may be denied for knowingly falsifying an application pursuant to section 480(c) of the Business and Professions Code.
 - You may be denied a license if you have:
 - A medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety without exposing others to significant health or safety risks.
 - Engage, or been engaged in the past two years, in the illegal use of controlled substances.
 - If disciplinary action ever been taken against your pharmacist license, intern permit or technician license in this state or any other state.
 - Ever had an application for a pharmacist license, intern permit or technician license denied in this state or any other state.
 - Ever had a pharmacy permit, or any professional or vocational license or registration, denied or disciplined by a government authority in this state or any other state
 - Been convicted of a crime any crime in any state, the USA and its territories, military court or foreign country. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.
 - Conviction for an infraction with a fine of less than \$300 involving alcohol or controlled substances.
 - Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another.
 - Done any act that if done by a licensed Dental Hygienist, would be grounds for suspension or revocation of license.
 - Knowingly made a false statement of fact required to be revealed in the application for the license.
 - Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

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- The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.
- Complete a sealed original NPDB-HIPDB self query report (This report is governed by the US Department of Health and Human Services and the self-query will indicate if there is a report on you or your practitioner organization - either for your own interest, at the request of a potential employer, licensor, or insurance provider.) The Board of Pharmacy will likely deny the completion of your registration if you have a pending report.
- For more information on the process for becoming registered may be obtained on the California State Board of Pharmacy website, <http://www.pharmacy.ca.gov>.

Updates to the Student Complaint/Grievance Procedure Page 46

Student Complaint/Grievance Procedure

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances should be directed to the Program Director.

If dissatisfied with response or solution, follow the steps below:

CALL 1-800-956-7832 and ask for the **campus you are attending**.

- Level 1: Contact the Executive Director. If dissatisfied with the response or solution, go to the next level.
Level 2: Contact the Designee of the Corporate Compliance Department. If dissatisfied with the response or solution, go to the next level.
Level 3: Contact the President of American Career College. If dissatisfied with the response or solution, go to the next level.
Level 4: Contact the Chief Executive Officer of American Career College.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools (ABHES). All complaints considered by the Bureau must be in written form, with permission from the complainant(s) for the Bureau to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Bureau.

Please direct all inquiries to:

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043
(703) 917-9503

Complaints may also be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798
1-800-952-5210
www.bppe.ca.gov

Updates to Program CIP Codes, SOC Codes and Weeks beginning on Page 49

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Dental Assisting

Classification of Instructional Programs (CIP): 51.0601

Standard Occupational Classification (SOC) Code: 31-9091.00

Day – 44* Weeks

Evening – 54* Weeks

880 Clock Hours/55.5 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Health Claims Examiner/Medical Biller

Classification of Instructional Programs (CIP): 51.0714

Standard Occupational Classification (SOC) Code: 43-9041.01, 43-9041.02, 43-6013.00, 43-4021.00

Day – 44* Weeks

Evening – 50* Weeks

Accelerated – 25* Weeks

880 Clock Hours/49.5 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Massage Therapy

Classification of Instructional Programs (CIP): 51.3501

Standard Occupational Classification (SOC) Code: 31-9011.00, 31-2022.00

Day – 40* Weeks

Evening – 50* Weeks

800 Clock Hours/60.0 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Medical Assistant

Classification of Instructional Programs (CIP): 51.0801

Standard Occupational Classification (SOC) Code: 31-9092.00, 43-6013.00

Day – 40* Weeks

Evening – 50* Weeks

Accelerated – 23* Weeks

800 Clock Hours/53.0 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Optical Dispensing

Classification of Instructional Programs (CIP): 51.1801

Standard Occupational Classification (SOC) Code: 29-2081.00, 51-9083.00

Day – 40* Weeks

Evening – 50* Weeks

Accelerated – 23* Weeks

800 Clock Hours/55.0 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Pharmacy Technician

Classification of Instructional Programs (CIP): 51.0805

Standard Occupational Classification (SOC) Code: 29-2052.00, 31-9095.00

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Day – 40* Weeks

Evening – 50* Weeks

800 Clock Hours/50.0 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Vocational Nursing (Los Angeles and Orange County Campuses)

Classification of Instructional Programs (CIP): 51.3901

Standard Occupational Classification (SOC) Code: 29-2061.00

Day – 56* weeks

Evening/Weekend – 86 Weeks

1560 Clock Hours/89.0 Credit Hours/Units

***Weeks may be extended depending on holiday schedules**

Vocational Nursing (Ontario Campus)

079.374-014

Day – 54 *weeks

1560 Clock Hours/90.5 Credit Hours/Units

Evening/Weekend – 86 Weeks

***Weeks may be extended depending on holiday schedules**

Associate of Occupational Science in Health Information Technology

(Orange County Campus)

Classification of Instructional Programs (CIP): 51.0707

Standard Occupational Classification (SOC) Code: 29-2071.00, 11-9111.00, 31-9094.00

Day – 80 Weeks

1280 Quarter Hours/105.5 Quarter Credit Units

***Weeks may be extended depending on holiday and break schedules**

Associate of Occupational Science in Respiratory Therapy

(Orange County and Ontario Campuses)

Classification of Instructional Programs (CIP): 51.0908

Standard Occupational Classification (SOC) Code: 29-1126.00, 29-2054.00

Day – 80 Weeks

1920 Quarter Hours/120 Quarter Credit Units

***Weeks may be extended depending on holiday and break schedules**

Associate of Occupational Science in Surgical Technology

Classification of Instructional Programs (CIP): 51.0909

Standard Occupational Classification (SOC) Code: 29-2055.00

Day – 80 Weeks

1580 Clock Hours/104.0 Quarter Credit Hours/Unit

***Weeks may be extended depending on holiday and break schedules**