Southeastern Institute publishes an “electronic catalog” annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, Southeastern Institute reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The School makes every effort to provide current and prospective students with the most up-to-date and current information available, and will continue this practice as a matter of policy and practice. Students also may access the School web site at www.southeasterninstitute.edu or call their designated campus for specific information if desired.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Goals and Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy</td>
<td>1</td>
</tr>
<tr>
<td>Licensure &amp; Accreditation</td>
<td>2</td>
</tr>
<tr>
<td>Memberships &amp; Approvals</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
</tr>
<tr>
<td>Equal Opportunity Statement</td>
<td>3</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>3</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>4</td>
</tr>
<tr>
<td>Ownership and Governing Body</td>
<td>6</td>
</tr>
<tr>
<td>Descriptions of Facilities and Equipment</td>
<td>6</td>
</tr>
<tr>
<td>Admissions</td>
<td>6</td>
</tr>
<tr>
<td>General Admissions Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Program-Specific Admissions Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Transfer of Credit Policy</td>
<td>9</td>
</tr>
<tr>
<td>Credit for Life Experience Policy</td>
<td>11</td>
</tr>
<tr>
<td>Financial Services</td>
<td>12</td>
</tr>
<tr>
<td>Consumer Information</td>
<td>12</td>
</tr>
<tr>
<td>General Information</td>
<td>13</td>
</tr>
<tr>
<td>Types of Financial Aid</td>
<td>14</td>
</tr>
<tr>
<td>Grants</td>
<td>14</td>
</tr>
<tr>
<td>Loans</td>
<td>14</td>
</tr>
<tr>
<td>Scholarships</td>
<td>15</td>
</tr>
<tr>
<td>Student Eligibility Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Financial Aid Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Student Rights</td>
<td>17</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>19</td>
</tr>
<tr>
<td>Tuition, Fees and Other Costs</td>
<td>20</td>
</tr>
<tr>
<td>Tuition Guaranty Bond</td>
<td>22</td>
</tr>
<tr>
<td>School Withdrawal CFR (Code of Federal Regulations)</td>
<td>22</td>
</tr>
<tr>
<td>Title 34: Education, Part 668, Subpart B</td>
<td>22</td>
</tr>
<tr>
<td>Cancellation and Refund Policy</td>
<td>23</td>
</tr>
<tr>
<td>Student Services</td>
<td>27</td>
</tr>
<tr>
<td>Orientation</td>
<td>27</td>
</tr>
<tr>
<td>Career Services</td>
<td>27</td>
</tr>
<tr>
<td>Advisement</td>
<td>29</td>
</tr>
<tr>
<td>Housing</td>
<td>29</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>30</td>
</tr>
<tr>
<td>Graduation</td>
<td>30</td>
</tr>
<tr>
<td>Administrative Policies and Procedures</td>
<td>30</td>
</tr>
<tr>
<td>General Information</td>
<td>30</td>
</tr>
<tr>
<td>Bursar's Office</td>
<td>31</td>
</tr>
</tbody>
</table>
MISSION STATEMENT
The mission of Southeastern Institute is to provide quality career education and skill development to aspiring individuals pursuing a career or advancement in their chosen field.

GOALS AND OBJECTIVES
The following goals are integral to the mission of the School:

1. To continually change, improve, and ensure the effectiveness of the School’s programs in preparing students for successful careers.
2. To engage and maintain faculty which are qualified academically, possesses current technical and professional knowledge and experience, and has the ability to convey this knowledge to students.
3. To engage and maintain a staff who is caring, provides student support and meets the School’s educational goals and objectives.
4. To improve written and verbal competencies of students as well as analytical and technical skills.
5. To provide facilities that support educational programs and enable students to develop profession specific skills.
6. To attract qualified students of diverse backgrounds.
7. To provide an atmosphere of academic freedom that encourages open exchange of ideas.

PHILOSOPHY
Southeastern Institute offers quality career education in an atmosphere of personalized attention. Curriculum is geared towards entry-level students with no prior background in the subject matter. Southeastern Institute focuses on the specialized skills and knowledge needed for today’s marketplace by providing courses that apply to skill performance and career management development.

Southeastern Institute selects industry experienced individuals as members of its faculty. This allows Southeastern Institute students to be educated by
professionals who have practical knowledge in their particular field; as well as, the appropriate level of formal education. This philosophy assists our faculty in recreating a similar atmosphere to that which the student will encounter in his/her career.

**LICENSURE & ACCREDITATION**

Southeastern Institute is licensed by the North Carolina State Board of Community Colleges, 200 West Jones, Raleigh, NC 27603, (919) 807-7100. The North Carolina State Board of Community Colleges is not an accrediting agency.

Southeastern Institute is institutionally accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd, Suite 302, Arlington, VA 22201. Further information may be obtained by contacting the Commission at (703) 247-4212.

Southeastern Institute’s Professional Clinical Massage Therapy program is approved by the North Carolina Board of Massage & Bodywork Therapy. Wachovia Capital Center, Suite 1900, 150 Fayetteville Street, Raleigh, NC 27601, (919) 546-0050.

Southeastern Institute’s Pharmacy Technology Program is accredited by the American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 664-8644.

**MEMBERSHIPS & APPROVALS**

*Memberships*
- Association of Private Sector Colleges and Universities

*Approvals*
- U.S. Department of Education (for Title IV Federal Aid Programs)
- North Carolina Department of Veterans Affairs, Bureau of State Approving for Veterans Training
HISTORY
The Southeastern School of Neuromuscular and Massage Therapy of Charlotte, Inc., was founded in 1994. The school was established to provide a clinically based curriculum in Professional Clinical Massage Therapy training.

In February of 2007, the Southeastern School of Neuromuscular and Massage Therapy of Charlotte, Inc., was acquired by Dr. Arthur and Belinda Keiser who have long-term involvement in developing and managing private colleges and schools. In January of 2009, the school moved to a new facility also in the Charlotte area. In April of the same year, the school changed its name to Southeastern Institute and in September expanded its program offerings beyond Professional Clinical Massage Therapy.

EQUAL OPPORTUNITY STATEMENT
Southeastern Institute’s policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity at the school.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Southeastern Institute hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

AMERICANS WITH DISABILITIES ACT
Southeastern Institute complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans
with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Southeastern Institute campuses are either located on ground level or have appropriate elevator service and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

A student who feels he or she has not been treated fairly under Southeastern Institute’s stated federal policies has the right to file a written complaint. A complaint should be submitted to the Campus President. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax.
- Complaints may not be submitted by email. Complaints should be dated.
- Within 15 business days after acknowledging receipt of the handicapped policy complaint, the Campus President will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with Southeastern Institute in the event that students believe the School has not followed its policies. The grievance procedures are described in this catalog.

The following individual is Southeastern Institute’s Section 504 Coordinator:

Rhonda Fuller
Office of the Executive Director
1900 W. Commercial Blvd., Suite 101
Ft. Lauderdale, Florida 33309
Tel: (954) 938-1958
rfuller@sec.edu

SEXUAL HARASSMENT
Southeastern Institute actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which
students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the School community should be aware that the school is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by school policy. It is the intention of the school to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

**Title IX Compliance**

Title IX of the Education Amendments of 1972 (“Title IX”) protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Southeastern Institute not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. Southeastern Institute is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Southeastern Institute forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law. Additional details on this policy can be found at the following link [http://www.sec.edu/heoa](http://www.sec.edu/heoa) and under the heading “Health & Safety Information – Title IX Compliance”.

**Title IX Coordinators**

Bill Searle, Associate Vice Chairman of Human Resources
Johanna Arnett, Associate Vice Chairman – HR Operations
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309
954-776-4476
OWNERSHIP AND GOVERNING BODY
Southeastern Institute is wholly owned by BAR Education, Inc., 1900 W. Commercial Blvd., Suite 101, Fort Lauderdale, FL 33309. Dr. Arthur Keiser and Belinda Keiser are the primary shareholders.

DESCRIPTIONS OF FACILITIES AND EQUIPMENT
Southeastern Institute is located at 5250 Seventy-Seven Center Drive, Suite 100, Charlotte, NC, 28217. The school is conveniently located in the Vanguard Center near I-77 and Tyvola Road (Exit 5), just south of downtown Charlotte. The school encompasses 25,000 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center and offices providing students with a modern and comfortable learning environment. In addition, the school provides ample free parking. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the programs.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS
The admission policies of Southeastern Institute were developed to assure that all students have a reasonable expectation of successfully completing the program. Students wishing to attend Southeastern Institute should complete the enrollment process well in advance of the date they have chosen to enter school. This permits proper scheduling and assures availability of classroom space.

All applicants will be required to do a pre-enrollment interview with an Admissions Coordinator to determine the necessary requirements for entrance into the program. It is the responsibility of the applicant to arrange for the school or issuing agency to send the required credentials directly to the admissions office if a copy is not available.
To be considered for enrollment at Southeastern Institute, all applicants must supply:

- Verification of Standard High School Graduation (transcript, diploma) showing/verifying date of graduation. In rare instances when the High School transcript/record is unavailable, a letter which contains the student’s name, social security number, month and year of graduation, and a statement attesting that the transcript/record is unavailable from the High School’s Registrar will meet the entrance requirements to the School for proof of High School.

  Or

- Verification of GED completion (GED scores or GED diploma)

  Or

- Proof of graduation from a foreign institution comparable to a United States secondary school. High school documents must be submitted with an English translation to the admissions office for evaluation. Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary school completed in the United States. It is the responsibility of the applicant to arrange for the educational evaluation agency to evaluate the documents and provide the translation to the school.
- Students who have completed a home schooled program will also be considered for admission upon receipt of the proper state credential.

Applicants will not be required to provide proof of high school graduation when they provide the following:

- Verification (official transcript) of an earned degree from an accredited institution recognized by United States Department of Education
- An evaluation of an official transcript by a school approved educational evaluator service attesting that the degree is equivalent to a degree earned at an accredited institution of higher education in the United States

An applicant must make arrangements to take Southeastern Institute’s entrance examination (administered at the School) or provide results of his/her Scholastic
Aptitude Test (SAT) or American College Testing examination (ACT). Institution requirements for admission are a combined score of 1230 on the SAT (or 830 on the previously used SAT examination), or a composite score of 17 on the ACT. An applicant must also sign a student Enrollment Agreement.

Southeastern Institute reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. An appeal letter by the student and accompanying documentation including an Official Copy of a High School Transcript are reviewed by the Dean of Academic Affairs and the Campus President. If the appeal is approved, a waiver letter is placed in the applicant’s academic file.

Southeastern Institute reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security to Southeastern Institute and its community. This judgment will be based on individual determination taking into account any information Southeastern Institute has about a prospective student’s criminal record including the presence of secondary school students on the campus.

Additionally Southeastern Institute reserves the right to evaluate the individual circumstances regarding registered sex offenders and in certain cases refuse admission to Southeastern Institute. When a prospective student receives a registered sex offender designation, Southeastern Institute reserves the right to place the admissions process on hold contingent upon the review and approval from a designated acceptance committee.

**PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS**

All candidates must achieve the required entrance examination scores and all other requirements for admission to specific programs.
TRANSFER OF CREDIT POLICY

General Information
For students enrolling at Southeastern Institute, credit for courses or degrees completed at another institution is subject to approval by the Dean of Academic Affairs. These courses must be similar in content and duration to those offered in the program for which an applicant has applied. The Dean of Academic Affairs makes a temporary evaluation from unofficial transcripts. However, only courses listed on official transcripts receive permanent official transfer credit. To grant transfer credit, Southeastern Institute MUST receive official transcripts – those mailed directly to Southeastern Institute by the previous institution – by the end of the student’s first semester/pay period. If the course the student is wishing to transfer is scheduled within the first semester/pay period, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course. Students are responsible for having official transcripts sent to Southeastern Institute from their former institution(s).

Southeastern Institute requires that at a minimum, a student completes the final 25% of a program through the school. Transfer students are informed in writing of any credits accepted as transferable.

It may be necessary for students to forfeit some previously earned credit in the transfer process since school philosophies, objectives and programs may vary and change from year to year. Therefore, Southeastern Institute makes no blanket statement or promise of acceptance of credits from any other institution.

Transfer Credits from Accredited Institutions
Southeastern Institute accepts transfer credits applicable to an applicant’s program of study from national/regional accrediting agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). The acceptance of courses from nationally/regionally accredited institutions is contingent upon appropriate
faculty credentials and applicable length (clock/credit hours) and content (80% or higher) of the course to be transferred.

Transfer credit is granted only for courses in which a letter grade of “C” (not C-) or higher was earned (2.0 on a 4.0 scale). Prior to granting transfer of credit for any course, the School reserves the right to test applicants or request that they successfully pass an examination administered by a Southeastern Institute faculty member.

Transfer of Credits from Southeastern Institute
Students who are interested in continuing their education at an institution other than Southeastern Institute should first make inquiry at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Southeastern Institute cannot assure transfer of credit. Students should contact the Dean of Academic Affairs for specific information.

Veteran Transfer of Credits
A Veterans Administration benefit recipient has responsibility to report all previous education and training to Southeastern Institute. The School evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Transfer of Credit Procedures
The Dean of Academic Affairs evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

1. Official transcripts must be received directly from the former institute by the end of the student’s first semester/pay period. If the course the student is wishing to transfer is scheduled within the first semester/pay period, the student must provide the official transcript before the start of the scheduled class date. If the official transcript is not provided, the student must take the scheduled course, and no transfer credits are officially granted.
2. Course descriptions from a former institution’s catalog, program syllabi, and faculty credentials may be needed in the determination of transferability of the course.

3. Only courses with a grade of “C” (not C-) or higher are considered for transfer credit.

4. Credit value accepted by Southeastern Institute follows program requirements even though more time may have been devoted and more credit awarded in covering the material at the institution from which a student is transferring the credits.

5. Decisions are made so that a student’s academic program provides the most professional training.

6. If a course is deemed transferable, the student will be required to sign a Transfer of Credit Form. All documentation (course descriptions, syllabi, faculty credentials) will be kept along with the Transfer of Credit form in the student’s academic file.

**CREDIT FOR LIFE EXPERIENCE POLICY**

To receive credit for life experience, a student must have documented experience related to specific objectives for a course as outlined in that course’s Course Control Document and syllabus.

**Student Participation**

A student must obtain credit for the course s/he is challenging at least 30 days before that course is scheduled to be offered at the institution. A student is assigned a portfolio advisor to ensure prior experiential learning does not duplicate credit already awarded or remaining courses planned.

**Credit Earned**

The student will be awarded credit based on the completion and acceptance of a portfolio for each course within a specified time frame. A grade of Pass/Fail is awarded for completed portfolios submitted within the specified time frame. Southeastern Institute requires that, at a minimum, students complete the final 25% of a program through the School.

Students fill out a Request for Credit by Portfolio Form for each course for which they wish to obtain credit and submit it to the Dean of Academic Affairs together with a current résumé. The request must be submitted at least 90 days
prior to when the course for which they wish to obtain credit is scheduled to be offered at the School.

A student submits one completed draft for review to the portfolio advisor before the final portfolio is submitted. The draft must be submitted 60 days prior to when the course being challenged is scheduled to be offered at the school. The final portfolio and one copy is submitted in a 3-ring binder with tabbed dividers at least 30 days prior to when the course is scheduled to be offered at the school. The portfolio advisor discusses with the student the effort needed to create a portfolio. The advisor also establishes deadlines for portfolio completion.

The Dean of Academic Affairs determines if a student is eligible for the credit, ensures that the credit does not duplicate credit already awarded and that the final 25% of a program can be completed through Southeastern Institute. After the portfolio advisor has reviewed the portfolio, the original is returned to the student. The School keeps a copy for historical purposes. After the portfolio advisor reviews the portfolio and completes the Portfolio Check-Off Sheet, a grade of Pass/Fail is granted. The Dean of Academic Affairs then updates the Request for School Credit by Portfolio Form.

FINANCIAL SERVICES

CONSUMER INFORMATION
The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. This information may be viewed online at the following address in compliance with federal law: http://www.southeasterninstitute.edu/heoa/
GENERAL INFORMATION

The Financial Aid Department at Southeastern Institute provides assistance to students who need financial aid in order to pay tuition expenses at the School. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants.

Southeastern Institute believes that the primary responsibility for educational costs rests with a student and his/her family. However, financial aid is available to meet the difference between a student’s resources and his/her actual needs. Southeastern Institute examines the total cost associated with attending the school including, but not limited to, tuition and fees, room and board, books, supplies, personal expenses and allowable travel expenses.

Southeastern Institute uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student’s eligibility for financial aid. The information a student supplies on the FAFSA is confidential. FAFSAs may be obtained on the web at www.FAFSA.ED.GOV.

Southeastern Institute maintains a full-time Financial Aid Officer at each campus to meet student needs. Students are encouraged to make appointments with a Financial Aid Officer to ensure they obtain the funding needed for their school investment. The United States Department of Education has determined that Southeastern Institute is an institution eligible to participate in Federal Title IV financial aid programs.

Every student is required to have a minimum cash payment of $50 per month payable to the institution or Third Party Private Loan.

Financial Options (if applicable and eligible):

- Apply for Federal Financial Aid Programs
- Apply for Private Loan Funding
- Other Sources (cash, credit card, etc.)

Other sources can be discussed with the Financial Aid Officer.
TYPES OF FINANCIAL AID
The school has the following institutional and Federal aid programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Southeastern Institute is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and length of attendance within an academic year.

GRANTS
The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Southeastern Institute Satisfactory Academic Progress Policy.

Federal Pell Grant
A Federal Pell Grant is an award to assist needy undergraduates in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Eligibility for a Federal Pell Grant is based on several factors. Students complete a Free Application for Federal Student Aid (FAFSA), and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. Students with a bachelor’s degree are not eligible for Federal Pell Grants.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG provides additional grant assistance to students. Funds are limited and priority is given to Pell-eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor’s degree or higher are not eligible for Federal SEOG.

LOANS
Southeastern Institute offers a variety of low interest loans that enable students to meet their educational costs. Educational loans MUST BE PAID BACK. Interest charges vary with the type of loan, and a minimum monthly payment may be required.
Federal Direct Stafford Student Loan
Southeastern Institute was selected by the United States Department of Education to participate in the Federal Direct Student Loan Program. A Federal Direct Stafford Student Loan eliminates lender and guarantee agencies. Southeastern Institute processes a student’s application in-house, and the loan is funded directly by the U.S. Department of Education. The Federal Direct Student Loans are low interest loans.

Federal Direct PLUS Loans
The Federal Direct PLUS Loan (FPLUS) program provides non-need based loans to parents of dependent students. PLUS loan eligibility is based on the cost of attendance less any other financial aid a student receives. Repayment on a Federal PLUS begins within (60) sixty days after the final loan disbursement. These loans have variable interest rates determined annually by the federal government.

Federal Work Study (FWS)
The Federal Work Study program gives part-time employment to undergraduate students who need income to help meet the costs of postsecondary education. When available, Southeastern Institute provides part-time jobs for needy students through the FWS program. Generally, students work 15 to 20 hours per week. Part of this program is community service.

SCHOLARSHIPS

Southeastern Institute Scholarship Programs
Southeastern Institute offers a variety of scholarships ranging from academic to financial for students who meet the criteria set by the school.

Private Scholarships
Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point averages, large financial need and/or superior academic qualities.
The Financial Aid department can provide a listing of web sites for scholarships. Applicants can contact agencies located in their community for more information.

Additional information on financial aid programs offered at Southeastern Institute is available by contacting the Financial Aid department on the campus a student plans to attend.

**STUDENT ELIGIBILITY REQUIREMENTS**

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. To be eligible to receive most need-based aid, students must meet the following requirements:

- Show financial need
- Enroll in an eligible program
- Be a United States citizen or eligible non-citizen
- Have a valid social security number
- Maintain satisfactory academic progress
- Comply with requirements of the Anti-Drug Abuse Act Section 5301 of the Anti-Drug Abuse Act of 1988, states that if a person is convicted of drug distribution or possession, the court may suspend his/her eligibility for Title IV financial aid. If s/he is convicted three more times for drug distribution, s/he may become permanently ineligible to receive Title IV financial assistance.
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Direct Stafford Loan or Federal Direct PLUS Loan or Direct Loans
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- Agree to use any Federal student aid received solely for educational purposes
- Sign a Statement of Educational Purpose/Certification on refunds and default
- Sign a Statement of Registration Status if required to register with the Selective Service
- Be enrolled at least half-time (for most programs)
FINANCIAL AID PROCEDURES
Prospective Southeastern Institute students who seek financial assistance must complete a Free Application for Federal Student Aid (FAFSA). Many funds are limited and are awarded on a first come, first served basis to students who have the greatest need. Students must complete a FAFSA and an appointment must be made with a Financial Aid Officer.

After the Free Application for Federal Student Aid is processed, the school receives an electronic Institutional Student Information Record (ISIR), and a student receives a Student Aid Report (SAR) from the U.S. Department of Education in 30 days.

If verification is required, requested documentation must be provided by the student, spouse, and/or parents (whichever is applicable). The Financial Aid Department explains the verification procedure if the situation arises.

A Financial Aid Officer submits relevant paperwork to appropriate lenders/agencies and follows up to ensure that financial aid files are complete and accurate. The Financial Aid department is the liaison between the lenders/servicing agencies and a student. The Financial Aid Officer ensures that students are aware of their responsibilities, that student tuition is paid, that lenders receive correct paperwork and that all documents are executed and tracked correctly.

The Financial Aid department is dedicated to helping students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: A student’s financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the school while a student is in school, the student is responsible for all tuition and fees due to the school.

STUDENT RIGHTS
All Southeastern Institute students have the right to:
• Know when they will receive their financial aid.
• A copy of the documents describing the school’s accreditation or licensing.
• Information about Southeastern Institute programs, its instructional, laboratory and other physical facilities and its faculty.
• Information relating to job placement rates.
• Information concerning the cost of attendance.
• Information on the refund policy for students who withdraw.
• Information about Federal Work-Study jobs
  o What kind of job it is
  o What hours a student must work
  o What job duties are
  o What the rate of pay is
  o How and when payroll is issued.
• Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
• Information on how the school determines whether a student is making satisfactory progress and, if not, the nature of the procedures.
• Information concerning special facilities and services that are available under the Americans with Disabilities Act.
• Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
• Information as to who Financial Services personnel are, where they are located, and how and when to contact them.
• Information concerning procedures and deadlines for submitting applications for each available financial aid program.
• Information concerning how financial aid recipients are selected for various programs.
• Information concerning how their financial aid eligibility is determined.
• Information on how much financial need, as determined by the school, has been met.
• Information concerning each type and amount of assistance in their financial aid package.
• Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
• Know who their academic advisor is.
• Information concerning the school’s academic and administrative policies.
• Fair, equal and non-discriminatory treatment from all school personnel.
• Access to their student records.
• Freedom of academic expression.

**STUDENT RESPONSIBILITIES**

It is the responsibility of each Southeastern Institute student to:

• Abide by the Southeastern Institute student code of conduct.
• Read, understand, and keep copies of all forms they are given.
• Review and consider all information about school programs prior to enrollment.
• Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
• Know all deadlines for applying or reapplying for aid and meet them.
• Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
• Notify the school of any information that has changed since their initial application for financial aid.
• Repay all student loans.
• Attend an exit interview at the school if they receive a Federal Direct Stafford Loan or Federal Direct PLUS loan.
• Notify the school and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
• Satisfactorily perform the work agreed upon in a Federal Work- Study program.
• Understand the school refund policy which is stated on the Enrollment Agreement and in this catalog.
• Read the contents of the Enrollment Agreement carefully.
• Purchase or otherwise furnish books and supplies.
• Maintain school property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations

## TUITION, FEES AND OTHER COSTS

Southeastern Institute wishes to eliminate possible areas of misunderstanding before students begin class. This allows the School to devote future efforts to support our students’ education. At Southeastern Institute, tuition and fees are charged to the student by the semester/*pay period. Each semester is 16 weeks in duration for credit hour programs. Each pay period is 450 hours in duration for clock hour programs. Southeastern Institute student tuition and fees are subject to annual review and modification. Each of our current student’s tuition and fees will continue to remain the same as they will simply reflect the tuition and fees that were agreed upon when the student signed his/her initial enrollment agreement.

### Initial Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (one-time charge)</td>
<td>$50</td>
</tr>
<tr>
<td>Registration Fee (one-time charge)</td>
<td>$50</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Background Check (Allied Health Students)</td>
<td>$75</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>$60</td>
</tr>
</tbody>
</table>

### Tuition Charge Per Semester/*Pay Period

(Tuition is charged and payable on the first day of the class in the semester/*pay period)

Tuition for Students attending Full Time: $8,052 per semester/*pay period

<table>
<thead>
<tr>
<th>Programs</th>
<th>Semesters/*Pay Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Medical Billing and Coding Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>2.5</td>
</tr>
<tr>
<td>*Professional Clinical Massage Therapy</td>
<td>2**</td>
</tr>
</tbody>
</table>

Tuition for Students less than full time: tuition is charged based on a pro-rata
calculation at the beginning of the semester/*pay period.

**Education Fee per Semester/*Pay Period:** $400

**Tuition Charge per Semester/*Pay Period for Life Experience Credit**
Tuition for life experience course is 25% of normal tuition for a semester/*pay period.

**Licensure/Certification Fees (estimated)**
- MBLEx $195
- Massage Prep Test $47
- NC State Massage License Application and Fees $210
- Medical Assisting Certifications $470
- Electronic Medical Billing and Coding Specialist Certifications $210
- Pharmacy Technician National Certification Exam (PTCB) $129
- NC Pharmacy Technician State Licensure Fee $30
- SC Pharmacy Technician State Licensure Fee $40

**Other Fees**
- Withdrawal Fee $100
- Re-entry Fee $100
- Returned Check Fee $25
  - Programs with Majors with certification/licensure that require a student kit will be assessed a fee accordingly.
  - Textbook prices are available on the student portal by course.
  - For students who have Cash Payments, the late fee charge is $10 per month for each month past due.

Southeastern Institute reserves the right to make any change in curriculum or any phase of its program where it is the opinion of the administration that the students or the School will benefit. Such changes may be made without further notice. Tuition is charged by the semester/*pay period as stated above. An academic transcript will not be released if the student has a balance with the institution for any reason.

**Denotes Clock Hour Program**

**Retake fee for Clock Hour Programs:** Retake fee for Clock Hours attempted in excess of the program’s total clock hours will be charged based on a pro-rata calculation of the additional Clock Hours scheduled.
Uniforms, Tests, Supplies, and Special Fees
Students in allied health programs are required to wear uniforms to class each day while in their major courses. These uniforms are available through the Campus Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries. Students in select programs may also be required to purchase student kits.

Student Withdrawals
It is the responsibility of all students, upon withdrawal from Southeastern Institute, to return library books and pay all fines, fees and monies that are owed to the school.

TUITION GUARANTY BOND
A copy of the school's Tuition Guaranty Bond is available upon request.

SCHOOL WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)
If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw in writing. When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the School in writing. Notification should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.
It is the responsibility of all students upon withdrawal from Southeastern Institute to return library books and pay all fines, fees and monies that are owed to the School.

**CANCELLATION AND REFUND POLICY**

*Return of Title IV Funds (R2T4)*

The requirements for federal financial aid when a student withdraws are separate from the Institutional Refund Policy. As such a student may still owe a balance to the Institution for unpaid institutional charges. Federal regulations specify how the Institution must determine the amount of Federal financial aid the student is entitled to have earned when a student withdraws from the Institution.

The percentage amount of Federal financial aid a student has earned during a semester/payment period is calculated based on the total number of calendar days completed in a semester/payment period divided by the total number of calendar days in the payment period. For students who withdraw during the semester/payment period the school will perform the return calculation on a payment period basis.

The amount of assistance earned is determined on a pro-rata basis. For example, if you completed 30% of your semester/payment period, you earn 30% of the FSA assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester/payment period, you may earn all the FSA assistance you were scheduled to receive for that period. Anytime a student begins attendance in at least one course, but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal or graduate, the institution must review to see if it is necessary to recalculate the student’s eligibility for funding received based on a revised enrollment status and the cost of education.

*The Order of the Return of Title IV Funds*

The return of Title IV funds under the Federal Refund Policy, follow a specific order.
(1) Unsubsidized Direct Loan – (2) Subsidized Direct Stafford Loan – (3) Perkins Loan – (4) Direct PLUS – (5) Pell Grant – (6) FSEOG - (7) - Other Title IV

1. Withdrawal must be made in person. For unofficial withdrawals a student’s withdrawal date is their last day of physical attendance. The school’s determination that a student is no longer in school for unofficial withdrawals is determined no later than 14 days after the student’s last date of attendance.

2. All monies paid by an applicant will be refunded if cancellation occurs within three (3) business days after signing these terms of enrollment and making initial payment.

3. Cancellation after the third (3rd) business day, but not before the first class, will result in a refund of all monies paid with the exception of the application fee.

4. Withdrawal after attendance has begun, but prior to 60% completion of the semester/pay period, will result in a Pro Rata refund computed on the number of days of enrollment divided by the total number of days in the semester/pay period with the exception of the application fee.

5. Withdrawal up through 60% point of the semester/pay period, a Pro Rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the semester/pay period, the institution has earned 100% of the Title IV funds and Tuition Charge and fees.

6. Date of Determination. The date of determination for refund computation purposes is the last date of actual attendance by the student when the student submits written notification or as determined by the institution when no written notification has been received, but can be no later than 14 days after the student’s last date of attendance.

7. Refund calculations and return of funds will be completed within the Federal Title IV regulations.

Return of Title IV Funds (R2T4) for

Professional Clinical Massage Therapy

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the pay period.
Step 1: The percentage of the payment period completed is calculated by hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

Step 2: Determine the amount of Title IV aid earned by the Student times the percentage calculated in Step 1.

Step 3: Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.

Step 4: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institution charges were covered.

Step 5: Distribute the unearned funds back to the appropriate Title IV program. Refunds will be made within forty five days from the date of determination of the student’s withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

**Veterans Refund Policy**

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to the completion will be made for all amounts paid which exceed the approximate pro rate portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The refund will be determined on the ratio of the number of days or hours of instruction complied by the student to the total number of instructional days or hours in the course. Upon determination of withdrawal, all refunds will be made within a forty-five day period.

**Cancellation / Withdrawal Calculation**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed $50.
If tuition and fees are collected in advance of the start date and the student does not begin classes or withdraws on the first day of classes, all monies paid by the student in excess of $100 will be refunded. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. If cancellation occurs after three business days from the signing of the terms of enrollment, all registration fees in excess of $100 will be refunded to the student. All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the institution in writing of cancellation.

The institution shall keep a pro-rated portion of the tuition for students who withdraw within the first 25% of the semester/pay period (period of financial obligation) in which they are attending. A refund of no less than 75% of tuition will be received by the student. Beyond 25%, students are obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. Any funds paid for supplies, books, or equipment which can be and are returned to the institution will be returned to students who withdraw prior to the start of the semester/pay period (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the institution discontinued such class(es) during a period of enrollment for which the student was charged, the institution refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class(es).

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw and indicate in writing the date of the withdrawal and the date s/he plans to return (if applicable). When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used. This should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the
notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

For unofficial withdrawals, a student’s withdrawal date is their last day of physical attendance. The school’s determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

Refunds will be made within forty-five days from the last date of attendance. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

**STUDENT SERVICES**

**ORIENTATION**
The orientation program is held prior to the first day of each term, and is designed to facilitate the transition to Southeastern Institute and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and traditions of the School, rules and regulations, study techniques, and academic standards.

**CAREER SERVICES**
Through the Department of Student Services, students are able to participate in student activities and leadership programs as well as career development resources. Through Southeastern Institute’s academic departments, students learn the requisite skills for their career and through Student Services are instructed on such career preparatory activities as resume development, mock interviewing, time management, budgeting, and professional networking. An online career center is available 24 hours a day. Job search stations with current
job openings and career development resources are also provided. Resources are readily available to students, and lifetime job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Southeastern Institute’s Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Southeastern Institute’s Web-based career center at [www.collegecentral.com/southeastern](http://www.collegecentral.com/southeastern) and successful completion of the School’s Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resume and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, Southeastern Institute cannot promise or guarantee employment.

Southeastern Institute fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send résumés to potential employers as part of a graduate’s job search program.

**Part-Time Employment**

The School maintains a placement listing service to assist current full-time students in finding part-time employment. Each campus has a bulletin board, job book, or online career center database of part-time jobs that provides information on employment opportunities. International students must have proper documentation to seek employment in the United States. Although Southeastern Institute provides employment assistance for part-time work, it cannot promise or guarantee employment.
**Full-Time Employment**
The Department of Student Services offers assistance to all Southeastern Institute graduates preparing to enter the job market. Student Services provides information on local, in-state, and out-of-state companies, resume writing, interviewing techniques, career research, and job opportunities. The Department also provides businesses with applicant screening as well as referrals for local businesses and industries. Career Development resources are updated regularly. Placement services are provided on an equal opportunity-equal access basis.

Career and leadership development seminars are offered on an ongoing basis. Topics such as effective resume writing and how to prepare for an interview assist students in conducting a professional job search. Workshops including time management, financial success strategies, professionalism, and study skills prepare students to succeed in school and in life.

The Student Services Department creates many opportunities for students to interact with employers. Career fairs and on-campus recruiter visits provide access and networking opportunities with potential employers. Employer visits in the classroom provide students with opportunities to hear first-hand what it takes to succeed in a chosen field of study. By providing these services, the School prepares a workforce that is not only knowledgeable in its field but also prepared to meet the needs of a demanding job market.

**ADVISEMENT**
The School maintains contacts with various community organizations and agencies to help meet students’ personal needs. Please contact the Student Services Department for additional information. Reverend Dr. Louise Morley, Southeastern Institute’s Ombudsman, can be reached toll free at 1-866-549-9550.
HOUSING
The School provides information about local apartments and rental opportunities for students interested in living near campus. All campuses are located along major traffic arteries to allow easy commuting for students.

HEALTH INSURANCE
Student health insurance is available through independent providers. Students in allied health fields who are required to complete externships for academic coursework need health insurance coverage prior to participating in this part of the curriculum. Current student health insurance coverage must be maintained throughout the entire externship experience. Failure to maintain current health insurance will result in removal from the externship site.

GRADUATION
Southeastern Institute commencement ceremonies are held annually. Students are eligible to participate if they satisfactorily complete academic requirements for the program in which they are enrolled at least one term prior to the commencement ceremony. In order to graduate from Southeastern Institute and participate in commencement exercises, students are required to meet with the Department of Student Services to complete a graduation exit application, request participation in the ceremony, and complete all required institutional and departmental exit interviews.

ADMINISTRATIVE POLICIES AND PROCEDURES

GENERAL INFORMATION
Southeastern Institute policies have been formulated in the best interests of students and the school. The provisions of this catalog should not be considered an irrevocable contract between a student and the school.
Changes in school policy are rarely made during a school year since plans for each session are made well in advance. However, Southeastern Institute reserves the right to change provisions or requirements, including fees, contained in its catalog at any time and without notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Southeastern Institute reserves the right to impose probation on any student whose conduct, attendance or academic standing is unsatisfactory. Any admission based upon false statements or documents is void, and a student may be dismissed on such grounds. In such cases, a student may not be entitled to receive credit for work which s/he may have completed at the school.

Admission of a student to Southeastern Institute for an academic term does not imply or otherwise guarantee that the student will be re-enrolled for any succeeding academic period. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Southeastern Institute’s primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Services Department or any staff member. Additionally, the Campus President and Dean of Academic Affairs maintain an open-door policy regarding any student concern or problem.

**BURSAR’S OFFICE**
Southeastern Institute provides a Bursar’s Office to accept student payments of tuition and fees as well as to answer basic questions about payments, fees and student accounts. The Bursar’s office hours are posted outside the office.

**BOOKSTORE**
Southeastern Institute maintains a bookstore on each campus. Typically, the bookstore exists to furnish students with necessary books, supplies and equipment. Bookstore hours are posted at each campus.
Students who wish to purchase textbooks at locations other than the campus bookstore must ensure that the textbooks purchased are the same as the textbooks currently being used at the school. Students are encouraged to speak with the school bookstore to obtain proper textbook information.

**FIRE PRECAUTIONS**

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

1. Leave the building by the nearest exit in an orderly fashion following the directions of the fire marshals (where relevant). Do not use elevators.
2. Stand at a safe distance from the building.
3. Do not re-enter the building until directed to do so by school administration.

**CAMPUS SAFETY**

Southeastern Institute maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to school administration.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

**ANNUAL SECURITY REPORT**

In compliance with the 34 CFR 668.41 and CFR 668.46 2008 federal regulation amendments, the following is the electronic address at which Southeastern Institute’s Annual Security Report is posted:

[www.southeasterninstitute.edu/safetyandsecurity/asr.html](http://www.southeasterninstitute.edu/safetyandsecurity/asr.html)

The Annual Security Report contains crime statistics and describes the institutional security policies. Upon request, the institution will provide a hard copy of the report.
FIREARMS POLICY
Certified North Carolina law enforcement officers and assigned licensed and uniformed security officers are the only people permitted to possess a gun or weapon of any kind on any Southeastern Institute campus. Any other possession of a weapon of any kind for any reason by anyone on a Southeastern Institute campus is strictly prohibited. The above stated policy provides an exception only in the case of Southeastern Institute students who are certified North Carolina law enforcement officers currently employed by a recognized North Carolina law enforcement agency. There are no other exceptions to this policy.

PARKING
Since Southeastern Institute is primarily a commuter’s school, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in “no parking” or designated “visitor” areas. Violators are subject to having their vehicle towed without prior warning or formal notification.

HOURS OF OPERATION
The institution is in session throughout the year, with the exception of the holidays and vacations listed in the Academic Calendar. Day classes are generally scheduled Monday-Thursday from 9:00 a.m. to 3:15 p.m. Evening classes are generally scheduled Monday, Tuesday and Thursday from 5:30 p.m. to 10:00 p.m. Some courses require Wednesday evening, Friday and/or Saturday attendance and may vary by program.

STANDARDS OF CONDUCT
Commensurate with the academic atmosphere that prevails throughout the school, all students are expected and required to conduct themselves in keeping with the highest of standards.
ACADEMIC HONESTY POLICY
The School can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the School expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another’s work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the School. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

**Acquiring or Providing Information Dishonestly**
Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students’ work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one’s work and submitting it as one’s own; or undertaking any activity intended to obtain an unfair advantage over other students.

**Plagiarism**
The deliberate or unintentional use of another’s words or ideas without proper citation for which the student claims authorship. It is a policy of Southeastern Institute that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:
Partially plagiarized assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic “F” for the course.
- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the School.

 Entirely plagiarized assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic “F” for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the School.

Southeastern Institute believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog. Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own, segments or the total of another’s work.

At Southeastern Institute, references are cited in accordance with the American Psychological Association (APA) approved format.
**Conspiracy**
Agreeing with one or more persons to commit any act of academic dishonesty.

**Fabrication of Information**
Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one’s status in the School; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the School’s reputation or that of the members of its academic community of students and scholars.

**Multiple Submissions**
Submitting the same work for credit in two different courses without the instructor’s permission.

**Facilitating Academic Dishonesty**
Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one’s own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or School academic honesty policies; providing false information in connection with any academic honesty inquiry.

**Abuse or Denying Others Access to Information or Resource Materials**
Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student’s academic work. All of these acts are dishonest and harmful to the community.

**Falsifying Records and Official Documents**
Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official School document.
**Clinical Misconduct (if applicable to major)**
Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, and visitor and/or student property.

**Disclosure of Confidential Information (if applicable to major)**
A highly responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Southeastern Institute.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

**Sanctions for Violating the Academic Honesty Policy**
After determining that the student has violated the Academic Honesty Policy, the instructor may impose one of the following sanctions (please note: separate sanctions apply to Plagiarism as described above):

1. The first occurrence of academic dishonesty will result in a grade of “F” for the assignment or examination.
2. The second occurrence of academic dishonesty will result in a grade of “F” for the course.
3. The third occurrence of academic dishonesty will result in dismissal from the School.
All progressive disciplinary measures described above are cumulative throughout the program and not limited to occurrences within a specific course or term.

Southeastern Institute believes strongly that each student, against whom the School is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found later in this catalog. Students who have been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period.

PROFESSIONAL BEHAVIOR POLICY
The School has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to School policies and procedures as outlined in the School catalog.
- Adhere to program policies and procedures as outlined in the program student handbook.
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors.
- Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.
- Cell phones may not be used during class time and must always be kept on silent or vibrate.
If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on behavior probation depending on the severity of the action (see Behavior Probation Statement). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the Program Director/Coordinator, Dean of Academic Affairs or Campus President.

**Behavior Probation Statement**

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on behavior probation. The term of this probationary period will become effective in the semester/pay period the student is currently enrolled in and remain in place for the remainder of the following semester/pay period. At the completion of the following semester/pay period, the Program Director/Coordinator or Dean of Academic Affairs will assess the student’s progress and determine whether to remove the student from behavior probation or to extend the term of this probation. If the behavior probation is extended, a student action plan will be developed and signed by the student. Failure to meet the terms of this probation as outlined in the student action plan will result in dismissal from the program and the School.

Students who are dismissed based on behavior may re-apply to the School after waiting one full semester/pay period. Additional requirements for re-entry are listed under the Academic Re-Admittance Policy and Disciplinary Re-Admittance Policy.

**Clinical/Externship Experience - Request for Removal of Student (if applicable to major)**

Should a clinical/externship site request removal of a scheduled student due to the student’s inability or unwillingness to abide by the program’s and/or clinical/externship site’s policies and procedures, the student will receive a clinical/externship evaluation grade of “zero” and be placed on behavior probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical/externship site, the program will attempt to re-assign the student to a different clinical/externship site. However, should a
second incident occur during the same clinical/externship rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical/externship rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon the program not exceeding maximum program capacity, and a review of events leading up to the dismissal with a student action plan designed by the Program Director/Coordinator addressing professional behavior expectations.

If a student has been re-assigned to a clinical/externship education site due to a request for removal from a previously assigned clinical/externship site based on inappropriate behavior and similar inappropriate behavior occurs in a subsequent clinical/externship rotation/course, the student will not be re-assigned for clinical/externship placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical/externship site is deemed by the Program Director/Coordinator and Dean of Academic Affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the School.

**Academic and Administrative Dismissal**
A student may be dismissed from Southeastern Institute for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
  - meeting of deadlines for academic work and tuition payments;
  - provision of documentation, corrections and/or new information as requested;
o notification of any information that has changed since the student’s initial application;
o purchase or otherwise furnish required supplies;
o maintenance of School property in a manner that does not destroy or harm it;
o return of library books in a timely manner and payment of any fines that may be imposed;
o obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
o continued inappropriate personal appearance and hygiene;
o continued unsatisfactory attendance;
o non-payment for services provided by the School;
o failure to comply with policies and procedures listed in the current School catalog and student handbook; or
o conduct prejudicial to the class, program or School.

Specific behaviors that may be cause for dismissal include, but are not limited to:

• willful destruction or defacement of School or student property;
• theft of student or School property;
• improper or illegal conduct, including hazing, sexual harassment, etc.;
• use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
• being under the influence of alcoholic beverages or illegal drugs while on campus;
• cheating, plagiarism, and/or infractions of the School’s Student Conduct Policies;
• any behavior which distracts other students and disrupts routine classroom activities;
• use of abusive language, including verbalization or gestures of an obscene nature; or
• threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences;
• unprofessional conduct and behavior
**Anti-Hazing Policy**

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the School.

**Conflict Resolution**

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their Program Director/Coordinator. Subsequent levels are the Dean of Academic Affairs and the Campus President. Chain of command should always be utilized for prompt resolution. Southeastern Institute does however maintain an open door policy.

**Student Disciplinary Procedures**

If a student violates Southeastern Institute’s Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Dean of Academic Affairs is responsible. In the absence of the Dean of Academic Affairs, the Campus President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern Institute catalog.

When a student violates Southeastern Institute’s Standards of Conduct outside the classroom but on campus, the Dean of Academic Affairs is the first level of discipline. The next level is the Campus President. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Southeastern Institute catalog.

**DRUG POLICY**

Southeastern Institute is in compliance with the Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.
Students who are in programs which require an externship component may be required to submit to a drug screen prior to starting the externship and also during any point of the externship experience. Students who have a positive drug screen result prior to starting externship will not be permitted to start externship. If at any point during externship a student has a positive drug screen, s/he will be removed from the externship location.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If s/he is convicted three or more times for drug distribution, s/he may become permanently ineligible to receive Title IV financial assistance.

A DESCRIPTION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAMS

As required by CFR 86.100, Southeastern Institute publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. The institution discloses under CFR 86.100 information related to Southeastern Institute’s drug prevention program. This information is included in the Annual Crime and Safety Report.

The report can be found on Southeastern Institute’s website located at the following address:
http://www.southeasterninstitute.edu/safetyandsecurity/asr.html

STANDARDS OF APPEARANCE

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress, appearance, hair color, and jewelry are expected at the School. Each student must maintain proper personal appearance and wear approved dress.

Allied Health Programs Major Courses

Students in allied health programs taking major courses must wear uniforms and shoes of the correct color and style. Uniforms must be
maintained and clean at all times. Where applicable, allied health students are given an ID badge which is to be affixed to a student’s uniform. Medical students must wear appropriate footwear. Allied health students may not wear artificial or acrylic nails in any clinical area. Student Handbooks in each allied health program may contain additional, more stringent standards of appearance that must be followed at all times.

Other Courses
Students in other program courses must wear dress slacks, (no jeans, jean skirts, jean overalls) pant suits, slack suits or dresses, as would be required of professionals in most work situations. Men enrolled in Southeastern Institute programs must wear collared shirts and ties (pullovers are not permitted) or approved School shirts. Tennis, running, aerobic/cross-training, jogging or flip-flop shoes are not permitted. T-shirts, shorts, cut-offs, beachwear, halters and tube-tops are inappropriate. Students are not permitted to wear tops that expose the stomach or waist, shorts, or extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Southeastern Institute firmly believes that the development of proper work habits assists students in meeting their career objectives and that professional dress elevates the general level of professionalism in the classroom, thereby enhancing the educational experience.

DISCIPLINARY PROBATION
If a student fails to meet his or her responsibilities as outlined in this catalog or as contained elsewhere where school policies and procedures are posted or distributed, s/he may be placed on disciplinary probationary status. Disciplinary probationary status is normally for one semester/pay period or as determined by the Dean of Academic Affairs.
If a student fails to improve as required during the time period specified for his or her disciplinary probation, s/he may be continued on disciplinary probation or dismissed from the program and the school.

**GRIEVANCE PROCEDURES**

If Southeastern Institute is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A Request for a Grievance Committee Hearing form must be submitted to the Student Services Department by or on Thursday no later than 5 p.m. in order to hold a grievance hearing on the following Tuesday. The Grievance Committee meets to hear grievances, when necessary on Tuesdays at 1 p.m. Requests for a Grievance Committee hearing that are received immediately prior to or during a student break are recognized as received the week following the break.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Executive Director, will become binding upon the administration as well as the student who filed the grievance.

**STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed
a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Kristopher Loretz, Campus President, at (704) 527-4979 or online at www.accsc.org.

Arbitration
As stated on the Southeastern Institute enrollment agreement, it is agreed that in the event the parties to the enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section N.C. Gen. Stat. 1-567. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration; however, if Southeastern Institute prevails in the arbitration proceeding, Southeastern Institute will be entitled to any reasonable attorney’s fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.
INTELLECTUAL PROPERTY POLICY
Southeastern Institute defines intellectual property as a product of the intellect that has commercial value including copyrighted property such as literary or artistic works, ideational property, such as patents, software, and appellations of origin, business methods and industrial processes.

Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments is the exclusive property of the institution. Such property is the exclusive property of an employee if no school funds, space, facilities or time of faculty members, staff members or students were involved in the development.

Software development by faculty members, staff members or students as part of normal duties or assignments is considered “work-for-hire” and is property of the school. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the institution.

All work completed or submitted toward fulfillment of course requirements by students is the property of Southeastern Institute. Southeastern Institute reserves the right to utilize any work so submitted in any way it believes appropriate.

PRIVACY OF STUDENT RECORDS
Policies and procedures concerning the privacy of student records maintained by Southeastern Institute and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by the campus Registrar’s Office (academic records), Financial Services Department (financial aid records) and Bursar’s Office (accounts receivable records).

Student records are maintained by the school in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.
All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). Records are supervised by the Campus President. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student’s right to due process allows for a hearing which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

The Family Educational Rights and Privacy ACT (FERPA), a Federal law, requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your educational records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance; enrollment status (full-time, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the Registrar at their campus.

TRANSCRIPTS

A request for a Southeastern Institute transcript must be in writing (Transcript Request Form), signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing
the School seal will be forwarded directly to other schools, to prospective employers, or to other agencies at the request of a student. Typically, schools only consider a transcript “official” if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the campus. There is no charge for the student’s first transcript. All other transcripts will require a fee of $5.00 to be paid with an application. (NOTE: All financial obligations to the school must be paid before transcripts are released).

ACADEMIC POLICIES

CLOCK HOUR/CREDIT HOUR CONVERSION
A Clock Hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction. Break schedules are developed based on this definition. Breaks typically do not exceed 20 minutes in duration.

Academic credit for Southeastern Institute courses is calculated on a semester credit hour basis.

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 units

Financial Aid Credit for Southeastern Institute courses is calculated as follows:

- 37.5 clock hours = 1 semester credit hour
**TUTORING**
Southeastern Institute instructors are available for tutoring and make-up work outside normal class hours. Instructors are also available by appointment to provide demonstrations, answer questions and conduct reviews. Computers and other equipment are available for students to use outside class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

**AVERAGE CLASS SIZE**
Southeastern Institute is proud of its small classes and individualized attention. Although class size will vary, Southeastern Institute monitors class size to ensure that program objectives are met. Class size may vary in the classroom or laboratory setting. Class size may also vary according to programmatic requirements.

**FIELD TRIPS**
Instructors may take students on field trips at appropriate times during a course. Field trips are designed to supplement curriculum and to introduce students to situations that cannot be reproduced in a classroom. Students are notified in advance of any field trips.

**SCHEDULE CHANGES**
Students who register for a class that is canceled or has scheduling errors are given schedule change assistance by the Dean of Academic Affairs. Dates and times for schedule changes are posted as far in advance as possible.

**VACCINATION POLICY**
Southeastern Institute does not require proof of vaccinations for entry into its general programs. Allied health programs do have vaccination requirements, and the requirements vary by program. Details related to these individual requirements are in each program’s handbook.
ACADEMIC LOAD
To be considered full-time, students must carry a minimum load of twelve (12) credit hours per semester/pay period which is a normal academic load.

It is a policy of Southeastern Institute that students maintaining a 3.2 cumulative GPA or higher with 90% class attendance and who have completed at least one semester/pay period as a full time student may take additional credits beyond 12 but not to exceed one course per semester/pay period. Students who are enrolled in a program that requires more than 18 credit hours per semester/pay period are not eligible to enroll in additional credit hour courses during that semester/pay period. Exceptions to this policy must be approved by the Executive Director.

ATTENDANCE
Regular class attendance is essential to proper academic progress and is expected. At Southeastern Institute, satisfactory attendance is considered to be a vital part of each student’s performance. Excessive absences for a particular course or a program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any subject, may cause a student to be ineligible to take the final examination in that course.

To receive credit in a course for the Professional Clinical Massage Therapy program, the student shall attend no less than 75% of the instructional hours of the course. If a student does not attend 75% or more of a course, s/he will receive a failing grade (F) for the course.

A student may be reinstated to classes following an instructor’s evaluation of their abilities and performance. Such determinations are made on an individual, case-by-case basis. Students must be in attendance by the third class meeting, or they are not permitted to begin a course.

Excessive absences in a course or continued excessive absences throughout a program will result in the following administrative actions:
- Attendance warning
- Probation
- Dismissal

Students achieving perfect attendance are eligible for a Perfect Attendance Award. To be eligible for this award, students must be present for all class time; if a student is tardy, leaves class early or misses a class, the student is not eligible for this perfect attendance award.

In an emergency which causes a student to be absent, it is the student’s responsibility to make arrangements with the instructor to complete missed work. Absences will only be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the school. Excused absence(s) allow a student to make up coursework or other classroom assignments. However, the student is still subject to attendance warning, probation, suspension or dismissal if the excused absences for an individual course or the program are excessive. Faculty members may establish more rigorous attendance standards for their individual courses.

**Make-up Work**

Make-up assignments are available from the course instructor and may include attending a make-up session, completing additional assignments, or completing tutoring. The length and academic rigor of the make-up assignment is directly proportional to the amount of time missed in the course. All make-up assignments and arrangements must be successfully completed and submitted by the last day of the class. Make-up assignments and arrangements are separate from any required coursework. If a student submits regular course work after the due date, the consequences for late assignments may vary by instructor.

In the Professional Clinical Massage Therapy program, the student shall also make up sufficient missed instructional hours to equal no less than 98% of the instructional hours in the course. If the student fails to successfully complete make-up assignments and arrangements in order to reach 98% of attendance of the clock hours of the course, s/he will receive a failing grade for the course.
**Externship/Clinical**
Students in externship/clinical courses must attend all clinical/externship hours. Any student absent from externship/clinical may be allowed to make-up the missed hours only at the discretion of the school and/or clinical/externship site with verifiable documentation provided to the school in a timely manner. Failure to complete all necessary clinical/externship hours could result in a failing grade for the externship/clinical course.

**Veteran Students:**
The Veterans Affairs Department will be notified of unsatisfactory attendance, and Veteran benefits will be terminated for any Veteran student who has absences in excess of twenty (20) percent of class hours.

**Student Intent to Return:**
The student has the responsibility to notify the school of his/her intent to withdraw from a course(s) and provide written confirmation of future attendance in a Title IV eligible course later in the semester/payment period for programs offered in modules. This notification is to be directed in writing to the Dean of Academic Affairs or Campus President and must be submitted prior to the date of return.

**Scheduled Gap:**
A Scheduled Gap is available for students who may not be able to complete the required classes in sequence because the course(s) needed are not available, but wish to remain as an actively enrolled student. This must not exceed two modules in any one semester and must be arranged prior to the beginning of the semester/payment period. To be eligible to apply for a Scheduled Gap, a student must request a change of status in writing and provide the reason for the Scheduled Gap request. When requesting a Scheduled Gap electronically, only a Southeastern Institute student Email address may be used.

**Academic Interrupt:**
An Academic Interrupt is available for students who have posted attendance in their current course and are unable to successfully
complete the course, but wish to remain as an actively enrolled student. To be eligible to apply for an Academic Interrupt, a student must have posted at least one day of attendance within the current course and must request a change of status in writing and provide the reason for the Academic Interrupt request. When requesting an Academic Interrupt electronically, only a Southeastern Institute student Email address may be used.

**HONOR CODE**
Enrollment in Southeastern Institute and the completion of the enrollment agreement represents a student’s pledge to respect the rights and property of the school and fellow students and to adhere to general principles of academic honesty.

**LEAVE OF ABSENCE POLICY 34CFR 682.604 (C)(4)**
To be eligible to apply for a leave of absence, a student must have completed one full semester/pay period at the school for credit hour programs. Students in the Professional Clinical Massage Therapy program must have completed one full pay period.

**Procedure**
Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request with all required documentation to the Dean of Academic Affairs or Campus President (form available from the Dean of Academic Affairs or Campus President.) The student must provide the reason for requesting the LOA and indicate their expected date of return to class. The student must have approval from the Dean of Academic Affairs prior to the start of the LOA. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason such as a serious health problem requiring multiple treatments. When requesting a Leave of Absence electronically, only a Southeastern Institute student Email address may be used.
Approval
A leave of absence may be granted at the sole discretion of the School if the School is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If a LOA is not granted by the School, the student is required to register for and attend classes or withdraw from the program. A leave of absence may be granted for a period not to exceed 120 days. Generally, students are limited to one LOA in any twelve-month period. However, a second LOA may be granted as long as the total number of days does not exceed 120 days in any twelve-month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with a student for adoption or foster care, student must care for spouse, child or parent with a serious illness, or a serious health condition of the student.

Financial Obligations
Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the School granting the LOA, the student is required to meet with a Financial Aid Officer to discuss the effects of the student’s failure to return from a LOA may have on his/her loan repayment terms. These effects may include the exhaustion of some or all of the student’s grace period. If the student has any outstanding financial obligations to the School, s/he must make appropriate arrangements with the Bursar to ensure his/her account remains current.

Return from Leave of Absence
Upon the student’s return from the LOA, s/he is permitted to continue the coursework s/he began prior to the LOA. If a student on LOA does not resume attendance on the date set forth in the official LOA form, s/he is withdrawn from the School and will be charged a $100 re-entry fee when s/he enrolls. The student’s withdrawal date is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student’s date of withdrawal. A major consequence of this for students who have received federal student loans is
that most of a student’s grace period may be exhausted and student loan repayment may begin immediately.

If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 120 days for an approved leave of absence.

### MILITARY DEPLOYMENT POLICY

Military students must provide a copy of orders to request a withdrawal from the institution for Military Duty. No academic penalty will be given for deployment. If the student is currently attending a class, the student has the option to complete the course with the approval of their faculty member and Dean of Academic Affairs. The student can request an “Incomplete” grade and will have 30 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis.

If the student decides to withdraw from the class, a grade of “WM” will be earned, and the class will be retaken upon return to the School. The “WM” grade will not affect the student’s satisfactory academic progress (SAP) due to Military Deployment.

If the withdrawal is during the semester/pay period, no withdrawal fee will be charged. If the student was activated during a term, that term, and the remaining semester/pay period, will not incur any charges. Upon reentry, admissions fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable. Service members, Reservists, and Guard members will be readmitted to their program of study provided that SAP was being made prior to suspending their studies due to service obligations.

**Policy on Class Absences Due to Military Service**

Students shall not be penalized for class absence due to unavoidable or legitimate required military obligations not to exceed two (2) weeks unless special permission is granted by the Dean of Academic Affairs. Absence due to short-term military duty in the National Guard or Active Reserve is recognized as
an excused absence. To validate such an absence, the student must present evidence to the Dean of Academic Affairs’ office. The Dean of Academic Affairs will then provide a letter of verification to the student's faculty for the term.

Students are not to be penalized if absent from an examination, lecture, laboratory, clinicals, or other class activity because of an excused military absence. However, students are fully responsible for all material presented during their absence, and faculty are required to provide opportunities, for students to make up examinations and other work missed because of an excused absence. The faculty member is responsible to provide reasonable alternate assignment(s), as applicable, and/or opportunities to make up exams, clinicals, or other course assignments that have an impact on the course grade. Faculty may require appropriate substitute assignments.

**Policy on Military Stipends**
In an effort to assist the student, the institution will release a credit balance only when charges are posted and the credit is showing.

Chapter 33 Example:

- Student is certified in VA Once for semester 13WB
- Student is charged – Tuition, Education Fee, book
- These charges create a debit balance on the ledger card
- Student receives: Pell Grant, Direct Loans and Military Scholarship
- Student still has a debit balance
- No funds will be released under policy.

If a Military student is requesting a fund release when a debit balance exists, the following process must be followed:

- Military student submits request in writing
- Bursar emails request to Director of Military Affairs for review
- Director of Military Affairs reviews file, determines if funding is forthcoming
- Director of Military Affairs submits request to Associate Vice Chairman of Student Financial Services (AVCSFS) for review and determination of either full release or partial release

57
AVCSFS makes determination and will either approve a release or speak with student and explain why it is not possible.

If release is determined, AVCSFS will place in activity the approval amount and schedule stipend to be issued during the next scheduled checkrun. There should be no special checks cut off cycle.

**Chapter 31 Voc Rehab Exemption**

Veterans who are being funded by the Chapter 31 Vocational Rehabilitation benefits will be given the following options for any Title IV funds being used for living expenses:

- Once a credit is created on the account, all credits will be released to the student.
- The student can opt to have \( \frac{1}{4} \) of all Title IV funds being used for living expenses processed at the beginning of each term within the semester, once the student has posted attendance and the Title IV funds are processed and posted to the account.*
- The student can receive all Title IV funds once the student has posted attendance and at the beginning of the semester, once the Title IV funds are processed and posted to the account.*

*Title IV funds are not automatically eligible funds and the student is required to sit for at least 60% of the semester for the Title IV loans to be eligible for retention. Pell Grant recipients must start each course within the semester. If the student fails to sit for all terms within the semester, an R2T4 calculation must be performed and any balance created by the student becoming ineligible for Title IV funds will be the responsibility of the STUDENT.

Funds will only be authorized for release once Title IV funds are processed and posted to the Veteran’s account and after verification of an approved VA Form 28-1905. Failure to provide approved VA documentation or posted Title IV funds will result in stipend requests being denied.
SCHOOL WITHDRAWAL CFR (CODE OF FEDERAL REGULATIONS) TITLE 34: EDUCATION, PART 668, SUBPART B)

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw in writing. **When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used.** The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the School in writing. Notification should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

It is the responsibility of all students upon withdrawal from Southeastern Institute to return library books and pay all fines, fees and monies that are owed to the School.

**ACADEMIC RE-ADMITTANCE POLICY**

A student must apply for re-admittance to the institution after voluntary withdrawal or being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admittance policy is as follows:

1. Students must obtain permission from the Dean of Academic Affairs to re-enroll.
2. Students must obtain the Bursar’s signature on the re-entry form indicating that all financial obligations to the school have been met. If a student has been out of school for more than one (1) semester/pay period, a re-entry fee of $100 must be paid.
3. Students must contact a Financial Aid Officer to re-apply for financial aid and set up a payment schedule.

4. If a student has been out of school for more than six (6) months, the student may no longer have the hands-on skills necessary for his/her respective program. The student may be required to take a written or practical examination to determine if his/her hands-on skills and program knowledge are adequate for program re-entry. The decision for re-admittance in this case is made by the Program Director/Coordinator in collaboration with the Dean of Academic Affairs.

5. Students are re-enrolled under current tuition charges, curriculum, and catalog policies.

6. If students are re-admitted under academic probation, they are not eligible for Title IV funds until they have reestablished their eligibility. Therefore, they are responsible for any charges incurred during this period.

7. After obtaining required signatures on a re-entry form, a reentering student must return the form to the Dean of Academic Affairs to be scheduled for classes.

8. Students who drop then re-enter a program will be subject to the current curriculum, texts, and policies in effect.

**DISCIPLINARY RE-ADMITTANCE POLICY**

A student must apply for re-admittance to the School after being withdrawn for disciplinary reasons. The re-admittance policy is as follows:

1. Students must meet the requirements of the Academic Re-Admittance Policy.

2. Students reentering are placed on one semester/pay period of disciplinary probation.

3. If there are no violations of School rules and regulations during this disciplinary probation period students are removed from the disciplinary probation.

The School reserves the right to deny re-admittance to any student dismissed due to disciplinary reasons.
TESTING
A certain amount of classroom testing is necessary for each course. It is a Southeastern Institute policy that each student completes the required examinations according to the schedule required by the instructor in order to receive a passing grade. All examinations are announced in advance so students can prepare. Any examination not completed by the deadline set by an instructor may result in an automatic failure for that particular examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular class hours on the day of the last class meeting for the course.

ASSIGNMENTS

Out-of-Class Assignments
Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include (but not all inclusive) reading, writing, completing a project, or research paper.

GRADING POLICY
Students are awarded letter grades for work undertaken at Southeastern Institute. Academic work is evaluated and grades are assigned at the end of each term to indicate a student’s level of performance. A criterion upon which a student’s performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student’s work as shown by recitation, written tests, lab assignments, practical exams, class projects and homework/outside assignments. The meaning of grade notations is as follows and is based on a 4.0 scale. Southeastern Institute does not round course assignments or final course grades.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Interpretation</th>
<th>Numerical Value</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
<td>90.00-100.00%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
<td>80.00-89.99%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
<td>70.00-79.99%</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.0</td>
<td>65.00-69.99%</td>
</tr>
</tbody>
</table>
For pass/fail courses, a passing grade is used only in computation of quantitative progress. A failing grade is used in computation of both qualitative and quantitative progress.

Grades and reports of a student’s progress may be viewed via the student portal or given to the student at the end of each term by the instructor. Students receiving an Incomplete in any subject must meet with their instructor to discuss satisfactory arrangements to fulfill course requirements. The opportunity to be allowed to make up incomplete work is granted on a case-by-case basis. Arrangements for an Incomplete grade and all course assignments must be completed within two (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period without administrative approval results in a failing grade.

**NOTE:** A “D” grade earned in a course may not satisfy transfer requirements. Further, students with a “D” grade should contact the Dean of Academic Affairs for assistance in determining what courses with a grade of “D” must be retaken.

**Medical Assisting Program**

For students in the Medical Assisting program, successful completion of the following courses: MEA 120 Clinical Procedures, MEA 123 Anatomy & Physiology for Medical Assistants, MEA 125 Lab Procedures I, and MEA 126 Lab Procedures II is a grade of “C” (70.00%-79.99%) or better.
SCHOLASTIC HONORS
A Dean’s List and Honor Roll are published regularly. The Dean’s List is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.75-4.00. The Honor Roll is comprised of those students who have completed an entire Satisfactory Academic Progress review period with a grade point average of 3.50-3.74. An “F” grade in any course precludes a student from being listed on the Dean’s List or Honor Roll.

REPEATING COURSES
A course in which a letter grade of “D” or “F” has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at Southeastern Institute. Students may only receive federal financial aid funding for one repetition of a previously passed course. There is an exception for courses which require repeats (see examples below).

Examples of repeated coursework that may, or may not, count for financial aid eligibility:

Allowable: Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course such as a minimum grade. Example: Student received a “D” in a course which requires a minimum grade of “C” for his/her major.

Not permissible: Student receives a “D” in a course which does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.

All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.
Regardless if a student is eligible or not eligible for Federal Financial aid funding, no course may be repeated more than two (2) times at Southeastern Institute.

Students who repeat a course for which they have received a letter grade of “D” or “F” must notify the Registrar’s Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade (e.g., “A”, “B”, “C”) has been earned may not be repeated for grade average purposes. No courses may be repeated for grade average purposes after graduation.

**NOTE:** Veterans’ Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a “D” grade. Students should speak with the Financial Services Department for further details.

**INDEPENDENT/DIRECTED STUDY**

An independent/directed study provides qualified students with an opportunity to work independently under the direction and guidance of a faculty sponsor. It extends a learning experience beyond the standard course structure and classroom activity. Independent/directed study necessitates a high level of self-directed learning, requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designed to measure achieved competency relative to the required subject matter objectives. Independent/directed study requires that students meet regularly with the instructor.

The independent/directed study format for coursework is not appropriate in all circumstances and is not a format that can be chosen by a student as a matter of right. The decision to conduct a student's course of study in the independent/directed study format is at the discretion of the Dean of Academic Affairs and is based upon a variety of factors.

An independent/directed study may only be offered within a credit hour program and the number of allowable independent study credits awarded in a program is limited. No more than 10% of any program may be offered via independent/directed study. Students who transfer 75% of the required credits
may not be awarded credit for independent/directed study in the remaining 25% of the program.

**SATISFACTORY ACADEMIC PROGRESS**

Students at Southeastern Institute are expected to maintain satisfactory academic progress (SAP) and to make ongoing progress toward graduation. There are two standards that must be met: a **qualitative standard** and a **quantitative standard**.

The **qualitative standard** for all programs requires that a student achieve a minimum grade point average of 2.0 at the end of the first semester/pay period (16 weeks for credit hour programs or 450 clock hours for clock hour programs) and every semester/pay period thereafter (SAP review period) with a Cumulative Grade Point Average (CGPA) of at least 2.0 in order to graduate from Southeastern Institute.

The Cumulative Grade Point Average (CGPA) continues throughout a student’s tenure at Southeastern Institute. If a student transfers from one program to another, the student’s current CGPA will transfer to the new program. The final calculation will include all courses taken at Southeastern Institute.

In the event a student does not achieve a 2.0 cumulative grade point average at the end of the first semester/pay period, or a cumulative grade point average of 2.0 at the end of any semester/pay period thereafter, the student will be placed on **Academic Financial Aid Warning (AFAW)** for the next semester/pay period. This status may be assigned for a single consecutive semester/pay period without an appeal, and students may receive Title IV funding while in this status for one SAP review period.

Students on Academic Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing the cumulative grade point average to 2.0 by the next SAP review. Students who meet the SAP standards at the next SAP review have the Academic Financial Aid Warning lifted. If the School determines that the student is not meeting SAP, the student may appeal the determination. Please see the Academic Financial Aid Grievance Process. If the student elects not to appeal the determination of the School, the student will be dismissed from the program and the School or can continue in the program without Title IV funding on **Academic Financial Aid**
Probation (AFAP) status.

A student who fails to achieve a CGPA of 2.0 and who has appealed that determination and has had eligibility for aid reinstated is placed on Academic Financial Aid Probation (AFAP) for the following semester/pay period.

If a student is placed on AFAP and achieves a CGPA of 2.0 at the end of the next SAP review period, the AFAP is lifted.

If a student is placed on AFAP and the student fails to achieve a CGPA of 2.0 at the end of the next SAP review period, the student will be monitored to ensure they are meeting the requirements of the approved academic plan. If the student is making progress as required, the student will be allowed one additional semester/pay period of aid as long as the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Southeastern Institute.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit/clock hours that meet program requirements are considered in the determination of this 150% normal time frame although not in computation of grade point average. In order to accommodate schedules of full-time and part-time students, the normal timeframe is measured in credit hours attempted (rather than semesters) for all credit hour programs and clock hours attempted for Professional Clinical Massage Therapy which is a clock hour program.

In order to ensure completion of a program within the maximum timeframe, Southeastern Institute requires students to successfully complete 67% of credit hours attempted (clock hours attempted for clock hour programs) by the end of the first semester/pay period (16 weeks for credit hour programs or 450 clock hours for clock hour programs) and by the end of each semester/pay period thereafter. If a student withdraws from a course, the credit hours of that course (clock hours for clock hour programs) are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted (clock hours attempted for clock hour programs) in order to graduate within 150% of the normal timeframe.
If a student transfers from one program to another, the quantitative SAP of the student is calculated based on credits attempted and earned (clock hours attempted and earned for clock hour programs) in the new program as well as all credits attempted and earned (clock hours attempted and earned for clock hour programs) in the current program that are also applicable to the new program. All credits that are transferred from another institution (clock hours for clock hour programs) are also included in the calculation.

For the Professional Clinical Massage Therapy program, students must maintain a minimum cumulative clock hour completion ratio (CHCR) of 67%. Students must earn a passing grade (A, B, C, or D) in 67% of the clock hours attempted by the end of each SAP review period.

Cumulative completion percentage is derived by dividing the number of credits (clock hours for clock hour programs) attempted into the number of credits (clock hours for clock hour programs) earned. Transfer credits (clock hours for clock hour programs) are counted as both attempted and credits earned (clock hours for clock hour programs) towards the completion percentage.

A student whose cumulative completion rate falls below 67% after the first semester/pay period or any semester/pay period thereafter is placed on Academic Financial Aid Warning (AFAW) for the next SAP review period. This status may be assigned for a single consecutive SAP review period without an appeal, and students may receive Title IV funding while in this status for one SAP review period despite the determination that the student did not maintain SAP.

Students on Academic Financial Aid Warning status are expected to take corrective action in order to meet SAP standards by bringing the completion rate to 67% by the next SAP review. Students who meet the SAP standards at the next SAP review will have the Academic Financial Aid Warning lifted.

If the School determines that the student is not completing the program within the maximum 150% timeframe, the student may appeal the determination. Please see the Academic Financial Aid Grievance Process. If the student elects not to appeal the determination of the School, s/he will be dismissed from the program and the School.

A student who fails to complete 67% or more of credit hours attempted (clock hours attempted for clock hour programs) and who has appealed that
determination and has had eligibility for aid reinstated is placed on Academic Financial Aid Probation (AFAP) for the following semester/pay period.

If a student is placed on AFAP and complete 67% or more of credit hours attempted (clock hours attempted for clock hour programs), at the end of the next SAP review period, the AFAP is lifted.

If a student is placed on AFAP and the student fails to complete 67% or more of the credit hours attempted (clock hours attempted for clock hour programs) at the end of the next SAP review period, the student will be monitored to ensure they are meeting the requirements of the approved academic plan. If the student is making progress as required, the student will be allowed one additional semester/pay period of aid as long as the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated and the student may be dismissed from Southeastern Institute.

When determining SAP, the Qualitative and the Quantitative are determined independently of each other and a student may be placed on AFAW or AFAP for either qualitative or quantitative or both at the end of a semester/pay period.

A student who has been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period. At that time, a student’s academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved, and if the program can be completed within the maximum 150% timeframe. If both standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

These standards apply to all students (those receiving veterans’ benefits, those receiving financial aid and cash-paying students). The Veterans Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters/pay periods. At that point, veterans’ benefits will be terminated. A student terminated from veterans’ benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average or completing 67% or more
of the credit or clock hours attempted.

**Academic Financial Aid Grievance Process**
The School may only approve an appeal by a student if the School determines the student will meet Satisfactory Academic Progress based on the qualitative and/or quantitative standards in the next SAP review period.

To request the opportunity to appeal a dismissal, the student must submit a written request on an Academic Financial Aid Grievance form and an Action Plan for Improvement to the Dean of Academic Affairs or Campus President. The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided to the School in addition to the student’s plan for improvement. As part of the appeal, the student must document in writing why s/he did not meet SAP, and what in the student’s situation has changed that will allow him/her to meet SAP. Examples of mitigating Circumstances that may impact Academic Progress include the following conditions (not all inclusive):

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- A letter from a Counselor stating that the student’s condition is contrary to satisfactory progress
The Dean of Academic Affairs and Campus President will determine the appropriateness of the mitigating circumstance in regard to severity, timeliness, and the student’s ability to avoid the circumstance. Upon receipt of the Academic Financial Aid Grievance Form, the supporting documentation, and Action Plan for Improvement by the student, the Dean of Academic Affairs and Campus President will notify the student within twenty-four hours of the determination of the Academic Financial Aid Grievance. Any consideration of conditions outside of the list provided will be discussed with the Executive Director. Student life issues and making the transition to School are not considered mitigating circumstances under this policy.

If the student’s appeal is granted, s/he will be placed on Academic Financial Aid Probation at the start of the following semester/pay period. As part of Academic Financial Aid Probation, the student must agree with and sign a written academic Action Plan for Improvement developed and approved by the School which documents that s/he will be required to attain a 2.0 CGPA and/or complete his or her program within 150% of the maximum timeframe by the next evaluation point. The student is eligible to receive Title IV funding while on AFAP.

If a student appeals and is denied the appeal, s/he must remain out of school for one semester/pay period after the SAP review period in which the appeal was denied.

After one semester/pay period, the student may request an additional appeal for reinstatement but would have to demonstrate accomplishments or changes that show School readiness that reliably predict success.

A student who has been dismissed may reapply to Southeastern Institute after remaining out of school for one full semester/pay period. At that time, a student’s academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved, and if the program can be completed within the maximum 150% timeframe. If both standards can be achieved, a student may be readmitted but is not eligible for Title IV funds until the student achieves satisfactory academic progress both quantitatively and qualitatively. Therefore, should funding be required, alternative financing must be established by re-enrolling students.
Academic Progress Review
All student progress is carefully monitored by faculty, Program Directors/Coordinators, and the Dean of Academic Affairs. Students will receive regular feedback on performance and grades in every course.

To assist students with continuing to make satisfactory academic progress between SAP review periods, the faculty will meet with every student in the following programs at the end of every two classes/months to discuss grades and progress:

(2 classes) Electronic Medical Billing and Coding Specialist Certificate  
(2 classes) Medical Assisting Certificate  
(2 classes) Pharmacy Technology Certificate  
(2 classes) Professional Clinical Massage Therapy Certificate  

Program Directors/Coordinators and the Dean of Academic Affairs may also meet with students to review satisfactory academic progress as needed.

REGISTRY AND LICENSURE EXAMINATIONS
It is a policy of Southeastern Institute that students in programs that require a National or State licensure and/or registry examination(s) must sit for such prescribed examination(s) as a condition of graduation from Southeastern Institute.

Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The school will submit required paperwork in advance for each graduating class. Students are required to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.

Individual programmatic requirements as stated in the programmatic handbooks supersede the policies published in the Southeastern Institute Catalog.
During the admissions process, if a student discloses that s/he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student’s criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

**GRADUATION REQUIREMENTS**
In order to graduate from Southeastern Institute and participate in Commencement exercises, students must:

- Successfully complete a designated program of study by completing all required courses and program requirements.
- Achieve a minimum cumulative grade average of 2.0. If at the time of graduation the student does not have a cumulative grade point average (CGPA) of 2.0, the student must make arrangements with the Dean of Academic Affairs to re-take a course(s) for CGPA purposes if eligible.
- Complete the last 25% of a program at Southeastern Institute
- Resolve all financial obligations to the institution
- Complete all required exit paperwork

**PROGRAMS OFFERED**

**CERTIFICATE**
- Electronic Medical Billing and Coding Specialist
- Medical Assisting
- Pharmacy Technology
- Professional Clinical Massage Therapy

72
Description
Individuals trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice. This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be in either the public or private sector, including positions in the offices of private physicians, hospitals, and medical centers. Students will develop a thorough knowledge of medical terminology, health records management, insurance procedures and billing software, medical coding, as well as skills in business communications and office administration that are vital for success in this growing field. Graduates will have the opportunity to participate as an important member of the healthcare team. A Certificate will be awarded upon successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for a Certificate in Electronic Medical Billing and Coding Specialist from Southeastern Institute are eligible to have their names submitted to the National Healthcareer Association to be considered as a candidate for the Certified Billing and Coding Specialist (CBCS) examination.

Objectives
The Electronic Medical Billing and Coding Specialist program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field and to function effectively as an integral member of the physician’s health care team. Graduates of the program will possess the skills to successfully perform medical office procedures, medical keyboarding, health care records management, process medical insurance, follow healthcare laws and ethics, and basic coding procedures.
**Prerequisites**
- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background Check and Drug Screening where applicable
- Please see Program Handbook and Externship Manual for additional policies for this program.

**Course Outline**
To receive a Certificate as an Electronic Medical Billing and Coding Specialist, students must complete 31.5 credit hours (991 clock hours). This Certificate program can be completed in 8 months for full-time students and 15 months for part-time students. **Evening students will be required to complete the Externship portion of the program during the day.**

**Courses: 31.5 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
<th>Federal Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBC 1101</td>
<td>Orientation to Healthcare</td>
<td>4.0</td>
<td>118</td>
<td>3.15</td>
</tr>
<tr>
<td>EBC 1224</td>
<td>Electronic Coding for Systems: Integumentary, skeletal, muscular, auditory and ophthalmic</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
</tr>
<tr>
<td>EBC 1225</td>
<td>Electronic Coding for Systems: Reproductive, urinary, and nervous</td>
<td>4.0</td>
<td>119</td>
<td>3.17</td>
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<tr>
<td>EBC 1226</td>
<td>Electronic Coding for Systems: Cardiovascular, blood, and lymphatic</td>
<td>4.0</td>
<td>119</td>
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<tr>
<td>EBC 1227</td>
<td>Electronic Coding for Systems: Endocrine, digestive, and respiratory</td>
<td>4.0</td>
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<tr>
<td>EBC 1220</td>
<td>Medical Terminology</td>
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<tr>
<td>EBC 1221</td>
<td>Electronic Healthcare Billing</td>
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<td>EBC 2000</td>
<td>Externship</td>
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<td>160</td>
<td>4.27</td>
</tr>
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</table>

For information on graduation rates, student debt levels, and other disclosures, visit [www.SoutheasternInstitute.edu/ConsumerInfo](http://www.SoutheasternInstitute.edu/ConsumerInfo)
Description
This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of a medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity in the medical office. A Certificate will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational and institutional requirements for a Certificate in Medical Assisting from Southeastern Institute are eligible to have their names submitted to the American Medical Technologists (AMT) to sit for the Registered Medical Assistant (RMA) examination.

Students who have successfully met all educational and institutional requirements in Medical Assisting from Southeastern Institute are eligible to have their names submitted to the National Healthcareer Association to sit for the following certifications:

- CCMA – Certified Clinical Medical Assistant
- CET – Certified EKG Technician
- CPT – Certified Phlebotomy Technician

The following additional certification examinations may be taken for a fee:

- CMAA – Certified Medical Administrative Assistant
- CEHRS – Certified Electronic Health Records Specialist
- CPCT – Certified Patient Care Technician

Objectives
This program is designed to train the student to function effectively as an integral member of the physician’s health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including, EKG, assisting patients, vital signs, injections, venipuncture and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.
Prerequisites
- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see Program Handbook and Externship Manual for additional program policies.

Course Outline
To receive a Certificate in Medical Assisting, students must complete 31.0 semester credit hours (1070 Clock Hours). This certificate program can be completed in 8 months for full-time students or in 14 months for part-time students. Evening students will be required to complete the Externship portion of the program during the day.

Courses: 31.0 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
<th>Federal Student Aid</th>
</tr>
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<tbody>
<tr>
<td>MEA 120</td>
<td>Clinical Procedures</td>
<td>3.5</td>
<td>125</td>
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<td>MEA 123</td>
<td>Anatomy and Physiology for Medical Assistants</td>
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<td>MEA 125</td>
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<td>Lab Procedures II</td>
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<td>MEA 130</td>
<td>Medical Office Management</td>
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<td>MEA 131</td>
<td>Medical Billing &amp; Coding for Medical Assistants</td>
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<td>125</td>
<td>3.33</td>
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<td>MEA 180</td>
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</tbody>
</table>

For information on graduation rates, student debt levels, and other disclosures, visit www.SoutheasternInstitute.edu/ConsumerInfo
PHARMACY TECHNOLOGY CERTIFICATE

Description
This program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufactures, wholesale drug houses and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technologist. A Certificate will be awarded upon successful completion of this program. Outside work required.

Students who have successfully met all educational and institutional requirements for a Certificate in Pharmacy Technology at Southeastern Institute are eligible to have their names submitted to the Pharmacy Technician Certification Board (PTCB) to be considered as a candidate to sit for the Certified Pharmacy Technician examination (CPhT). Upon passing, students will become a Certified Pharmacy Technician (CPhT). In addition, students who have successfully met all educational and institutional requirements for a Certificate in Pharmacy Technology at Southeastern Institute are eligible to have their names submitted to the North Carolina Board of Pharmacy to register as a Pharmacy Technician.

Objectives
This program prepares students for an entry-level position as a pharmacy technician. The course will provide students the basic health care skills students can use as pharmacy technicians.

Prerequisites
- Have a high school diploma or G.E.D.
- Pass the entrance examination
- Background check and drug screening where applicable
- Please see Program Handbook and Externship Manual for additional program policies.

Course Outline
To receive a Certificate in Pharmacy Technology, students must complete 39.0 credit hours (1224 Clock Hours). This certificate program can be completed in 10 months for full-time students or in 18 months for part-time students.
Evening students will be required to complete the Externship portion of the program during the day.

*Courses: 39.0 credit hours*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<td>PTN 171</td>
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<td>Body Systems and Drug Therapy I</td>
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</tbody>
</table>

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PROFESSIONAL CLINICAL MASSAGE THERAPY CERTIFICATE

Description
The Professional Clinical Massage Therapy program provides instruction in therapeutic massage with advanced training in the treatment of soft tissue ailments, postural distortions, and degenerative process of the body. The program prepares students for employment in medical based facilities such as physician’s offices, and rehabilitation centers, while also training students in the arts associated with a spa setting. Students receive training in massage law, basic massage theory techniques, allied modalities, and neuromuscular clinical massage theory techniques. Upon successful completion of this program, the student will receive a Certificate in Professional Clinical Massage Therapy.

Students who have successfully met all educational and institutional requirements for a Certificate in Professional Clinical Massage Therapy from Southeastern Institute are eligible to have their names submitted to the Federation of State Massage Therapy Boards (FSMTB) Massage and Bodywork Licensing Examination (MBLEx) to be eligible to sit for the (MBLEx) examination. Upon passing, the student may apply to The North Carolina Board of Massage and Bodywork Therapy, which is the state agency authorized to determine if the applicant qualifies to become a Licensed Massage and Bodywork Therapist (LMBT) in North Carolina. Pursuant to N.C.G.S. 90-629.1, the North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Objectives
The curriculum is designed to prepare the graduate to enter the community with the skills needed to work in a medical setting, as well as the basic skills necessary to perform as an entry level massage therapist. Upon graduation, students of Southeastern Institute will have a strong understanding of human anatomy and physiology, proper client communication skills, clinical evaluation and treatment skills, and the proper use and application of various therapeutic massage techniques.
Prerequisites

- Have a high school diploma or GED.
- Pass the entrance examination
- Background Check and Drug Screening where applicable
- Please see Program Handbook for additional program policies.

Course Outline

To receive a Certificate in Professional Clinical Massage Therapy, students must complete 900 Clock Hours. This Certificate program can be completed in 8 months for full-time students and 16 months for part-time students.

Courses: 900 clock hours

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<thead>
<tr>
<th>Course Code</th>
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<td>PMT 106</td>
<td>Massage and Neuromuscular Therapy I</td>
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<td>PMT 121</td>
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<tr>
<td>PMT 126</td>
<td>Massage and Neuromuscular Therapy III</td>
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</tr>
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<td>PMT 131</td>
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</tbody>
</table>

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COURSE DESCRIPTIONS

Electronic Medical Billing and Coding Specialist Program

EBC 1101  Orientation to Healthcare Systems: 4.0 credit hours
This course will introduce students to the healthcare delivery system and provide an overview about the roles and responsibilities of healthcare technology professionals. Students will develop a broad understanding of health information and medical records management including the related career paths and required skills. Students will also develop an understanding of wellness and disease concepts. Basic math, science and computer skills will also be covered. Students will also study principles and strategies of effective written communications as well as medical keyboarding. Students will study effective oral communication and interpersonal skills as related to the medical environment. The course will explore web-based communications and messaging technologies. The ethical and intercultural issues pertaining to the medical field will also be discussed. Outside work required.

EBC 1224  Electronic Coding for Systems: Integumentary, skeletal, muscular auditory and ophthalmic: 4.0 credit hours
This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM and an overview of the ICD-9-CM (International Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

EBC 1225  Electronic Coding for Systems: Reproductive, urinary, and nervous: 4.0 credit hours
This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive, urinary and nervous systems and the diseases associated with
each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM and an overview of the ICD-9-CM (International Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Healthcare Common Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. Outside work required.

**EBC 1226  Electronic Coding for Systems: Cardiovascular, blood, and lymphatic: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the cardiovascular, blood and lymphatic systems, and the diseases associated with each system. Pharmacology, as it relates to each system will also be discussed. Oncology and nuclear medicine will also be covered. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-10-CM and an overview of the ICD-9-CM (International Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Healthcare Common Procedure Coding System), will be discussed for these systems. Outside work required.

**EBC 1227  Electronic Coding for Systems: Endocrine, digestive, and respiratory: 4.0 credit hours**

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding emphasizing specific and correct coding procedures and techniques. This course provides an in-depth study of the ICD-10-CM and an overview of the ICD-9-CM (International Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), anesthesia procedural coding, and HCPCS (Healthcare Common Procedure Coding System), will be discussed for these systems. Outside work required.
EBC 1220  Medical Terminology: 4.0 credit hours
This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. In addition, the student will learn the correct pronunciation, spelling and the definition of medical terms. Outside work required.

EBC 1221  Electronic Healthcare Billing: 4.0 credit hours
Students will develop skills in performing basic office functions, specific office procedures, and be introduced to professionalism in the work environment. In addition, this course will focus on health insurance and reimbursement programs, billing procedures used for physicians’ charges, accounts receivable/payable activities and appointment setting. The student will learn appropriate responses to a variety of medico legal situations regarding bill collection, release of patient information/records and confidentiality, subpoenas, workers compensation cases, and Medicare regulations for reimbursement. Students explore medical ethics, law, and federal standards governing the field. Students will also study compliance and HIPAA regulations as well as the False Claims Act. Outside work required.

EBC 2000  Externship: 3.5 credit hours
This course is designed to offer students the opportunity to apply the practical knowledge and skills taught in the didactic and supervised laboratory settings of instruction. Students will complete their externship hours in a bona fide occupational setting such as health care facilities, private and/or group practices, clinics, or other suitable facilities. (Prerequisites: EBC 1101, EBC 1224, EBC 1225, EBC 1226, EBC 1227, EBC 1220, EBC 1221)

Medical Assisting Program

MEA 120  Clinical Procedures: 3.5 credit hours
This course will present the skills and knowledge that enable a medical assistant to assist practitioners with a clinical practice. Topics include patient care and preparation for examinations, prepare patients for procedures and treatments, perform electrocardiograms, and obtain vital signs and measurements. Students will perform diagnostic testing and assist with minor surgical procedures. In addition, students will apply principles of aseptic technique and infection control. Other topics include equipment use, care and routine maintenance. Outside work required.
MEA 123  Anatomy and Physiology For Medical Assistants: 4.5 credit hours
This course provides an introduction to the human body systems and principles of human physiology. Systems include skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary and reproductive. Diseases and disorders associated with the systems are explored and discussed. In addition, multiple sense organs and their specialized cellular structures are reviewed. Outside work required.

MEA 124  Medical Terminology: 1.0 credit hour
This course introduces the basic structure of medical terminology. Students learn prefixes, suffixes, word roots, combining forms, combining vowels and plurals. Topics include correct medical terminology pronunciation, spelling and definitions of medical terms associated with various body systems. Outside work required. (Co-requisite: MEA130)

MEA 125  Lab Procedures I: 4.0 credit hours
This course introduces students to clinical chemistry, concepts in pharmacology, laboratory equipment and basic diagnostic testing. Students work collaboratively learning blood collection techniques through phlebotomy and capillary puncture as well as several methods of urine collection. Students process serum and urine for diagnostic testing. Topics include normal and abnormal chemistry as well as the implications of urine tests. Students employ critical thinking techniques in drug classifications, dosage calculations and medication administration. Outside work required.

MEA 126  Lab Procedures II: 4.0 credit hours
This course introduces students to the principles of hematology and associated diseases and disorders. Topics include normal and abnormal functions of blood cells, proper collection of venous and capillary blood, and various blood diseases. Students explore concepts of microbiology and the chain of infection. Principles of serology and blood typing are introduced. Additional topics cover HIV, Hepatitis and other Blood-Borne Pathogens. Students also practice effective use of laboratory equipment and safety. Outside work required.
MEA 130 Medical Office Management: 3.0 credit hours
This course presents students with the skills essential for medical office functions. Topics include communication techniques, patient scheduling and records management. Students will learn to apply bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Electronic medical records, medical ethics, legal concepts and liabilities, and professionalism will also be covered. Outside work required. (Co-requisite: MEA124)

MEA 131 Medical Billing & Coding for Medical Assistants: 4.0 credit hours
This course provides an overview of the billing and coding responsibilities of a medical assistant. Students are presented with the knowledge and usage of different coding references. Topics include identifying types of insurance plans, billing physician services to insurance companies for payment of services rendered, financial management, and the electronic health record. Outside work required.

MEA 180 Externship I: 3.5 credit hours
This course provides the student an opportunity to demonstrate competency in administrative and clinical aspects of medical assisting while assigned to a healthcare facility. The externship introduces the student to working environments medical assistants encounter when employed in the field. The student will be supervised by the physician or other qualified health care practitioner and will experience many aspects of a medical facility. (Pre-requisites: MEA120, MEA123, MEA124, MEA125, MEA126, MEA130, MEA131)

MEA 181 Externship II: 3.5 credit hours
This course provides the student an opportunity to demonstrate competency in administrative and clinical aspects of medical assisting while assigned to a healthcare facility. The externship introduces the student to working environments medical assistants encounter when employed in the field. The student will be supervised by the physician or other qualified health care practitioner and will experience many aspects of the medical facility. (Pre-requisite: MEA180)

Pharmacy Technology Program
PTN 170 Introduction to Pharmacy Technology: 4.0 credit hours
This course is an overview of the allied health professions including the roles of
pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations. Outside work required.

PTN 171  Pharmaceutical Calculations: 4.0 credit hours
This course will cover the necessary mathematical concepts and skills used on the job by the pharmacy technologist. Basic knowledge of mathematics essential for the understanding of drug dose calculations will be covered. Outside work required.

PTN 172  Body Systems and Drug Therapy I: 4.0 credit hours
The student will learn the relationships between chemistry, microbiology, anatomy, physiology, disease states and pharmaceutical therapy. This course will also include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the integumentary system, skeletal system and muscular system. Outside work required.

PTN 173  Pharmacy Operations: 4.0 credit hours
This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations. The technical aspects of drug distribution in both inpatient and outpatient settings, including bulk compounding, packaging, quality control, inventory control, drug storage and drug distribution systems will also be discussed. Outside work required.

PTN 174  Sterile Products: 4.0 credit hours
The student will learn the proper application of aseptic techniques and use the laminar flow hood in the preparation of sterile products. Outside work required.

PTN 175  Body Systems and Drug Therapy II: 4.0 credit hours
The student will learn the relationships between anatomy, physiology, disease states and pharmaceutical therapy. It will also include the origins, dosage forms, indications, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system, endocrine system and respiratory system. Outside work required.
PTN 176  Body Systems and Drug Therapy III: 4.0 credit hours
The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs used in disease of the visual and auditory system, cardiovascular system, urinary tract and the reproductive system. Outside work required.

PTN 177  Body Systems and Drug Therapy IV: 4.0 credit hours
The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. This course will include the origins, dosage forms, indications, actions, routes of administration and side effects of both prescription and non-prescription drugs to include anti-infective, anti-inflammatory and anti-histamines, vitamins and minerals, vaccines, oncology agents and how the circulatory and lymphatic systems work. Outside work required.

PTN 195  Externship I: 3.5 credit hours
This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. The training will be performed at a retail or hospital environment. (Prerequisites: PTN 170, PTN 171, PTN 172, PTN 173, PTN 174, PTN 175, PTN 176, PTN 177)

PTN 196  Externship II: 3.5 credit hours
The course builds upon the skills acquired in PTN 195. This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. The training will be performed at a retail or hospital environment. (Prerequisite: PTN 195)

Professional Clinical Massage Therapy Program

PMT 102  Orientation to Massage Therapy: 100 hours
This course is a prerequisite for all other modules in the program. Orientation to massage therapy will introduce the students to the basic anatomy of the human body; including basic cells and tissues, fundamentals of Swedish full body massage, and draping techniques. Other topics explored are body mechanics, basic introduction to chair massage, charting procedures, introduction to Eastern Theory, structural boney landmarks, joints, and attachment sites of muscles, soft tissue pain and degenerative processes, basic kinesiology and various neuromuscular laws as they apply
to soft tissue, introduction to basic client assessment skills, and an introduction to somatic psychology. This course will include discussions on professional ethical boundaries; instruction on proper hygiene techniques for massage therapists, directional and action terminology, introduction to assessing postural distortions, and basic indications and contraindications.

PMT 106  **Massage and Neuromuscular Therapy I: 100 hours**
Students will learn more in-depth practice of the Swedish massage routine during this course. Also learned will be the fundamentals of incorporating various methods of massage therapy for clients with special needs. Students will examine basic structures, functions, and pathologies of the Nervous System and analyze basic concepts and benefits of Cranial Sacral Therapy and Therapeutic Touch. Students will study various aspects of Eastern Theory. In addition, students will identify dysfunctions that cause distortions of the muscles of the neck and head and massage therapy protocols for those dysfunctions. (Prerequisite: PMT 102)

PMT 121  **Massage and Neuromuscular Therapy II: 100 hours**
In this course, students will learn to develop a more in-depth practice of the Swedish massage routine. In addition, students will learn the basic structure, functions, and pathologies of the Integumentary and Skeletal Systems. Students will study various aspects of Eastern Theory. This course includes assessment of dysfunctions that cause distortions of the muscles of the Upper Extremity. Students will discuss state laws and regulations governing the practice of massage therapy, identify penalties for non-compliance, and examine requirements to work as an independent massage therapist. The legal and professional aspect of business practices of a massage therapist will be explored. (Prerequisite: PMT 102)

PMT 126  **Massage and Neuromuscular Therapy III: 100 hours**
Students will learn more in depth practice of the Swedish massage session. Also covered will be the basic structures, functions, and pathologies of the Circulatory, Lymphatic, and Respiratory Systems. This course also includes an introduction to Lymphatic Drainage, Medical Massage, Aromatherapy, and Breath work. Students will also explore assessment of dysfunctions that cause distortions of the muscles of the shoulder and massage therapy protocols for those dysfunctions. Students will discuss the history of and prevention of HIV/AIDS. Also included are discussions regarding the prevalence of and how to prevent medical errors, protocols for performing hydrotherapy
applications and indications and contraindications for hydrotherapy. (Prerequisite: PMT 102)

**PMT 131  Massage and Neuromuscular Therapy IV: 100 hours**
This course will broaden the Swedish massage repertoire. Students will learn additional techniques to enhance already existing knowledge and practice abdominal massage techniques. Students will study various aspects of Eastern Theory. Students will examine basic structures, functions, and pathologies of the Digestive and Urinary Systems. Students will also learn assessment of dysfunctions that cause distortions of the muscles of the spine and thorax. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thorax utilizing proper hydrotherapy protocol. (Prerequisite: PMT 102)

**PMT 136  Massage and Neuromuscular Therapy V: 100 hours**
Students will learn a more in-depth practice of the Swedish massage routine. This course will include the indications, contraindications, strokes and positioning of a pregnant client (pregnancy massage). Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Ayurvedic Medicine. Students will examine basic structures, functions, and pathologies of the Reproductive systems. This course will also include discussions on the history of massage. An assessment of dysfunctions that cause distortions of the muscles of the hip will be reviewed and students will design a treatment protocol for treating those distortions. In addition, students will discuss, examine and interpret ethical policies for office management in a massage therapy setting. (Prerequisite: PMT 102)

**PMT 141  Massage and Neuromuscular Therapy VI: 100 hours**
In this course, students will broaden their grasp of the Swedish massage therapy techniques. Also included is the demonstration and practice of joint mobilization, and range of motion techniques. Students will examine basic structures, functions, and pathologies of the Muscular System. Students will study various aspects of Eastern Theory and analyze basic concepts and benefits of Thai Massage. This course will also include assessment of dysfunctions that cause distortions of the muscles of the thigh and knee. Students will develop a treatment protocol to remedy dysfunctions that cause distortions of the thigh and knee utilizing proper hydrotherapy protocols. (Prerequisite: PMT 102)
PMT 146  Massage and Neuromuscular Therapy VII: 100 hours
This course will include further practice to improve the students’ Swedish massage routine. Students will be introduced to the basics of good nutrition and evaluate the impact of poor nutrition on a system of the body. Students will be exposed to somatic emotional releases through lecture and open discussion; and learn appropriate methods to make the client feel comfortable and safe during such a release. Students will examine basic structures, functions, and pathologies of the Endocrine System. Students will analyze basic concepts and benefits of Reflexology. This course will also include assessment of dysfunctions that cause distortions of the muscles of the leg and foot. Students will formulate a business plan that will include a mission statement, goals, and timelines for projects and prepare a professional resume with cover letter. (Prerequisite: PMT 102)

PMT 910  Student Clinic I: 25 hours
In this course, students will apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with Orientation to Massage and one of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. (Prerequisite: PMT 102)

PMT 911  Student Clinic II: 25 hours
In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. (Prerequisite: PMT 910)

PMT 912  Student Clinic III: 25 hours
In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of program faculty. This class is completed simultaneously with two of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. (Prerequisites: PMT 910, PMT 911)

PMT 913  Student Clinic IV: 25 hours
In this course, students will continue to apply massage principles and techniques learned throughout the program to clients under the supervision of
program faculty. This class is completed simultaneously with two of the Massage Principles and Neuromuscular Therapy courses. Students will not be compensated for services to clients. (Prerequisites: PMT 910, PMT 911, PMT 912)
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Destiny Brown
B.S. Degree, UNC - Charlotte

Alicia Dawson
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Danielle McGowan
B.A. Degree, Alabama A&M University

Nancy Radloff
B.S. Degree, North Carolina State University

**Registrar**
Kistyn Mathews
B.A. Degree, Ohio State University
Bursar
Tina Hinson
A.A.S. Degree, Keiser University

Receptionists
Rykia Clark
Melinda Mitchell

FACULTY
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Program Coordinator
Osmim Smalls, CPC, CGSC
Diploma, Career Institute for Health and Technology

Yolanda Knox, CPC, NRCCS
Sherrell Cauley, CPC
B.S. Degree, Florida State University

Stephanie Slade Godard, CBCS
A.A.S. Degree, Rasmussen College

Medical Assisting
Program Coordinator
Kimberly Doerflinger, CMA
A.A.S. Degree, Community College of Allegheny County

Leonora Barden, RMA
A.A.S. Degree, Heritage College

Shontell Booker, CMA
B.S Degree, Pfeiffer University

Lisa Craig, CMA
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
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<tbody>
<tr>
<td>I</td>
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<td>02/01/16-02/28/16</td>
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<td>2/15/2016</td>
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<td>08/22/16-08/28/16</td>
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<td>11/24/16-11/27/16</td>
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<tr>
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<td>12/19/16-01/02/17</td>
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</table>
# Academic Calendar 2017

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m

## Semester I

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1/1/2017</td>
<td>New Year's Day</td>
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<tr>
<td>01/03/17-04/23/17</td>
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<td>01/03/17-01/29/17</td>
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<td>1/16/2017</td>
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## Semester II

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## Semester III

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Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.
Southeastern Institute Catalog Addenda
2016 – 2017 Catalog, January 2016, Volume V
(Deletions denoted by strikethroughs. Revisions denoted by underscores)

Tuition, Fees and Other Costs – Effective 5/16/16

School Withdrawal CFR (Code of Federal Regulations)
Title 34: Education, Part 668, Subpart B) – pg. 22

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the school either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

This policy will affect the student’s grade based on the following:
- Withdrawal prior to 50% completion of the course, a grade of W will be assigned
- Withdrawal after 50% completion of the course, a grade of F will be assigned

It is the responsibility of all students, upon withdrawal from Southeastern Institute, to return library books and pay all fines, fees and monies that are owed to the School.

Cancellation and Refund Policy – Effective 5/16/16

The Order of the Return of Title IV Funds, pg. 24

Return of Title IV Funds (R2T4) for
Professional Clinical Massage Therapy

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the pay period.

Step 1: The percentage of the payment period is calculated by the hours scheduled to complete in the payment period as of the withdrawal date divided by the total hours in the payment period.

Step 2: Determine the amount of Title IV aid earned by the Student times the percentage calculated in Step 1.

Step 3: Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.
Step 4: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institution charges were covered.

Step 5: Distribute the unearned funds back to the appropriate Title IV program. Refunds will be made within forty-five thirty days from the date of determination of the student's withdrawal. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to the completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The refund will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. Upon determination of withdrawal, all refunds will be made within a thirty forty-five day period.

Cancellation / Withdrawal Calculation

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded except for the application fee not to exceed $50.

If tuition and fees are collected in advance of the start date and the student does not begin classes or withdraws on the first day of classes, all monies paid by the student in excess of $100 will be refunded. Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment. All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these terms of enrollment and making initial payment. If cancellation occurs after three business days from the signing of the terms of enrollment, all registration fees in excess of $100 will be refunded to the student. All registration fees will be refunded if the student is not accepted into his/her particular program. Students are asked to notify the institution in writing of cancellation.

The institution shall keep a pro-rated portion of the tuition for students who withdraw within the first 25% of the semester/pay period (period of financial obligation) in which they are attending. A refund of no less than 75% of tuition will be received by the student. Beyond 25%, students are obligated for the full tuition for the semester/pay period (period of financial obligation) in which they are attending. Any funds paid for supplies, books, or equipment which can be and are returned to the institution, will be returned to students who withdraw prior to the start of the semester/pay period (period of financial obligation) upon return of said items which can be resold. In the event that a student cannot complete one or more classes because the institution discontinued such class (es) during a period of enrollment for which the student was charged, the institution refunds the sum of all amounts paid or to be paid by or on behalf of the student for such class (es).

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw and indicate in writing the date of the withdrawal and the date s/he plans to return (if applicable) either through verbal notification or in writing. When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used. The date of the withdrawal, the reason for
the withdrawal, and the date s/he plans to return to the School must be communicated to the school either verbally or in writing. This should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. Notification should be directed to the Dean of Academic Affairs/Campus President and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days. This policy will affect the student’s grade based on the following:

Withdrawal prior to 50% completion of the course, a grade of W will be assigned
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For unofficial withdrawals, a student’s withdrawal date is their last day of physical attendance. The school’s determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of nonattendance.

Refunds will be made within forty-five thirty days from the last date of attendance date of determination. All balances owed the institution due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation will be billed to the student.

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Academic Policies – Effective 5/16/16

School Withdrawal CFR (Code of Federal Regulations)
Title 34: Education, Part 668, Subpart B) – pg. 59

If a student withdraws, the student has a responsibility to notify the school of his/her intent to withdraw either through verbal notification or in writing. When requesting a withdrawal electronically, only a Southeastern Institute student Email address may be used. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the School must be communicated to the School either verbally or in writing. Notification should be directed to the Dean of Academic Affairs/Campus President in writing and must be submitted prior to the date of return to the next class start, if applicable. A student will be withdrawn from the school if the notification is not received prior to the next class start. A student that withdraws and does not notify the school of his/her intent to return must be withdrawn within 14 calendar days of the last date of attendance. In addition, any student who has not attended class within 14 calendar days must be withdrawn. School winter, summer, and spring breaks are not included in the 14 calendar days.

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It is the responsibility of all students, upon withdrawal from Southeastern Institute, to return library books and pay all fines, fees and monies that are owed to the School.
Administrative Policies and Procedures – Effective 5/16/16

Official Communication with Students, pg. 30
The School-assigned email account shall serve as the official means of communication with all students. Examples of such communication include, but are not limited to: notifications from the Institute, Campus, Program, Library, Financial Aid Department, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions and instructor feedback) may also be provided through the Southeastern Institute student email account. Students are required to activate their School email account upon enrollment and are responsible to routinely check for updates.

ADMINISTRATION, FACULTY AND STAFF – Effective 5/16/2016

OFFICE OF THE CHAIRMAN
Page 92 (Addition)
Business Officer
Peter A. Lipinski
B.A. Degree, Monmouth College

CHARLOTTE CAMPUS, pg. 93
President
Kristopher T. Loretz
M.S. Ed. Degree, Keiser University
B.A. Degree, Albertus Magnus College

Dean of Academic Affairs
Dr. Candice Null
J.D. Degree, Ohio Northern University

Director of Student Services
Morgan Hulce
B.S. Degree, UNC - Charlotte

Associate Director of Student Services
Kelly Watts
M.B.A. Degree, University of Phoenix

Director of Financial Aid
Rebecca Knight
B.A. Degree, Columbia College

Associate Director of Financial Aid
Sharon Palmer
M.A. Degree, Ashford University
**Director of Admissions**
Laura Velasquez

**Senior Admissions Coordinators**
Cynthia McCoy
B.A. Degree, Pfeiffer University

Kelly Jereda
M.S. Degree, Nova Southeastern University

**Admissions Coordinators**
N. LeAnn Brenner
B.S. Degree, University of Phoenix

Destiny Brown
B.S. Degree, UNC – Charlotte

Alicia Dawson
M.B.A. Degree, Strayer University

Danielle McGovern
B.A. Degree, Alabama A&M University

Nancy Radloff
B.S. Degree, North Carolina State University

**Registrar**
Peyton Stephens
B.S. Degree, ITT Technical Institute

**Bursar**
Tina Hinson
A.A.S. Degree, Keiser University

**Administrative Support**
Rykia Clark

Melinda Mitchell

**FACULTY**
**Electronic Medical Billing and Coding Specialist**
Program Coordinator
Osmin Smalls, CPC, CGSC
Diploma, Career Institute for Health and Technology
Yolanda Knox, CPC, NRCCS

Sherrell Cauley, CPC
B.S. Degree, Florida State University

Stephanie Slade Godard, CBCS
A.A.S. Degree, Rasmussen College

**Medical Assisting**
Program Coordinator
Kimberly Doerflinger, CMA
B.S. Degree, Keiser University
A.A.S. Degree, Community College of Allegheny County

Leenora Barden, RMA
A.A.S. Degree, Heritage College

Shontell Booker, CMA
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Steve Lawson, LMBT
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Tuition, Fees, and Other Costs – Effective 3/28/16

Licensure/Certification Fees (estimated), pg. 21

Medical Assisting Certifications $470
Medical Assisting Certifications $734