



# BLAKE | AUSTIN

## C O L L E G E

### 2016 Catalog

1/1/16 - 12/31/16



## BLAKE | AUSTIN

### C O L L E G E <sup>TM</sup>

#### M E D I C A L C A R E E R S

Blake Austin College  
Main Campus  
Medical and Dental Careers  
611-K Orange Drive  
Vacaville, CA 95687  
707.455.0557



## BLAKE | AUSTIN

### C O L L E G E

#### B E A U T Y A C A D E M Y

Blake Austin College - Beauty Academy  
Branch Campus  
Beauty and Wellness Careers  
1679 E. Monte Vista Avenue, Suite 200  
Vacaville, CA 95688  
707.448.3100

[www.BlakeAustinCollege.edu](http://www.BlakeAustinCollege.edu)



## Contents

Welcome .....	7
INSTITUTION INFORMATION .....	8
MISSION .....	8
VISION .....	8
CORE VALUES .....	8
EDUCATIONAL OUTCOMES .....	8
ACCREDITATION AND CERTIFICATION: .....	8
DISCLOSURE STATEMENT.....	9
CATALOG CERTIFICATION .....	9
REVIEW AND RECEIPT OF CATALOG AND SCHOOL PERFORMANCE FACT SHEET .....	9
APPROVAL DISCLOSURE NOTICE.....	9
CONSUMER INFORMATION: .....	9
ACADEMIC PROGRAMS.....	10
MAIN CAMPUS PROGRAMS .....	10
Administrative Medical Assistant.....	10
Clinical Medical Assistant with Phlebotomy .....	11
Dental Assisting.....	12
Vocational Nursing .....	13
MAIN CAMPUS COURSE DESCRIPTIONS .....	14
BRANCH CAMPUS PROGRAMS .....	19
Advanced Therapeutic Massage and Bodywork Practitioner .....	19
Cosmetology .....	21
Esthetician.....	21
Holistic Health Practitioner - Associate of Occupational Studies .....	22
SPA NAIL TECHNICIAN .....	23
BRANCH CAMPUS COURSE DESCRIPTIONS .....	24
ADMISSIONS INFORMATION.....	27
ADMISSIONS REQUIREMENTS and CONDITIONS.....	27
<b>Entrance Assessment</b> .....	27
Additional Admissions Requirements for the following Programs:.....	28
Immunizations, Background and Drug Screening .....	28
ACCEPTANCE OF CREDITS/HOURS (Advanced Standing).....	29
STUDENT TRANSFER BETWEEN BAC PROGRAMS .....	29
STUDENT INFORMATION and SERVICES .....	29

LEARNING RESOURCES.....	29
ADVISING.....	30
Student Advising .....	30
Academic Advising .....	30
Tutoring.....	30
RULES AND REGULATIONS .....	30
Student Code Conduct .....	30
STUDENT INTERACTION .....	31
PERSONAL APPEARANCE.....	32
INTELLECTUAL PROPERTY PROTECTION AND OWNERSHIP .....	32
Copyright Protection .....	32
Use of Institutional Information Technology Resources.....	32
Ownership of Student and Third-Party Intellectual Property .....	33
CAREER SERVICES .....	33
Part-time Jobs .....	34
ACADEMIC INFORMATION.....	34
CREDIT HOUR CONVERSION .....	34
HOURS OF OPERATION .....	34
OUT OF CLASS LEARNING ACTIVITIES .....	34
DISTANCE EDUCATION COURSES .....	35
CHANGES IN PROGRAMS OR POLICIES .....	35
ENGLISH AS A SECOND LANGUAGE INSTRUCTION .....	36
ATTENDANCE/TARDY POLICY .....	36
DISMISSAL POLICY FOR NONATTENDANCE .....	36
PROBATION, SUSPENSION and DISMISSAL .....	36
EXTERNSHIP, CLINICAL ROTATIONS, or PRECEPTORSHIP .....	37
GRADUATION REQUIREMENTS .....	38
NOTICES CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION .....	38
TRANSCRIPTS.....	38
ACADEMIC STANDARDS .....	39
STANDARD GRADING SYSTEM .....	39
COURSE RE-ENTRY, RE-ENROLLMENT, REPEAT, AND ADVANCED STANDING.....	40
LEAVE OF ABSENCE .....	40
SATISFACTORY ACADEMIC PROGRESS .....	41
Maximum Time Frame .....	41

Pace of Completion .....	41
Required Evaluation Schedule .....	41
Financial Aid Warning .....	41
Financial Aid Probation .....	42
Non-Title IV Eligible.....	42
SAP Appeal .....	43
RECORD RETENTION STATEMENT.....	43
FINANCIAL INFORMATION .....	44
FINANCIAL AID INFORMATION VERIFICATION.....	44
LOAN EXIT COUNSELING .....	44
FEDERAL FINANCIAL AID .....	45
FEDERAL DIRECT LOANS.....	45
FEDERAL DIRECT PLUS LOANS (PARENT LOANS) .....	45
Veterans Benefits.....	45
GI Bill® .....	46
Montgomery GI Bill (Chapter 30).....	46
Selected Reserve (Chapter 1606).....	46
Dependent’s Education Assistance (Chapter 35).....	46
Post-9/11 (Chapter 33) .....	46
PAYMENT OPTIONS.....	46
Institutional Payment Plans: .....	46
INSTITUTIONAL SCHOLARSHIPS .....	47
FINANCIAL AID DISBURSEMENTS.....	47
NOTIFICATION OF CHANGES.....	47
REFUNDS.....	47
RETURN OF TITLE IV FUNDING .....	48
Over-awards and Over-payments.....	49
Institution Refund Policy .....	49
CANCELLATIONS, WITHDRAWALS, AND DROPS .....	49
CANCELLATION OF AGREEMENT.....	49
Students Right to Cancel .....	49
Withdrawal after Cancellation Period (Student Initiated).....	50
BAC Initiated DROP .....	51
QUESTIONS .....	52
BLAKE AUSTIN SCHEDULE OF FEES .....	52

TUITION AND FEES .....	53
REGULATIONS .....	54
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	54
HARASSMENT AND NONDISCRIMINATION POLICY .....	55
Harassment Prevention .....	55
Non-Discrimination .....	55
Anti-Retaliation .....	56
Reasonable Accommodation .....	56
Complaint Process.....	56
TITLE IX COMPLIANCE .....	56
STUDENTS WITH DISABILITIES .....	57
COMMITMENT TO DRUG-FREE SCHOOLS.....	58
STUDENT HEALTH INFORMATION .....	59
HOUSING .....	59
CAMPUS SAFETY AND SECURITY.....	59
SOCIAL MEDIA POLICY.....	59
DISCIPLINARY ACTION .....	60
ACADEMIC FREEDOM POLICY .....	60
COMPLAINTS, APPEALS, AND GRIEVANCE PROCEDURE .....	60
LICENSURE AND CERTIFICATION .....	62
Roster of Faculty 2016 .....	63
Blake Austin College – Main Campus.....	63
Blake Austin College – Branch Campus.....	67

Revision: 1-1-2016; 2-18-2016; 3-3-2016; 5-17-2016; July 1, 2016; Sept. 13, 2016, **Oct. 10, 2016**

## Welcome

### *From the Chief Administrative and Executive Officer*

On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

Centrally located in Solano County, Blake Austin College's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state of the art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in an 18,000 ft<sup>2</sup> facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

Our post-secondary educational career programs are designed to reflect real-world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training.

Our courses are structured to resemble that of the current market demand for occupations within the medical, allied health, beauty and wellness career fields. Certificate and Associate Degree programs are offered.

Since 1996, we have celebrated the success of over 2,200 graduates that are working and primarily contributing to the areas six counties: Solano, Contra Costa, Sonoma, Napa, Yolo, and Sacramento. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing "Exceptional Education for Today's Careers". Please read further for our mission, vision statement and core values, which exemplifies the basis for our decisions and the commitment to our purpose and the community.

We are here to assist you in making the best decision possible concerning your education and future career. Please let us know how we can serve you.

A handwritten signature in black ink, appearing to read "Jennifer French". The signature is fluid and cursive, with a large initial "J" and "F".

## INSTITUTION INFORMATION

### MISSION

Exceptional Education for Today's Careers

### VISION

Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to provide educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.

### CORE VALUES

- Integrity
- Risk Taking
- A Focused Team
- Contribution to and Compassion for Human Welfare
- Empowerment with Accountability

### EDUCATIONAL OUTCOMES

It is expected that all graduates of Blake Austin College will be able to:

- Demonstrate integrity with self, others, and community
- Participate as a team member
- Demonstrate compassion for self, others, and community
- Perform all actions with accountability
- Demonstrate risk taking to achieve educational and professional goals

### ACCREDITATION AND CERTIFICATION:

California State Approval: Blake Austin College is approved to operate by the Bureau for Private Postsecondary Education (BPPE), [www.bppe.ca.gov](http://www.bppe.ca.gov)

National Accreditation: Blake Austin College is accredited by the Council on Occupational Education, [www.council.org](http://www.council.org)

Veterans Approval: Blake Austin College is approved for the training of veterans and eligible persons under the provision of Title 38, United State Code.

#### *Programmatic Approvals:*

Blake Austin College's Vocational Nursing Program is approved by the Board of Vocational Nursing and Psychiatric Technicians, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

Blake Austin College's Phlebotomy Program is approved by the State of California, Department of Public Health/Laboratory Field Services (DHS/LFS), [www.cdph.ca.gov](http://www.cdph.ca.gov)

Blake Austin College's Dental Assisting Program is approved by the Dental Board of California, [www.dbc.ca.gov](http://www.dbc.ca.gov)

Blake Austin College's Cosmetology, Esthetician, Spa Nail Technician Programs are approved by the Board of Barbering and Cosmetology, [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)



## **DISCLOSURE STATEMENT**

The Institution does not have an pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy in the preceding 5 years, and has not had a petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101, et seq.).

## **CATALOG CERTIFICATION**

Blake Austin College (BAC) is a non-public institution and certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of BAC.

While this catalog contains a great deal of information, the student handbook is provided to all students at orientation. Programmatic student handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic student handbooks are received by the student at orientation or are available on our website [www.blakeaustincollege.edu/consumer-information](http://www.blakeaustincollege.edu/consumer-information)

## **REVIEW AND RECEIPT OF CATALOG AND SCHOOL PERFORMANCE FACT SHEET**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Performance Fact Sheets are also available on our website [www.blakeaustincollege.edu/consumer-information](http://www.blakeaustincollege.edu/consumer-information)

## **APPROVAL DISCLOSURE NOTICE**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

## **CONSUMER INFORMATION:**

Consumer Information can be found on our website at <http://www.blakeaustincollege.edu/consumer-information>

# ACADEMIC PROGRAMS

## MAIN CAMPUS PROGRAMS

### Medical & Dental Careers

#### Administrative Medical Assistant

31 Semester Credits

750 Hours (additional 156 hours of course prep)

*Classroom Capacity: 20*

#### **Program Description:**

The Administrative Medical Assistant (AMA) Program is designed to give the student the necessary training and skills for employment in several office based career fields. This instructional program prepares the individual to perform reception and/or secretary duties for physicians, health services administrators and other professionals. Covered content includes: business and medical communications, principles of health service operations, public relations, scheduling, medical filing, records management, report preparation, office equipment, protocol, medical terminology, medical forms, medical legal and business procedures, professional standards and legal requirements. Out-of-class work is required in this program for course preparation.

Course Code	Course Name	Hours	Credits
AMA110	Microsoft Word	105	4
AMA120	Microsoft Excel	105	4
AMA130	Microsoft Access	105	4
AMA140	Microsoft PowerPoint/Outlook	105	4
AMA150	Medical Terminology	105	7
AMA160	Medical Insurance Billing/Coding	105	6
EXTAMA	AMA Externship	120	2

**Exit Exam Requirements:** N/A

**Certification Information:** Graduates qualify to sit for the Microsoft Office Specialist (MOS) Certifications individually for Office, Excel, Power Point, Outlook, and Access or the Microsoft Office User Specialist (MOUS) certification which is inclusive of all Microsoft content areas. Application and testing fees are required, reference [www.microsoft.com](http://www.microsoft.com) for more information.

**Equipment:** The Administrative Medical Assistant program utilizes computers with installed software in the areas of Microsoft office and billing and coding. Printers are readily accessible to students.

## Clinical Medical Assistant with Phlebotomy

38 Semester Credits

920 Hours

Classroom Capacity: 45

Lab Capacity: 20/instructor

### **Program Description:**

The Clinical Medical Assistant with Phlebotomy (CMAP) Program is designed to give the student the necessary training and skills for an entry level position in a Medical office and/or Phlebotomy career. The Clinical Medical Assistant with Phlebotomy program (CMAP) prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform certain clinical duties. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications and injections as directed by physician.

During the Phlebotomy Technician portion of the program The student will perform blood collection through venipuncture using vacuum tubes, syringe and winged infusion set (butterfly) will be thoroughly explored and practiced in the laboratory and clinical setting. Emphasis will be placed on regulatory compliance including National Committee for Clinical Laboratory Standards (NCCLS), quality assurance practices, collecting an accurate specimen, safety and infection control practices which meet OSHA and blood borne pathogens. The student will be prepared to take the Certified Phlebotomy Technician (CPT1) Exam.

Course Code	Course Name	Hours	Credits
CMA110	Intro to Structural/Integumentary	80	4
CMA120	Skeletal & Muscular Systems	80	4
CMA130	Nervous System & Special Sense	80	4
CMA140	Cardiovascular & Lymphatic Systems	80	4
CMA150	Respiratory & Endocrine Systems	80	4
CMA160	Digestive System & Nutrition	80	4
CMA170	Urinary & Reproductive Systems	80	4
CMA180	Phlebotomy	80	4
EXTPHLE	Externship—Phlebotomy	120	2.5
EXTCMA	Externship—Clinical Medical Asst.	160	3.5

**Exit Exam Requirements:** Students must pass a comprehensive Medical Assistant and phlebotomy assessment examination

**Licensure Information:** Upon successful completion of the Phlebotomy module and NCCT Examination, and externship hours the student will qualify for licensure for California Certified Phlebotomy Technician 1 (CPT1) offered through the California Department of Public Health/Laboratory Field Services. Application and testing fees are required. Please reference <http://www.cdph.ca.gov> for more information.

**Certification Information:** Graduates qualify to sit for the National certification as a Registered Medical Assistant offered through American Medical Technologist (AMT) Agency. Application and testing fees are required. Please reference <http://www.amt1.com> for more information.

**Equipment:** Equipment used includes centrifuges, glucometers, microscopes, autoclaves, minor surgical instruments, electrocardiograph machines, ambulatory aids, sphygmomanometers, stethoscopes, micro-hematocrit readers, and support devices. Classroom/lab computers are installed with software in the areas of keyboarding and billing and coding. Printers are readily accessible to students.

## Dental Assisting

900 Clock Hours

Classroom Capacity: 20

Lab Capacity: 6-14 (depending on course)/instructor

### **Program Description:**

The Dental Assisting (DA) Program is designed to give the student the necessary training and skills for employment as a Registered Dental Assistant. Students are trained in subject areas such as dental terminology, ethics and jurisprudence, pharmacology and anesthesia, dental anatomy and physiology, dental laboratory procedures and equipment, instruments and materials, dental aseptic techniques, preventive dentistry, dental chair side assisting, and office management. Upon successful completion of the program, students will be qualified to sit for the State of California Registered Dental Assistant Examination.

Course Code	Course Name	Hours
DAPRE	Introduction to Dental Assisting	20
DA100	Pre-Clinical Dentistry	80
DA200	Clinical Restorative Dentistry & Infection Control Practices and Records	80
DA300	Specialty Dentistry	80
DA400	Restorative and Laboratory Dental Materials	80
DA500	Clinical Dental Procedures	80
DA600	Expanded Duties I	80
DA700	Expanded Duties II and Preventative Dentistry	80
DA800	Expanded Duties III	80
DA900	Expanded Duties IV	80
EXTDA	Externship—Dental Assisting	160

**Exit Exam Requirements:** Students must pass a comprehensive Dental Assisting assessment examination.

**Licensure Information:** Graduates qualify to take the Registered Dental Assistant licensure examination through the California Dental Board. Application and testing fees are required, reference [www.dbc.ca.gov](http://www.dbc.ca.gov).

**Equipment:** The Dental Assisting program utilizes reference books, typodonts (anatomical models of full mouth dentition), dental operator, tray set ups for dental procedures, hand instruments for training purposes in routine chair side assisting, dental x-ray units, automatic processor, view boxes, amalgamators, light cure units, trimmers, an autoclave and ultrasonic for sterilization, and computer systems and software programs for dental assisting.

## Vocational Nursing

1620 Clock Hours

Capacity: 45

Lab & Clinical Capacity: 15/instructor

### **Program Description:**

The Vocational Nursing Program is designed to give the student the necessary training and skills for employment as an entry-level health care provider who is responsible for giving basic nursing care to ill, injured, convalescing and disabled individuals. The program consists of 1620 hours of theory, skills and clinical training focusing on patient centered study of nursing concepts that apply to all clinical areas in vocational nursing.

This instructional course prepares the individual to perform as an entry level Vocational Nurse in various arenas of care. Emphasis is placed on developing proficient entry level nurses while preparing them for the National Council Licensure Examination (NCLEX).

<u>Course Code</u>	<u>Course Name</u>	<u>Hours</u>
VN100	Nursing Fundamentals	540
VN200	Medical-Surgical Nursing	540
VN300	Nursing Specialties and Leadership	540

### **Courses Scheduled in three sections – Theory, Skills, & Clinical**

VN100	VN100T	Theory Hours	208 hours
	VN100S	Skills Hours	145 hours
	VN100C	Clinical Hours	187 hours
VN200	VN200T	Theory Hours	208 hours
	VN200S	Skills Hours	60 hours
	VN200C	Clinical Hours	272 hours
VN300	VN300T	Theory Hours	208 hours
	VN300S	Skills Hours	45 hours
	VN300C	Clinical Hours	287 hours

### **Exit Exam Requirements:** N/A

**Licensure Information:** Graduates qualify to sit for the National Council of State Boards of Nursing - Licensed Practical Nurse Examination (NCLEX-LPN) through the State of California. Application and testing fees are required, reference [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) for more information.

**Equipment:** The Vocational Nursing program utilizes labs to simulate a hospital-style patient care unit. The equipment includes hospital type beds, low- and moderate-fidelity simulation mannequins (such as infant, child and adult simulator), medical charts, medication carts, vital sign equipment, naso-gastric feeding and tracheostomy equipment, ambulation equipment, and various body part models to ensure hands on learning. Computer labs include printers and systems with installed software in the areas of nursing simulation, medication administration, word processing, and internet search options.

## MAIN CAMPUS COURSE DESCRIPTIONS

(In alphabetical order)

### AMA110 – Microsoft Office Word 2010

*Prerequisites: None*

This course will introduce the student to the more advanced functions of Microsoft Word. Word is a word processing program. This program enables you to create documents, memos, letters, flyers, newsletters, manuals and most other types of printed communications. The software contains a variety of features that help to create professional documents.

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

### AMA120 - Microsoft Office Excel 2010

*Prerequisites: None*

This course will introduce the student to the basic and advanced function of Microsoft Excel. Excel is an electronic spreadsheet program. This program enables to enter and edit data, format data, analyze data, and chart data. This software contains a variety of features that help create a professional document.

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

### AMA130 - Microsoft Office Access 2010

*Prerequisites: None*

This course will introduce the student to the basic functions of Microsoft Access. Access is a database program. This program enables you to create databases, enter and edit records, create and edit forms, and use queries. The software contains a variety of features that help to create professional documents.

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

### AMA140 - Microsoft Office PowerPoint/Outlook 2010

*Prerequisites: None*

This course will introduce the student to the basic functions of Microsoft PowerPoint and Outlook. PowerPoint is a slide presentation application and Outlook is an e-mail and calendar application. This program enables you to create presentations with various customizing tools and use an email account and calendar in various settings.

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

### AMA150- Medical Terminology

*Prerequisites: None*

This course focuses on Medical Terminology using a body systems approach in studying basic word structures. Topics that will be covered are terminology for Body Systems including the Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, Nervous, Lymphatic and Immune Systems. An overview of Structures, Combining Forms, and Functions of each system will be covered.

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

### AMA160 - Medical Insurance Billing and Coding

*Prerequisites: None*

This course provides an introduction to the parts of the medical office computer system – maintaining, inputting, filing, retrieving and storing medical records, setting up an appointment matrix, scheduling appointments, managing the appointment schedule, making appointments for diagnostic procedures and admissions. Students also learn how to look

up diagnostic and procedure codes and identify different types of insurance plans as well as methods of reimbursement for medical services

*This course will include out-of-class work such as: reading and writing assignments, practice and practical application assignments, and projects. A minimum of 5 hours out-of-class work will be assigned.*

#### CMA110 – Introduction to Structural Units & Integumentary System

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the integumentary system. This course covers medical terminology, pharmacology, practical skills as it pertains to the Integumentary System. Also included is Professional Development and Electronic Health Records training.

#### CMA120 – Skeletal & Muscular Systems

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the skeletal and muscular system. This course covers medical terminology, pharmacology, practical skills as it pertains to the Skeletal & Muscular System. Also included are Professional Development and Electronic Health Records training.

#### CMA130 – Nervous System & Special Sense

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the Nervous system and Special Senses. This course covers medical terminology, pharmacology, practical skills as it pertains to the Nervous System and Special Senses (Eyes, Ears). Also included are Professional Development and Electronic Health Records training.

#### CMA140 – Cardiovascular & Lymphatic Systems

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the Cardiovascular and Lymphatic systems. The student will also be introduced to electrocardiography in this course. This course covers medical terminology, pharmacology, practical skills as it pertains to the Cardiovascular and Lymphatic systems. Also included are Professional Development and Electronic Health Records training.

#### CMA150 – Respiratory & Endocrine Systems

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the Respiratory and Endocrine systems. This course covers medical terminology, pharmacology, practical skills as it pertains to the Respiratory and Endocrine systems. Also included are Professional Development and Electronic Health Records training.

#### CMA160 – Digestive System & Nutrition

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the Digestive system. Nutrition to include the relationship of nutrition and health – the role of foods and the nutrients they contain, with regard to the physiological, psychological, and sociological well-being of the individual, practical analysis of food records and application of nutritional knowledge in planning a healthy diet. This course covers medical terminology, pharmacology, practical skills as it pertains to the Digestive system. Also included are Professional Development and Electronic Health Records training.

## CMA170 – Urinary & Reproductive Systems

*Prerequisites: None*

This course provides a general introduction to human anatomy and physiology underlining the structures, functions and pathophysiology of the Urinary and Reproductive systems. This course covers medical terminology, pharmacology, practical skills as it pertains to the Urinary and Reproductive systems. Also included are Professional Development and Electronic Health Records training.

## CMA180 – Phlebotomy

*Prerequisites: None*

In this course the student will learn the collection of blood by the multi-skilled healthcare provider through venipuncture using the evacuated tube method, winged infusion sets, syringe with needle and micro-collection techniques. These techniques will be thoroughly explored and practiced in both the classroom and in the laboratory clinical setting with emphasis on safety using universal precautions and infection control, regulatory compliance including quality assurance practices, collecting and processing accurate specimens.

## DAPRE – Introduction to Dental Assisting

*Prerequisites: None*

Content includes: HIPAA, Infection control practices, dental terminology, dental anatomy, and CPR.

## DA100 - Pre-Clinical Dentistry

*Prerequisites: DAPRE*

Orientation to dental assisting and the dental profession will include: bio dental science, pre-clinical dentistry, and patient management.

## DA200 - Clinical Restorative Dentistry and Infection Control Practices and Records

*Prerequisites: DAPRE*

Content includes: microbiology, hazard communication, dental record management, restorative dentistry.

## DA300 - Specialty Dentistry

*Prerequisites: DAPRE*

Content includes: orthodontic, pediatrics, oral and maxillofacial surgery, endodontics, periodontics, special needs patients.

## DA400 - Restorative and Laboratory Dental Materials

*Prerequisites: DAPRE*

Content includes: dental materials, provisional restorations, cast materials, model trimming, and vacuum formed custom tray.

## DA500 - Clinical Dental Procedures

*Prerequisites: DAPRE*

Content includes: dental radiography, and pharmacology.

## DA600 - Expanded Duties I

*Prerequisites: DAPRE*

Board hands-on exam skills including: temporary filling placement, suture removal, temporary crown fabrication, and cementation. Also includes bases, liners, and rubber dam placement.

## DA700 - Expanded Duties II and Preventative Dentistry

*Prerequisites: DAPRE*

Content includes: dental regulations, dental assisting and registered dental assisting direct patient procedures; preventative dentistry, patient administrative procedures.



### DA800 - Expanded Duties III

*Prerequisites:* DAPRE

Continuation of theory and practical application of new recently mandated procedures delegated to the dental assistant and Registered Dental Assistant. Instruction includes state of the art procedures, such as obtaining intraoral images for computer-aided design (CAD), milled restorations intra-oral and extra-oral photography and other related procedures.

### DA900 - Expanded Duties IV

*Prerequisites:* DAPRE; DA800

Content includes: Pit & Fissure sealants, oral inspection, and job readiness. Front office administration to include: patient scheduling, treatment presentation, insurance billing, and record management.

### EXTAMA - Externship—Administrative Medical Assistant

*Prerequisites:* AMA110; AMA120; AMA130; AMA140; AMA150; AMA160;

The extern experience provides application of the principals learned in the classroom setting.

### EXTCMA – Externship - Clinical Medical Assistant

*Prerequisites:* CMA110; CMA120; CMA130; CMA140; CMA150; CMA160; CMA170

The extern experience provides application of the principals learned in the classroom setting.

### EXTDA - Externship – Dental Assisting

*Prerequisites:* DAPRE; DA100; DA200; DA400; DA500; DA800; DA900

The extern experience provides application of the principals learned in the classroom setting.

### EXTPHLE - Externship – Phlebotomy

*Prerequisites:* CMA180

The extern experience provides application of the principals learned in the classroom setting.

### V100 – Nursing Fundamentals

*Prerequisites:* None

The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to the practice and science of nursing. Students will be introduced to the basic principles of self-care, health and wellness, medical terminology, medication calculations, client diversity, and how to apply these principles to the nursing process. Students will learn basic skills in the laboratory setting. Clinical experiences will provide the venue to further demonstrate the application of learned knowledge and skills while socializing them to the culture of nursing.

### VN200 – Medical-Surgical Nursing

*Prerequisites:* VN100

Students utilize clinical reasoning and the nursing process in learning about fundamental pathophysiological conditions and the VN's role in prevention of illness, treatment of disease, and the restoration of health in the adult and geriatric client. Concepts related to safety, cultural sensitivity and diversity, communication, client teaching, nutrition, and pharmacology are integrated throughout the course. Students utilize the nursing laboratory to enhance their psychomotor and clinical reasoning skills in practicing advanced nursing skills. Clinical experiences provide opportunities for students to apply theory/lab.

### VN300 – Nursing Specialties and Leadership

*Prerequisites:* VN100, VN200

Care of the Client with Self Care Deficits II will further the student's knowledge in the care of the medical/surgical client. This course focuses on patient centered study of nursing concepts that apply to clients with self-care deficits of the systems. The nursing care of the client with mental illness, substance abuse as well as client care during childbearing and childrearing will be discussed. Students will apply theoretical knowledge and basic skills in on-campus laboratory

and Acute Care clinical facilities. They will use the nursing process for the basis of care. Leadership theories are introduced, and integration of Medical-Surgical concepts continue during the leadership clinical experience.



## BRANCH CAMPUS PROGRAMS

### Beauty and Wellness Careers

#### Advanced Therapeutic Massage and Bodywork Practitioner

900 Clock Hours

Capacity: 25

Clinic Capacity: 15/instructor

#### **Program Description:**

The Advanced Therapeutic Massage and Bodywork Practitioner Program is designed to give the student the necessary training and skills for employment as a Massage Therapist.

This instructional program prepares the individual to provide massage services in the modalities of Swedish, Sports, Deep Tissue, Shiatsu, Chair, Hydrotherapy, Pregnancy and Reflexology. Students will receive instruction on Anatomy, Physiology, Pathology, Medical Terminology, Nutrition, Business Management, Ethics, Kinesiology, Body Mechanics and CPR. All students will participate in a supervised clinic floor experience.

Upon completion of the program students will be prepared and eligible to sit for the CAMTC approved exams.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Course Code	Course Name	Hours
BIO101	Kinesiology	100
ATMB101	Swedish Massage Techniques/Ethics	100
ATMB110	Therapeutic Massage Techniques	100
ATMB120	Complimentary Modalities 1	100
ATMB130	Spa and Hydrotherapy	100
BIO100	Anatomy& Physiology/Pathology	100
ATMB140	Eastern Modalities	100
ATMB150	Business/Nutrition	100
NCBTMB100	National Exam Prep	100

#### **Exit Exam Requirements:** N/A

**Certification Information:** Graduates are eligible to sit for the Massage and Bodywork Licensing Examination through the Federation of State Massage Therapy Boards and Board Certification Examination for Therapeutic Massage and Bodywork through the National Certification Board for Therapeutic Massage and Bodywork. Application and testing fees may be required, reference [www.fsmtb.org](http://www.fsmtb.org) and [www.ncbtmb.org](http://www.ncbtmb.org) for more information.

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

To hold himself or herself out or to use the title “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

**Equipment:**

The ATMB Program laboratory provides massage tables, bolsters, hot stones, yoga mats, articulated skeleton, Vichy showers, and water proof massage tables, and massage chairs.

## Cosmetology

1600 Clock Hours

Capacity: 70

Clinic Capacity: 12/instructor

### **Program Description:**

The Cosmetology Program is designed to educate students in study of Cosmetology. The program consists of 1600 hours of theory and practical training, preparing students for a solid background of practical hands-on experience directly related to the cosmetology industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

<u>Course Code</u>	<u>Hours</u>
COSMO	1600

### **Exit Exam Requirements:** N/A

**Licensure Information:** Graduates qualify to sit for the State of California Cosmetology licensure examination. Application and testing fees are required, reference [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for more information.

### **Equipment:**

The Cosmetology program utilizes shampoo bowls, hair dryers, pedicure chairs, UV light nail dryers, multifunction facial machines, and microdermabrasion machines. Students receive additional equipment within their individual kits.

## Esthetician

600 Clock Hours

Capacity: 25

Lab & Clinical Capacity: 15/instructor

### **Program Description:**

The purpose of the Esthetician Program is to educate students in study of skin care through theory and practical training in the following categories: Manual, Chemical and Electric Facials, Make-up Application, Laws and Regulations, Esthetic Procedures, Disinfection and Sanitation and Anatomy & Physiology. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the Esthetic Industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

<u>Course Code</u>	<u>Hours</u>
ESTHE	600

### **Exit Exam Requirements:** N/A

**Licensure Information:** Graduates qualify to sit for the State of California Esthetician licensure examination. Application and testing fees are required, reference [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for more information.

### **Equipment:**

The Esthetician program utilizes massage tables, multifunction facial machines, and microdermabrasion machines. Students receive additional equipment within their individual kits.

## Holistic Health Practitioner - Associate of Occupational Studies

70 Semester Credits

1590 Hours

Capacity: 25

Lab & Clinical Capacity: 15/instructor

### **Program Description:**

The Holistic Health Practitioner Program is designed to give the student the additional training and skills as a Massage Therapist with expanded abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

This instructional program prepares the individual to provide all massage services learned in the Advanced Therapeutic Bodywork and Massage Therapy program as well as additional training in areas of Herbology, Aromatherapy, Practical Yoga, Clinical Massage, Thai Massage, Advanced Nutrition and Advanced Spa Techniques.

Course code	Course Name	Hours	Units
BIO101	Kinesiology	100	4
ATMB101	Swedish Massage Techniques/Ethics	100	4
ATMB110	Therapeutic Massage Techniques	100	4
ATMB120	Complimentary Modalities 1	100	4
ATMB130	Spa and Hydrotherapy	100	4
BIO100	Anatomy & Physiology/Pathology	100	5
ATMB140	Eastern Modalities	100	4
ATMB150	Business/Nutrition	100	5
HHP110	Intro to Complementary Alternative Medicine	100	5
HHP120	Intro to Aromatherapy and Herbology	100	4
HHP130	Complementary Modalities 2	100	4
HHP140	Advance Spa Techniques	100	4
MTH100	Business Math	45	3
ENG100	English Composition	45	3
PSY100	Psychology of the Mind and Body	100	5
HHP150	Advanced Aromatherapy and Herbology for Clinical Massage	100	4
NCBTMB100	National Exam Prep	100	4

**Exit Exam Requirements:** N/A

**Certification Information:** Graduates are eligible to sit for the National Certification Examination for Therapeutic Massage and Body Work through the National Certifying Board of Therapeutic Massage and Body Work. Application and testing fees may be required, reference [www.ncbtmb.org](http://www.ncbtmb.org) for more information.

### **Equipment:**

The Holistic Health Practitioner program utilizes laboratory classrooms to simulate basic and advanced massage techniques. The laboratory is equipped with wooden and aluminum massage tables, waterproof massage tables, Vichy showers, paraffin wax pot, hot stone warmers, hot towel caddy, speakers and music to ensure a relaxing environmental setting.

## SPA NAIL TECHNICIAN

600 Clock Hours

Capacity: 25

Lab & Clinical Capacity: 15/instructor

### **Program Description:**

The Spa Nail Technician program will cover basic to advanced techniques in the manicuring industry. Course curriculum includes technical and practical components to meet State Board requirements. Additional instruction in the art of nail design, hand and foot massage, and reflexology is provided to prepare the graduate for employment in the spa service industry. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the Industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

<u>Course Code</u>	<u>Hours</u>
SPANAIL	600

### **Exit Exam Requirements:** N/A

**Licensure Information:** Graduates qualify to sit for the State of California Manicurist licensure examination. Application and testing fees are required, reference [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for more information.

### **Equipment:**

The Spa Nail Technician program utilizes creative nail products, state of the art manicuring equipment, spa treatment products, spa pedicure chairs, manicuring tables, paraffin machines, overhead nail art projector, and speakers and music to ensure a relaxing environmental setting. Students receive additional equipment within their individual kits.

## BRANCH CAMPUS COURSE DESCRIPTIONS

(In alphabetical order)

### ATMB101 - Swedish Massage Techniques/Ethics

*Prerequisites: None*

This course provides an introduction to the history and concepts of Swedish massage. Swedish massage is recognized as the fundamental basis for many other forms of massage. Students will leave this class with knowledge of, the strokes and stances used in Swedish massage, be aware of endangerment sites and contraindications for massage, the ability to accurately document a massage session through SOAP charting, be able to set up a wellness plan for their client, demonstrate proper infectious control measures, and perform a 50 min massage routine. This class will also explore the ethical issues surrounding massage therapy and equip students with the skills needed to deal with these situations as they arise in their career. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

### ATMB110 - Therapeutic Massage Techniques

*Prerequisites: ATMB101; BIO101*

In this course students will learn therapeutic massage techniques to relieve pain and decrease restriction of motion. Students will learn how to include the client in an active role during the treatment to enhance the techniques used. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried to additional classes and the clinical setting in each course.

### ATMB120 - Complementary Modalities I

*Prerequisites: ATMB101; BIO101*

This course will introduce students to a variety of massage modalities and settings they will experience in the massage industry. Students will perform a basic pregnancy massage sequence, basic chair massage sequence, and sports massage sequence. They will also learn how to modify their massage sequence for clients with special needs. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

### ATMB130 – Spa and Hydrotherapy

*Prerequisites: ATMB101; BIO101*

This course will review the historical and cultural aspects of the spa industry as well offer an introduction to spa services and techniques. Students will learn how to effectively deliver reflexology massage, hot stone massage, exfoliation treatments, and hydrotherapy treatments. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

### ATMB140 - Eastern Modalities

*Prerequisites: ATMB101; BIO101*

This course will provide students with the required information to gain an understanding of Eastern philosophies, yin and yang concepts, locations and characteristics of meridians as well as a basic application of Shiatsu. Students will also gain additional knowledge in the areas of Polarity, Ayurveda, and Chakra Balancing. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

### ATMB150 – Business/Nutrition

*Prerequisites: ATMB101; BIO101*

In this course students will be learning the business aspects of the massage industry. Students will be introduction into marketing strategies to empower them to become both employable and successful in the field of massage therapy. Emphasis will be placed on marketing oneself in the profession, professional employment verses independent contracting and legal tax and permit requirements. Students will also be learning about nutrition. This course will discuss



various dietary models and the standard American Diet. The students will learn how to assess their own and make changes for improvement based on their own needs. The use of protein, fat and carbohydrates, whole organic foods vs. refined and processed food will also be discussed. Practice will include students working on each other as well as clients in a clinical setting.

#### BIO100 - Anatomy and Physiology/Pathology

*Prerequisites: ATMB101; BIO101*

This course is designed to give students a working knowledge of human anatomy and physiology as it pertains to massage therapy. Students will gain knowledge in how the human body and its systems function and how disease and dysfunction are formed in the body. Growth, age, stress and other organic dysfunctions are taught as they relate to the health profession. Student will learn to assess clients for signs of possible disease or dysfunction in each of the system and determine the indication or contraindication for massage services. Practice will include students working on each other as well as clients in a clinical setting. The skills learned in this course will be carried on to additional classes and the clinical setting in each course.

#### BIO101 - Kinesiology

*Prerequisites: None*

This course will provide the students with a detailed knowledge of the anatomy of the muscular and skeletal systems. They will learn how to locate and palpate bony landmarks, and muscle origins and insertions. Students will learn the actions of these muscles and joints associated with them. This course provides a basic foundation of knowledge that will be used in all bodywork classes and the clinical setting in each course.

#### COSMO – Cosmetology

*Prerequisites: None*

The Cosmetology Program is designed to educate students in the study of Cosmetology. The program consists of 1600 hours of theory and practical training, preparing students for a solid background of practical hands-on experience directly related to the cosmetology industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

#### ENG100 – English Composition I

Offered via Distance Education Only

*Prerequisites: None*

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

#### ESTHE - Esthetician

*Prerequisites: None*

The purpose of the Esthetician Program is to educate students in study of skin care through theory and practical training in the following categories: Manual, Chemical, and Electric Facials, Make-Up Application, Laws and Regulations, Esthetic Procedures, Disinfection and Sanitation and Anatomy & Physiology. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the Esthetic Industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

#### HHP110 - Introduction to Complementary Alternative Medicine

*Prerequisites: ATMB101; BIO101*

This class will introduce the different philosophies and concepts of Complementary Alternative Medicine (CAM). Students will learn about treatments that involve the mind, body, spirit, manual therapies, alternative western therapies, and traditional ethno-medical systems of Asia, Africa, and the Americas. There will also be discussion on these modalities and their relationship to traditional Western medicine. The concept of “wellness” versus disease treatment, and the mind-body connection are also explored. Instruction will include theory, practice lab, and client services.

#### HHP120 - Introduction to Aromatherapy & Herbology

*Prerequisites: ATMB101; BIO101*

This course will familiarize the student with the properties and the usage of herbs from around the world. At least 12 herbs will be studied in depth. Students will also learn about essential oils and how they are extracted, administered, used, and what makes them appropriate in certain situations. Instruction will include theory, practice lab, and client services.

#### HHP130 - Complementary Modalities 2

*Prerequisites:* ATMB101; BIO101

In this course the student will be introduced to the history, philosophy, and basic fundamentals of Thai Massage, Cranial Sacral, and Reiki. Students will leave with an understanding of these modalities and what is needed to pursue further training in these areas. Instruction will include theory, practice lab, and client services.

#### HHP140 - Advanced Spa Techniques

*Prerequisites:* ATMB101; BIO101

This course will review spa treatments such as thalassotherapy, body wraps, mud and clay treatments, cellulite treatments, herbal therapies, and aromatherapy as it pertains to the spa industry and how to deliver these treatments safely and effectively. Students will learn what the expectations are of those working in a spa environment and what qualities are needed to be successful in this environment. Instruction will include theory, practice lab, and client services.

#### HHP150 - Advanced Aromatherapy and Herbology for Clinical Massage

*Prerequisites:* ATMB101; BIO101

This course will teach students how to incorporate aromatherapy and herbs into their clinical massage sessions. Students will learn to create therapeutic essential oil blend and salves to treat a variety of clinical conditions. Instruction will include theory, practice lab, and client services.

#### MTH100 – Business Math

Offered via Distance Education Only

*Prerequisites:* None

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics

#### SPANAIL – Spa Nail Program

*Prerequisites:* None

The Spa Nail Technician program will cover basic to advanced techniques in the manicuring industry. Course curriculum includes technical and practical components to meet State Board requirements. Additional instruction in the art of nail design, hand and foot massage, and reflexology is provided to prepare the graduate for employment in the spa service industry. The program consists of 600 hours of technical and practical training, preparing students for a solid background of practical hands-on experience directly related to the Industry. Upon completion the student will be prepared to sit for the State Board Licensure Exam.

#### NCBTMB100 - National Exam Prep

*Prerequisites:* ATMB101; ATMB110; ATMB120; ATMB130; ATMB140; ATMB150; BIO100; BIO101

This course provides the student with an opportunity to prepare for the Massage and Bodywork Licensing Examination (MBLEx) and the Board Certification Examination for Therapeutic Massage and Bodywork (BCETMB). Sample tests and review questions will be administered to assist the student with become familiar and comfortable with the testing environment. Students will continue to work on each other as well as clients in a clinical setting.

#### PSY100 - Psychology of the Mind Body

*Prerequisites:* None

This course is a review and discussion of the connection between the Mind and the Body and the way that it manifests in bodywork. Students will leave this class with knowledge of this connection and tools to work with clients that have emotional responses during massage therapy and learn how to recognize how the body is physically affected by emotions and emotional trauma.

# ADMISSIONS INFORMATION

## ADMISSIONS REQUIREMENTS and CONDITIONS

Prospective students must meet the following minimum requirements for admission into all Blake Austin College programs:

- U.S. citizen or eligible noncitizen
- **High School Graduate**, or
  - Transcripts must be verified that the High School is accredited by a Department of Education recognized accrediting agency.
- Successful completion of High School equivalency (**GED**), or
- Official **Home Study** Transcripts from a Home Study Program that is equivalent to the High School level and is recognized by the student's home state.
- Take and pass an institutional **Entrance Assessment**
  - Math
  - Reading Comprehension
  - Vocabulary
- Attend the institutions **General Student Orientation**

NOTE: BAC does not admit Ability-To-Benefit students.

### Entrance Assessment

Program	Math %	Reading Comp %	Vocabulary %
AMA	80	75	75
ATMB	75	80	75
CMA-P	80	75	75
Cosmetology & Spa Nail	75	75	75
DA	70	75	75
Esthetician	75	75	75
HHP	80	80	80
VN	80	80	80

The Entrance Assessment may be taken more than once if the assessment requirements are not met on the first attempt. The timeframe between attempts are listed below:

- Second Attempt may be taken 24 hours after completing the first attempt
- Third attempt may be taken 24 hours after completing the second attempt
- The Fourth and final attempt may be taken 1 week from the third attempt

Four attempts may be made within an enrollment period.

For example: A student is applying for enrollment into a program beginning January 25<sup>th</sup>. If the applicant is unable to meet the required Entrance Assessment score within the four (4) attempts, the applicant must wait until the next

enrollment period. Enrollment periods can be between four (4) and sixteen (16) weeks. The Academic Department may allow additional testing if extenuating circumstances exist.

### **Additional Admissions Requirements for the following Programs:**

- Vocational Nursing
- Dental Assisting
- Clinical Medical Assistant with Phlebotomy
- Administrative Medical Assistant

### **Immunizations, Background and Drug Screening**

To participate in an externship or clinical experience, prospective students will be required to verify that certain immunizations have been received as well as complete a Drug and Background Screening. The Screening is a requirement of our externship and clinical community partners. The goal is to provide safety to our students, clients, and community partners. To successfully meet the requirements of each program, students must participate in an externship, clinical experience, or perform client services.

#### ***Required Immunizations***

Hepatitis B, Tuberculosis Skin Test, Measles/Mumps/Rubella, Varicella, Tetanus, and Flu Vaccine (seasonal)

#### ***Background Screening***

A background screening must be conducted prior to acceptance into the above listed programs. Your enrollment advisor will provide agency contractor and procedure information for obtaining the background screen. If the background screen exhibits a felony conviction the student will be denied admissions. Other convictions will require review by the academic department. Acceptance will be determined based on individual programmatic externship and clinical agency requirements.

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to their background screening.

#### ***Drug Screening***

A “Clear” drug screen is required prior to enrollment to ensure consumer protection. A “Clear” drug screen is defined as negative findings in all screened classifications.

Additionally, Blake Austin College reserves the right to perform additional drug screening at any time within the students’ program and as required by our community partners. Additional drug screens are at the cost of the college, however if a student has incurred a previous positive result additional screens will be at the student’s expense.

NOTE: The Drug and Background screen will be performed by an independent contractor. The cost is bundled with the Immunization Tracker, Drug Screen, and Background Screen is the responsibility of the prospective student.

### ***Vocational Nursing Additional Admissions Requirements***

- Two (2) professional letters of recommendation
- Physical Examination
- VN Program Testing Session  
Prospective students will be required to attend a testing session that will include an assessment of Math and English comprehension scores and include completion of a program specific questionnaire. The prospective student should prepare for the pre-admission testing session similar to a job interview. Dress, attention to directions, punctuality, and communication will be evaluated.
- Vocational Nursing Orientation

## **ACCEPTANCE OF CREDITS/HOURS (Advanced Standing)**

A petition for previously earned credits/hours will be evaluated by the Academic Department. Official transcripts and course descriptions are required to determine applicable credit. A minimum grade of “C” from a Department of Education approved accredited school must be achieved in order for the course to be considered for transfer credit/hours and the student to be eligible for Advanced Standing.

Additionally, for clock hour programs, documentation supporting successfully completed hours must be included with the official transcript.

A student must complete at least 50% of the course requirements at BAC unless otherwise determined and approved by the Chief Academic Officer. Transferred credits will be documented in the student’s record indicating what units/hours were transferred and the student financial obligations will be adjusted accordingly. Credit/hour transfer approvals must be made before the first day of class.

\*BAC does not accept hours or credits earned through Achievement Tests or Experiential Learning. Challenge Exams may be considered if the applicant has similar coursework, college degree, or Military training. The Academic Department will review and provide recommendations.

## **STUDENT TRANSFER BETWEEN BAC PROGRAMS**

If a student requests to transfer from one BAC program to another BAC program, the student must meet with the Director of Education to complete the Student Status Change Form noting that the student has withdrawn from their currently enrolled program and is requesting new enrollment into a different BAC program. The student will be required to meet all admission criteria into the new program and meet with the Admissions Department.

Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. Program transfer students must meet with the Financial Aid Department prior to acceptance into the new program. All coursework from previous programs that applies toward the new program will be used in calculating Satisfactory Academic Progress (SAP).

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

A student must wait 180 days to enroll in a different program.

## **STUDENT INFORMATION and SERVICES**

### **LEARNING RESOURCES**

Blake Austin College is committed to student success and therefore offers various learning resources to all students. All campuses are equipped with learning resources specific to programs offered and include: reference library, online research tools, course specific resources, computers and printers, program tutors, and open hands-on practice laboratories. Available resources, library, and tutoring are posted in student areas and directly outside the program faculty offices.

All students receive information about Learning Resources during orientation. The orientation includes instruction regarding sign-in procedures to obtain access and use of specific web based resources. Student access to on campus resources may be obtained through his/her instructor by completing a "Check Out" request form.

Learning resources are reviewed on an annual basis in conjunction with individual program reviews to ensure that available resources align with expected student outcomes.

## **ADVISING**

### **Student Advising**

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Academic Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the appropriate agencies within the community.

### **Academic Advising**

Students who may be experiencing academic challenges are advised to contact their instructor, Program Director or Coordinator, Lead Instructor, or the Academic Department. Academic Advising will be conducted at specific evaluation points within their program of study. At this time the student and instructor will have an opportunity to discuss academic challenges and successes.

### **Tutoring**

Students who need extra assistance because of academic difficulties may arrange tutoring through contacting their instructor, Program Director or Coordinator, Lead Instructor, or the Academic Department. If at the evaluation points it is determined that a student has not met the specified criteria for the program, tutoring may be required as part of the student success plan.

## **RULES AND REGULATIONS**

While on school grounds, all students shall conduct themselves in an appropriate adult manner, and shall be prepared for class. Consideration and respect should be given to all persons, including other students and staff. Inappropriate behavior resulting in a violation of student code of conduct is grounds for suspension and/or dismissal.

### **Student Code Conduct**

The Institution is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on campus or in the externship, clinical, or preceptor setting:

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the Institution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
- Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with the Institution.
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.

- Being under the influence and/or the use of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
- The use of any tobacco products in the Institution's buildings and eating or drinking in the classrooms, or any location other than designated areas.
- Bringing animals to the Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
- Bringing children into the Institution's academic areas. The Institution does not provide childcare services and cannot assume responsibility for children's health and safety.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
- Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of the Institution.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the Institution's property or externship/practicum, clinical, or fieldwork property.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the Institution.
- Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
- Audio or video recording of any kind at externship/clinical rotations/preceptor sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
- Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
- Rape, including acquaintance rape and/or sexual assault, in any form.
- Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.
- All forms of gambling.
- Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from the Institution. Nursing students have additional conduct expectations outlined in the Nursing Student Handbook. Students dismissed for conduct violations will not be readmitted.

## STUDENT INTERACTION

Student interaction is considered to be an important component of the academic experience at the Institution. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to collaborate with their fellow student peers to develop study groups. If the student requires assistance, please contact one of the program mentors or course instructor.

## **PERSONAL APPEARANCE**

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending the Institution and be guided by the principle that what is proper for the workplace is proper for the Institution.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence. Please reference the student handbook for detailed information regarding the Institution dress code.

## **INTELLECTUAL PROPERTY PROTECTION AND OWNERSHIP**

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

### **Copyright Protection**

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

### **Use of Institutional Information Technology Resources**

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

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

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of



the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

Audio or video recording of any class or lecture offered at the Institution or at its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.

### **Ownership of Student and Third-Party Intellectual Property**

The Institution recognizes an author/inventor's ownership in his or her creative intellectual property. The Institution also encourages scholarship and research opportunities, many of which may result in the creation of intellectual property in the form of research papers, publications, or supplemental course materials such as lecture notes, bibliographies, additional assignments, and other non-institutional course content.

All students at the Institution own the exclusive rights to the intellectual property they create, except under any of the following circumstances:

- The intellectual property is created as a result of material support from the Institution, which for this purpose is defined as significant financial support directly or indirectly from the Institution, use of the Institution facilities beyond the normal curricula, or any other significant expenditure of resources by the Institution beyond what is customary among higher education institutions; or
- The student and the Institution enter into an agreement regarding ownership of the intellectual property; or
- The student creates the intellectual property in conjunction with a faculty member or other employee of the Institution.

The Institution will own any and all rights to intellectual property created by third parties for use by the Institution; any other allocation of rights between the Institution and the third party must be defined in a written agreement between the parties.

### **CAREER SERVICES**

The Institution offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. The Institution supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the Institution of their employment information.

The Institution's Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by the Institution are not an obligation or guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institution can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the Institution to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

### **Part-time Jobs**

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make a reasonable effort to assist them in their search.

## **ACADEMIC INFORMATION**

### **CREDIT HOUR CONVERSION**

COE conversion rate is equivalent to 1 Semester Credit Hour for each of the following:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of work-based activity (externship/clinical)

### **HOURS OF OPERATION**

#### **Class Hours**

Main Campus:	Mon-Fri	8:00 am – 10:00 pm
	Sat/Sun	7:00 am – 5:30 pm

Branch Campus:	Tues – Fri	9:00 am – 10:15 pm
	Sat	9:00 am – 6:30 pm

#### **Administrative Hours**

Main Campus	Mon – Fri	7:30 am – 9:30 pm
-------------	-----------	-------------------

Branch Campus:	Mon	8:00 am – 5:00 pm
	Tues – Fri	8:00 am – 9:30 pm
	Sat	8:00 am – 6:30 pm

### **OUT OF CLASS LEARNING ACTIVITIES**

For Title IV Programs the federal government has issued the following definitions for the purposes of calculating Title IV funding:

**Credit Hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

### ***Conversion Rate***

1. One semester credit hour is equal to 37.5 clock hours.

To comply with the definitions and equivalencies identified above, the Institution has established the following policy for Title IV eligible programs.

1. One semester credit shall consist of 37.5 hours of instruction.
2. Each semester credit in an externship course shall consist of 37.5 clock hours of direct clinical instruction. This instruction must all occur in the clinical/lab setting and cannot include any out-of-class work.
3. Each semester credit in an externship course must include a minimum of 30 clock hours of direct instruction. This instruction may occur in a classroom or on-line. The remaining clock hours may include acceptable and documented student out-of-class work. No more than 7.5 hours of out-of-class work can be counted for each 30 clock hours of direct instruction.

## **DISTANCE EDUCATION COURSES**

Distance Education (DE) means ONLINE EDUCATION. Distance Education (DE) at Blake Austin College offers online courses equivalent to a classroom-based course. Courses are taught by the same qualified instructors and follow the same curriculum and standards as the classroom-based course. Distance Education courses provide flexibility in scheduling and are especially helpful to self-directed learners.

Basic Internet and computing skills are required. These might include the following:

- Using a browser
- Downloading a free browser from the Internet
- Downloading a browser plug-in, such as a video player
- Posting to a discussion forum/board
- Downloading and saving a file to your computer
- Uploading a file by browsing your computer to locate a file
- Entering your responses in a web-form, such as an online quiz
- Sending emails to your instructor or peers

Courses available through Distance Education are noted as such in the course description.

## **CHANGES IN PROGRAMS OR POLICIES**

The institution has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequencing of courses in programs, or locations in the interest of improving the students' education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The institution is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

## **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

The institution does not offer English as a second language instruction.

## **ATTENDANCE/TARDY POLICY**

The attendance is intended to ensure a high level of effectiveness, professionalism, and integrity in the institutional education programs. BAC must be able to confirm to potential employers that a student will be a reliable employee. Punctual attendance is required in all courses. Attendance is an absolutely crucial part of the education program and a requirement for graduation. The student's commitment to regular attendance is especially important to meet our institutional requirements, accrediting agencies and licensing boards.

Students arriving late for class or leaving early are considered tardy. Continued excessive tardiness or absences in any course could lead to disciplinary action up to and including dismissal.

New students must attend the first day of class of their first module or term to be considered "enrolled". This also applies to students who re-enter.

## **DISMISSAL POLICY FOR NONATTENDANCE**

The specific requirements relating to dismissal from the program due to nonattendance are:

- Students who are absent from the institution for fourteen (14) consecutive calendar days (excluding the institutions holidays, breaks, and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- Students may follow the process presented in the grievance outlined in the institutional catalog if they feel an error has been made in their attendance calculation.
- For program specific nonattendance policies please reference the student or programmatic handbooks

## **PROBATION, SUSPENSION and DISMISSAL**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain satisfactorily level of academic achievement. The institution reserves the right to place a student on probation, suspend or dismiss a student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the institution, as addressed in the Conduct section of this catalog;
- Fails to maintain Satisfactory Academic Progress (SAP);
- Fails to meet attendance standards; or
- Fails to meet financial obligations to the institution.

Time on suspension will be counted as an absence from the institution and cannot exceed the allowable absences stated in the attendance policy.

## **EXTERNSHIP, CLINICAL ROTATIONS, or PRECEPTORSHIP**

Some programs will include an externship, clinical rotations, or preceptorship that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with the Institution's Academic Team on a regular basis.

The following academic requirements must be met prior to starting the externship, clinical rotations, or preceptorship:

- Student must have passed all required prerequisite courses as indicated in the catalog;
- Student may not have any incomplete grades for any prerequisites;
- Student may not have any pending disciplinary actions;
- Student is required to have a minimum 2.0 CGPA; and
- Student must be current with all financial obligations with the institution

The Institution may have program-specific eligibility requirements. Student should talk to their Program Director, Lead, or Coordinator regarding these.

Many programs require an orientation and/or preparation class prior to students being placed at an externship, clinical rotation, or preceptorship.

During externship, clinical rotations, or preceptorship, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship, clinical rotations, or preceptorship hours may be scheduled during the day and are typically full-time. This will require night students to complete externship, clinical rotations, or preceptorship hours during the day. Students must not count on the possibility of working in the evening may be required to make arrangements to complete the externship, clinical rotations, or preceptorship during daytime work hours. Successful completion of the externship, clinical rotations, or preceptorship is requirement of graduation.

Due to situations that may develop within a particular organization outside the Institution, scheduling issues may result in an occasional delay between the end of class and the beginning of an externship, clinical rotations, or preceptorship. All externship, clinical rotations, and preceptorship sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. The Institution maintains affiliation agreements with a variety of facilities to provide students with externship, clinical rotations, or preceptorship opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which the Institution is not affiliated, the student may bring this to the attention of the Program Director, Lead, or Coordinator so the site may be evaluated.

The externship, clinical rotation, or preceptorship facility will submit evaluations of the student's performance based on the standards set by the Institution. Students must satisfactorily complete the externship, clinical rotations, or preceptorship assignment and submit an approved verification of time completed in order to graduate. To complete the externship, clinical rotations, or preceptorship in the time allowed, students may have to increase the number of hours spend on site beyond those normally required during classroom training. All required hours for externship, clinical rotations, or preceptorship must be completed.

A reassignment of the externship, clinical rotations, or preceptorship training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with additional screenings for externship, clinical rotations, or preceptorships are the responsibility of the student.

## **GRADUATION REQUIREMENTS**

- Earn the required total number of clock or credit hours for the program;
- Pass all required courses with a 70% and meet all objectives of the program;
- Pass a comprehensive exit examination (if applicable);
- Return all property belonging to the institution;
- Current with all financial obligations to the institution;
- Attend a Career Services exit interview; and,
- Attend a Financial Aid exit interview.

If graduation requirements are not met, graduation credential/certificates, proof of training, transcripts, and licensure documents will be held until graduation requirements are met.

## **GRADUATION CEREMONIES**

Graduation ceremonies take place three (3) times a year. All graduates are encouraged to participate in official Blake Austin College ceremonies. Notification for the graduation ceremony will be provided by Career Services Department. To participate in the graduation ceremony, all graduation requirements must be met.

## **NOTICES CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at BAC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/Diploma you earn in a program from BAC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate/Diploma you earn at BAC are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BAC to determine if your credits or certificate will transfer.

This institution maintains a written record of previous education and training of the Veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of degree program) shortened proportionately, and the Veteran notified accordingly CFR 21.4253(d)(3).

BAC has not entered into an articulation agreement or transfer agreement with any other College or University.

## **TRANSCRIPTS**

Current or former students may request a copy of their transcripts by submitting a Transcript Request Form to the institution's registrar. Unofficial Transcripts are at no charge and will be marked to indicate they are unofficial copies.

A fee is required for Official Transcripts. Official transcripts will not be released for students/graduates who have past-due accounts with the institution.

# ACADEMIC STANDARDS

## STANDARD GRADING SYSTEM

Equivalent	GPA	Grade
90 - 100	3.7 – 4.0	A
80 - 89	3.0 – 3.6	B
70 - 79	2.0 – 2.9	C
60 - 69	1.0 – 1.9	D
< 59	0.0	F
Pass		P
Fail		F
Incomplete		I
Transfer Credit		TC
Transfer Hours		Transfer Hours
Withdrawal		W
Repeat		R
Nursing Audit		Nurse Audit

**Pass (P):** This grade will count as credit attempted and earned, and will count towards maximum time frame (MTF) and pace of completion (POC), but not affect the students' cumulative GPA (CGPA).

**Fail (F):** This grade will count as credit attempted and not earned, and will count towards maximum time frame (MTF) and pace of completion (POC), but not affect the students' cumulative GPA (CGPA).

**Incomplete (I):** The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade counts as credits attempted but not earned, and will not impact MTF, POC, or CGPA.

**Transfer Credit (TC):** Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC". Transfer credit is counted as credits attempted and earned, and will count towards, MTF and POC, but will not affect the student's CGPA.

**Transfer Hours:** Students transferring from another institution may be eligible for credit for hours they have already taken and assigned "Transfer Hours". Transfer hours are counted as hours attempted and earned, and will count towards, MTF and POC, but will not affect the student's CGPA.

**Withdrawal (W):** Students receive a "W" if they withdraw from the course following the 7-day cancellation period. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

**Repeat:** If a student fails and repeats a course, the previous attempt will convert to an "R" upon completion of the additional attempt(s). This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.

**Nursing Audit:** Nursing Audit is a registration status and not counted towards GPA. This code is used for nursing students who meet the requirements of "Alternate" status. Students will attend all classes and be held to all Academic Policies for the first 5 weeks of VN100. If space becomes available and the "Alternate" moves to "Active" status, grades and attendance will be entered for calculation in GPA. Applicable Fees will be assessed to cover supplies, books, and equipment.

## **COURSE RE-ENTRY, RE-ENROLLMENT, REPEAT, AND ADVANCED STANDING**

Students who wish to return to the program after:

1. A period of inactive enrollment 180 days or less (Re-Entry), or
2. A period of inactive enrollment greater than 180 days (Re-Enrollment)
3. A failed course (Repeat), or
4. Evaluation of acceptable transfer credits from another school (Advanced Standing)

Are subject to the following:

1. Admission to the program/course will be on a space available basis
2. Re-Enter Students with attendance within the last year will contact the Director of Academics to begin the enrollment procedure.
3. Students must be in good standing to re-enter or repeat
4. Repeat Students will be evaluated for the ability to succeed by the Academic Department
5. Repeat Students must have approval from the Academic Department prior to repeating a course
6. If the readmission timeframe is greater than 16 weeks, the student may be required to demonstrate proficiency in previously learned content. Demonstration may be evaluated through return demonstrations and/or written Examinations.
7. Students may only attempt a course 3 times, except VN program.
8. VN students must have prior approval to repeat any course.
9. A student must wait 180 days to enroll in a different program.

A fee may be charged for any repeat course. Please contact the Business Office for additional information.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) is considered a temporary interruption in a student's program of study. LOA is restricted to medical, military, or family emergency. Students can complete the following process and upon the approval from BAC, the LOA will maintain the student's in-school enrollment status.

A leave of absence may be granted under the following conditions:

- The student meets with the Director of Education requesting LOA
- The student will complete the Request for LOA form
- The student will provide documentation to support the LOA reason
- There is reasonable expectation that the student will return to school
- The LOA may not exceed 180 calendar days in a twelve-month period
- The student does not have any academic deficiencies or disciplinary action

The student will not be charged for the duration of the leave. Students will be responsible for any previous financial arrangement made between the student and the Institution during the LOA. Failure to return from leave of absence on the scheduled date will result in termination from the Institution.

If unforeseen circumstances prevent the student from providing written request, BAC may grant the LOA if the appropriate documentation is received within 5 days from the student's last day of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military deployment, and natural disasters.



A student that is on LOA may request an extension by submitting an extension request to the Director of Education with supporting documents before the last day of the current LOA. The total LOA cannot exceed 180 days.

A leave of absence can affect any Financial Aid.

**SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress (SAP) standards apply to all students at the Institution.

**Maximum Time Frame**

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 × 60) in the completion of his or her program.

**Pace of Completion**

Pace of completion is defined as the number of credits or hours earned divided by the number of credits or hours attempted/scheduled. You must earn credit or hours for at least **67%** of the credits or hours attempted. If your aggregate percentage falls below 67, you will not meet Satisfactory Academic Progress.

**Required Evaluation Schedule**

The evaluation period for determining satisfactory academic progress for all students will be each payment period. The evaluation will occur at the end of each payment period and be based on all credit or clock hours attempted and earned.

The following credits are counted as credits or clock hours attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: Transfer Credit (TC) and Pass (P). All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress.

Incomplete grades (I) will count as credits or clock hours attempted but not earned, and will not count towards the CGPA until the final grade has been posted.

Repeated courses and Withdrawal (W) grades count as credits or clock hours attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum time frame, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

Minimum CGPA	Minimum Pace of Completion (POC)
2.0	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will maybe permitted to reapply in the same program.

**Financial Aid Warning**

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. Students on Financial Aid Warning will remain eligible for Title IV Federal Financial Aid. Students on Financial Aid Warning will receive academic

advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one payment period. Students who achieve the required SAP minimums at the end of the payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the payment period may appeal to be placed in Financial Aid Probation; otherwise they will be dismissed.

### **Financial Aid Probation**

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will be placed on an Academic Improvement Plan to ensure that the student is able to meet Satisfactory Academic Progress. Students on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Students who are receiving Veterans benefits may not be on probation longer than two (2) periods. If probation extends past the second period, the student will lose any future Veterans funding for that enrollment.

### ***Non-degree students***

Non-degree students may only remain in Financial Aid Probation for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Financial Aid Probation will be dismissed; however, he or she may appeal to be placed in Non-Title IV Eligible.

### ***Degree students***

Degree students will be placed on Financial Aid Probation for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, then, as part of the appeal process, an academic plan may be granted that documents that the Institution has determined that the student should be able to meet the Institution's SAP standards by the conclusion of the second Financial Aid Probation period. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period that they are in Financial Aid Probation will be dismissed; however, they may appeal to be placed in Non-Title IV Eligible.

### **Non-Title IV Eligible**

Students must appeal to be placed in Non-Title IV Eligible if they fail to meet the minimum SAP standards while on Financial Aid Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during Non-Title IV Eligible count toward the maximum timeframe.

### ***Non-degree students***

Non-degree students may only remain in Non-Title IV Eligible for one payment period. A non-degree student who achieves the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period that he or she is in Non-Title IV Eligible will be dismissed.

### ***Degree students***

Degree students will be placed on Non-Title IV Eligible for one payment period. If a degree student cannot meet the required standards within one payment period, but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be placed back into good standing. Degree students

who do not achieve the required SAP minimums at the end of the specified payment period that they are in Non-Title IV Eligible will be dismissed.

### **SAP Appeal**

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the payment period. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period. Students who do not submit the appeal packet by the last day of the payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other special circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students who have submitted their appeal prior to the end of the payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period, and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability. Students will be notified in writing of the final appeal decision.

### ***Appeals Procedure***

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

## **RECORD RETENTION STATEMENT**

Blake Austin College maintains current student records for a period of not less than five years. Student transcripts will be kept indefinitely. For copies or inquiries please contact the campus registrar.

Blake Austin College  
Main Campus  
611-K Orange Drive  
Vacaville, CA 95687

Blake Austin College – Beauty Academy  
Branch Campus  
1679 E. Monte Vista Dr., Suite 200  
Vacaville, CA 95688

## FINANCIAL INFORMATION

Blake Austin College has a variety of financial aid services available to the student, military tuition assistance or reimbursement, veteran's benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is available in the Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. Students are eligible for aid if they:

- Are enrolled as regular students in an eligible program
- Are U.S. citizens or eligible noncitizens
- Demonstrate financial need
- Make satisfactory academic progress toward completing their program
- Are not in default on a Federal Perkins/NDSL, Federal Direct, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan, or Federal PLUS Loan received at any institution
- Do not owe refunds on a Federal Pell Grant, FSEOG

Applicants who are incarcerated and students who become incarcerated must immediately report this information to the student financial aid office.

## FINANCIAL AID INFORMATION VERIFICATION

The federal government requires Blake Austin College to verify the accuracy of information on certain federal student aid applications. Selected applicants must submit requested documentation before awarded aid is disbursed. Students and their parents may be required to submit a copy of their prior-year federal income tax documentation and additional household information. Other documents may also be required. If information on any of the documents conflicts with what was reported on the application, students may be required to provide additional information to resolve the conflict. Failure to do so will result in loss or non-receipt of aid.

## LOAN EXIT COUNSELING

Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct loans. Students must complete loan exit counseling when they are Graduating or leaving Blake Austin College. Loan exit counseling notifications are provided to all identified students. Student borrowers who have not completed loan exit counseling will be contacted by a financial aid representative to facilitate the process. Failure to complete loan exit counseling may result in placement of a hold on students' records, which would prevent fulfillment of transcript request and release of graduates' diplomas.

## **FEDERAL FINANCIAL AID**

Blake Austin College is approved for the following loans and grants:

*(available for those students enrolled in eligible programs only):*

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loan (Parent Loans)
- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Other Agencies or Programs:

- Veterans Administration Benefits (VA)
- Workforce Innovation and Opportunity Act (WIOA)
- Military Spouse Career Advancement Accounts (MyCAA)

## **FEDERAL DIRECT LOANS**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **FEDERAL DIRECT PLUS LOANS (PARENT LOANS)**

These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate for Direct PLUS Loans first disbursed on or after July 1, 2016 and before July 1, 2017 is fixed at 6.31 percent. Repayment begins within 60 days after the loan is fully disbursed.

## **Veterans Benefits**

Students who may qualify for veterans education benefits should notify their Blake Austin College admissions representative and meet with the college's veterans benefits coordinator regarding eligibility as far in advance of their scheduled class start date as possible.

In addition to meeting Blake Austin College's standard of academic progress requirements, students receiving veterans education benefits must also meet Veterans Administration standards of academic progress requirements. Failure to do so may result in loss of benefit eligibility until deficiencies are corrected. Students receiving VA benefits should see Additional Standards of Academic Progress Information for students receiving Veterans Education Benefits. Questions regarding these requirements should be directed to the College's veteran's benefits coordinator.

## **GI Bill®**

Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees from colleges and universities as well as courses leading to a certificate or diploma from a technical or vocational school.

### **Montgomery GI Bill (Chapter 30)**

This program offers educational benefits for students entering active duty for the first time after June 30, 1985 and meeting other criteria as determined by the Department of Veterans Affairs (VA). This benefit pays a monthly stipend based on enrollment status while the student attends school.

### **Selected Reserve (Chapter 1606)**

This program offers educational benefits for reservists in the Army National Guard and the Air National Guard. This benefit pays a monthly stipend based on enrollment status while the student attends school.

### **Dependent's Education Assistance (Chapter 35)**

This program offers educational benefits for spouses and children of veterans who have died or are permanently and totally disabled. This benefit pays a monthly stipend based on enrollment status while the student attends school.

### **Post-9/11 (Chapter 33)**

This program offers educational benefits for active duty, veterans, and their family members who served after September 10, 2001. Based on the student's percentage of eligibility, this benefit pays tuition, fees, books, and a Monthly Allowance for Housing while the student attends school. GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). Students may also contact the Veterans Affairs Education Office at 1-888-442-4551.

The VA awarding cycle is August 1<sup>st</sup> – July 31<sup>st</sup> of each calendar year.

Please see a Student Financial Aid Representative to determine if the school participates.

## **PAYMENT OPTIONS**

### **Institutional Payment Plans:**

#### ***In-School***

When a balance remains after all credits from aid and other sources, a student may be set up on a payment plan to be completed prior to graduation. Payments must be made over the length of the program and the final payment is due before your last day of attendance. No interest is charged with this payment plan. The first payment is due on the first day of class. Payments are made directly to the school.

#### ***Institutional Loan Program (ILP)***

The amount financed is limited to the direct cost of the program. Interest is charged on this plan. Check with a Student Financial Aid Representative for details. The first payment is due on the first day of class, and is paid directly to the school. Your payment plan is serviced by Blake Austin College and may change at any time during repayment. Automatic payments should be setup in the Student Finance office. Monthly payments vary according to down payment, applicable fees, any interest accrued and the length of time (number of months) defined in the payment contract.

Automatic payments should be set up in the Student Financial Aid Office.

## INSTITUTIONAL SCHOLARSHIPS

Scholarship awards, when applicable, cannot exceed tuition charges and will be applied directly to those charges. In the event that a student's tuition charges are less than the scheduled scholarship award, the scholarship will be reduced to the amount of the tuition charge. All scholarship amounts are awarded based on successful completion of the program.

## FINANCIAL AID DISBURSEMENTS

An academic year is defined as a minimum of 24 credits or 900 hours, as measured based on the federal credit hour calculation and a minimum of 30 weeks in length. A payment period is one half of an academic year (12 credits minimum or 450 hours) or one half of the program length if the program is less than 24 credits or 900 hours. Providing all other eligibility requirements are met, the institution will receive the first payment period disbursement. In order to receive subsequent disbursements, the student must complete entire payment periods and must be maintaining Satisfactory Academic Progress (SAP) in accordance with these standards. Repeating courses and Leave of Absences will extend the payment period.

## NOTIFICATION OF CHANGES

You must notify the financial aid office of any changes in your financial status, name, address, social security number, telephone number, or other changes in information originally reported on your financial aid application. You must also notify the financial aid office of any other aid you may be receiving or aid you will receive that you did not include on your financial aid application. Failure to notify the financial aid office of any changes may result in the lowering or canceling and/or immediate repayment of financial aid awards.

## REFUNDS

A student may withdraw or be dropped from the school at any time after the cancellation period as described above, and may receive a refund. The refund will be calculated as follows:

- If the student completes 60% or less of the total program hours or credits a pro-rata refund will be calculated.
- If the student completes 60% or greater of the total program hours or credits the tuition is considered fully earned and the student will receive no refund
- Non-refundable fees include and may not be limited to:
  - Registration fee of \$100.00
  - Graduation Fee
  - Books, Supplies, and Kits
  - Student Tuition Recovery Fund (STRF) fee

Hypothetical refund example: Assume that a student, upon enrollment in a 400-hour course, pays \$4,600.00 for tuition and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$3,450 based on:

\$4,900	Minus	\$300 documented cost of the amount of unreturned equipment)	= \$4,600 total refundable
\$4,600	Divided by	400 hours in the course	= \$11.50 hourly charge for the course
\$11.50	Multiplied	100 hours of instruction scheduled to attend	= \$1150.00 owed by the student for instruction received

## RETURN OF TITLE IV FUNDING

The law requires that, when you withdraw during a payment period or period of enrollment (your school can define these periods for you and tell you which one applies to you), the amount of SFA (Student Financial Aid) program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

- If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.
- If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
- The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
- If the amount of aid earned by the student is less than the amount of aid that was disbursed, the Institution is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.
- If the amount of aid earned by the student is more than the amount of aid that was disbursed, the Institution may owe the student a post withdrawal disbursement.

This calculation concerning federal financial aid is separate and distinct from the Institution Refund Policy, and may result in the student owing additional funds to the Institution to cover tuition charges previously paid by federal financial aid prior to the student withdrawal. If a student plans to withdraw, the student should notify the Institution. The student should meet with the Financial Aid Office and Business Office to determine the amount of funds that must be returned on the student's behalf (if applicable).

### **Refunds are then allocated in the following order:**

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. State Grants, And/or Private or Other Institutional Aid

If a student received excess funds that must be returned, the institution must return a portion of the funds. If the institution is not required to return all of the excess funds, the student must return the remaining. Any loan funds that you must return, must (or the parent for a PLUS Loan) be repaid in accordance with the terms of the promissory note. That is, the student will make scheduled payments to the holder of the loan over a period of time.

If the student is responsible for returning grant funds, the student does not have to return the full amount. The law provides that the student is not required to return 50% of the grant assistance that was received and is the student's responsibility to repay. Any amount that the student has to return is a grant overpayment, and the student must make arrangements with the institution or Department of Education to return the funds.



If the student used personal funds to pay the difference between school cost and financial aid received, and all financial aid sources have been refunded in full, any remaining refund will be given to the student. The refund will be automatically prepared for the student.

### **Over-awards and Over-payments**

An over award or overpayment may occur when:

- You receive other aid that was not considered when making your award, and this other aid caused your aid package to exceed your financial need; or
- You made an error in reporting information on your financial aid application; or
- The school made an error in calculating your need in your award.

If after making necessary corrections or award adjustments, the over award cannot be sufficiently corrected, you will be responsible for repaying the over award or overpayment. Failure to repay an overpayment can result in your being ineligible for financial aid in the future and can place a hold on your school records. Contact your financial aid officer for detailed information concerning over awards and overpayments.

### **Institution Refund Policy**

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **CANCELLATIONS, WITHDRAWALS, AND DROPS**

### **CANCELLATION OF AGREEMENT**

In the event that fees are collected in advance of the start date of a program and BAC cancels the class, 100% of the tuition will be refunded.

### **Students Right to Cancel**

- A student has the right to cancel his or her enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the 7th calendar day after enrollment, whichever is later. After the end of the cancellation period the student has the right to stop school at any time; and the student has the right to receive a pro-rata refund if you have completed 60% or less of the scheduled days (or hours) in the current payment period of your program through the last day of attendance.
- Cancellation may occur when the student gives written notice of cancellation at the following address by mail or hand delivery.

Blake Austin College  
Main Campus  
611-K Orange Drive  
Vacaville, CA 95687

Blake Austin College – Beauty Academy  
Branch Campus  
1679 E. Monte Vista Dr., Suite 200  
Vacaville, CA 95688

- The written notice of cancellation, if sent by mail, is effective when deposited in the mail (postmarked), properly addressed with postage paid.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled the school shall refund the student any money paid towards tuition, less a registration fee of \$100.00
- Any equipment, including books or other materials, provided to the student within the first 7 calendar days is the financial responsibility of the student. Students will receive all required resources to accomplish the objectives of the first seven calendar days of their program. Remaining resources will be distributed after the 7<sup>th</sup> calendar day.
- In the event that fees are collected in advance of the start date of a program and BAC cancels the class, 100% of the tuition and fees collected will be refunded.
- Subject to certain limitations, payments made by the student will be refunded within 30 days following receipt of the notice of cancellation.

### **Withdrawal after Cancellation Period (Student Initiated)**

The institution expects that most students who begin classes successfully complete their education. However, sometimes conditions or circumstances beyond the control of the students or the institution require that students withdraw from their program.

Students who determine the need to withdraw from the institution prior to completion of their program must follow the steps below for an official withdraw

- The student must notify the institution in writing of their intent to withdraw.
- The institution will make a reasonable effort to assist students continuing their education.
- The Academic Department will process the student's status change form, which includes the student's last day of attendance, and will be signed by the student (for in-person withdrawals).
- The student should meet with a representative of the Financial Aid Department and Business Office. The Business Office may answer questions regarding financial obligations to the institution. The Financial Aid Office may answer questions regarding any student loan repayment responsibilities.
- The student will receive notification via mail of:
  - Financial Summary
    - Refund amount (if applicable)
    - Charges due the school (if applicable)
    - Dates Attended
  - Student Separation Letter
    - Last day of Attendance
    - Reason for the separation

## BAC Initiated DROP

If the institution has determined the need to withdraw a student from their program after the cancellation period, the follow steps will occur:

- The student will be notified either in person or in writing of the rationale for withdrawal.
- The institution will make a reasonable effort to assist students continuing their education.
- The Academic Department will process the student's status change form, which will include the students last day of attendance.
- The student should meet with a representative of the Financial Aid Department and Business Office. The Business Office may answer questions regarding financial obligations to the institution. The Financial Aid Office may answer questions regarding any student loan repayment responsibilities.
- The student will receive notification via mail of:
  - Financial Summary
    - Refund amount (if applicable)
    - Charges due the school (if applicable)
    - Dates Attended
  - Student Separation Letter
    - Last day of Attendance
    - Reason for the separation

The institution may drop a student from their program for the following reasons:

- Failure to meet attendance requirements
- Failure to meet Satisfactory Academic Progress (SAP)
- Failure to abide by the Student Code of Conduct
- Failure to meet financial obligations of the institution
- Failure to return from a Leave of Absence

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the students.

If the student has received federal student financial aid funds, the students are entitled to a refund of the monies not paid from federal student financial aid program funds.

## QUESTIONS

Any questions a student may have regarding this catalog that are not satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento, CA 95833  
 Or  
 P.O. Box 980818  
 West Sacramento, CA 95798-0818  
[www.bbpe.ca.gov](http://www.bbpe.ca.gov)  
 (888) 370-7589 or by fax (916) 263-1897.

## BLAKE AUSTIN SCHEDULE OF FEES

Program Name	Hours	Weeks	Tuition	Books, Equipment - Kits, Supplies	Fees	Total Cost of Program*
Cosmetology	1600	53	\$18,496	\$4,750	<ul style="list-style-type: none"> <li>Registration Fee <b>\$100.00</b> (non-refundable)</li> <li>Graduation Fee <b>\$100.00</b></li> <li>Student Tuition Recovery Fund (STRF) Non Refundable <b>\$0.00</b></li> </ul>	\$23,446
Advanced Therapeutic Massage & Bodywork Practitioner	900	45	\$15,500	\$2,050		\$17,750
Esthetician	600	20	\$9,600	\$2,000		\$11,800
Holistic Health Practitioner - AOS	1590	75	\$31,641	\$2,119		\$33,960
Spa Nail Technician	600	30	\$4,500	\$1,550		\$6,250
Administrative Medical Assistant	720	35	\$13,680	\$1,121		<b>\$15,001</b>
Clinical Medical Assistant w/ Phlebotomy	920	39	<b>\$18,000</b>	<b>\$1,693.71</b>		<b>\$19,893.71</b>
Dental Assisting	900	41	<b>\$18,000</b>	<b>\$2,115.33</b>		<b>\$20,315.33</b>
Vocational Nursing	1620	50	<b>\$31,532</b>	<b>\$3,168</b>		<b>\$34,900</b>

\*Additional fees as applicable NSF; Late Fee; BAC Loan Processing Fee; Course Repeat Fee may be assessed.

## TUITION AND FEES

Tuition and fees are due and payable on the first day of class. Payments are accepted by cash, check or credit card. For those students using financial aid, payments are due when the aid is received at the College. For those students not using any outside funding options the College will accept cash payments based on the length of the program not to exceed four months of advance payment of tuition at a time. When 50% of the program has been completed the College may require full payment. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following:

- suspension,
- termination and/or
- turned over to collections

The student is responsible for all contracted tuition, registration, books, and kit and overtime fees before final paperwork is released unless the student has a signed installment contract for tuition payments that extend beyond graduation.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program.
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.”*

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

# REGULATIONS

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **HARASSMENT AND NONDISCRIMINATION POLICY**

Blake Austin College (BAC) is an equal opportunity institution. BAC is committed to providing an educational environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, BAC prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates BAC policy.

### **Harassment Prevention**

BAC's policy prohibiting harassment applies to all persons involved in the operation of BAC. BAC prohibits harassment, disrespectful or unprofessional conduct by any employee or student of BAC, including supervisors, managers, co-workers, or students. BAC's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working or attending BAC programs.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by BAC policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

### **Non-Discrimination**

BAC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in BAC operations. BAC prohibits unlawful discrimination against any student, job applicant, or by any employee of BAC, including faculty and staff.

## **Anti-Retaliation**

The institution will not retaliate against any individual who makes a report of perceived harassment or discrimination, nor will it permit such behavior by any person at the Institution. Retaliation is a serious violation of the Institution's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the Campus Administrator, or follow the General Student Complaint Procedure / Grievance Policy in the Course Catalog.

## **Reasonable Accommodation**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, BAC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is a student or an employee, unless undue hardship would result.

BAC will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, staff and faculty.

## **Complaint Process**

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, follow the General Student Complaint Procedure / Grievance Policy in the Course Catalog.

## **TITLE IX COMPLIANCE**

Blake Austin College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and California laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other College or School policies.

It is the policy of the College to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.



Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the College's educational mission.

Complainants who wish to make a report of sexual misconduct should follow the grievance procedure published in this catalog.

The College encourages all individuals to report misconduct to:

**Cheryl Fleming**

Director of Human Resources and Business Services

Title IX Officer

Available on weekdays during regular office hours; 9:00 am – 5:30 pm

[cheryl@blakeaustincollege.edu](mailto:cheryl@blakeaustincollege.edu); (707) 455-0557

**Jennifer Cannon**

Chief Academic Officer

Title IX Coordinator

Available on weekdays during regular office hours; 9:00 am – 5:30 pm

[jennifer@blakeaustincollege.edu](mailto:jennifer@blakeaustincollege.edu); (707) 455-0557

**Mandy Dass**

Director of Education

Title IX Coordinator

Available on weekdays during regular office hours; 9:00 am – 5:30 pm

[mandy@blakeaustincollege.edu](mailto:mandy@blakeaustincollege.edu); (707) 448-3100

## STUDENTS WITH DISABILITIES

Blake Austin College (BAC) recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications to the facilities, programs, or services of the College. BAC is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. The College cannot make accommodations that are unreasonable, unduly burdensome or that fundamentally alter the nature of the College's programs.

The student must initiate a written statement of the disability and list specific accommodations on the ADA Request for Accommodations Form. The ADA Student Handbooks available on campus at the reception desk or on the Blake Austin College website <http://www.blakeaustincollege.edu/consumer-information>. The College requires appropriately current documentation of any or all disabilities for which accommodation is requested, provided at the expense of the student requesting accommodation, prior to determining what services and accommodations may be undertaken for students with qualifying disabilities. Documentation of disability furnished by the student and/or developed by the ADA Committee will be kept confidential and will be shared only with College personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or a health or safety issue.

Since insufficient information may jeopardize the accommodations process, the College reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation plan. The cost of obtaining any such additional documentation shall be the responsibility of the student. The College

also reserves the right to request an independent evaluation by a professional of its choosing. The cost of obtaining any such independent evaluation shall be borne by the College.

Students should note that documentation supplied voluntarily as part of the process of applying to BAC is not part of the student's permanent record and is not ordinarily made available to the ADA Committee.

While responsibility for the accommodation of students with qualifying disabilities must be assumed and shared by all members of the College community, the College has established a process that is designed to facilitate the reasonable accommodation of students with disabilities. An ADA Committee of faculty and staff, appointed by the CEO, certifies eligibility for accommodation under the ADA for students presenting documented evidence of qualifying disabilities, and reviews and acts upon all student requests for reasonable accommodations. Further, the ADA Committee, in consultation with appropriate campus personnel, facilitates the implementation of accommodations that have been deemed reasonable and appropriate in light of the nature of a student's disability and in consideration of the individual's program requirements. The ADA Committee also serves as a resource to students and faculty on issues of accommodation.

A student may request temporary accommodations for a self-limiting injury through the same process and guidelines outlined above. Though this may not fall within the described ADA or Rehabilitation Act, it is our goal to meet the needs of our students to ensure timely graduation and a positive learning experience.

## **COMMITMENT TO DRUG-FREE SCHOOLS**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Institution provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

In accordance with this goal, the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, saliva, breath, and/or urine samples, upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any), and any representative or agent of a clinic, laboratory, and/or hospital involved in sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers, and appropriate agencies. Refusal to comply with an investigation or a positive test results may be grounds for disciplinary action up to dismissal without ability to re-enter.

Some programs require students to undergo a preadmission drug screen. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months.

In addition, Blake Austin College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct, or because of drug screen requirements of our clinical affiliates.

## **STUDENT HEALTH INFORMATION**

Students in certain programs require immunizations and flu vaccinations, because they practice invasive procedures such as venipuncture and injections (see program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and required to take standard precautions at all times to minimize risk of exposure to communicable diseases such as hepatitis, tuberculosis, and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another, or expose themselves to clients. When such classroom or clinic practices are required as part of the curriculum, students are required to participate in the activities in order to meet the objectives and ultimately graduating from their program of study.

The Institution does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

## **HOUSING**

The Institution does not offer housing facilities and also no assistance is provided to find housing.

## **CAMPUS SAFETY AND SECURITY**

The institution's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of the Incident Log and the statistics provided by local law enforcement agencies. The Campus Operations Officer prepares the annual report with the support of the campus community and information obtained from local law enforcement and agencies.

Statistics are reported on the last three calendar years and are published by October 1<sup>st</sup> of each year. A campus is exempt from reporting the statistics, however, if it became Title IV eligible after January 31<sup>st</sup> of the last year to report. Our campus does not have any off-campus student organization, housing, or athletic programs.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration.

All campuses will still comply with all other Higher Education Act (HEA) safety and security related requirements. You may go to the Department of Education's web site at <http://ope.ed.gov/security> to view other campuses' statistics. On this site you will also find a glossary of definitions for items described in this policy.

## **SOCIAL MEDIA POLICY**

The social media sites represented on the Blake Austin College home page (Facebook, YouTube, Twitter, etc.) are produced and maintained by Blake Austin College. Links to content or other internet sites should not be construed as an endorsement of the organizations, entities, views, or content contained therein. Blake Austin College is not responsible for the content of those external web sites.

While Blake Austin College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, aa

violation of intellectual property rights or privacy laws, off-topic commercial or promotion of organizations or programs not related to or affiliated with the college., or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Blake Austin College's social media sites.

By submitting content to any of Blake Austin College's social media sites, users understand and acknowledge that this information is available to the public, and that Blake Austin College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Blake Austin College. Users who do not wish to have information they have made available via these sites used, published, copied, and/or reprinted, should not post on the social media sites.

## **DISCIPLINARY ACTION**

Students who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation.

Disciplinary action varies by violation and may be appealed. Please review the Student Code of Conduct and the Grievance/Appeal Procedure.

## **ACADEMIC FREEDOM POLICY**

Educational institutions exist to transmit knowledge, to contribute to the development of students, and to advance the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Blake Austin College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Blake Austin College, above all, seeks to be effective teachers and are given flexibility in presenting the subject matter of their course in a manner which will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to question and seek changes to improve the quality of education.

## **COMPLAINTS, APPEALS, AND GRIEVANCE PROCEDURE**

The institution encourages students to bring all complaints or grievance related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present an appeal or grievance through the following resolution procedures. The institution will investigate all appeals, complaints or grievances fully and properly.

A grievance is defined as a student's written expression of dissatisfaction or an unresolved concern or complaint, concerning conditions of enrollment or treatment by instructors, other students, or institution staff. Grievances may include misapplication of the institution's policies, rules, regulations, procedures, or unfair treatment, such as; coercion, reprisal, or intimidation by an instructor or other institution employee.

An appeal is defined as a student's written expression, and evidence, of an unresolved discrepancy or decision. Appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.

- The decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The decision was based on an unreasonable departure from previously articulated standards.

**Step 1:**

A student should bring the concern to the attention of the appropriate instructor or staff member to attempt resolution.

**Step 2:**

If the concern is not resolved with the instructor, or if the concern is related to the instructor, the student should bring the concern to the attention of his or her lead program instructor or Director.

**Step 3:**

Should the student's concern not be resolved to the student's satisfaction after completing Steps 1 and 2, or if Steps 1 and 2 are otherwise impractical because the concern is related to those individuals, the student should next bring a written account of the concern to the Administrative/Compliance Team.

**Step 4:**

The Administrative Academic Team will review the written account and determine if there is further action required and provide feedback to the student. If the concern is not resolved to the student's satisfaction the student may request Grievance/Appeal committee review.

**Step 5:**

The Grievance/Appeal Committee consists of Academic, Student Services, and non-academic representatives. The Committee will convene to review the details of the written concerns. The Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the institutional policies. The Committee may request the presence of the student at any time. Minutes will be written and include a resolution. Minutes will be distributed to attendees within 2 working days of the meeting.

**Step 6:**

If the concern is not resolved to the student's satisfaction the student may submit a written account of the actions taken and rationale for why the student does not agree with the resolution within 2 business days of receiving the Committee's decision. The written account must be submitted via email to the Institutional Administrative Team at [AdministrativeTeam@BlakeAustinCollege.edu](mailto:AdministrativeTeam@BlakeAustinCollege.edu). The written account must include factual information concerning conditions of enrollment or treatment by instructors, other students, or BAC staff. Grievances may include misapplication of the institutions policies, rules, regulations, procedures, or unfair treatment such as; coercion, reprisal, or intimidation by an instruction or other institutional employee.

**Step 7:**

If the grievance cannot be resolved between the institution and the student directly, the student may contact:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Or  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
[www.bbpe.ca.gov](http://www.bbpe.ca.gov)  
(888) 370-7589 or by fax (916) 263-1897.

For Vocational Nursing students may contact:

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Dr., Suite 205  
Sacramento, CA 95833  
Or call (916) 263-7800

A Massage Therapy student or any member of the public for questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the:

California Massage Therapy Council  
One Capital Mall, Suite 320  
Sacramento, CA 95814  
[www.CAMTC.org](http://www.CAMTC.org)  
916-669-5336 phone; 916-669-5337 fax

#### **Step 8:**

If the student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Council on Occupational Education (COE). All complaints reviewed by COE must be in written form and should grant permission for the COE to forward a copy of the complaint to the institution for our response. All communication with COE must include names and mailing addresses of the person making the complaint.

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30346  
Or call (770) 396-3898

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's internet website, [www.bbpe.ca.gov](http://www.bbpe.ca.gov).

#### **LICENSURE AND CERTIFICATION**

Blake Austin College prepares students to take appropriate certification and licensure exams related to their individual program of study. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program

## Roster of Faculty 2016

### Blake Austin College – Main Campus

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours Part Time Full Time	
Administrative Medical Assistant Program						
Mandy Dass <i>Director of Academics</i>	2013	<ul style="list-style-type: none"><li>Bachelor of Science in Healthcare Management KAPLAN UNIVERSITY</li><li>Medical Assisting Certificate of Completion</li><li>Certificate in ECG performance</li><li>BLS/CPR Instructor Certification</li></ul>	<ul style="list-style-type: none"><li>10 years Teaching Experience</li><li>3 years Allied Health Program Director</li><li>3 years Director of Academics</li><li>5 years Medical Assistant Front &amp; Back Office Experience</li></ul>	All courses of the AMA Programs	As Needed	
Annie Mercier	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>Medical Assistant Certificate</li></ul>	<ul style="list-style-type: none"><li>Less than one-year Teaching</li><li>7 years Medical Assistant</li></ul>	All courses of the AMA Programs	20	
Dental Assisting Program						
Tracy Stewart <i>Dental Assisting Program Director</i>	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>Certified in Coronal Polishing</li><li>Certified in Pit &amp; Fissure</li><li>Certified in X-ray</li><li>Certified in Sealants</li><li>30 hr. Teaching Methodology</li><li>Registered Dental Assistant</li><li>BLS/CPR Instructor Certification</li></ul>	<ul style="list-style-type: none"><li>12 years Teaching Experience</li><li>10 years Dental Program Director</li><li>10 years Registered Dental Assistant Experience</li></ul>	All courses of the DA Program	As Needed	
Melissa Giamugnani	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>Certified in Coronal Polishing</li><li>Certified in Pit &amp; Fissure</li><li>Certified in X-ray</li><li>Certified in Sealants</li><li>30 hr. Teaching Methodology</li><li>Registered Dental Assistant</li></ul>	<ul style="list-style-type: none"><li>5 years Registered Dental Assistant Experience</li></ul>	All courses of the DA Program		20

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
Teri Robinson	2016	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• Certified in Coronal Polishing</li> <li>• Certified in Pit &amp; Fissure</li> <li>• Certified in X-ray</li> <li>• Certified in Sealants</li> <li>• Registered Dental Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• 15 yrs/ Registered Dental Assistant Experience</li> </ul>	All courses of the DA Program		20
Samantha Melo	2016	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• Certified in Coronal Polishing</li> <li>• Certified in Pit &amp; Fissure</li> <li>• Certified in X-ray</li> <li>• Certified in Sealants</li> <li>• Registered Dental Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• 7 years Dental Assistant</li> </ul>	All courses of the DA Program	15	
<b>Clinical Medical Assistant w/ Phlebotomy Program</b>						
Mandy Dass <i>Director of Academics</i>	2013	<ul style="list-style-type: none"> <li>• Bachelor of Science in Healthcare Management KAPLAN UNIVERSITY</li> <li>• Medical Assisting Certificate of Completion</li> <li>• Certificate in ECG performance</li> <li>• BLS/CPR Instructor Certification</li> </ul>	<ul style="list-style-type: none"> <li>• 10 years Teaching Experience</li> <li>• 3 years Allied Health Program Director</li> <li>• 3 years Director of Academics</li> <li>• 5 years Medical Assistant Front &amp; Back Office Experience</li> </ul>	110, 120, 130, 140, 150, 160, 170, EXTMA	As Needed	
Kevin Alexander	2008	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• CA Certified Phlebotomy Technician I</li> <li>• Certificate in Lab/ Phlebotomy/EKG</li> <li>• BLS/CPR Instructor Certification</li> </ul>	<ul style="list-style-type: none"> <li>• 3 yrs/Teaching Experience</li> <li>• 5 yrs/Lab Assistant Experience</li> <li>• 8 yrs/Medical Assistant/Phlebotomist</li> </ul>	All courses of the CMA-P Program		20
Ayan Kusharma	2016	<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• CA Certified Phlebotomy Technician I</li> <li>• Clinical Medical Technician</li> <li>• CA Licensed Cosmetologist</li> </ul>	<ul style="list-style-type: none"> <li>• 16 years Medical Assistant/Phlebotomist</li> </ul>	All courses of the CMA-P Program	20	
<b>Vocational Nursing Program</b>						



Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
Jennifer Cannon <i>Director of Nursing Chief Academic Officer</i>	2008	<ul style="list-style-type: none"> <li>Master of Science in Nursing WESTERN UNIVERSITY OF HEALTH SCIENCES</li> <li>Bachelor of Science in Nursing</li> <li>CA Licensed Registered Nurse</li> <li>CA Licensed Family Nurse Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>12 yrs/Teaching Experience</li> <li>19 yrs/Nursing Practice</li> <li>17 yrs/Education Compliance</li> <li>16 yrs/Health Care &amp; Education Business Acumen</li> </ul>	All Semesters in the VN Program	As Needed	
Revinia Libatique	2008	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing UNIVERSITY OF SANTO TOMAS</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>8 yrs/Teaching Experience</li> <li>21 yrs/Nursing Practice</li> <li>3 yrs/Nursing Management</li> </ul>	All Semesters in the VN Program	On-Call	
Jane Moore	2009	<ul style="list-style-type: none"> <li>Master of Science in Nursing UNIVERSITY OF CALIFORNIA</li> <li>Bachelor of Science in Nursing</li> <li>CA Licensed Registered Nurse</li> <li>CA Licensed Clinical Nurse Specialist</li> </ul>	<ul style="list-style-type: none"> <li>20 yrs/Teaching Experience</li> <li>31 yrs/Nursing Practice</li> <li>7 yrs/Nursing Management</li> </ul>	All Semesters in the VN Program	On-Call	
Eileen Dean	2009	<ul style="list-style-type: none"> <li>Master of Science in Nursing Education UNIVERSITY OF PHOENIX</li> <li>Master of Art in Psychology CHAPMAN UNIVERSITY</li> <li>Master of Science in Health Sciences CHAPMAN UNIVERSITY</li> <li>CA Community Colleges Instructor Credential</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>32 yrs/Teaching Experience</li> <li>41 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program	9	
Milagros Zumel	2011	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing DE OCAMPO MEMORIAL SCHOOLS</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>5 yrs/Teaching Experience</li> <li>29 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program	9	
Sherman Champen	2011	<ul style="list-style-type: none"> <li>Master of Science in Nursing SAMUEL MERRITT COLLEGE</li> <li>Bachelor of Science in Nursing</li> <li>Associates of Science in Nursing</li> <li>CA Licensed Registered Nurse</li> <li>CA Licensed Family Nurse Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>4 yrs/Teaching Experience</li> <li>31 yrs/Nursing Practice</li> <li>6 yrs/Nursing Management</li> </ul>	All Semesters in the VN Program	On-Call	
Stephen LePera	2011	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing SAINT MARY'S COLLEGE CA</li> <li>CA Licensed Registered Nurse</li> <li>CA Licensed Paramedic</li> </ul>	<ul style="list-style-type: none"> <li>24 yrs/Teaching Experience</li> <li>21 yrs/Nursing Practice</li> <li>27 yrs/Paramedic Experience</li> </ul>	All Semesters in the VN Program	On-Call	
Michael Bliss	2011	<ul style="list-style-type: none"> <li>Associate in Science in Nursing AMERICAN RIVER COLLEGE</li> <li>Associate in Arts in Liberal Arts</li> </ul>	<ul style="list-style-type: none"> <li>5 yrs/Teaching Experience</li> <li>27 yrs/Nursing Practice</li> <li>5 yrs/Nursing Management</li> </ul>	All Semesters in the VN Program	8	

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
		<ul style="list-style-type: none"> <li>CA Licensed Registered Nurse</li> </ul>				
Efigenia Roszko	2012	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing EMILIO AGUINALDO COLLEGE</li> <li>CA Licensed Vocational Nurse</li> </ul>	<ul style="list-style-type: none"> <li>6 yrs/Teaching Experience</li> <li>31 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program	On-Call	
Michael Butcher	2015	<ul style="list-style-type: none"> <li>Doctorate of Nursing Practice MARSHALL UNIVERSITY, WEST VIRGINIA</li> <li>Bachelor of Science in Nursing MOUNTAIN STATE UNIVERSITY, WEST VIRGINIA</li> <li>CA Licensed Registered Nurse</li> <li>CA Licensed Nurse Anesthetist</li> </ul>	<ul style="list-style-type: none"> <li>1 year teaching</li> <li>10 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program	18	
Gail Greiner- Marcotte	2015	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing CALIFORNIA STATE UNIVERSITY, HAYWARD</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>8 yrs/Teaching Experience</li> <li>41 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program	On-Call	
Sharae Massey	2015	<ul style="list-style-type: none"> <li>CA Licensed Vocational Nurse</li> </ul>	<ul style="list-style-type: none"> <li>11 yrs/Nursing Practice</li> </ul>	Skills & Clinical in the VN Program TEACHING ASSISTANT		20
Jill McChesney	2015	<ul style="list-style-type: none"> <li>Associate Degree, Nursing PACIFIC UNION COLLEGE, CA</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>13 yrs/Nursing Practice</li> </ul>	All Semesters in the VN Program		33
Jocelyn Warnock	2015	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing</li> <li>SAN FRANCISCO STATE UNIVERSITY, CA</li> <li>CA Licensed Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>9 yrs/Teaching Experience</li> <li>39 yrs/Nursing Practice</li> <li>6 yrs/Nurse Management</li> </ul>	All Semester in the VN Program		33
Kathie Lawrence	2015	<ul style="list-style-type: none"> <li>Associate Degree in Criminal Justice</li> <li>SOLANO COMMUNITY COLLEGE, CA</li> <li>CA Licensed Vocational Nurse</li> </ul>	<ul style="list-style-type: none"> <li>22 yrs/Nursing Practice</li> <li>7 yrs/Nurse Management</li> </ul>	All Semesters in the VN Program	20	
Sterling Castillo	2015	<ul style="list-style-type: none"> <li>Bachelor of Applied Management GRAND Canyon University, Phoenix AZ</li> <li>Associate degree, Allied Health Sciences Community College of the AirForce</li> <li>CA Licensed Vocational Nurse</li> <li>EMS Certification-EMT Level</li> </ul>	<ul style="list-style-type: none"> <li>20 years teaching</li> <li>6 years Nursing practice</li> <li>24 years Air Force Medic</li> </ul>	All Semesters in the VN Program	On-Call	
Marnie Binder	2016	<ul style="list-style-type: none"> <li>Doctorate in Humanity &amp; Thought in History UNIVERSITY OF ALCALA, MADRID SPAIN</li> </ul>	<ul style="list-style-type: none"> <li>10 yrs/Teaching Experience</li> </ul>	FUTURE GE COURSES	On-Call	

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours	
					Part Time	Full Time
		<ul style="list-style-type: none"> <li>Master Degree in Humanities &amp; Social Thought NEW YORK UNIVERSITY, NEW YORK</li> </ul>				
Sarah Graves	2014	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing CAPELLA UNIVERSITY</li> <li>Associated in Applied Science – Nursing</li> <li>CA licensed Registered Nurse Northern Oklahoma College</li> <li>EMS Certificate-EMT Level</li> </ul>	<ul style="list-style-type: none"> <li>2 years teaching</li> <li>6 Nursing</li> <li>6 years National Guard EMT</li> </ul>	All Semesters in the VN Program	8	
Lawrence Murphy	2016	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing CALIFORNIA UNIVERSITY DOMINGUEZ HILL CA</li> <li>Associate in Science NAPA COLLEGE</li> </ul>	<ul style="list-style-type: none"> <li>30 years nursing</li> </ul>	All Semesters in the VN Program	15	

### Blake Austin College – Branch Campus

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours <small>Part Time Full Time</small>	
Cosmetology Program						
Kayla Lawrence	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>9 years Cosmetologist</li><li>3 years Instructor</li></ul>	Cosmetology	As Needed	
Hayley Green	2016	<ul style="list-style-type: none"><li>High School Equivalency Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>4 years Cosmetologist</li></ul>	Cosmetology	24	
Daniela Chandler	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>4 years Cosmetologist</li></ul>	Cosmetology		30
Anita Regan	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>35 years Cosmetologist</li><li>15 years Instructor</li></ul>	Cosmetology		30
Alicia Vaupotich	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>3 years instructor</li><li>14 years Cosmetologist</li></ul>	Cosmetology		30
Christine Woodlief	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>8.5 years Cosmetologist</li><li>0.5 years Instructor</li></ul>	Cosmetology	24	
Rachel Espinoza	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li><li>MUD Certified Instructor</li></ul>	<ul style="list-style-type: none"><li>3.5 years Esthetician</li><li>0.5 years Instructor</li></ul>	Cosmetology	As Needed	

Name (Grouped by Program)	Year of Hire	Degree, Certificate or Licensure	Experience in Field and/or Classroom	Courses Taught	Current Instructional Load In Hours Part Time Full Time	
Esthetician Program						
Dina Stephanie Espinosa	2013	<ul style="list-style-type: none"><li>GED</li><li>CA Licensed Esthetician</li><li>MUD Certified Instructor</li></ul>	<ul style="list-style-type: none"><li>8 yrs. Esthetician</li><li>3 yrs. Instructor</li></ul>	Esthetics	24	
Gina Santana	2014	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Esthetician</li></ul>	<ul style="list-style-type: none"><li>11 yrs. Esthetician</li><li>2 yr. Instructor</li></ul>	Esthetics		30
Brittany Purcell	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Esthetician</li></ul>	<ul style="list-style-type: none"><li>3 yrs. Esthetician</li><li>1.5 yr. Instructor</li></ul>	Esthetics	25	
Kapua Browning	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Esthetician</li><li>MUD Certified Instructor</li></ul>	<ul style="list-style-type: none"><li>8 years Esthetician</li><li>2 yrs. Instructor</li></ul>	Esthetics	On-Call	
Advanced Therapeutic Massage & Body Work Practitioner Program						
Daniel Suniga	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>Certified Massage Therapist</li><li>Advanced Neuromuscular Therapist</li><li>AS in Accounting</li></ul>	<ul style="list-style-type: none"><li>4yrs. Massage Therapist</li><li>5 yrs. Instructor</li></ul>	All ATMB Courses	20	
Ellen Decker	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>Certified Massage Therapist</li></ul>	<ul style="list-style-type: none"><li>4 years Massage Therapist</li></ul>	All ATMB Courses	20	
Spa Nail Technician Program						
Kayla Lawrence	2015	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li><li></li></ul>	<ul style="list-style-type: none"><li>9 years Cosmetologist</li><li>3 years Instructor</li></ul>	Spa Nail Tech	25	
Christine Woodlief	2016	<ul style="list-style-type: none"><li>High School Diploma</li><li>CA Licensed Cosmetologist</li></ul>	<ul style="list-style-type: none"><li>8.5 yrs. Cosmetologist</li><li>0.5 yrs. Instructor</li></ul>	Spa Nail Tech	As Needed	

