

Everest College – Colorado Springs & Thornton
2016-2018 Catalog, Volume I, Version IV
Addendum Effective 06/14/2017

■ **ADDENDUM:** The following statements have been added to the Accreditation, Approvals and Membership section.

- Notice to students and prospective students: The Criminal Justice program at Everest College, Thornton has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to material noncompliance with its placement rate standard of 60%.

■ **ADDENDUM:** The statement below has been removed from the Medical Assisting accreditation statement under the Accreditation, Approvals and Membership section for Colorado Springs.

The Medical Assistant diploma program has been placed on Probationary Accreditation as of May 15, 2015, at the Colorado Springs campus.

■ **ADDENDUM:** Added SPCP2300 Fundamentals of Interpersonal Communication as the substitution course for SCP2017 Oral Communication to Surgical Technology degree program for Thornton campus.

■ **ADDENDUM:** The statement below has been added to the Academic Calendars section.

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

■ **ADDENDUM:** The statement below has been removed from the Business Associate of Applied Science Degree online tuition table.

Note: For students who are enrolling in school at the mini-term, tuition is \$2,745. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM:** The statement below has been removed from the Colorado Springs linear tuition table.

NOTE: For students who are enrolling in school at the mini-term, tuition is \$2,636. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM:** The statement below has been removed from the Thornton linear tuition table.

Note: For students who are enrolling in school at the mini-term, tuition is \$2,745. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM:** This statement has been added to the Accreditations, Approvals and Memberships section of the catalog.

- Notice to students and prospective students: The Massage Therapy diploma program at Everest College, Colorado Springs has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools (ACICS), due to material noncompliance with its placement rate standard of 60%.

■ **ADDENDUM:** This statement has been removed from the Pharmacy Technician Diploma Program under the Programs Specific Admissions Requirement section.

- Applicants must meet with the Program Director prior to enrollment in the program.

■ **ADDENDUM:** The computer profile has been updated to the Blended Learning and Online Programs and Course Requirements (Linear Programs Only) section.

PC, Windows 7 or newer
Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:
Internet Explorer 11
Safari 9-10
Chrome
Firefox

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Minimum Internet Speed of 512kbps

- **ADDENDUM:** The following statement has been updated to the Retaking Failed Coursework section.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

- **ADDENDUM:** This language has been added to the catalog under the Student Services section.

TEMPORARY CAMPUS CLOSING WEATHER

To provide continued services to students, it is Zenith's policy that all schools remain open according to their regular hours of operation. However, certain situations, such as holidays, special events, inclement weather, and emergencies, may arise that necessitate the temporary closure of a Zenith campus. In the event it becomes necessary for a location to temporarily close students will be notified using a notification software/system. Zenith will communicate site closures, delayed start, and early close. Campus leadership may also send notices about special events and other general reach out messages to communicate with students. The system will send notice via landline, cell phone—audio and text, and email. All students are required to keep their contact information current in CampusVue at all times in order to be reached with these important messages. The Campus Director reserves the right to schedule make up hours and/or assignments for hours missed due to any school closures. The students will be notified of these make up hours and be required to attend or be marked absent.

- **ADDENDUM:** This language has been added to the Pharmacy Technician program outline section in the catalog.

Pharmacy Technician students must meet with the Program Director/Chair during the first month.

- **ADDENDUM:** Medical Insurance Billing and Coding has been removed from the catalog for Thornton campus.

- **ADDENDUM:** Enrollments are no longer accepted in these programs.

Accounting, Associate of Applied Science
Business, Associate of Applied Science
Computer Information Science, Associate of Applied Science
Business, Associate of Applied Science Online

- **ADDENDUM:** This verbiage has been removed from the Undergraduate Admissions Requirements under the Online Program Information and Additional/Modified Polices section.

- Students enrolling in Computer Information Science, Criminal Justice, Criminal Investigation and Paralegal programs will complete a Program Disclosure Form.

- **ADDENDUM:** This language has been removed from the Online Program Information and Additional/Modified Polices section.

ONLINE LEARNING COURSES

All students are residential, but each quarter some individual course offerings in a student's program may be available through online delivery, as listed in the course schedule for the quarter. Students enrolled in these courses attend 100% of the course online and there is no ground component. Attendance in online courses is measured and evaluated electronically each week based on the following criteria: posting once in a discussion forum or team assignment; submitting an assignment to the drop box; completing a quiz. If the student completes one of these activities for a week, the student will be considered present for purposes of the Colorado Refund Policy 12-59-114 C.R.S.

- **ADDENDUM:** The term "On-Ground and Online" has been added to the policy title below.

GRADING SYSTEMS AND PROGRESS REPORTS (ON-GROUND AND ONLINE)

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- **ADDENDUM:** The term “On-Ground and Online” has been added to the policy title below.

SATISFACTORY ACADEMIC PROGRESS TABLE (ON-GROUND AND ONLINE)

- **ADDENDUM:** This language has been updated to the Online Programs and Course Requirements (Linear Programs Only) section.

ONLINE PROGRAMS AND COURSE REQUIREMENTS (LINEAR PROGRAMS ONLY)

Online courses are offered using the Canvas Instructure platform via the Internet. Online courses have the same course objectives and learning outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

PC, Windows 7 or newer
Mac OS X 10.6 or newer, min 1GB of Ram

Supported Browsers Include:
Internet Explorer 11
Safari 9-10
Chrome
Firefox

Minimum Internet Speed of 512kbps

- **ADDENDUM:** Online Attendance Policy has been added to the Academic Policies for Online Students section.

ATTENDANCE POLICY

Attendance and participation are required to receive credit for each course. At the beginning of each course, faculty must inform students of the attendance policy, the importance of regular attendance, and expectations regarding frequency and method of participation.

Students are expected to actively participate in all courses. Each course will have regularly scheduled academic activities that occur throughout the term. Academic activities provide course instructors with a specific measurable graded activity that aids in the assessment of the student’s performance and the eventual awarding of a final course grade. Student participation in these activities is the key to mastering the material within the course of study.

- **ADDENDUM:** The strikethrough verbiage below has been removed from the Maximum Credits policy.

Everest ~~University Online undergraduate~~ students may take a maximum of 16 credits each term, but no more than three (3) courses in each six week session. Students may petition to register for an additional four (4 credits) above the maximum 16 quarter credit limit. To qualify for this exception, students must meet the criteria and submit the petition to Student Services.

Students must meet the following criteria to petition to take four (4) additional credits:

- Earned 36 credits or more toward their degree program
- Current SAP status of SAP Met
- Obtained the endorsement of their student services advisor

Note: New or newly re-entering students are not eligible to petition. In addition the petition is only valid for one term. A student will need to petition each term he/she would like to take four (4) additional credits.

- **ADDENDUM:** The strikethrough verbiage below has been removed from the Maximum Transfer Credits Accepted policy.

Students ~~enrolled in an associate or bachelor’s degree program~~ must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit or prior learning credit.

- **ADDENDUM:** The strikethrough verbiage below has been removed from the Placement Assistance policy.

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Department works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Department to help all students realize a high degree of personal and professional

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development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available by contacting the Career Services Office.

- ~~Provide proof of current or complete CPR/Choking training that includes infant, child and adult with AED as required by clinical affiliates (this will be completed in class).~~

Note: The policies in the Surgical Technologist Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

- **ADDENDUM:** Tuition cost has been updated to the catalog.

Colorado Springs				
Program	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	33 weeks	48	\$13,035	\$1,120
Massage Therapy	36 weeks	55	\$11,386	\$1,862
Medical Administrative Assistant	33 weeks	48	\$13,127	\$2,268
Medical Assistant	41 weeks	60	\$15,546	\$2,471
Degree Program	Tuition	Books (estimated)		
Associate of Applied Science in Accounting**	See Flat-term rate table	\$5,600		
Associate of Applied Science in Business**	See Flat-term rate table	\$5,100		
Associate of Applied Science in Computer Information Science**	See Flat-term rate table	\$3,700		
Associate of Applied Science in Computer Information Technology*	See Flat-term rate table	N/A		
Associate of Applied Science in Criminal Justice**	See Flat-term rate table	\$4,900		
<p style="color: red;">Tuition for Dental Assistant effective July 1, 2017</p> <p>Book Price for Massage Therapy effective April 10, 2017</p> <p>Tuition for linear effective January 11, 2016</p> <p>Tuition for modular effective February 8, 2016</p> <p>Tuition includes a one-time certification exam attempt.</p> <p>*Effective April 10, 2017</p> <p>**Enrollments are no longer accepted in this program.</p>				

Thornton				
Modular Programs	Program Length	Credit Units	Tuition	Estimated Text/Materials
Dental Assistant	33 weeks	48	\$11,674	\$1,125
Medical Administrative Assistant	33 weeks	48	\$11,373	\$2,157
Medical Assistant	41 weeks	60	\$12,726	\$2,504
Pharmacy Technician	33 weeks	48	\$11,988	\$1,292
Quarter-Based Diploma Programs				
Business Accounting*	48	\$20,880 (\$435/unit)	\$500 per term	
Degree Programs	Credit Hours	Tuition	Estimated Books and Fees	
Accounting**	96	\$41,760 (\$435/unit)	\$500 per term	
Business**	96	See Flat-term rate table	\$4,300	
Criminal Justice*	96	\$41,760 (\$435/unit)	\$500 per term	
Paralegal*	96	\$41,760 (\$435/unit)	\$500 per term	
Surgical Technology	94	\$27,166 (\$289/unit)	\$2,800	
<p style="color: red;">Tuition for Modular Effective July 1, 2017</p> <p>Modular Book Price Effective October 1, 2016</p> <p>Tuition for Linear Effective January 11, 2016</p> <p>*Enrollments in these programs are temporarily suspended.</p> <p>** Enrollments are no longer accepted in this program.</p>				

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- **ADDENDUM:** Tinamarie Aguilar has been removed from the Title IX of the Education Amendments contact list.
- **ADDENDUM:** Jacksonville and Melbourne have been removed from the Zenith Education Group table.
- **ADDENDUM:** Modular calendar for Allied Health programs has been added to the catalog.

Allied Health Modular Programs	
Dental Assistant	
Massage Therapy	
Medical Administrative Assistant	
Medical Assistant	
Medical Insurance Billing and Coding	
Pharmacy Technician	
2017 - 2018	
Start Dates	End Dates
2/6/2017	3/3/2017
3/6/2017	4/2/2017
4/10/2017	5/7/2017
5/8/2017	6/4/2017
6/5/2017	7/2/2017
7/10/2017	8/6/2017
8/7/2017	9/3/2017
9/5/2017	10/1/2017
10/9/2017	11/5/2017
11/6/2017	12/3/2017
12/4/2017	1/7/2018
1/8/2018	2/4/2018
2/5/2018	3/4/2018
3/5/2018	4/1/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019

Holidays/Student Breaks		
Weekday		
2017 - 2018		
Holidays/Student Breaks	Start Date	End Date
Presidents Day	2/20/2017	2/20/2017
Student Break*	4/1/2017	4/9/2017
Student Break	4/3/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Student Break	7/1/2017	7/9/2017
Student Break	7/3/2017	7/9/2017
Student Break	9/30/2017	10/8/2017
Student Break	10/2/2017	10/8/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas & New Year Holidays	12/25/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Memorial Day	5/28/2018	5/28/2018
Thanksgiving Holiday	11/22/2018	11/23/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019

- **ADDENDUM:** Added (On-ground and Online) to the title of Grading Systems and Progress Reports and Satisfactory Academic Progress Tables.