

**Everest College Phoenix  
Phoenix, Mesa, and Online Catalog  
2011-2013 catalog, revision date 011312  
Addenda**

■ **ADDENDUM, effective January 17, 2012:** The Mesa campus will begin to offer the Business Administration Bachelor of Science degree program and the Business Administration Bachelor Degree Completion Program.

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Business Administration Bachelor Degree Program	48 Months	192	\$345 Per Credit	\$355 per quarter
Business Administration Bachelor Degree Completion Program	24 Months	192	\$345 Per Credit	\$355 per quarter
Effective January 17, 2012				

■ **ADDENDUM, effective January 11, 2012:** The following SAP table has been updated in the catalog.

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if GPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-70	N/A	2.0	N/A	66.66%

■ **ADDENDUM, effective February 1, 2012:** The following course number has been revised:

<b>Old Course Number</b>	<b>New Course Number</b>
CCJ 3675 - Women, Crime, And Criminal Justice	CCJ 3670 - Women, Crime, And Criminal Justice

■ **ADDENDUM, effective January 9, 2012:** The following bullet points have been added to the “Transfer of Credit for General Education Courses” section on page 7 of the catalog:

- Composition I, Humanities Electives, and General Psychology must be completed within 10 years or less.
- Composition II, Computer Applications and Developmental Psychology must be completed within 5 years or less.
- If a student has an associate’s degree or higher degree, credits for all courses listed above will transfer regardless of the length of time since taking the course(s).

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■ **ADDENDUM, effective January 9, 2012:** The First term tuition for online Associates and Bachelors Mini Term Start students has been updated below. The one-time \$200 Technical Fee for Online students is no longer applicable.

<b>EVEREST COLLEGE PHOENIX ONLINE</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96	\$5,330/quarter	N/A
Bachelor Degree Programs	48 Months	192	\$5,330/quarter	N/A
First term - Associates and Bachelors Mini Term Start students (subsequent terms at above continuing student quarterly price)	24/48 Months	96/192	<b>\$3,553/quarter*</b>	N/A
Effective September 1, 2011				
<b>*Tuition effective February 27, 2012</b>				

■ **ADDENDUM, effective January 9, 2012:** The language under the “Previous Credit for Veterans Affairs Beneficiaries” section has been updated on page 17 of the catalog:

**VETERAN'S EDUCATION BENEFITS**

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the student will request and obtain official written records of all previous education and experience and provide these to the College. The College will then grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations. *In instances where the student is unable to obtain official written records, the College will utilize copies of unofficial transcripts in accordance with VA regulations, but will not be able to use unofficial records to grant credit.*

■ **ADDENDUM, effective December 14, 2011:** The following Nursing Associate Degree approval statement was updated in the “Accreditation, Approvals and Licensure” section on page 2 of the catalog:

The Nursing Associate degree program at the Phoenix campus was granted continuing approval by the Arizona State Board of Nursing based on satisfactorily fulfilling all the requirements pursuant to A.R.S. 32-1606, and in accordance with A.R.S. 32-1644 and R4-19-210 on November 15, 2011.

■ **ADDENDUM, effective January 1, 2012:** The Tuition and Fees table has been updated for the Mesa and Phoenix modular programs:

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Program	24 Months	96	\$345 Per Credit	\$355 per quarter
Bachelor Degree Programs	48 Months	192	\$345 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$14,625	\$1,340
Medical Assistant Diploma (afternoon session)	8 Months	47	\$14,625	\$1,340
Medical Insurance Billing and Coding Diploma Version 2	8 Months	47	\$14,350	\$1,997
Medical Insurance Billing and Coding Diploma Version 2 (afternoon session)	8 Months	47	\$14,350	\$1,997
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective January 1, 2012				

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<b>PHOENIX CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96	\$345 Per Credit	\$355 per quarter
Bachelor Degree Programs	48 Months	192	\$345 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$14,625	\$1,367
Medical Assistant Diploma (afternoon session)	8 Months	47	\$14,625	\$1,367
Medical Insurance Billing and Coding Diploma	8 Months	47	\$14,350	\$2,022
Medical Insurance Billing and Coding Diploma (afternoon session)	8 months	47	\$14,350	\$2,022
Registered Nursing Degree Program	24 months	108	\$441 per credit	\$525 per quarter
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective January 1, 2012				

■ **ADDENDUM, effective October 20, 2011:** The following Graduation Requirements on p. 17 of the catalog have been updated.

**GRADUATION REQUIREMENTS**

All candidates must submit an application for graduation with the Registrar's office prior to graduation. To be eligible for graduation, the candidate must fulfill the following requirements:

1. Successfully complete all classes required within the maximum credits that may be attempted;
2. Achieve a 2.0 overall grade point average and have successfully passed all program courses;
3. Return all library books and pay any library fines;
4. Satisfy all financial obligations. All services including but not limited to issuance of any degree or diploma will be withheld pending agreement to pay all indebtedness to the College;
5. Establish a complete career development file with the Director of Career Services;
6. Evidence of attendance at an exit counseling session;
7. In all degree programs except the ABA-approved Paralegal program, students must earn at least 25% of required credits at Everest College Phoenix. For students in the ABA-approved Paralegal program, students must earn a minimum of 40% of the program's major core required and elective courses at Everest College Phoenix. For students in all diploma programs, students must earn at least 50% of required credits at Everest College Phoenix; and
8. Submit an eCore Learning Portfolio for degree programs. (See School catalog's "General Education Program" section for details.)

■ **ADDENDUM, effective October 10, 2011:** The following course descriptions have been updated for the Business and Accounting Associate in Applied Science degree programs:

<b>Old Course Number</b>	<b>Old Course Title</b>	<b>New Course Number</b>	<b>New Course Title</b>
BUS 2929	Business Capstone Course	BCC 2929	Business and Accounting Capstone
APA 2929	Accounting Capstone Course	BCC 2929	Business and Accounting Capstone

■ **ADDENDUM, effective October 10, 2011:** The following course description has been deleted from the catalog for the Criminal Justice Bachelor of Science degree and Criminal Justice BS Degree Completion Option programs:

**DSC 3214 Catastrophic Event Response**

**4 Quarter Credit Hours**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: CCJ 1020 Lec. Hrs: 040, Lab Hrs: 000, Other Hrs: 000

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■ **ADDENDUM, effective October 10, 2011:** The following course description has been updated for the Medical Assistant diploma program for the Phoenix and Mesa campuses:

**MODULE X - Medical Assistant Diploma Program Externship**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules A through G, Medical Assistant students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assistant skills in working with patients. Medical Assistant diploma program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the College staff. **A Mid-way evaluation is not to be done prior to 50% completion of required externship hours. Externs can complete no more than 10 hours a day but not more than 40 hours in a calendar week.** Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lec 00 Hrs/Lab 00 Cl Hrs/Extern 160 Hrs/5 Quarter Credit Hours) Prerequisite: Module A-G.

■ **ADDENDUM, effective October 10, 2011:** The Arizona State Board for Private Postsecondary Education website has been updated:

Arizona State Board for Private Postsecondary Education  
1400 West Washington, Room 260  
Phoenix, Arizona 85007  
(602) 542-5709  
[www.azppse.gov](http://www.azppse.gov)

■ **ADDENDUM, effective October 10, 2011:** The following Everest Consortium Agreement language has been updated for the Phoenix and Mesa campuses:

**EVEREST COLLEGE PHOENIX CONSORTIUM AGREEMENT**

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest College or Everest College Phoenix campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another CCI subsidiary campus location through a Consortium Agreement (a minimum of 51% of credit hours must be completed at the Home campus). Complete details on the Everest College Phoenix Consortium Agreement are available through their Academic Dean and the ECP Provost's Office.

■ **ADDENDUM, effective October 10, 2011:** The following Policies have been updated for the Phoenix and Mesa campuses:

**OUT OF CLASS ASSIGNMENTS**

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class for every 1 hour of in class instruction for completing homework assignments as directed by the instructor. (ie. A degree student taking a three class, 12 quarter credit load should expect to spend between 24-30 hours a week in outside of class activities.)
- A diploma student should expect to spend, in addition to in-class activities, between 10-14 per week in order to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi.

**GRADING SYSTEM AND PROGRESS REPORTS**

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

**GPA AND CGPA CALCULATIONS**

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest College Phoenix.
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.

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- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

**EVALUATION PERIODS FOR SAP**

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

**RATE OF PROGRESS TOWARD COMPLETION**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

**MAXIMUM TIME FRAME TO COMPLETE**

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

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GRADE	EVALUATION	NURSING PROGRAM	OTHER DEGREE PROGRAMS	DIPLOMA PROGRAMS	QUALITY POINTS PER QUARTER HOUR
A	Excellent	92-100%	90-100%	90-100%	4
B	Good	84-91%	80-89%	80-89%	3
C	Average	76-83%	70-79%	70-79%	2
D	Below Average	68-75%***	60-69%*	*	1
F/Fail	Failed to Meet Course Objectives	Below 68%*** or see note for clinical grades	Below 60% or ** see note	Below 70%	0
IP****	In progress (for externship/internship or thesis courses only) Used in the Nursing program for the NCLEX Review Course if the HESI Exit Exam is not successfully passed within 2 attempts.				Not Calculated
W	Withdrawal after drop/add period, not calculated in the CGPA. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
WZ	Withdrawal for students called to immediate active military duty. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP)				Not Calculated
TR	Transfer credit not calculated for CGPA (SAP). This grade will be calculated for determining rate of progress (SAP).				Not Calculated
TA	Transfer Associates (Criminal Justice and Business degree completion options only)				Not Calculated
PE	Passed by Proficiency Challenge Exam				Not Calculated
PL	Prior Learning Portfolio				Not Calculated
PASS	Course objectives met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP).				Not Calculated
PP	Preparatory Class passed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
PF	Preparatory Class failed (Preparatory classes only). This grade indicates that the course will not be calculated for purposes of determining rate of progress or CGPA (SAP)				Not Calculated
FAIL	Course objectives NOT met in capstone course or nursing lab/clinical courses as per Catalog. This grade indicates the course will be calculated for purposes of determining rate of progress (SAP)				Not Calculated

\* A grade of D is not awarded for modular courses or capstone courses.

\*\* In Criminal Justice and Criminal Investigations, capstone courses, a grade of FAIL is awarded for an average of 79% or below. In Paralegal capstone courses, a grade of FAIL is awarded for an average of 69% or below. In Nursing lab/clinical courses, a grade of FAIL is a failure to meet competencies per Catalog Nursing Policy.

\*\*\* Nursing students who receive D grades cannot progress in Nursing. The D grade is strictly given for calculation of GPA for the term.

\*\*\*\* If the required degree externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

<b>Applies To All Courses</b>	
<b>Course Repeat Codes</b>	
1	Student must repeat this class
R	Student in the process of repeating this class
2	Course repeated - original grade no longer calculated in CGPA

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<b>Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation</b>			
<b>Grade</b>	<b>Included in GPA calculation?</b>	<b>Counted as attempted credits?</b>	<b>Counted as earned credits?</b>
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
PF	N	N	Y
PP	N	N	Y
IP	N	Y	N
PL	N	N	N
PE	N	Y	Y
W	N	Y	N
WZ	N	Y	N
FAIL	N	Y	N

**APPLICATION OF GRADES AND CREDITS TO SAP**

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

**ACADEMIC AND FINANCIAL AID WARNING**

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

**ACADEMIC AND FINANCIAL AID PROBATION**

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

**NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION**

The Academic Dean/Director of Education (or designee)/Online Designee must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

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- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**
- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start.
- For Online programs:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within thirty (30) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within the first day of the second week of the term start and be advised within thirty (30) calendar days after the term start.**

#### **ACADEMIC APPEALS**

In modular program, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his or her program **and** that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.).

#### **DISMISSAL**

Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

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**SATISFACTORY ACADEMIC PROGRESS TABLES**

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

96, 97, 98 Quarter Credit Hour Quarter-Based Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.10	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

108 Quarter Credit Hour Program. Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.25	66.66%	20%
49-64	2.0	1.5	66.66%	25%
65-80	2.0	1.75	66.66%	40%
81-96	2.0	2.0	66.66%	50%
97-112	2.0	2.0	66.66%	57%
113-128	2.0	2.0	66.66%	65%
129-144	2.0	2.0	66.66%	66.66%
145-162	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-288	N/A	2.0	N/A	66.66%

**RETAKING PASSED COURSEWORK**

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

**RETAKING FAILED COURSEWORK**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

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■ **ADDENDUM, effective October 7, 2011:** The program outline and course descriptions for the Nursing (AAS) degree program have been updated for the Phoenix campus:

Version 5	Everest College Phoenix	Theory	Clinical/Lab	Total	Quarter
Quarter I		Contact Hours	Contact Hours	Contact Hours	Credit Hours
ENC 1101	Composition I	40	0	40	4
B10 1088	Anatomy & Physiology I	40	0	40	4
BIO 1088L	Anatomy & Physiology I Lab	0	40/0	40	2
MAT 1033	College Algebra	40	0	40	4
	<b>Total Hours</b>	<b>120</b>	<b>40/0</b>	<b>160</b>	<b>14</b>
Quarter II					
NSG 1008	Nursing Fundamentals and Skills	40	0	40	4
NSG 1008L	Nursing Fundamentals and Skills Clinical I	0	40/0	40	2
ENC 1102	Composition II	40	0	40	4
BIO 1089	Anatomy & Physiology II	40	0	40	4
BIO 1089L	Anatomy & Physiology II Lab	0	40/0	40	2
	<b>Total Hours</b>	<b>120</b>	<b>80/0</b>	<b>200</b>	<b>16</b>
Quarter III					
NSG 1014	Nursing Fundamentals and Skills II	30	0	30	3
NSG 1014L	Nursing Fundamentals and Skills Clinical II	0	20/80	100	3
	Humanities elective	40	0	40	4
PSY 2012	General Psychology	40	0	40	4
NSG 1028	Pharmacology for Nurses I	20	0	20	2
	<b>Total Hours</b>	<b>130</b>	<b>20/80</b>	<b>230</b>	<b>16</b>
Quarter IV					
CHM 1025	Chemistry	30	0	30	3
CHM 1025L	Chemistry Lab	0	40/0	40	2
NUR 1258	Medical Surgical Nursing I	40	0	40	4
NUR 1258L	Medical Surgical Nursing I Clinical	0	20/80	100	3
NSG 2028	Pharmacology IIb	10	0	10	1
	<b>Total Hours</b>	<b>80</b>	<b>60/80</b>	<b>220</b>	<b>13</b>
Quarter V					
MCB 2013	Microbiology	30	0	30	3
MCB 2013L	Microbiology Lab	0	40/0	40	2
NUR 2251	Medical Surgical Nursing II	40	0	40	4
NUR 2251L	Medical Surgical Nursing II Clinical	0	20/80	100	3
	<b>Total Hours</b>	<b>70</b>	<b>60/80</b>	<b>210</b>	<b>12</b>
Quarter VI					
DEP 2000	Developmental Psychology	40	0	40	4
NSG 1044	Maternal Child Nursing	40	0	40	4
NSG1044L	Maternal Child Nursing Clinical	0	20/80	100	3
NSG 2024	Pharmacology IIa	10	0	10	1
	<b>Total Hours</b>	<b>90</b>	<b>20/80</b>	<b>190</b>	<b>12</b>
Quarter VII					
NUR 2523	Psych Mental Health Nursing Theory	30	0	30	3
NUR 2523L	Psych Mental Health Nursing Clinical	0	20/40	60	2
NUR 2295	Critical Care Nursing	30	0	30	3
NUR 2295L	Critical Care Nursing Clinical	0	20/40	60	2
NSG 2034	Pharmacology IIc	20	0	20	2
	<b>Total Hours</b>	<b>80</b>	<b>40/80</b>	<b>200</b>	<b>12</b>
Quarter VIII					
NSG 2050	Nursing Leadership & Management	30	0	30	3
NSG 2050L	Nursing Leadership & Management Clinical	0	20/80	100	3
NSG 2022	Community Health Nursing	30	0	30	3
NSG 2022L	Community Health Nursing Clinical	0	20/40	60	2
NSG 2062	NCLEX Review	20	0	20	2
	<b>Total Hours</b>	<b>80</b>	<b>40/120</b>	<b>240</b>	<b>13</b>
	<b>Total Program Hours</b>	<b>770</b>	<b>360/520</b>	<b>1650</b>	<b>108</b>
	<b>Total Clinical Hours</b>	<b>720</b>			

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**Course Description Changes**

**CHM 1025 Chemistry**

**Course Description:** This course provides an understanding of the basic foundations and fundamental principles of chemistry and their applications using an integrated approach for conceptual and teamwork strategies. The course acquaints students with: chemical nomenclature, stoichiometry, atomic structure, bonding theories, thermochemistry, periodic properties, solution calculations and properties, gas laws, the properties of solids and liquids, acids and bases, ionic equations, oxidation-reduction, equilibrium, kinetics, descriptive chemistry of the elements, nuclear chemistry and an introduction to organic chemistry.

**CHM 1025L Chemistry Lab**

**Course Description:** This course is the laboratory section of CHM 1025. Emphasis is placed on hands-on and case study applications introducing the principles and techniques of experimental chemistry with emphasis upon formula investigations, equations, elementary laboratory statistics, chemical reactivity, solution properties, kinetics, equilibrium, acids and bases, and qualitative analysis.

**MCB 2013 Microbiology**

**Course Description:** This course provides an understanding of the basic foundations and fundamental principles of microbiology and their applications using an integrated approach for conceptual and teamwork strategies. An overview of the basic concepts of microbiology and the microbial world including a survey of the structure, functioning, and diversity of microorganisms is presented. Subject material incorporates an introduction to the fundamental concepts of microbial physiology, ecology, genetics, and pathogenesis, with emphasis on microbial pathogenesis and immunity inclusive of medically important microorganisms (i.e., bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce).

**MCB 2013L Microbiology Lab**

**Course Description:** This course is the laboratory section of MCB 2010. Laboratory exercises are designed to develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms. Microbiological laboratory procedures to be covered include sterile technique, microscopy, enrichment and isolation, and preservation of specimens.

**NUR 1258 Medical Surgical Nursing I**

**Course Description:** This course builds on the course content of NSG 1008 and NSG 1014 and focuses on the nursing care of the adult/geriatric patient with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with clinical nursing care. This course is also designed to build upon the basic knowledge of normal anatomy and physiology by providing both a 1) review of normal structure and functioning of the human body and 2) an introduction to abnormal and/or pathological functioning of the body. It will introduce students to commonly occurring disease processes and their effects on the neurologic, endocrine, hematological, cardiovascular, pulmonary, renal/urologic, reproduction, digestive, musculoskeletal, and integumentary systems.

**NUR 1258L Medical Surgical Nursing I Clinical**

**Course Description:** The clinical portion of the Medical Surgical I course integrates the theory in on-campus labs and healthcare agencies for the purpose of skills practice and competency.

**NUR 2251 Medical Surgical Nursing II**

**Course Description:** This course builds on the course content of NUR 1210 and focuses on the nursing care of the adult/geriatric patient with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. This course is also designed to build upon the basic knowledge of normal anatomy and physiology by providing both a 1) review of normal structure and functioning of the human body and 2) an introduction to abnormal and/or pathological functioning of the body. It will expand student knowledge moving from simple to more complex disease processes and their effects on the neurologic, endocrine, hematological, cardiovascular, pulmonary, renal/urologic, reproduction, digestive, musculoskeletal, and integumentary systems.

**NUR 2251L Medical Surgical Nursing II Clinical**

**Course Description:** This course builds on the course content of NSG 1210L and focuses on the nursing care of the adult/geriatric client with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care.

**NUR 2523 Psych Mental Health Nursing Theory**

**Course Description:** This course builds on the course content of the preceding nursing courses and focuses on the holistic nursing care of the adult/adolescent patient with mental illness. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care.

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**NUR 2523L Psych Mental Health Nursing Clinical**

**Course Description:** The clinical portion of the Psychiatric Mental Health Nursing course integrates the didactic learning and theory in on-campus labs and on-site clinical for the purpose of skills practice and competency.

**NUR 2295 Critical Care Nursing Theory**

**Course Description:** This course builds on the content of the previous nursing courses and focuses on nursing care of patients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice in the care of adult critical care patients (including the geriatric population). Principles of pathophysiology are integrated into the course.

**NUR 2295L Critical Care Nursing Clinical**

**Course Description:** The clinical portion of the Critical Care nursing course integrates the theory in on-campus labs and healthcare agencies for the purpose of critical thinking, skills practice, and competency.

■ **ADDENDUM, effective October 7, 2011:** The highlighted dates in the following calendars have been updated for the Mesa and campus.

Medical Diploma Programs Weekend Schedule 2011 - 2012	
Start	End
11/3/12	12/2/12

Student Holiday/Break Medical Diploma Programs Weekend Schedule 2011 - 2012		
Holiday/Break	Start	End
Summer Break	7/2/11	7/3/11
Labor Day	9/3/11	9/4/11
Fall Break	10/15/11	10/16/11
Thanksgiving Break	11/26/11	11/27/11
Winter Break	12/24/11	1/2/12
MLK Break	1/14/12	1/15/12
President's Day	2/18/12	2/19/12
Spring Break	4/7/12	4/8/12
Memorial Day	5/26/12	5/27/12
Summer Break	6/30/12	7/1/12
Labor Day	9/1/12	9/2/12
Fall Break	10/6/12	10/7/12
Thanksgiving Break	11/24/12	11/25/12
Winter Break	12/22/12	1/1/13

■ **ADDENDUM, effective September 16, 2011:** The following Minnesota Disclosure and Student Information has been added to the catalog.

- Everest College Phoenix is registered as private institutions with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institutions. Credits earned at the institutions may not transfer to all other institutions.
- The Criminal Justice degree programs will not qualify graduates for law enforcement officer positions in Minnesota, nor allow graduates to sit for the Police Officers Standards and Training Test.
- Minnesota students enrolling into the Accounting (AAS), Business (AAS), Business Administration (BS), Criminal Investigations (AAS), Criminal Justice (AAS) and Criminal Justice (BS) programs must take AML 2000 Introduction to American Literature.
- Minnesota students enrolling into the Business Administration Degree Completion Option and the Criminal Justice BS Degree Completion Option programs must take a minimum of 3 quarter credit hours in each of the general education areas: Communication (English), Natural Science/Mathematics, Humanities, and Social Sciences.

■ **ADDENDUM, effective September 16, 2011:** The Licensure statement on p. 2 for the State of Wyoming has been updated.

- Everest College Phoenix Online is registered as a private school by the Department of Education in the State of Wyoming.

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■ **ADDENDUM, effective September 1, 2011:** The Tuition and Fees table has been updated for Mesa, Phoenix and Online:

<b>MESA CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96	\$345 Per Credit	\$355 per quarter
Bachelor Degree Programs	48 Months	192	\$345 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$14,625	\$1,276
Medical Assistant Diploma (afternoon session)	8 Months	47	\$14,625	\$1,276
Medical Insurance Billing and Coding Diploma Version 2	8 Months	47	\$14,350	\$1,955
Medical Insurance Billing and Coding Diploma Version 2 (afternoon session)	8 Months	47	\$14,350	\$1,955
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective September 1, 2011				

<b>PHOENIX CAMPUS</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96	\$345 Per Credit	\$355 per quarter
Bachelor Degree Programs	48 Months	192	\$345 Per Credit	\$355 per quarter
Medical Assistant Diploma	8 Months	47	\$14,625	\$1,303
Medical Assistant Diploma (afternoon session)	8 Months	47	\$14,625	\$1,303
Medical Insurance Billing and Coding Diploma	8 Months	47	\$14,350	\$1,981
Medical Insurance Billing and Coding Diploma (afternoon session)	8 months	47	\$14,350	\$1,981
Registered Nursing Degree Program	24 months	108	\$441 per credit	\$525 per quarter
Other fees:				
*Criminal Investigations kit and camera fee: \$600 (estimated)				
Effective September 1, 2011				

<b>EVEREST COLLEGE PHOENIX ONLINE</b>				
<b>Program</b>	<b>Program Length</b>	<b>Quarter Credit Hours</b>	<b>Tuition</b>	<b>Textbooks and Equipment (estimated)</b>
Associate Degree Programs	24 Months	96	\$5,330/quarter	N/A
Bachelor Degree Programs	48 Months	192	\$5,330/quarter	N/A
Effective September 1, 2011				

■ **ADDENDUM, effective June 27, 2011:** The Supporting Credentials section of the catalog on p. 4 has been replaced by the following:

Prospective students must present evidence to Everest College Phoenix of graduation from accredited high schools that are recognized by the U.S. Department of Education or recognized foreign high schools that are equivalent to U.S. standards. Students who have satisfactorily completed the General Educational Development (GED) test must submit documentary evidence of passing test scores. High school transcripts or GED test scores must be sent directly to the Academic Office. If Everest College Phoenix ascertains that the student cannot provide Proof of Graduation within fifteen (15) calendar days of the Student Start Date, the student must be reversed. The school shall obtain Proof of Graduation no later than twenty-eight (28) calendar days from the Student Start Date. Otherwise the student must be dropped. Students with international transcripts must provide the College with an official translation, at their own expense, within 30 calendar days of the date of enrollment, from one of the following translation services:

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- World Education Services, Inc., P.O. Box 745 Old Chelsea Station, New York, New York 10113-0745, (212) 966-6311
- Josef Silny & Associates, Inc., International Educational Consultants, P.O. Box 248233, Coral Gables, Florida 33124, (305) 666-0233, [www.jsilny.com](http://www.jsilny.com)
- World Education Services, Inc., P.O. Box 01-5060, Miami, Florida 33101, (305) 358-6688, [www.wes.org](http://www.wes.org)
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, [www.ece.org](http://www.ece.org)

Documents that Everest College Phoenix cannot accept for admission to the College include:

1. Certificate of Completion which is awarded to a student without graduating.
2. Diploma based primarily on remedial special education.

■ **ADDENDUM, effective June 27, 2011:** The Student Grievance Procedure On-Ground Campuses section of the catalog on p. 29 has been replaced by the following:

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the College staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a meeting with his/her Academic Program Director.
3. If the matter is still not resolved, the student should schedule a meeting with the Academic Dean. Students with disability grievances should direct their concerns to the Campus Disabled Student Coordinator.
4. If the matter is still not resolved, the student should direct his/her concern in writing to the Campus President.

Written responses will be given to the student within seven working days of receipt of written notice of unresolved complaints. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

■ **ADDENDUM, effective June 27, 2011:** The following course descriptions have been updated in the catalog.

**APA 2929 Accounting Capstone Course**

**4 Quarter Credit Hours**

This capstone course provides graduating accounting students the opportunity to use their evaluative and analytical skills. Using the knowledge acquired from their academic general education and accounting studies, the students will evaluate the accounting practices of several different companies. Financial analysis of these companies will include using computerized accounting and written and oral reporting skills. Prerequisite: Students must be in one of their last two quarters of their program. Must be taken in one of the last two quarters of the program. Lec. Hrs: 030, Lab Hrs: 020, Other Hrs: 000

**BCC 4949 Business Capstone Course**

**4 Quarter Credit Hours**

This simulated course is designed to provide students with a practical experience in running a company. Students develop real-world strategic management skills integrating theory with the application of business principles across functional areas. Prerequisites: Must be taken in one of the last two quarters of the program. APA 2161, MAN 2300, MAN 3450, MAN 3554, MAR 1011, SBM 2000 and FIN 3501. Lec. Hrs: 020. Lab Hrs: 040. Other Hrs: 000.

**BUS 2929 Business Capstone Course**

**4 Quarter Credit Hours**

This simulated course is designed to provide students with a practical experience in running a company. Students develop real-world strategic management skills integrating theory with the application of business principles across functional areas. Prerequisites: Must be taken in one of the last two quarters of the program. MAN 1030 or MAN 2021, BUL 2131, MAN 2300, MAR 1011, APA 2111 and APA 2121. Lec. Hrs: 030, Lab Hrs: 020, Other Hrs: 000

**CCJ 2929 Criminal Justice Capstone Course**

**4 Quarter Credit Hours**

This capstone course provides an opportunity for students to merge the knowledge and experience from their previous courses. Students will demonstrate their knowledge of the theory and practical application of the components of the Criminal Justice system through written assignments, group projects, class presentations, and role-playing scenarios. Prerequisite: Students must be in one of the last two quarters. Lec. Hrs: 040, Lab Hrs: 000, Other Hrs: 000

**CCJ 4400 Criminal Justice Senior Capstone Experience**

**4 Quarter Credit Hours**

This capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the questions and research context, produce appropriate evidence, subject to analysis, respond to critiques and provide advice and comments for others' research, organize oral and written presentations to in response to fair and open critiques. Prerequisite: Must be in the final two quarters of the program. Lec. Hrs:040, Lab Hrs: 000, Other Hrs: 000

**CJE 2929 Criminal Investigations Capstone Course**

**4 Quarter Credit Hours**

This course is designed to integrate the best practices in the field of Criminal Investigations. Students will demonstrate the fundamentals involved in processing a crime scene, including the recognition, collection, identification, and packaging of physical evidence. Students will demonstrate their ability to communicate both in writing and verbally through writing assignments and role-playing exercises. Prerequisite: Must be enrolled in one of the last two quarters of the program. Lec. Hrs: 040, Lab Hrs: 000, Other Hrs: 000