

# ACADEMIC CATALOG

## 2022/2023

VOLUME 1 - EFFECTIVE DATE: APRIL 19, 2022

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### **Main Campus**

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## HOLIDAY/BREAK CALENDAR

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*This section has been revised. See addendum 13.*

New Year's Day	01.01.2022
Martin Luther King Day	01.17.2022/01.16.2023
Memorial Day	05.30.2022/05.29.2023
Labor Day	09.05.2022/09.04.2023
Thanksgiving Break	11.24.22 – 11.25.2022
Summer Break (Trades)	07.04.2022 to 07.10.2022
Summer Break (Trades)	07.01.2023 to 07.04.2023
Labor Day	09.05.22
Winter Break (Trades)	12.25.2022 to 01.02.2023
Winter Break (Trades)	12.25.2023 to 01.07.2024
Winter Break (CTDT)	12.24.2022 to 12.30.2022
Winter Break (CTDT)	12.25.23 to 12.31.2023

## START DATES

*This section has been revised. See addendum 8 and 13.*

### **TRADES PROGRAMS START DATES:**

#### **HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION, AND WELDING TECHNICIAN PROGRAMS.**

02.07.2022	10.24.2022	07.10.2023
03.21.2022	12.05.2022	08.21.2023
05.02.2022	01.23.2023	10.02.2023
06.13.2022	03.06.2023	11.13.2023
08.01.2022	04.17.2023	
09.12.2022	05.29.2023	

### **Start Dates: Truck Driving Programs**

#### **Class A CDL Preparatory**

04.04.2022	08.22.2022	01.30.2023	06.19.2023
04.18.2022	09.05.2022	02.13.2023	07.03.2023
05.02.2022	09.19.2022	02.27.2023	07.17.2023
05.16.2022	10.03.2022	03.13.2023	07.31.2023
05.30.2022	10.17.2022	03.27.2023	08.14.2023
06.13.2022	10.31.2022	04.10.2023	08.28.2023
06.27.2022	11.14.2022	04.24.2023	09.11.2023
07.11.2022	11.28.2022	05.08.2023	09.25.2023
07.25.2022	12.12.2022	05.22.2023	10.09.2023
08.08.2022	01.16.2023	06.05.2023	10.23.2023
			11.06.2023
			11.20.2023

#### **Class B CDL Driver Training**

05.09.2022  
06.06.2022  
07.04.2022  
08.01.2022  
09.12.2022  
10.10.2022  
11.14.2022  
12.12.2022  
01.16.2023  
02.13.2023  
03.13.2023  
04.10.2023  
05.08.2023  
06.05.2023  
07.10.2023  
08.07.2023  
09.11.2023  
10.09.2023  
11.16.2023  
12.04.2023

**Commercial Truck Driver Training -Morning, Evening**

04.11.2022	08.29.2022	01.23.2023	06.12.2023
04.25.2022	09.12.2022	02.06.2023	06.26.2023
05.09.2022	09.26.2022	02.20.2023	07.10.2023
05.23.2022	10.10.2022	03.06.2023	07.24.2023
06.06.2022	10.24.2022	03.20.2023	
06.20.2022	11.07.2022	04.03.2023	
07.04.2022	11.21.2022	04.17.2023	
07.18.2022	12.05.2022	05.01.2023	
08.01.2022	12.19.2022	05.15.2023	
08.15.2022	01.09.2023	05.29.20.23	

**Commercial Truck Driver Training –Weekends**

04.09.2022	09.10.2022	02.04.2023	07.08.2023
04.23.2022	09.24.2022	02.18.2023	07.22.2023
05.07.2022	10.08.2022	03.04.2023	
05.21.2022	10.22.2022	03.18.2023	
06.04.2022	11.05.2022	04.01.2023	
06.18.2022	11.09.2022	04.15.2023	
07.02.2022	12.03.2022	04.29.2023	
07.16.2022	12.17.2022	05.13.2023	
07.30.2022	01.07.2023	05.27.2023	
08.13.2022	01.21.2023	06.10.2023	
08.27.2022		06.24.2023	

## INTRODUCTION & OVERVIEW

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### **History and Ownership** *This section has been revised. See addendum [6](#).*

All-State Career School, Pittsburgh Pennsylvania, established in 1967, is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

All-State Career School, Pittsburgh, Pennsylvania was established in 1967, as a branch campus of All-State Career located in Baltimore, MD, which is accredited by ACCSC. All-State Career School is located at 1200 Lebanon Road, West Mifflin, PA 15122.

### **Consumer Information**

This Catalog is published in order to inform students and others of All-State Career School's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between All-State Career School and any individuals. The information provided is current and accurate as of the date of publication.

All-State Career School reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

All-State Career School expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

All-State Career School affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

All-State Career School is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 1200 Lebanon Rd. Pittsburgh, PA 15122.

Please see the Consumer Disclosures tab found on the School's website for information regarding student achievement data and other important information.

### **Accreditation, Licenses, and Approvals** *This section has been revised. See addendum [4](#), [5](#), [6](#), and [14](#).*

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S.

## Department of Education.

- All-State Career School is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 (703) 247-4212; (703) 247-4533 (fax); www.accsc.org (home page). ACCSC is an accrediting agency recognized by the U.S. Department of Education.
- All-State Career School is licensed by the Commonwealth of Pennsylvania, Department of Education, State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor Harrisburg, PA 17126-0333; (717) 783-8228 Fax (717) 772-3622, as a specialized associate degree and diploma granting institution. *(Revision, see addendum 14)*
- The Commonwealth of Pennsylvania Department of Transportation and Bureau of Driver Licensing, to administer third party Commercial Driver's License skills testing for Class A and Class B operators. 1101 South Front Street, Harrisburg, PA 17104 1-800-932-4600 Fax (717)705-1131
- All-State Career School is approved by The Pennsylvania Department of Education for the Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, PA 17126; (717)787-2414; Fax (717) 772-3622 *(Revision, see addendum 14)*
- All-State Career School is exempt from Ohio Department of Higher Education and Ohio State Board of Career Colleges and School approval per ORC 1713.02.
- All-State Career School is exempt from West Virginia Higher Education Policy Commission approval per W.VA. Code R. 133-20-3.
- All-State Career School is approved by the Pennsylvania Department of Education of Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, Pa 17126; (717)787-2414; Fax (717) 772-3622 *(Revision, see addendum 14)*
- All-State Career School is approved to be an Entry Level Driver Training provider by the Federal Motor Carrier Safety Administration, 1200 New Jersey Ave. SE, Washington, DC 20590 1-800-832-5660
- PA Career Link state-wide training program.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

### **Mission and Purposes** *This section has been revised. See addendum 11 and 13.*

All-State Career School provides postsecondary career education to both traditional and nontraditional students through a variety of diploma degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. All-State Career School strives to develop within its students the desire for lifelong and continued education. The staff at All-State Career School believes that they make an important contribution to the economic growth and social well-being of the area. All-State Career School educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of All-State Career School:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current technical practices, and who motivate and develop students.
- To offer sound diploma and certificate programs.

- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

### **Critical Strengths of All-State Career School**

*Career-oriented programs:* The School's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by All-State Career School.

*Qualified, caring faculty:* In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

*Graduate employment assistance:* Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

*Small classes and personal attention:* A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to School accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Associate Campus Director, Dean of Education, and/or Program Directors: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures

Business Office Managers: tuition charges, payments, adjustments, and refunds

Director of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates

### **Program and Policy Changes**

All-State Career School reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog.

### **Facilities and Equipment**

All-State Career School is located at South Hills Industrial Park, 1200 Lebanon Rd, Suite 101, West Mifflin, PA 15122. The campus is approximately 6 miles southeast of Downtown Pittsburgh and easily accessible from the tri-state area. The facility includes classrooms, and a Resource Room. The campus consists of 8 classrooms. Classroom #1 and #2 are capable of seating 20; classrooms #3 through #7 can seat 30 in each. The lecture rooms have Internet connectivity and media carts with digital projectors to enhance the lectures and provide access to websites and use of web-based materials. There is both an upper and lower range where CDL skills are practiced. There is a student lounge with vending machines and microwaves. Administrative offices include career services, financial aid, registrar, admissions, and business. There are faculty workrooms for instructor planning and discussion. A conference room is available for student Conferences.

The facility is accessible.

**Accommodations for Students with Disabilities** *This section has been revised. See addendum 5 and 7.*

All-State Career School is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at [egoodman@edaff.com](mailto:egoodman@edaff.com) or 443-678-2143 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

**Non-Discrimination Statement**

All-State Career School ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

All-State Career School, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	<a href="mailto:speters@edaff.com">speters@edaff.com</a>

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.

<http://www.allstatecareer.edu/>



# ADMISSIONS INFORMATION

*This section has been revised. See addendum 11.*

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## **Admissions Requirements and Procedures** *This section has been revised. See addendum 5.*

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that All-State Career School receives all required documentation. All records received become the property of All-State Career School.

## **Admission Requirements for Welding and Heating, Ventilation, Air Conditioning & Refrigeration** *This section has been revised. See addendum 5.*

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the School.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant for a CDL program must be eighteen years of age or older to be accepted into the program.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admissions representative and/or other administrative staff.
6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
7. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.
8. Applicants must meet all financial obligations.

The SLE minimum entrance requirements by program are as follows:

**Diploma Programs**

HVACR	11
Welding Technician	11

**Note:** In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

9. Applicants must pay the enrollment fee and complete all tuition payment requirements.
10. Accepted applicants must agree to and sign the All-State Career School Enrollment Agreement.

## **Admissions Requirements for the Commercial Truck Driver Training and Class A CDL Preparatory and Class B CDL Driver Training Programs**

### **REQUIREMENTS AND PROCEDURES**

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that All-State Career School receives all required documentation. All records received become the property of All-State Career School.

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service; or applicants, who do not have proof of graduation from high school or an equivalent GED, may qualify for admission into the Class A CDL Driving and Class B CDL Driving programs by demonstrating their ability to achieve an acceptable level of proficiency. The option to demonstrate such ability is to take and pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of an 11. Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant is applying for re-admission, and previously achieved a passing score on the SLE, the passing test score may be used for re-admission, provided the SLE test was administered and passed within 3 years (36 months) of the date of re-admission. A different version of the SLE will be used each time the applicant takes the exam.
2. The applicant must be eighteen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an Applicant Information Form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. The applicant must submit a valid driver's license and provide school permission to verify validity by obtaining a Motor Vehicle Record.
6. For students entering the Commercial Truck Driver Training program (480 hour driving program). The applicant must receive a negative result on a pre-enrollment drug screen ordered by the campus prior to acceptance in the program. If the applicant receives a positive result on the pre-enrollment drug screen ordered by the campus, they may retake the drug screen again after 30 days have passed. If the applicant receives another positive result on the Pre-Enrollment drug screen ordered by the campus, they may take the drug screen again after 365 days have passed.

In addition, the applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to the completion of Course CTD125. All commercial driving students in courses CTD125-CTD155 will be entered into the school's random drug and alcohol testing pool and be subject to random Screens. For students entering the Class A CDL Preparatory or Class B CDL Driving program: The applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to acceptance in the program. All program participants will be entered in the school's random drug and alcohol testing pool and be subject to random screens.

7. The applicant must meet the physical requirements for driver qualifications as defined under Part 391: Qualification for Drivers in the Federal Bureau of Motor Carrier Safety Regulations. Applicants are required To pass a Department of Transportation (D.O.T.) physical examination with an expiration date no sooner than:
  - a. Commercial Truck Driver Training – 9 months from the first day of class.
  - b. Class A CDL Preparatory – 3 months from the first day of class.
  - c. Class B CDL Driver Training – 3 months from the first day of class.
8. A CDL Learner's Permit will be required prior to acceptance into the Class B CDL Driver Training program and before participation in on-the-road training in the Commercial Truck Driver Training program and the Class A CDL Preparatory program.
9. The applicant must meet all financial obligations.
10. Applicants must agree to and sign the All-State Career School Enrollment Agreement.

### **Availability of GED Testing**

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to [www.acenet.edu](http://www.acenet.edu) and select GED Testing Services or contact the local Board of Education or the School's Admissions Office.

### **Readmission** *This section has been revised. See addendum 8.*

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator. The applicant must meet with the Student Success Coordinator to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Dean of Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications are reviewed and approved by a committee comprised of the School's Campus President, Dean of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA), and can increase his or her credits earned to credits attempted ratio to comply with the School's SAP policy. If approved for re-admission, the student will re-enter the School in a status of Academic Probation. A student may remain in a status of Academic Probation for only one Semester or Quarter. A student who fails to meet SAP after the first Semester or Quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of

all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the School Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Education will establish a course schedule for program completion.

## **Orientation**

All-State Career School provides an orientation program to help students adjust to the School environment.

Orientation is held by the School prior to the start of each program start. School policies, student responsibilities, and any questions are addressed at the orientation.

## **Transfer of Credit** *This section has been revised. See addendum 8.*

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at All-State Career School should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the School to the attention of the Registrar? Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- All courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at All-State Career School in order for transfer credit to be awarded.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

The School does not award credit for life or work experience.

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

All-State Career School will accept credit earned in a similarly-titled program from another All-State Career School, Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

If students wish to transfer between programs at the same school, students should seek guidance from the Dean of Education and the Registrar. The Dean of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

A Veterans Administration (VA) funded student enrolling in any of the School's programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The School will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

All-State Career School must receive and evaluate official transcripts from all postsecondary school(s) previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

# ACADEMIC PROGRAMS

## DIPLOMA AND CERTIFICATE PROGRAMS

*This section has been revised. See addendum 3, 5, 6, and 11.*

### Commercial Truck Driver Training

Length: 480 Contact Hours; 24 Instructional Weeks	Program Quarter Credits: 34
Credential Awarded: Diploma	Mode of Delivery: Residential

#### PROGRAM DESCRIPTION

The Commercial Truck Driver Training Driving program is intended to develop technical knowledge and practical skills required to drive commercial trucks. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver's license tests for the state in which they are licensed. Students learn to operate a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs. or a straight vehicle in excess of 26,001 lbs. The training offered during this program will provide students with advanced range and road skill development, as well as in-depth classroom learning

#### GRADUATION REQUIREMENTS

Graduates of the Commercial Truck Driver Training program are awarded a diploma. Requirements for graduation include the following:

1. Achieve an overall grade average of 80% or higher
2. Successfully pass each course with a 60% or higher
3. Complete all of the scheduled driving skill evaluations
4. Return any school property, including books and equipment, if applicable.
5. Meet all financial obligations to the school.

Upon meeting the graduation requirements, the reasonably diligent student will be qualified to enter employment as an entry level tractor trailer driver employed in intrastate and/or interstate commerce. Each graduate will possess a Commercial Driver's License with all relative endorsements. Taking into consideration individual differences, the graduate will be capable of operating a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs., or a straight vehicle in excess of 26,001 lbs.

#### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
CTD100	Basic Operations	40	4
CTD105	Vehicle Systems and Maintenance	40	4
CTD110	Defensive Driving and Cargo Documentation	40	4
CTD115	CDL Prep and Career Development	40	4
CTD120	Trip Planning and Hours of Service	40	4
CTD125	Introduction to Vehicle Control	40	2
CTD130	Basic Vehicle Control	40	2
CTD135	Intermediate Vehicle Control	40	2
CTD140	Advanced Vehicle Control	40	2

CTD145	Basic Driving Techniques	40	2
CTD150	Advanced Driving Techniques	40	2
CTD155	CDL Skills/Driving	40	2

**TRAINING SCHEDULE**

Morning Program (24 weeks) 8:00 a.m. - 1:00 p.m. Monday through Thursday

Evening Program (24 weeks) 5:30 p.m. - 10:30 p.m. Monday through Thursday

Weekend Program (24 weeks) 8:00 a.m. - 6:30 p.m. Saturday and Sunday

\* Each week is scheduled for twenty hours. Time missed due to school closings for weather and/or scheduled holidays, will be re- scheduled at a time other than the regular class schedule.

**Class A CDL Preparatory**

Length: 172 Clock Hours; 4 Instructional Weeks	
Credential Awarded: Diploma	Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The course material presented in the Class A CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver’s License test. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

The program is primarily designed to allow an entry-level driver to find his or her first job with a large Company doing over the road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

**GRADUATION REQUIREMENTS**

Graduates of the Class A CDL Preparatory program are awarded a diploma. Requirements for graduation include the following:

1. Achieve an overall grade average of 80% in written materials.
2. Successfully complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable.
4. Meet all financial obligations to the school.

**CLASS A CDL DRIVING Program OUTLINE**

**172 CLOCK HOURS** (A clock hour is defined as an actual hour of scheduled attendance.)

**Module 1: Basic Operation**

- 1.1 Introduction to the CDL for Drivers
- 1.2 Combination Vehicles
- 1.3 Airbrakes/Vehicle Systems
- 1.4 Transporting Cargo Safely



- 1.5 Cargo Documentation and Handling
- 1.6 Hours of Service
- 1.7 Trip Planning
- 1.8 Pre-Trip, In-Route & Post-Trip Inspections
- 1.9 Life on the Road/Public Relations
- 1.10 Recognizing & Reporting Malfunctions
- 1.11 What to do at the Scene of the Accident

**1.12 Homework Study Assignments**

**Total Hours – Module 1 70.0 Hours**

**Module 2: Basic Vehicle Control Skills I**

- 2.2 Straight Line Backing
- 2.3 Coupling & Uncoupling
- 2.4 Shifting
- 2.5 Alley Dock
- 2.6 Sight-Side Parallel Park
- 2.7 Blindside Parallel Park
- 2.8 CDL Skills Prep

**Total Hours – Module 2 68.0 Hours**

**Module 3: Basic Vehicle Control Skills II**

- 3.1 Demonstrate Proper Start-up and Braking Demonstrate Proper Lane Control
- 3.2 Demonstrate Proper Speed and Space Management Demonstrate the 5 Keys of the Smith System
- 3.3 CDL Road Test Prep

**Total Hours – Module 3 34.0 Hours**

**TRAINING SCHEDULE:**

Training Schedule may vary from class to class

\*Scheduling is at the discretion of the school; Hours are subject to change

**Class B Commercial Driver Training**

Length: 62 Clock Hours; 6 10 hour Instructional Days + 1 2hour day	
Credential Awarded: Certificate	Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The objective of the program is to provide the student with the skills necessary for him/her to obtain a Class B Commercial Driver’s License (CDL). Upon obtaining the Class B CDL, the graduate would be capable of obtaining entry-level employment as a Class B (straight truck) driver. The intent of the Class B CDL Driver Training Program is to offer upgrade training for students either working in the field or seeking work as a CDL Class B Driver.

**GRADUATION REQUIREMENTS**

Graduates of the Class B CDL Driver Training program are awarded a certificate. Requirements for graduation include the following:

- 1. Achieve an overall grade average of 80% or higher
- 2. Complete all of the scheduled driving skill evaluations
- 3. Return any school property, including books and equipment, when applicable
- 4. Meet all financial obligations to the school

**MODULE 1: The Classroom**

- 1.1 The Vehicle
- 1.2 Basic Control
- 1.3 While on the Road

- 1.4 Emergencies
- 1.5 Cargo Handling and Security
- 1.6 The Professional Driver
- 1.7 Passenger Endorsement Preparation
- 1.8 Final Written Test

**TOTAL HOURS 15.0**

**MODULE 2: Basic Control Skills**

- 2.2 Straight Line Backing
- 2.3 Alley Dock
- 2.4 Sight Side Parallel Park
- 2.5 Blind Side Parallel Park
- 2.6 CDL Skills Prep

**TOTAL HOURS 20.0**

**MODULE 3: Vehicle Control Skills**

- 3.1 Demonstrate Proper Start-up and Shut Down Procedures Demonstrate Proper Lane Control
- 3.2 Demonstrate Proper Speed and Space Management Passenger Vehicle Operation
- 3.3 Class B CDL Driving

**TOTAL HOURS 27.0**

**TOTAL COURSE HOURS 62.0**

\*A clock hour is defined as an actual hour of scheduled attendance.

**TRAINING SCHEDULE:**

Monday - Saturday, 8:00 A.M. to 6:30 P.M.

\*Scheduling is at the discretion of the school; Hours are subject to change

**Heating, Ventilations, Air Conditioning and Refrigeration**

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential

**OBJECTIVE**

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces and air conditioning equipment.

**DESCRIPTION**

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

**CREDENTIALING EXAMS**

Graduates are eligible to take the EPA Universal Certification Exam.

**CAREER OPPORTUNITIES**

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician.

## Graduation Requirements

To be eligible for graduation, students must have

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
5. Return any a school property, including books and equipment, when applicable
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

## PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
HVR105	Thermodynamics	60	4
HVR110	Practical Applications of Electricity	60	4
HVR115	HVACR Controls	60	4
HVR120	Controls, Motors and Motor Controls	60	4
HVR125	Refrigerants	60	4
HVR130	Residential Air Conditioning	60	4
HVR135	Commercial Air Conditioning	60	4
HVR140	Commercial Refrigeration Concepts	60	4
HVR145	Industrial Refrigeration	60	4
HVR150	Electric Heat and Heat Pumps	60	4
HVR155	Gas Heating Systems	60	4
HVR160	Oil Heating Systems	60	4
HVR165	HVAC System Performance	60	4
HVR170	Water-Based Heating Systems	60	4
HVR175	HVAC Troubleshooting and Service Calls	60	4
HVR180	EPA Certification Preparation	60	4

## Schedule

Morning: 9:00 A.M. – 2:00 P.M. Monday through Thursday

Evening: 5:00 P.M. – 10:00 P.M. Monday through Thursday

Hours are subject to change. If class falls on a holiday or the school is closed due to inclement weather a make-up day will be held usually on the following Friday to ensure all contact hours are met within each course of the program.

## Welding Technician

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential

### Program Description

Welding encompasses study in electrical, metallurgy, chemistry, physics, design, and mechanical engineering. Welders may work on various structures; including but not limited to bridges, buildings, pressure vessels and heat exchangers. This would include welding items such as nuclear systems, boilers, storage vessels, transmission and transportation vehicles for water, land, air and space travel, and production and processing machines of all types. The curriculum provides students with a foundation in welding techniques, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level welder.

### Graduation Requirements

To be eligible for graduation, students must have

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
4. Verified satisfactory completion of all program criteria for graduation with the Dean of Education/Associate Campus Director, Registrar, Financial Aid, and Career Services
5. Return any school property, including books and equipment, when applicable
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
SKW101	Introduction to the Skilled Professions	60	4
MAT110	Applied Mathematics	60	4
WLD101	Principles of Welding Technology	60	4
WLD105	Welding Symbol Interpretation and Inspection	60	4
WLD110	Cutting Processes	60	4
WLD115	Shielded Metal Arc-Welding	60	4
WLD120	Shielded Metal Arc-Welding Fit Alignment	60	4
WLD125	Gas Metal Arc-Welding	60	4
WLD130	Gas Metal Arc-Welding Fit and Alignment	60	4
WLD135	Flux Core Arc-Welding	60	4
WLD140	Flux Core Arc-Welding Applications	60	4

WLD145	Gas Tungsten Arc-Welding	60	4
WLD150	Gas Tungsten Arc-Welding Applications	60	4
WLD155	Pipe Welding Techniques	60	4
WLD160	Welding Fabrication Concepts	60	4
WLD165	Welding Certification and Career Development	60	4

**Schedule**

Morning: 8:00 A.M. – 1:00 P.M. Monday through Thursday

Afternoon: 2:00 P.M. – 7:00 P.M Monday through Thursday

Hours are subject to change. If class falls on a holiday or the school is closed due to inclement weather a make-up day will be held usually on the following Friday to ensure all contact hours are met within each course of the program.

# ACADEMIC POLICIES

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## Academic Achievement/Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78 to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the school include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering AND program (where applicable)	Yes	No

Often in order for graduating students to be eligible to sit for state licensing in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the School. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

### **Incomplete Grade Policy**

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Dean of Education before turning the form into the Registrar for recording.

All incomplete work must be completed and turned in for grading no later than 14 calendar days from the last day of the completed academic term. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the School. They bear no quality points and are not included in the calculation of CGPA.

#### **For CDL students**

All incomplete work must be completed and turned in for grading no later than 30 calendar days after the commencement of the next grading period. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

### **Course Repeat Policy**

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status. Students who are required to repeat a course due to failure or withdrawal may be required delay repeating the required course, if the required course is not immediately available.

### **Course Audit**

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Education.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit course do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; Neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term. Auditing a class may lengthen the time it takes for a student to complete the program.

### **Course Refresher**

To refresh their knowledge and skills, graduates of All-State Career School may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class. After 90 days an hourly fee will be charged to the student. Student must schedule upfront your refresher time with Associate Campus President.

### **Transcript of Grades** *This section has been revised. See addendum 5.*

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$5.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student's financial obligations to the School or state or federal loan agencies are not current.

### **Counseling/Advisement** *This section has been revised. See addendum 15.*

Academic advising is available throughout the student's enrollment at the School to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The School does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the School management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the School does not provide counseling services, it maintains a community resource list and/or WellConnect, a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list

\*If a student has problem that cannot be addressed by the All-State Career School team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by All-State Career School here to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24 hours service is prepaid by Fortis and there is no cost to the student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.

### **Tutoring**

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

### **Academic Appeals**

The Student Academic Appeals policy provides students a way to appeal dismissal from their academic program.



Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic policy within this catalog.

Students who wish to challenge a decision related to course specific testing, classroom assignments, classroom policies or grades should first discuss their concerns with their instructor. If the issue is not resolved satisfactorily at that point, the student can bring the issue to the appropriate Dean or Program Director for evaluation. The submission of Academic Appeal is specifically for a student who has been notified of being dismissed from a program.

An academic appeal must be received within fourteen calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course if the issue is grade related and the Dean of Education. This meeting will be held within seven calendar days of the Dean of Education receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3<sup>rd</sup> business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

### **Attendance**

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the School will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks).

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, and the Dean of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the School's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

### **Make-Up Hours/Time**

Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times and practical make-up hours must be made up during practical class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Associate Campus Director or Campus President.

### **Make-Up Hours/Time for Clock Hours programs**

All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during the alternate theory times and practical make-up hours must be made up during the practical class times. Make-up hours can be completed during the alternate schedules, including alternate daytime or evening schedule. Any holidays and/or school cancellation days must be made up during the alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Dean of Education or the Campus president.

### **Make-Up Hours/Time**

All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Dean of Education or Campus President.

### **Make-Up Work**

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

### **Tardiness/Early departure**

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

### **Brief Periods of Non-Enrollment or Standard Period of Non-enrollment (SPN)**

*This section has been revised. See addendum 8.*

With the exception of scheduled holiday and breaks, the School's programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The School has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the School during these brief periods.

There are six required steps that must be completed prior to the approval of the SPN enrollment status:

- 1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- 2) The student should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) The student must sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
- 4) The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
- 5) The Campus President and Financial Aid Director **must** approve the SPN request.
- 6) Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

### **Academic Leave of Absence (ALOA)**

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of

Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the School may grant an ALOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an A LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy, and will have the same impact as usual. **SAP will need to be calculated for the student before a decision on the LOA is determined.** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

### **Traditional Leave Of Absence (TLOA)**

Students enrolled in a clock hour or non-term program who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), may make an application for a Traditional Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA).

The following are the criteria for making application and approving a Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the School may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an T LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of "L" for each course attempted in the term. The "L" grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student's progression through the program. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the School prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.
- 5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for a Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

### **Withdrawal**

In order to remain in "Active" status at the School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from the School, must submit the request in writing to the School. The withdrawal request is to be submitted to the program/Dean of Education.

If a student is considering withdrawing from a course or from the School, the student should contact and meet with the Dean of Education or the Campus President in order to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations or ability to complete the program. If a student decides to proceed with the withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the School will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

### **Withdrawals as a Result of Failure to Attend**

A student attending the School will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks).

### **Effective Date of Withdrawal**

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

## **Dismissal from the Program and the School**

Students who have been dismissed from the School may not be eligible for re-instatement, unless the dismissal was due to failure to meet the School standards of satisfactory academic progress, in which case the appeal process is to be followed.

## **Student Responsibility**

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.

They must repeat all courses from which they elected to withdraw.

There may not be space available in the class upon their return.

They may have to wait for the appropriate course in the term to be offered again.

Their graduation date may change.

Their financial aid and/or tuition costs may be affected.

## **Educational Delivery Systems**

Courses are taught employing a combination of didactic, and laboratory. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

## **Clock Hour of Instruction**

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period unless otherwise noted

## **Clock to Credit Hour Conversion Formula**

### **Definition of a Credit Hour**

All-State Career School uses the following clock hour to quarter credit hour conversions: One quarter

credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities

## **Out-of-Class Work**

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

## **Types of Out-of-Class Work**

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing

them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

### Assignment of Out-of-Class Work

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

### Maximum Class Size *This section has been revised. See addendum 11.*

Program	Lecture	Lab	Program	Lecture	Range	Road
HVAC/R	32:1	20:1	Commercial Truck Driver Training	36:1	12:1	4:1
Welding Technician	12:1	12:1	Class A CDL Preparatory	25:1	12:1	4:1
			Class B CDL Driver Training	25:1	12:1	4:1

### Course Programming

All-State Career School reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 8:00 a.m. and 10:30 p.m., Monday through Friday; and 8:00 a.m. and 6:30 p.m. on Saturday and Sunday.

### School Closures

The School reserves the right to close the School during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the School's telephone number.

In the event that the School must cancel classes due to emergencies, the School will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

### Course Add/Drop

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

### Academic Improvement Plans

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the School's Academic Improvement Plan.

### Faculty Evaluations

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the School in making changes and modifications to improve the quality of programs, instruction, and student services.

### Resource Center

#### MISSION STATEMENT

The mission of the Resource Center (RC) is to support and enhance the educational process at the School, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

#### OBJECTIVES

The Resource Center (RC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The RC seeks to fulfill the unique informational needs of the library community by providing access to, web-

based resources, print journals, media titles, and reference books. The RC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to web-based resources in classrooms, laboratories, offices, and other learning spaces.

## **DEFINITION**

The Resource Center (RC) is a Resource serving a number of academic programs. The Center is located in a defined learning space within the School. The RC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of web-based resources that are accessible on computers in the LRC or at any location in the School. The LRC provides a quiet environment for study or research.

## **Career Services**

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the School to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the School's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employed in the field of their program should notify the School's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the School reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the School may disclose personal information to the employer for the sole purpose of employment verification. ***While placement assistance will be provided, the School cannot promise or guarantee employment or a specific salary.***

## TUITION AND FEES

*This section has been revised. See addendum 2, 3, 9, 10, 11, 12, and 13.*

PROGRAM	TUITION	ENROLLMENT ADMIN AND TECH FEE/FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXTBOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
DIPLOMA/CERTIFICATE PROGRAMS												
COMMERCIAL TRUCK DRIVER TRAINING	11,368	100/50	VARIABLES	N/A	N/A	98	142	25	176	50	0	12,009
*CLASS A CDL PREPARATORY	5,707	100/50	Included	N/A	N/A	100	0	25	0	50	0	6,032
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	0	25	0	50	0	3,931
HVAC-R	18,350	100	0	754	320	72	432	0	0	0	25	20,053
WELDING TECHNICIAN	19,232	100	0	476	N/A	156	767	0	0	0	0	20,731

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

The Enrollment Agreement obligates the student and the School by the Academic Quarter or Semester for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog. The content and schedule for the programs and academic terms are described in this catalog. Tuition and fees are charged each Quarter or Semester. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

### Refund and Cancellation Policies

If an applicant/student cancels, withdraws, or is dismissed by the School for any reason, refunds will be made according to the School's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the School determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of All-State Career School from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

*This section has been revised. See addendum 5.*

A student wishing to officially withdraw should inform All-State Career School at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to All-State Career School after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student's last date of attendance as documented by All-State Career School will be used to calculate any money the student owes and to calculate any refund the student is due.

Student refunds are based on the formula below:

<u>Proportion of Term or Module Taught</u>	<u>Refund Percentage</u>
10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund



**Right to Cancel** *This section has been revised. See addendum 5, 10, and 13.*

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to All-State Career School, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to All-State Career School, Attention: Campus Registrar, 1200 Lebanon Rd. Pittsburgh, PA 15122. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus a \$100 Enrollment Fee.

**Cancellation/Rejection Policy** *This section has been revised. See addendum 10.*

All-State Career School will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by School or who enrolls in a program that School cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

**BOOKS AND EQUIPMENT RETURN POLICY**

The College does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

**Other Charges**

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount it will be charged to the student.

There is no graduation fee.

\* Please note that the following agencies are approved for Class A CDL Preparatory training, and have tuition and fees that are determined by their Workforce Investment Boards. Students who qualify for training through one of these agencies may qualify for funding based upon a modified tuition and fees agreement between the school and the agency.

Career Link Allegheny County  
2040 Ardmore Blvd, Pittsburgh, PA 15221  
(412) 436-2225

Career Link Mon Valley  
570 Galiffa Dr, Donora, PA 15033  
(724) 379-4750

Career Link Washington County  
90 West Chestnut Street  
Suite 150 LL  
Washington, PA 15301  
724-223-4670

Career Link Fayette County  
112 Commonwealth Drive  
Lemont Furnace, PA 15456  
724-434-2946

Career Link Beaver County  
285 Beaver Valley Mall  
RT 18 Monaca, PA 15601  
724-728-4860

Career Link Butler County  
112 Hollywood Drive, Suite 203  
Butler, PA 16001

724-431-4000

Office of Vocational Rehabilitation (OVR)  
531 Penn Avenue  
Pittsburgh, PA 15222  
412-392-4950

## FINANCIAL ASSISTANCE PROGRAMS

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All-State Career School maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This important document may be obtained from the School's Financial Aid Office or online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the School's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at: <http://www.allstatecareeredu.info/>

### **Federal Pell Grant**

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), or in paper form from high school counselors, at public libraries and the School's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the School's Financial Aid Office.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Each year Fortis School makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the School's Financial Aid Officer for the School -specific FSEOG policy.

### **Federal Direct Loan Program (FDLP)**

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the School's Financial Aid Office.

### **Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program**

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the School's Financial Aid Office.

### **Federal Work-Study Program (FWSP)**

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the School's Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to the School's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

### **Veterans' Benefits**

All-State Career School is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33.

### **School, Private, State, and Local Financial Resources**

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using Fin Aid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at [www.FinAid.org](http://www.FinAid.org).

- Department of Veteran Affairs, GI Bill, [www.gibill.va.gov](http://www.gibill.va.gov)

### **Verification**

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

All-State Career School has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the School's Consumer Information Guide or contact the Financial Aid Office.

### **Return of Title IV Funds Policy**

If a student withdraws from the School and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

Credit Hour Programs:

$$\frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Clock Hour Programs:  
Clock Hours Scheduled to be Completed through the Withdraw Date  
Total Clock Hours in Period

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

### **Return of Unearned FSA Funds**

The School must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the School currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the School may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The School will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the School of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The School is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

The information presented above is subject to change based on Federal regulations.

### **Additional Information Regarding Financial Assistance Programs**

For additional information on the following topics, students should consult the School's *Consumer Information Guide*, which is available online at: <http://www.allstatecareeredu.info/>

- *Loan Repayment and Counseling*
- *Terms and Conditions for Federal Loan Deferments*
- *Student Lending Code of Conduct*
- *Private Education Loans*

- *EA Institutional Loans*
- *Preferred Private Education Loan Lender List*

### **Satisfactory Academic Progress for Credit Hour Programs**

The School's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment.

#### **SAP Evaluation Periods**

The School's SAP standards measure a student's satisfactory academic progress at the end of each, Quarter or Semester. The School will provide an academic grade report to each student at the end of each Quarter or Semester which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

#### **Maximum Time Frame**

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

#### **Quantitative Requirement Credit Completion**

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

#### **Qualitative Requirement – Cumulative Grade Point Average (CGPA)**

The School measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

#### **Academic/Financial Aid Warning**

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Dean of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional Quarter or Semester to correct the deficiency and meet the minimum requirements at the end of his or her next Quarter or Semester. The Academic/Financial Aid Warning period shall be one Quarter, or Semester. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the School unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

**SAP Tables**

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

**Programs of Study of Less Than One Academic Year  
(Quarter Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 & Higher	66.67%	2.00

**Programs of Study of One Academic Year  
(Quarter Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67%	2.00
3	32.5 & Higher	66.67%	2.00

**Programs of Study of One Academic Year  
(Quarter Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67%	2.00
3	32.5 & Higher	66.67%	2.00

**Programs of Study of More than One Academic Year**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & Higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

### **SAP Appeals & Financial Aid Probation**

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the School if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter or Semester as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an Additional Quarter or Semester as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the School's satisfactory academic progress standards by the end of that Quarter or Semester. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrant. The

Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the School. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary Quarter or Semester of the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the School may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

### **Cancellation of Aid**

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the School as well as the requirements for the submission of an appeal and the requirements for re-admission to the School.

### **Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid**

Students who have been terminated from the School for failure to achieve satisfactory academic progress may qualify for readmission to the School for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the School at students' own expense or through transferring credits into the School.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

### **Transfer and Readmitted Students/Students Changing Majors**

If a student transfers to the School from another postsecondary institution, the transfer credits that were accepted by



the School will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the School, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the School's academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the School, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

### **Remedial Courses**

Credits associated with remedial courses will not count as either credits attempted or Minimum Cumulative Credits Completed at the School.

### **Termination**

The School reserves the right to terminate a student's enrollment if, during the student's program of study, the School determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the School's rules and regulations as published in the School's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the School for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

### **Satisfactory Academic Progress for Clock Hour Programs**

The School's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (clock hour completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive Federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment

### **SAP Evaluation Periods**

The School's SAP standards measure a student's satisfactory academic progress at the end of the student's payment period. The School will provide, at a minimum, a cumulative academic grade report to each student at the end of each payment period, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours unless the excused clock hours need to be completed to meet graduation or licensure requirements.

### **Maximum Time Frame**

"Normal completion time", for purposes of this SAP policy for clock hour programs, is the period of time, measured in weeks, that it should take a student to complete his or her program of study. The number of weeks for normal completion time is computed by dividing the number of scheduled clock hours in each full week of instruction according to the student's Enrollment Agreement by the total number of clock hours in the program of study (rounded up). The maximum time frame in which a student may complete his or her program of study is 150% of the weeks for normal completion time for the program of study

### **Quantitative Requirement Clock Completion**

Each student must complete a minimum number of clock hours in the weeks scheduled for each payment period. At a minimum, students must complete 67% of the scheduled clock hours for the weeks in a payment period. (See the

Clock hour completion requirements at each payment period in the charts below.) Scheduled breaks and holidays and weather- related or similar Institute closures are excluded when determining the weeks in any payment period for purposes of determining SAP. All transfer clock hours accepted toward the student’s program will count as clock hours attempted and clock hours completed.

**Qualitative Requirement–Cumulative Grade Point Average (GPA)**

The Institute measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s CGPA, except that of a withdrawal (W) will not be included in determining a student’s cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student’s CGPA. (See CGPA requirements at each Evaluation Level in the charts below.)

**Quantitative Requirement Clock-hour Completion (CDL Class A & B CDL Driving)**

All-State Career School measures qualitative progress on the basis of a pass or fail for non-credit clock hour programs. The student must have earned a (P) by the end of the SAP evaluation period. If the student does not meet SAP at the end of the evaluation period they will be placed on SAP probation and repeat the course if they have not earned a (P) after repeating the course they will be terminated from the program. After a student has achieved 97 hours completed in the program the student will be measured weekly for meeting the SAP requirement if they are not at the standard they will be placed on SAP probation and have to repeat the failed class to earn a (P) if they do not meet the (P) after repeating the course they will be terminated from the program..

**Academic/Financial Aid Warning**

Students who do not meet the minimum standards for clock hours completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Registrar stating that he or she is being placed on an Academic or Financial Aid Warning. A student in Academic or Financial Aid Warning status will have one additional term to correct the deficiency and meet the minimum requirements at the end of his or her next term. The Academic/Financial Aid Warning period shall be one term. The student will remain eligible for Federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of Federal student assistance under Title IV of the Higher Education Act and will be dismissed from the Institute unless the student submits an appeal (see description below) and is granted a probationary period by the Financial Aid Committee. A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re- admission.

**SAP Tables**

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level

**Program of Study of 172 Clock Hours**

Evaluation Levels	Cumulative Hours Completed	Qualitative Standard
1	86	(P)

### Commercial Truck Driver Training – Quarter Credit Program

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum CGPA
1	1 to 12	1.75
2	12.5 to 22	2.70
3	22.5 to 28	2.70
4	28.5 & Higher	2.70

\*Commercial Truck Driver Training is non-term delivery. Quantitative pace of progression review is not required. Students will not be able to receive a subsequent disbursement of Title IV aid until ½ the credit hours and ½ the weeks are successfully completed.

# STUDENT POLICIES

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## Student Rights

Students accepted into an academic program of study at the School have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the School of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the School.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

## Behavior and Student Accountability

### Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the School's rules and regulations governing conduct.
- No cell phone usage during class, range, lab, or road instruction
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.
- At all times, all personal property is the sole responsibility of the student, and the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## **Standards of Student Professional Conduct – Academic Integrity**

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

## **Standards of Student Professional Conduct – General Conduct**

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to the School
- Theft of the School's property; theft, damage, forgery, alteration, misuse or mutilation of the School documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off School property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to School facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the School's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on School property or at a School function (Please refer to the Drug Free Policy established by the School for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any School official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the School for further information.)

## **Anti-Hazing Policy**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the School, for the purpose of initiation or admission into an affiliation with any organization recognized by the School.

Hazing includes, without limitation, the following as determined by the School: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of the School Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the School.

## **Copyright Protection Policy**

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the School's *Consumer Information Guide*, available online at <http://www.allstatecareeredu.info/>

## **Video-Recording or Audio-Recording Policy**

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Dean of Education.

## **Internet Usage**

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the School. As such, the School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the School in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the School name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the School, without explicit permission from the Campus President of the School.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of School employees, students, or anyone associated with the School, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

## **Social Media**

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The School values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the School also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the School community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the School and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

## Cyberbullying

The School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately.

## Dress Code *This section has been revised. See addendum 5.*

Each program of study at All-State Career School has a dress code. Students must comply with the School's dress code while attending classes, including any externship or clinical course. Compliance with the School's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the School therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from All-State Career School. Questions should be addressed to the specific program director.

## Drug and Alcohol Policy

The School is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the School's Drug Free Program.

A student who violates this policy will be dismissed from the School without recourse, and reported to local law enforcement.

In regards to the Drug Free School Policy and Program, the School reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free School Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the School's *Consumer Information Guide*, available online at <http://www.allstatecareer.edu>

## Non-Smoking/Non-Tobacco Policy

The School is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the School's premises. Use of tobacco of any kind is not permitted inside the School's buildings. Smoking in non-designated areas is a violation of the School's Standards of Conduct.

## Disciplinary Action

Any student who observes a violation of School policies on Anti-Hazing, Drugs and Alcohol, Student Professional



Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

**SUSPENSION** is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

**PROBATION** is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

**DISMISSAL** means that the student has been permanently withdrawn(expelled) from the School.

The student will be notified by the Dean of Education or Program director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student(with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for dismissal, and information as to the individual's right to appeal the decision, if applicable.

### **Termination or Expulsion Policy**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the School.

The School reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the School

Time on suspension will be counted as an absence from the School and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Standards of Professional Conduct section Page 44.

### **Student Appeal Process** *This section has been revised. See addendum 7.*

Students who are dismissed by the School have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing/emial, the reason why they should be re-admitted to School to the Campus President within 14 days of termination. The Campus President will respond to the appeal, in writing, within 10 calendar of receipt of the request.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

### **Crime Awareness and Campus Security Act**

The School provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide <http://www.allstatecareer.edu> contains School -specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated

Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions. For more up-to-date information, please contact an Admission's Representative.

### **Title IX and Violence Against Women Act (VAWA)**

All-State Career School is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. All-State Career School will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. All-State Career School will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at Page 46 and the Termination or Expulsion Policy can be found at Page 46 of this Catalog. All-State Career School will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at All-State Career School or an employee is urged to make a complaint to the Title IX Coordinator, Heather Powell. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by All-State Career School. Should a victim of sexual violence request confidentiality, All-State Career School will honor the request to the extent possible and allowed by law. All-State Career School will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

#### Title IX Coordinator

Attention: Title IX Coordinator Suzanne Peters Esq.,M.Ed.  
National Dean of Programmatic Accreditation  
Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: Phone: 330-805-2819  
E-Mail Address: speters@edaff.com

### **Personal Property**

All personal property is the sole responsibility of the student. The School does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **Visitor Policy**

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

### **Family Education Rights and Privacy Act (FERPA)**

An education record is defined as files, materials or documents that contain information directly related to a student. The School maintains education records. Education records are supervised by the Campus President and access is afforded to School officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary School shall have the right to inspect, review and challenge their academic

records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular School hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the School decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the School must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The School may disclose educational records without consent to any of the following:

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

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The School requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

### **Student Activities**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

### **Field Trips**

When appropriate, the School may recommend or approve field trips to industrial or professional locations.

### **Housing Assistance**

Although the School does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the student services department to request a list of community resources.

### **Significant Medical Conditions** *This section has been revised. See addendum 5.*

All-State Career School encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. All-State Career School encourages students to obtain written clearance from their physician, specifically citing any nor restrictions on activity weight lifting , and to report such restrictions immediately to the student's program director and instructor.

### **Pregnancy**

Pregnancies should be promptly reported to the respective program director to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's program director and instructor.

## GRIEVANCE PROCEDURE

*This section has been revised. See addendum 14.*

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A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the School's SAP policy.

A student wishing to escalate his or her complaint should follow the five steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education
2. If the dispute cannot be resolved through addressing the Dean of Education the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve to dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.
5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the Pennsylvania State Licensing Authority or ACCSC, the School's accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is: *(Revision, see addendum 14)*

**State Board of Private Licensed Schools**

**Pennsylvania Department of Education**

333 Market Street, 12<sup>th</sup> Floor

Harrisburg, PA 17126-0333

Main Information Number: (717) 783-8228

Fax (717) 772-3622

Website: [www.education.pa.gov](http://www.education.pa.gov)

The title and address of the institutional accrediting commission is:

**Accrediting Commission of Career Schools & Colleges**

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

[www.accsc.org](http://www.accsc.org)

**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 & Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201 (703) 247-4212**

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

**OHIO RESIDENTS:** If the student has a complaint and is unable to resolve it through the institution of higher education's established complaint process, the student should contact the Ohio Department of Higher Education (ODHE) using the online complaint form which can be found at <https://www.ohiohighered.org/studetns/complaints>.

**West Virginia Residents:** If, after exhausting internal grievance procedures, the institution of higher education has not responded to the complainant's satisfaction or a satisfactory remedy has not been found, the complainant may contact the West Virginia Higher Education Policy Commission for further investigation into the issues. The student must complete the Student Complaint form and submit it to the Council/Commission. More information and the complaint form can be found on the website at: <http://www.whepc.edu/wp-content/uploads/2015/10/Complaint-Form2.pdf>

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

**MANDATORY ARBITRATION AND CLASS ACTION WAIVER** *This section has been revised. See addendum 10.*

As a condition of enrolling at All-State Career School, applicants must agree to submit all claims and disputes with All-State Career School to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against All-State Career School resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against All-State Career School. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

All-State Career School cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, All-State Career School cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

## COURSE DESCRIPTIONS

*This section has been revised. See addendum 3, 5, and 11.*

### EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

CTD .....	Commercial Truck Driver Training
HVR.....	Heating, Ventilation, Air Conditioning and Refrigeration
WLD .....	Welding Technician
Module .....	Class A CDL Preparatory
Module A.....	Class B CDL Driver Training

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements.

#### **CTD100 BASIC OPERATIONS**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about the various types of carriers and how they operate within the Department of Transportation regulations. The course will allow the students to gain basic knowledge regarding the control systems of commercial vehicles and know what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting and the Federal Motor Carriers Safety Administration (FMCSA). Students will also explore "Life Skills Lessons" with an emphasis placed on personal health while driving on the road. *Prerequisite: None*

#### **CTD105 VEHICLE SYSTEMS AND MAINTENANCE**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course introduces students to the components of a commercial vehicle in order to complete a proper pre-trip inspection and vehicle inspection report. Also covered is the importance of preventative maintenance and reporting malfunctions in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations Part 392.7 through 392.9 Students will also explore "Life Skills Lessons" with an emphasis on driver stress management and the role it plays in driver safety.

*Prerequisite: None*

#### **CTD110 DEFENSIVE DRIVING AND CARGO DOCUMENTATION**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course will provide the student with information related to their profession, driving and specifically, defensive driving. The goal of this course is to present and review information on how to improve defensive driving skills – skills that may save lives and help avoid collisions and violations. The importance of avoiding skids and jackknives and theory on best ways of driving in the mountains are taught. Students will understand the best way to leave the road and return, how to avoid a head on collision and why driving through an emergency may be better than trying to stop. Accidents do happen. When they happen, the driver must know what to do and what not to do. This course will teach the student what to do at the scene of an accident, how to fill out an accident report, how to protect the scene of an accident and how to conduct himself/herself professionally.

*Prerequisite: None*

#### **CTD115 CDL PREP AND CAREER DEVELOPMENT**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course presents material needed for the students to successfully pass the CDL permit exam, which includes: General Knowledge, Combination, and Air Brakes. In addition, an overview of the skills needed to safely operate commercial vehicles is reviewed. The students will prepare to take the CDL learners permit exam in their individual

state of residence. Topics such as extreme driving (mountains, snow, ice, etc.) will also be discussed. Students will also explore a "Life Skills Lessons" with an emphasis on employee public relations.

*Prerequisite: None*

### **CTD120 TRIP PLANNING AND HOURS OF SERVICE**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

The student will be taught how to plan trips, read an atlas, and recognize different types of computer systems. The course also covers the regulations related to Driver Hours of Service, how to properly fill out a driver's log book and how to avoid Hours of Service violations, allowing the driver to stay on the road, benefiting both driver and employer. Students will also continue exploration of "Life Skills Lessons" with an emphasis on providing the highest quality customer service and the importance of Time Management. *Prerequisite: None*

### **CTD125 INTRODUCTION TO VEHICLE CONTROL**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. The students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 142-point vehicle inspection of the vehicle. Students will also explore "Life Skills Lessons" with an emphasis on workplace strategies for a successful career. In addition, students will begin "Transportation Industry Awareness Lessons" with a focus on the airbrake system of a tractor trailer.

*Prerequisites: CTD100, CTD110, CTD105, CTD115, CTD120. Must have an 80% overall grade average. Must also have CDL permit.*

### **CTD130 BASIC VEHICLE CONTROL**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to straight line backing. After properly adjusting their mirrors, students will move the truck back and forth in a straight 100 ft. line, complete controlled stops, and recover if the vehicle drifts to the left/right. Students will also be introduced to pull-ups which will allow the student to realign the vehicle as needed. Students will also explore "Life Skills Lessons" with an emphasis on job search skills and interviewing techniques. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer down a road with a steep downgrade.

*Prerequisite: CTD125*

### **CTD135 INTERMEDIATE VEHICLE CONTROL**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to the sight side parallel parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse from a parked position into the 100 x 12 box on the left side (driver's side or sight side) of the vehicle. The students will further enhance mirror usage skills and develop a professional level of competency in the various set-up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Skills Lessons" with an emphasis on stress and organizational management. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer with hazardous materials over a railroad crossing.

*Prerequisite: CTD130*

### **CTD140 ADVANCED VEHICLE CONTROL**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce the student to the conventional parallel parking maneuver. Using the four steps to backing, in reverse, the student will learn to intentionally move the tractor and trailer into an area the length of the unit plus 15 feet, from the right (passenger's side) and the left side (sight side) of the truck. The students will be able to choose backing targets to successfully complete this maneuver to further enhance mirror usage skills, develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Life Skills Lessons" with an emphasis on career and life evolutions, such as promotions and/or becoming an owner operator. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the Simulated Emergency Pull-over and placement of warning devices.

*Prerequisite: CTD135*



**CTD145 BASIC DRIVING TECHNIQUES**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce the students to the alley dock maneuver. In reverse, the student will learn to intentionally move the tractor and trailer from a 90 degree angle within a 70 foot space and place the rear of the trailer into a 40 x 12 foot box area. The student will continue skills developed in previous classes and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Life Skills Lessons" with an emphasis on human resources and business communication. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the FMCSA's CSA Program. Students will be able to identify which gear to use at various speeds and conditions.

*Prerequisite: CTD140*

**CTD150 ADVANCED DRIVING TECHNIQUES**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

In this course, students will begin the "road" portion of their training. In a real time environment, students will be introduced to driving skills such as how to identify road/traffic hazards, how to avoid hazards and to take evasive action when needed. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, and construction zones. Students will also explore "Life Skills Lessons" with an emphasis on human resources and business communication. They will also revisit the hours of service and trip planning from previously learned material in the classroom. Students will also explore "Life Skills Lessons" with an emphasis on conflict and resolution.

*Prerequisite: CTD145*

**CTD155 CDL SKILLS/DRIVING**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will have students continue to build on their previous learned skills and enhance the driver's ability to react to the ever changing driving situation in a busy and unpredictable environment. To assess the student's driving skill level when driving in residential, shopping, and city environments and to prepare the student for the CDL A test to obtain entry-level employment as a Class A driver. The student will be able to spot potential hazards and stationary objects, practice safe operations, understand the importance of maintaining a professional attitude, have an understanding of how to conduct themselves in a professional manner among other drivers, understand traffic controls, stop lines and crosswalks, truck routes and bus corridors and also parking safely to make an emergency stop. Students will continue "Transportation Industry Awareness Lessons" with a focus on load securement of the trailer.

*Prerequisite: CTD150*

**HVR105 THERMODYNAMICS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction and radiation.

*Prerequisite(s): None*

**HVR110 PRACTICAL APPLICATIONS OF ELECTRICITY**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.

*Prerequisite(s): None*

**HVR115 HVACR CONTROLS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electro-mechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state their characteristics.

*Prerequisite(s): None*

**HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.

*Prerequisite(s): None*

**HVR125 REFRIGERANTS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure temperature chart, measure superheat and sub-cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application.

*Prerequisite(s): None*

**HVR130 RESIDENTIAL AIR CONDITIONING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components.

*Prerequisite(s): None*

**HVR135 COMMERCIAL AIR CONDITIONING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able to recognize components and types of commercial air conditioning systems.

*Prerequisite(s): HVR125*

**HVR140 COMMERCIAL REFRIGERATION CONCEPTS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration. *Prerequisite(s): HVR125*

#### **HVR145 INDUSTRIAL REFRIGERATION**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.

*Prerequisite(s): HVR125*

#### **HVR150 ELECTRIC HEAT AND HEAT PUMPS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

*Prerequisite(s): HVR105*

#### **HVR155 GAS HEATING SYSTEMS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems. *Prerequisite(s): None*

#### **HVR160 OIL HEATING SYSTEMS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Oil Heating Systems introduces students to the equipment and controls of oil heating components. Throughout the course students will gain valuable knowledge and experience with different types of oil furnaces, the combustion process, and oil heating equipment. After successfully completing this course, students will have the skills necessary to begin supervised maintenance and repair of oil heating systems and equipment.

*Prerequisite(s): HVR105*

#### **HVR165 HVAC SYSTEM PERFORMANCE**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.

*Prerequisite(s): HVR105*

**HVR170 WATER-BASED HEATING SYSTEMS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air.

*Prerequisite(s): HVR105*

**HVR175 HVAC TROUBLESHOOTING AND SERVICE CALLS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.

*Prerequisite(s): HVR105, HVR125*

**HVR180 EPA CERTIFICATION PREPARATION**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification—Universal Exam.

*Prerequisite(s): HVR140*

**Module 1: BASIC OPERATIONS**

70 Clock Hours

(80 Lecture Hours/0 Lab Hours)

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about the various types of carriers and how they operate within the Department of Transportation regulations. The course will allow the students to gain basic knowledge regarding the control systems of commercial vehicles and know what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting and the Federal Motor Carriers Safety Administration (FMCSA).

*Prerequisite: None*

**Module 2: BASIC VEHICLE CONTROL SKILLS I**

68 Clock Hours

(0 Lecture Hours/80 Lab Hours)

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. The students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 127-point vehicle inspection of the vehicle. Students will also explore "Life Skills Lessons" with an emphasis on workplace strategies for a successful career. In addition, students will begin "Transportation Industry Awareness Lessons" with a focus on the airbrake system of a tractor trailer.

*Prerequisite: Module 1: Basic Operations*

**Module 3: BASIC VEHICLE CONTROL SKILLS II**

34 Clock Hours

(0 Lecture Hours/34 Lab Hours)

This course will introduce the students to the straight line and alley dock parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse. The students will further enhance mirror usage skills and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments. Students will continue to drive on local highways and identify the

importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, construction zone.

*Prerequisite: Module 2: Basic Vehicle Control Skills I*

### **MAT110 APPLIED MATHEMATICS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides students with an introduction and review of basic mathematical concepts by associating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It also builds a knowledge basis for students, which they can apply in the classroom and workplace. Whole numbers, fractions, decimals, and percentages are introduced, reviewed, and applied to life and job site events. Measurement in English and metrics are introduced, and calculated. Pre-algebra and algebra concepts are explained, reviewed, and used to solve problems and equations. Practical plane geometry, solid figures, triangle trigonometry, and trigonometric ratio are introduced, discussed, and computed. Statistical analysis is introduced and calculated.

*Prerequisite(s): None*

### **SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students will receive an overview of the trades' professions, and learn the basics of safety, equipment use and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking and using computer technology for resources and class assignments.

*Prerequisite(s): None*

### **WLD101 PRINCIPLES OF WELDING TECHNOLOGY**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an introduction to welding technology with an emphasis on developing welding safety habits for identifying health concerns and potential hazards; wearing of personal protection equipment, safety inspection of welding equipment, equipment repair and maintenance; and adhering to laboratory principles and rules. Additionally, students will be introduced to the welding certification requirements and practice oxy-fuel, plasma arc, and carbon arc-cutting processes.

*Prerequisite(s): None*

### **WLD105 WELDING SYMBOL INTERPRETATION AND INSPECTION**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces basic elements of weld sketches, drawings, and welding symbols found in shop drawings, welding prints, and basic welding forms. Emphasis is placed on interpreting sketch and symbol information to fabricate a well-meant. Destructive and non-destructive testing methods will be developed through practicing examination, exploring their functionality and usability in the industry, and visually inspecting and measuring welds to identify discontinuities and defects. At the conclusion of this course, students will be able to utilize print reading, inspection, and testing procedures for weldments according to drawings and standards used in the industry.

*Prerequisite(s): None*

### **WLD110 CUTTING PROCESSES**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, the student is introduced to basic air carbon arc, oxy-fuel, and plasma arc cutting processes. Development of thermal cutting processes including identification of safety hazards (ANSI Z49.1 Safety in Welding, Cutting and Allied Processes), and wearing of protective equipment; proper assembly, maintenance, testing, and use of equipment; and the production of quality cuts. Students will practice a variety of cutting techniques through the practical experience of the laboratory. At the end of this course, students will be able to make basic cuts using a variety of cutting processes.

*Prerequisite(s): WLD101*

**WLD115 SHIELDED METAL ARC- WELDING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the fundamental concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, electrode selection, and the production of quality groove and fillet welds in the 1G, 2G, 1F, and 2F positions. Students will develop a theoretical understanding of the SMAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection. After this course the student will be able to perform basic SMAW welding processes.

*Prerequisite(s): WLD101*

**WLD120 SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course develops the concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, and electrode selection. Students will develop the production of quality groove and fillet welds in the 1G, 2G, 3G, and 4G, 1F, 2F, 3F and 4F positions. Students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. At the conclusion of this course students will be prepared to perform quality groove and fillet welds using SMAW processes.

*Prerequisite(s): WLD101*

**WLD125 GAS METAL ARC-WELDING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the student to gas metal arc welding processes. Included in GMAW processes is continued development of identification of safety hazards and wearing of proper protective equipment. Assembly, maintenance, repair, and testing of GMAW equipment is introduced; the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions are practiced in the labs and reinforced through self and peer inspection. At the conclusion of this course students will be able to perform basic GMAW processes.

*Prerequisite(s): WLD101*

**WLD130 GAS METAL ARC-WELDING FIT AND ALIGNMENT**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course develops the concepts and techniques involved with the gas metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, and qualification testing. Students will develop the production of quality groove and fillet welds in the 1G, 2G, and 3G; 1F, 2F, and 3F positions and students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. Additionally, students will be introduced to production of groove and fillet welds in the 4G and 4F positions and welds utilizing the GMAW spray transfer in a variety of positions.

*Prerequisite(s): WLD101*

**WLD135 FLUX CORE ARC-WELDING**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course introduces the fundamental concepts and techniques involved with the flux core arc welding process, safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions. Students will develop a theoretical understanding of the FCAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

*Prerequisite(s): WLD101*

### **WLD140 FLUX CORE ARC-WELDING APPLICATIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course covers advanced concepts and techniques involved with the flux core arc welding process, as well as content such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, and safety testing. Additionally, students will produce of quality fillet and groove welds in the, 1F, 2F, 3F, and 4F and 1G, 2G, 3G, and 4G positions. Students will develop the FCAW-S process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

*Prerequisite(s): WLD101*

### **WLD145 GAS TUNGSTEN ARC-WELDING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the concepts and techniques involved with the gas tungsten arc welding process, safety procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 4G, 1F, 2F, 3F, and 4F positions. Students will be introduced to GTAW process with carbon steel and Austenitic Stainless Steel, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

*Prerequisite(s): WLD101*

### **WLD150 GAS TUNGSTEN ARC-WELDING APPLICATIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course covers concepts and techniques involved with the gas tungsten arc welding process with a focus on the production of quality groove and fillet welds on austenitic stainless steel in the 1G, 2G, 3G, 1F, 2F, and 3F positions and 1G, 2G, 1F, and 2F positions on aluminum. Additionally, this course covers fundamental concepts such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation.

*Prerequisite(s): WLD101*

### **WLD155 PIPE WELDING TECHNIQUES**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students are provided an introduction to welding of pipe using the shielded metal arc welding process (SMAW). Included are electrode selection, equipment setup, and safety procedures. The student will describe equipment and required pipe preparation, perform 1G and 2G welds using various electrodes, and practice up and down hill piping techniques. Students will evaluate their performance abilities to troubleshoot for potential problems. Students will develop interpretation of the AWS coding system and use available materials and equipment properly.

*Prerequisite(s): WLD101*

### **WLD160 WELDING FABRICATION CONCEPTS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students gain a comprehensive overview of metal fabrication techniques. Through lab projects, they practice skills such as using blueprints and taking accurate measurements. Labs allow for gaining competency with fabrication tools, especially automated devices, such as shears, and press brakes. At the end of this course, students will be competent in metal fabrication techniques.

*Prerequisite(s): WLD101*

### **WLD165 WELDING CERTIFICATION AND CAREER DEVELOPMENT**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will develop and practice the skills necessary to pass the certification test. Pre-testing will be administered at the completion of 30 hours in both GMAW and SMAW. Pretesting identifies students' readiness for

the official Certification Test and provides students with direction for continued lab work and hands on practice. This course will also provide the student with marketable job search techniques and skills.

*Prerequisite(s):WLD101*



# STAFF AND FACULTY

*This section has been revised. See addendum 5 and 6.*

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## **Campus Operations**

Campus President	Heather Powell
Associate Campus President	Stephanie Sedar

## **Admissions**

Director of Admissions	Ernie Junstrom
Admissions Representative	Chris Rue
Admissions Representative	Jayla Powell
Admissions Representative	Patricia Sweeney
Admissions Representative	Richard Gerhardt
Agency Admission Representative	Kathleen Devey

## **Receptionist**

Beryl Polis

## **Career Services**

Director of Career Services	Sharon Houseman
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## **Financial Aid-**

Director of Financial Aid	Jamie Silicki
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## **Operations Support**

Business Office Manager	Cynthia Remack
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## **Academic Support**

Registrar	Faith Good
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## **Academic Leadership**

### DEAN OF EDUCATION

Heather Powell

Bachelors of Arts in Business Administration, Point Park University PGH

Master of Arts in Curriculum & Instruction of Adult Learners Point Park University PGH

### PROGRAM CHAIR OF THE WELDING TECHNOLOGY PROGRAM

Scott Deeter

AWS D1.1 SMAW Certification

### Director of Trades in CDL

James Cox

Class A Commercial Driver's License

### SHIFT SUPERVISOR FOR THE CDL COURSES

Curtis Ross

Class A Commercial Driver's License

*All-State Career School Catalog 2022-2023*

Helen Blazanin-Lead Instructor  
Master Level Instructor  
Class A Commercial Driver's License State  
Examiner  
Robert Good –Lead Instructor  
Class A Commercial Driver's License

## **FACULTY**

### **Commercial Truck Driver Training/Class A and Class B**

Richard Walker (Full-Time)  
Class A Commercial Driver's License  
State Examiner  
Mark Wagner (Full-Time)  
Class A Commercial Driver's License  
Mark Doman (Full-Time)  
Class A Commercial Driver's License  
Ronald Oross (Full-Time)  
Class A Commercial Driver's License  
Denny O'Neill (Full-Time)  
Class A Commercial Driver's License  
Brian Gibino (Full-Time)  
Class A Commercial Driver's License  
James Walter (Full-Time)  
Class A Commercial Driver's License  
Eric Jackson (Full-Time)  
Class A Commercial Driver's License  
James Zajack(Full-Time)  
Class A Commercial Driver's License  
Joseph Ross (Full-Time)  
Class A Commercial Driver's License  
Jonathon Cox (Full-Time)  
Class A Commercial Driver's License  
Carlo Thomas (Full-Time)  
Class A Commercial Driver's License  
William Csikari (Full-Time)  
Class A Commercial Driver's License  
Shawn Morgan (Part-Time)  
Class A Commercial Driver's License  
Anthony Lombardo (Part-Time)  
Class A Commercial Driver's License  
Shawn Bedillion (Part-Time)  
Class A Commercial Driver's License

#### Mechanics:

Senior Mechanic Nelson Horwalt

### **Heating, Ventilation, Air Conditioning & Refrigeration**

Scott Seh Lead Instructor  
EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration Fortis College

Joshua Carmino (Full-Time)  
EPA Universal Certification  
Donald Gent (Full-Time)

EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration, All-State Career School Pittsburgh, Pa  
Hunter Ferrara (Full-Time)  
EPA Universal Certification

**Welding Technician**

Brett Pastor  
AWS D1.1 SMAW Certification  
John Morabito

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# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 - 2023 Catalog, April 19, 2022 Volume 1, Version 1

Effective date: April 19, 2022

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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***This is effective July 1, 2021 to July 1, 2023.***

***This addendum replaces all prior published COVID-19 addenda.***

### **ADMISSIONS INFORMATION, PAGE 9 - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS**

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in all programs, except Class A and Class B CDL programs, due to the COVID-19 Pandemic.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the hybrid program.

#### **ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

#### **EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.



## **INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days..

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the All-State Career School. They bear no quality points and are not included in the calculation of CGPA.

## **ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the All-State Career School may choose to grant an ALOA on behalf of a student without having received prior written request as long as the All-State Career School has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L O A after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.
- 3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the All-State Career School. The All-State Career School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation

must be submitted to the Insert: College, Institute or School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

### **WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

In order to remain in "Active" status at the All-State Career School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Insert: College, Institute or School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the All-State Career School, by notifying the All-State Career School in writing.

Should students be considering withdrawing from a course or from the Insert: College, Institute or School, they should meet with the Dean of Education or the or the Campus President in order to gain an appreciation for what the All-State Career School can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the Insert: College, Institute or School due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

### **ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

**Other letter grades used by the School include:**

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn	Yes	Yes
	Failing		
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

## **TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

**Optional Tablet** - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, All-State Career School temporarily moved all educational instruction to online delivery. A tablet was made available to order through All-State Career School in the amount of \$320.00. This purchase was optional and made available to help accommodate access to online course content.

## **FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 - 2023 Catalog, 4/19/2022 Volume 1, Version 2

Effective date: June 22, 2022

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

### TUITION AND FEES, PAGE 31

*The following information applies to all students who enroll for start dates July1, 2022 and later.*

PROGRAM	TUITION	ADMIN & TECH FEE / FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXTBOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
DIPLOMA/CERTIFICATE PROGRAMS												
COMMERCIAL TRUCK DRIVER TRAINING	11,596	100/50	VARIES	N/A	N/A	106	187	25	176	50	0	12,290
*CLASS A CDL PREPARATORY	5,707	100/50	PERMIT INCLUDED	N/A	N/A	100	20	25	0	50	0	6,052
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	199	25	0	50	0	4,130
HVAC-R	19,452	100	0	754	385	84	432	0	0	0	25	21,232
WELDING TECHNICIAN	20,384	100	0	551	N/A	172	563	0	0	0	0	21,770

*Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.*

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022 Volume 1, Version 3

Effective date: 9/2/2022

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*Effective September 12, 2022*

### ACADEMIC PROGRAMS, PAGE 15

#### HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

<b>Length:</b> 960 Clock Hours; 48 Instructional Weeks	<b>Program Quarter Credits:</b> 64
<b>Credential Awarded:</b> Diploma	<b>Mode of Delivery:</b> Residential

#### PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
SKW101	Introduction to the Skilled Professions	60	4
HVR105	Thermodynamics	60	4
HVR110	Practical Applications of Electricity	60	4
HVR115	HVACR Controls	60	4
HVR120	Controls, Motors and Motor Controls	60	4
HVR125	Refrigerants	60	4
HVR130	Residential Air Conditioning	60	4
HVR140	Commercial Refrigeration Concepts	60	4
HVR141	Industrial Refrigeration and Commercial Air Conditioning	60	4
HVR150	Electric Heat and Heat Pumps	60	4
HVR155	Gas Heating Systems	60	4
HVR160	Oil Heating Systems	60	4
HVR165	HVAC System Performance	60	4
HVR170	Water-Based Heating Systems	60	4
HVR175	HVAC Troubleshooting and Service Calls	60	4
HVR180	EPA Certification Preparation	60	4

## TUITION AND FEES, PAGE 31

PROGRAM	TUITION	ADMIN & TECH	UNIFORMS	STUDENT KIT	LAPTOP COMPUTER	TEXTBOOKS	E-BOOKS	CREDENTIALING EXAMS	TOTAL COST
PROGRAMS									
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$19,452	\$100	\$84	\$754	\$385	\$552	\$0	\$25	\$21,352

## COURSE DESCRIPTIONS, PAGE 54

### **SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students will receive an overview of the trades' professions, and learn the basics of safety, equipment uses and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking, and using computer technology for resources and class assignments.

*Prerequisite:* None

### **HVR141 INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing industrial-style refrigeration systems.

Additionally, this course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems.

*Prerequisite:* HVR125

### **HVR180 EPA CERTIFICATION PREPARATION**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II, and Type III certifications will be covered. Emphasis will be placed on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification—Universal Exam.

*Prerequisites:* HVR105 and HVR125

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022, Volume1, Version 4

Effective date: 9/20/2022

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### INTRODUCTION AND OVERVIEW, PAGE 5

#### ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- All-State Career School is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 (703) 247-4212; (703) 247-4533 (fax); [www.accsc.org](http://www.accsc.org) (home page). ACCSC is an accrediting agency recognized by the U.S. Department of Education.
- All-State Career School is licensed by the Commonwealth of Pennsylvania, Department of Education, State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor Harrisburg, PA 17126-0333; (717) 783-8228 Fax (717) 772-3622, as a specialized associate degree and diploma granting institution.
- The Commonwealth of Pennsylvania Department of Transportation and Bureau of Driver Licensing, to administer third party Commercial Driver's License skills testing for Class A and Class B operators. 1101 South Front Street, Harrisburg, PA 17104 1-800-932-4600 Fax (717)705-1131
- All-State Career School is approved by The Pennsylvania Department of Education for the Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, PA 17126; (717)787-2414; Fax (717) 772-3622
- All-State Career School is exempt from Ohio Department of Higher Education and Ohio State Board of Career Colleges and School approval per ORC 1713.02.
- All-State Career School is exempt from West Virginia Higher Education Policy Commission approval per W.VA. Code R. 133-20-3.
- All-State Career School is approved by the Pennsylvania Department of Education of Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, PA 17126; (717)787-2414; Fax (717) 772-3622
- All-State Career School is approved to be an Entry Level Driver Training provider by the Federal Motor Carrier Safety Administration, 1200 New Jersey Ave. SE, Washington, DC 20590 1-800-832-5660

- PA Career Link state-wide training program.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

### **State Authorization Disclosure For Students With Distance Education Programs**

The following information is applicable to any prospective or current student enrolled in a program with distance education, including hybrid programs. All-State Career School reviews admissions applications and may enroll students in programs with distance education who are residents of the following states only: Ohio, West Virginia, Maryland and Pennsylvania. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at All-State Career School, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at All-State Career School, the School may be required to withdraw the student from the program prior to completion.



# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022 Volume 1, Version 5

Effective date: 10/12/2022

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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## INTRODUCTION AND OVERVIEW, PAGE 5

### ACCREDITATION, LICENSES, AND APPROVALS

The Commonwealth of Pennsylvania Department of Transportation and Bureau of Driver Licensing, to administer third party Commercial Driver's License skills testing for Class A CDL Preparatory and Class B CDL Driver Training operators. 1101 South Front Street, Harrisburg, PA 17104 1-800-932-4600 Fax (717)705-1131

### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

All-State Career School is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at [Karen.Ferguson@edaff.com](mailto:Karen.Ferguson@edaff.com).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

## ADMISSIONS INFORMATION, PAGE 9

### ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that All-State Career School receives all required documentation. All records received become the property of All-State Career School.

### Admission Requirements for Welding and Heating, Ventilation, Air Conditioning & Refrigeration

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an

earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the School.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant for a CDL program must be eighteen years of age or older to be accepted into the program.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admissions representative and/or other administrative staff.
6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
7. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.
8. Applicants must meet all financial obligations.

The SLE minimum entrance requirements by program are as follows:

**Diploma Programs**

HVACR	11
Welding Technician	11

**Note:** In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

9. Applicants must complete all tuition payment requirements.
10. Accepted applicants must agree to and sign the All-State Career School Enrollment Agreement.

**Commercial Truck Driver Training**

Length: 480 Contact Hours; 24 Instructional Weeks	Program Quarter Credits: 34
Credential Awarded: Diploma	Mode of Delivery: Residential
Out of Class Work: CTD 400	

**PROGRAM DESCRIPTION**

The Commercial Truck Driver Training Driving program is intended to develop technical knowledge and practical skills required to drive commercial trucks. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver’s license tests for the state in which they are licensed. Students learn to operate a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs. or a straight vehicle in excess of 26,001 lbs. The training offered during this program will provide students with advanced range and road skill development, as well as in-depth classroom learning.

**GRADUATION REQUIREMENTS**

Graduates of the Commercial Truck Driver Training program are awarded a diploma. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (CTD100, CTD105, CTD110, CTD115, and CTD120) and a commercial learners permit are required to continue to the range and road courses, beginning with CTD 125. A DOT drug screen will be administered after permit is acquired and a negative result must be on file with the school before a student is permitted to move onto course CTD 130. Any theory course (CTD100, CTD105, CTD110, CTD115, and CTD120) that a student receives a 60% or less in must be repeated.  
A minimum passing grade of proficient in the class is required for successful completion of courses from CTD 125 through CTD 155. Proficient (P) is determined by a 70% or above on the final exam and a 60% or higher on the overall final grade at completion of the course. Any course receiving a Not Proficient (F) will need to be repeated.
2. Successfully pass each course with a 60% or higher
3. Complete all of the scheduled driving skill evaluations
4. Return any school property, including books and equipment, if applicable.
5. Meet all financial obligations to the school.

Upon meeting the graduation requirements, the reasonably diligent student will be qualified to enter employment as an entry level tractor trailer driver employed in intrastate and/or interstate commerce. Each graduate will possess a Commercial Driver’s License with all relative endorsements. Taking into consideration individual differences, the graduate will be capable of operating a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs., or a straight vehicle in excess of 26,001 lbs.

**Class A CDL Preparatory**

Length: 172 Contact Hours; 4 Instructional Weeks	
Credential Awarded: Diploma	Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The course material presented in the Class A CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver’s License test. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

The program is primarily designed to allow an entry-level driver to find his or her first job with a large Company doing over the road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

## **GRADUATION REQUIREMENTS**

Graduates of the Class A CDL Preparatory program are awarded a diploma. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficient (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Successfully complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable.
4. Meet all financial obligations to the school.

## **CLASS A CDL PREPARATORY PROGRAM OUTLINE**

**172 Clock Hours** (A clock hour is defined as an actual hour of scheduled attendance.)

### **Module 1: CDL Preparatory**

#### A1.1 Basic Operation

- 1.1.1 Orientation
- 1.1.2 Control Systems/Dashboard
- 1.1.3 Pre- and Post-Trip Inspections
- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions
- 1.1.6 Backing and Docking

#### A1.2 Safe Operating Procedures

- 1.2.1 Visual Search
- 1.2.1 Communication
- 1.2.3 Distracted Driving
- 1.2.4 Speed Management
- 1.2.5 Space Management
- 1.2.6 Night Operation
- 1.2.7 Extreme Driving Conditions

#### A1.3 Advanced Operating Practices

- 1.3. Hazard Perception
- 1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
- 1.3. Railroad-Highway Grade Crossings

#### A1.4 Identification and Diagnosis of Malfunctions

- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance

#### A1.5 Non-Driving Activities

- 1.5.1 Handling and Documenting Cargo
- 1.5.2 Environmental Compliance Issues
- 1.5.3 Hours of Service Requirements

### **Module 1 Total Hours – 82 Hours**

### **Module 2: Basic Vehicle Control Skills I**

- A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip
- A2.2 Straight Line Backing
- A2.3 Alley Dock Backing (45/90 Degree)
- A2.4 Off-Set Backing
- A2.5 Parallel Parking Blind Side

A2.6 Parallel Parking Sight Side

**Module 2 Total Hours – 45 Hours**

**Module 3: Road Skills**

A3.1 Vehicle Control – left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highways.

A3.2 Shifting/Transmission

A3.3 Communications/Signaling

A3.4 Visual Search

A3.5 Speed and Space Management

A3.6 Safe Driver Behavior

A3.7 (HOS) Hours of Service demonstration

A3.8 Hazard Perception

A3.9 Railroad(RR)-Highway Grade Crossing

A3.10 Night Operation

A3.11 Extreme Driving Conditions

A3.12 Skid Control/Recovery, Jackknifing, and other emergencies

**Module 3 Total Hours – 45 Hours**

**TRAINING SCHEDULE:**

Training Schedule may vary from class to class

\*Scheduling is at the discretion of the school; Hours are subject to change.

**Class B Commercial Driver Training**

Length: 62 Clock Hours; 6 10 hour Instructional Days + 1 2hour day	
Credential Awarded: Certificate	Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The graduate shall demonstrate the skills necessary for him/her to obtain a Class B Commercial Driver’s License CDL. Upon obtaining the Class B CDL, the graduate would be capable of obtaining entry-level employment as a Class B (straight truck) driver. The intent of the Class B CDL Driver Training Program is to offer upgrade training for students either working in the field or seeking work as a CDL Class B Driver.

**GRADUATION REQUIREMENTS**

Graduates of the Class B CDL Driver Training program are awarded a certificate. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficient (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable
4. Meet all financial obligations to the school

**CLASS B COMMERCIAL DRIVER TRAINING OUTLINE**

**62 Clock Hours** (A clock hour is defined as an actual hour of scheduled attendance.)

**Module 1 Class B CDL Driver Training Program**

B1.1 Basic Operation

1.1.1 Orientation

1.1.2 Control Systems/Dashboard

1.1.3 Pre- and Post-Trip Inspections

- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions
- 1.1.6 Backing and Docking

**B1.2 Safe Operating Procedures**

- 1.2.1 Visual Search
- 1.2.1 Communication
- 1.2.3 Distracted Driving
- 1.2.4 Speed Management
- 1.2.5 Space Management
- 1.2.6 Night Operation
- 1.2.7 Extreme Driving Conditions

**B1. Advanced Operating Practices**

- 1.3. Hazard Perception
- 1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
- 1.3. Railroad-Highway Grade Crossings
- 1.4.1 Identification and Diagnosis of Malfunctions
- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance

**B1.5 Non-Driving Activities**

- 1.5.1 Handling and Documenting Cargo
- 1.5.2 Environmental Compliance Issues
- 1.5.3 Hours of Service Requirements
- 1.5.4 Fatigue and Wellness Awareness
- 1.5.5 Post-Crash Procedures
- 1.5.6 External Communications
- 1.5.7 Whistleblower/Coercion
- 1.5.8 Trip Planning
- 1.5.9 Drugs/Alcohol
- 1.5.10 Medical Requirements

**Module 1 Total Hours – 15 Hours**

**Module 2 Class B CDL Driver Training Program**

- B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip
- B2.2 Straight Line Backing
- B2.3 Alley Dock Backing (45/90 Degree)
- B2.4 Off-Set Backing
- B2.5 Parallel Parking Blind Side
- B2.6 Parallel Parking Sight Side

**Module 2 Total Hours – 27 Hours**

**Module 3 CDL Driver Training Program**

- B3.2 Shifting/Transmission
- B3.3 Communications/Signaling
- B3.4 Visual Search
- B3.5 Speed and Space Management
- B3.6 Safe Driver Behavior
- B3.7 Hours of Service (HOS) Requirements

- B3.8 Hazard Perception
- B3.9 Railroad (RR)-Highway Grade Crossing
- B3.10 Night Operation
- B3.11 Extreme Driving Conditions
- B3.12 Skid Control/Recovery, Jackknifing, and other emergencies

**Module 3 Total Hours – 20 Hours**

**Heating, Ventilations, Air Conditioning and Refrigeration**

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential
Out of Class Work: HVAC 640	

**GRADUATION REQUIREMENTS**

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student’s program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program’s length as published in the Standards of Satisfactory Academic Progress policy in this catalog
4. Verified satisfactory completion of all program criteria for graduation with the Education Department, Registrar, Financial Aid, and Career Services
5. Return any a school property, including books and equipment, when applicable
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

**Welding Technician**

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential
Out of Class Work: Welding 640	

**GRADUATION REQUIREMENTS**

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student’s program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program’s length as published in the Standards of Satisfactory Academic Progress policy in this catalog
4. Verified satisfactory completion of all program criteria for graduation with the Education Department, Registrar, Financial Aid, and Career Services
5. Return any a school property, including books and equipment, when applicable
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

## ACADEMIC POLICIES, PAGE 22

### TRANSCRIPT OF GRADES

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$5.00. All requests for student transcripts must be made in writing to the Registrar's Office.

### LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the All-State Career School until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

## TUITION AND FEES, PAGE 32

### TUITION REFUND POLICY

A student wishing to officially withdraw should inform All-State Career School at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to All-State Career School after withdrawing must sign a new Enrollment Agreement and will be subject to the then current price of tuition and fees. A student's last date of attendance as documented by All-State Career School will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below:

#### Proportion of Term or Module Taught Refund Percentage

10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

### RIGHT TO CANCEL

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to All-State Career School, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to All-State Career School, Attention: Campus Registrar, 1200 Lebanon Rd. Pittsburgh, PA 15122. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees.

## STUDENT POLICIES, PAGE 44

### DRESS CODE

Each program of study at All-State Career School has a dress code. Students must comply with the All-State Career School's dress code while attending classes, including any externship or clinical course. Compliance with the All-State Career School's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the All-State Career School therefore, it is important that each student always present themselves in a professional manner.



On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

### **Personal Hygiene**

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

### **Accessories**

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

All-State Career School students are expected to wear their All-State Career School picture identification badge while on campus or on externship/clinical sites at all times.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from All-State Career School. Questions should be addressed to the specific program director.

### **PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE**

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the All-State Career School. A written report must also be completed.

### **SIGNIFICANT MEDICAL CONDITIONS**

All-State Career School encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. All-State Career School encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weight lifting, and to report such restrictions immediately to the student's program director and instructor.

## **Pregnancy (This statement is being removed)**

~~Pregnancies should be promptly reported to the respective program director to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's program director and instructor.~~

## **COURSE DESCRIPTIONS, PAGE 55**

### **HVR180 EPA Certification Preparation**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification—Universal Exam.

Prerequisite(s): HVR105 and HVR 125

### **Module 1: CDL Preparatory**

82 Clock Hours

(60 Lecture Hours/22 Lab Hours)

The course material presented in the Class "A" CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver. The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

Prerequisite: None

### **Module 2: Basic Vehicle Control Skills I**

45 Clock Hours

(0 Lecture Hours/45 Lab Hours)

The course material for Module 2: Basic Vehicle Control Skills I presented in the Class "A" CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The course consists of a combination of classroom training, hands on training in a practice yard and hands-on training on the road. Students will practice Vehicle Inspection, straight line backing, off-set backing, alley dock, sight side parallel parking, and blind side parallel parking. Additionally, students will engage in CDL Skills Preparation. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

Prerequisite: Module 1 CDL Preparatory

### **Module 3: Road Skills**

45 Clock Hours

(0 Lecture Hours/45 Lab Hours)

The course material presented in the Class "A" CDL preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver. In this course, students will begin the "road" portion of their training. In a real time environment, students will be introduced to driving skills such as how to identify road/traffic hazards, how to avoid hazards and to take evasive action when needed. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, construction zones and applying Defensive driving skills.

Prerequisite: Module 2: Basic Vehicle Control Skills I

## **Module 1: Class B CDL Driver Training Program**

15 Clock Hours

(15 Lecture Hours/0 Lab Hours)

### **B1.1 Basic Operation**

- 1.1.1 Orientation
- 1.1.2 Control Systems/Dashboard
- 1.1.3 Pre- and Post-Trip Inspections
- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions
- 1.1.6 Backing and Docking

### **B1.2 Safe Operating Procedures**

- 1.2.1 Visual Search
- 1.2.1 Communication
- 1.2.3 Distracted Driving
- 1.2.4 Speed Management
- 1.2.5 Space Management
- 1.2.6 Night Operation
- 1.2.7 Extreme Driving Conditions

### **B1. Advanced Operating Practices**

- 1.3. Hazard Perception
- 1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
- 1.3. Railroad-Highway Grade Crossings
- 1.4.1 Identification and Diagnosis of Malfunctions
- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance

### **B1.5 Non-Driving Activities**

- 1.5.1 Handling and Documenting Cargo
- 1.5.2 Environmental Compliance Issues
- 1.5.3 Hours of Service Requirements
- 1.5.4 Fatigue and Wellness Awareness
- 1.5.5 Post-Crash Procedures
- 1.5.6 External Communications
- 1.5.7 Whistleblower/Coercion
- 1.5.8 Trip Planning
- 1.5.9 Drugs/Alcohol
- 1.5.10 Medical Requirements

Prerequisite: None

## **Module 2: Class B CDL Driver Training Program**

27 Clock Hours

(0 Lecture Hours/27 Lab Hours)

Module 2 constitutes various hands-on drills designed to teach the student basic class B truck vehicle control skills. Straight line backing and parallel parking to the sight-side and blind side are introduced. A key practical element in class B driver training is maneuvering into

an alley dock site. This skill is focus of training in Module 2 as well. As part of the credentialing process, students are prepared to take and pass the skills portion of the class B CDL test.

Prerequisite: None

### **Module 3: Class B CDL Driver Training Program**

20 Clock Hours

(0 Lecture Hours/20 Lab Hours)

The student learns hands-on class B truck vehicle control skills in an on-the-road environment. These skills include proper start-up and shut-down procedures, lane control and speed and space management. Students are also prepared to take and pass the on-the-road driving portion of the class B CDL test.

Prerequisite: None

## **STAFF AND FACULTY, PAGE 65**

### **Campus Operations**

Campus President

Heather Powell

Associate Campus President

Stephanie Sedar

### **Admissions**

Director of Admissions

Ernie Junstrom

Admissions Representative

Chris Rue

Admissions Representative

Greg Long

Admissions Representative

Patricia Sweeney

Admissions Representative

Richard Gerhardt

Admissions Representative

David Gratton

Admissions Representative

Heather Lacey

Agency Admission Representative

Kathleen Devey

### **Receptionist**

Beryl Polis

Rachael Hacharian

### **Career Services**

Director of Career Services

Sharon Houseman

Career Services Assistant

Danielle Sigler

### **Financial Aid**

Interim Director of Financial Aid

Tom Barker

Financial Aid Officer

Megan Mitchell

### **Operations Support**

Business Office Manager

Cynthia Remack

### **Academic Support**

Registrar

Faith Good

### **Academic Leadership**

#### **Dean Of Education**

Heather Powell

Bachelors of Arts in Business Administration, Point Park University PGH

Master of Arts in Curriculum & Instruction of Adult Learners Point Park University PGH

#### **Program Chair Of The Welding Technology Program**

Scott Deeter

AWS D1.1 SMAW Certification

All-State Career School

Director of Trades in CDL  
James Cox  
Class A Commercial Driver's License

**Shift Supervisor For The CDL Courses**

Curtis Ross  
Class A Commercial Driver's License

Helen Blazanin-Lead Instructor  
Master Level Instructor  
Class A Commercial Driver's License State Examiner

Robert Good –Lead Instructor  
Class A Commercial Driver's License

**Faculty**

**Commercial Truck Driver Training/Class A and Class B**

Richard Walker (Full-Time)  
Class A Commercial Driver's License  
State Examiner

Mark Wagner (Full-Time)  
Class A Commercial Driver's License

Mark Doman (Full-Time)  
Class A Commercial Driver's License

Ronald Oross (Full-Time)  
Class A Commercial Driver's License

Denny O'Neill (Full-Time)  
Class A Commercial Driver's License

Brian Gibino (Full-Time)  
Class A Commercial Driver's License

Eric Jackson (Full-Time)  
Class A Commercial Driver's License

James Zajack(Full-Time)  
Class A Commercial Driver's License

Joseph Ross (Full-Time)  
Class A Commercial Driver's License

Jonathon Cox (Full-Time)  
Lead Instructor

Class A Commercial Driver's License  
Carlo Thomas (Full-Time)

Class A Commercial Driver's License  
William Csikari (Full-Time)

Class A Commercial Driver's License  
Shawn Morgan (Part-Time)

Class A Commercial Driver's License  
Anthony Lombardo (Part-Time)

Class A Commercial Driver's License  
Jason Schultz (Full-Time)

Class A Commercial Driver's License  
Charles Luther (Full-Time)

Class A Commercial Driver's License  
Jordan Kemp (Part-Time)

Class A Commercial Driver's License  
Stephen Joseph (Full-Time)

Class A Commercial Driver's License  
Dorian Thompson (Full-Time)  
Class A Commercial Driver's License  
Gerald Brown (Full-Time)  
Class A Commercial Driver's License  
Randall Roch (Full-Time)  
Class A Commercial Driver's License  
Ryan Gamble (Full-Time)  
Class A Commercial Driver's License

Mechanics:  
Senior Mechanic Nelson Horwalt

**Heating, Ventilation, Air Conditioning & Refrigeration**

Scott Seh Lead Instructor  
EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration Fortis College

Joshua Carmino (Full-Time)  
EPA Universal Certification

Donald Gent (Full-Time)  
EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration, All-State Career School Pittsburgh, PA

**Welding Technician**

Brett Pastor  
AWS D1.1 SMAW Certification  
John Morabito

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022 Volume 1, Version 6

Effective date: 10/19/2022

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### INTRODUCTION AND OVERVIEW, PAGE 5

#### HISTORY AND OWNERSHIP

All-State Career School, Pittsburgh Pennsylvania, established in 1967, is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

All-State Career School, Pittsburgh, Pennsylvania was established in 1967, as a branch campus of All-State Career located in Baltimore, MD, which is accredited by ACCSC. All-State Career School is located at 1200 Lebanon Road, West Mifflin, PA 15122.

#### ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- All-State Career School is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 (703) 247-4212; (703) 247-4533 (fax); [www.accsc.org](http://www.accsc.org) (home page). ACCSC is an accrediting agency recognized by the U.S. Department of Education.
- All-State Career School is licensed by the Commonwealth of Pennsylvania, Department of Education, State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor Harrisburg, PA 17126-0333; (717) 783-8228 Fax (717) 772-3622, as a specialized associate degree and diploma granting institution.
- The Commonwealth of Pennsylvania Department of Transportation and Bureau of Driver Licensing, to administer third party Commercial Driver's License skills testing for Class A and Class B operators. 1101 South Front Street, Harrisburg, PA 17104 1-800-932-4600 Fax (717)705-1131
- All-State Career School is approved by The Pennsylvania Department of Education for the Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, PA 17126; (717)787-2414; Fax (717) 772-3622
- All-State Career School is exempt from Ohio Department of Higher Education and Ohio State Board of Career Colleges and School approval per ORC 1713.02.

- All-State Career School is exempt from West Virginia Higher Education Policy Commission approval per W.VA. Code R. 133-20-3.
- All-State Career School is approved by the Pennsylvania Department of Education of Training of Veterans. PA Department of Education Division of Veterans and Military Education, 333 Market Street, Harrisburg, PA 17126; (717)787-2414; Fax (717) 772-3622
- All-State Career School is approved to be an Entry Level Driver Training provider by the Federal Motor Carrier Safety Administration, 1200 New Jersey Ave. SE, Washington, DC 20590 1-800-832-5660
- PA Career Link state-wide training program.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

**~~State Authorization Disclosure For Students With Distance Education Programs—This Statement is being removed~~**

~~The following information is applicable to any prospective or current student enrolled in a program with distance education, including hybrid programs. All State Career School reviews admissions applications and may enroll students in programs with distance education who are residents of the following states only: Ohio, West Virginia, Maryland and Pennsylvania. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at All State Career School, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at All State Career School, the School may be required to withdraw the student from the program prior to completion.~~

**ACADEMIC PROGRAMS, PAGE 15**

**Class B CDL Driver Training**

Length: 62 Clock Hours; 6 10 hour Instructional Days + 1 2hour day	
Credential Awarded: Certificate	Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The graduate shall demonstrate the skills necessary for him/her to obtain a Class B Commercial Driver's License CDL. Upon obtaining the Class B CDL, the graduate would be capable of obtaining entry-level employment as a Class B (straight truck) driver. The intent of the Class B CDL Driver Training Program is to offer upgrade training for students either working in the field or seeking work as a CDL Class B Driver.

**GRADUATION REQUIREMENTS**

Graduates of the Class B CDL Driver Training program are awarded a certificate. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory courses of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficient (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable
4. Meet all financial obligations to the school

**CLASS B CDL DRIVER TRAINING OUTLINE**

**62 Clock Hours** (A clock hour is defined as an actual hour of scheduled attendance.)



## **Module 1 Class B CDL Driver Training Program**

### B1.1 Basic Operation

- 1.1.1 Orientation
- 1.1.2 Control Systems/Dashboard
- 1.1.3 Pre- and Post-Trip Inspections
- 1.1.4 Basic Control
- 1.1.5 Shifting/Operating Transmissions
- 1.1.6 Backing and Docking

### B1.2 Safe Operating Procedures

- 1.2.1 Visual Search
- 1.2.1 Communication
- 1.2.3 Distracted Driving
- 1.2.4 Speed Management
- 1.2.5 Space Management
- 1.2.6 Night Operation
- 1.2.7 Extreme Driving Conditions

### B1. Advanced Operating Practices

- 1.3. Hazard Perception
- 1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
- 1.3. Railroad-Highway Grade Crossings
- 1.4.1 Identification and Diagnosis of Malfunctions
- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance

### B1.5 Non-Driving Activities

- 1.5.1 Handling and Documenting Cargo
- 1.5.2 Environmental Compliance Issues
- 1.5.3 Hours of Service Requirements
- 1.5.4 Fatigue and Wellness Awareness
- 1.5.5 Post-Crash Procedures
- 1.5.6 External Communications
- 1.5.7 Whistleblower/Coercion
- 1.5.8 Trip Planning
- 1.5.9 Drugs/Alcohol
- 1.5.10 Medical Requirements

## **Module 1 Total Hours – 15 Hours**

## **Module 2 Class B CDL Driver Training Program**

- B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip
- B2.2 Straight Line Backing
- B2.3 Alley Dock Backing (45/90 Degree)
- B2.4 Off-Set Backing
- B2.5 Parallel Parking Blind Side
- B2.6 Parallel Parking Sight Side

## **Module 2 Total Hours – 27 Hours**

### **Module 3 Class B CDL Driver Training Program**

B3.2 Shifting/Transmission

B3.3 Communications/Signaling

B3.4 Visual Search

B3.5 Speed and Space Management

B3.6 Safe Driver Behavior

B3.7 Hours of Service (HOS) Requirements

B3.8 Hazard Perception

B3.9 Railroad (RR)-Highway Grade Crossing

B3.10 Night Operation

B3.11 Extreme Driving Conditions

B3.12 Skid Control/Recovery, Jackknifing, and other emergencies

**Module 3 Total Hours – 20 Hours**

## **STAFF AND FACULTY, PAGE 65**

### **Campus Operations**

Campus President

Heather Powell

Associate Campus President

Stephanie Sedar

### **Admissions**

Director of Admissions

Ernie Junstrom

Admissions Representative

Chris Rue

Admissions Representative

Greg Long

Admissions Representative

Richard Gerhardt

Admissions Representative

David Gratton

Admissions Representative

Heather Lacey

Agency Admission Representative

Kathleen Devey

### **Receptionist**

Beryl Polis

Rachael Hacharian

### **Career Services**

Director of Career Services

Sharon Houseman

Career Services Assistant

Danielle Sigler

### **Financial Aid**

Interim Director of Financial Aid

Tom Barker

Financial Aid Officer

Megan Mitchell

### **Operations Support**

Business Office Manager

Cynthia Remack

### **Academic Support**

Registrar

Faith Good

### **LRC Manager**

Heather Powell

## **Academic Leadership**

### **Dean Of Education**

Heather Powell

Bachelors of Arts in Business Administration, Point Park University PGH

Master of Arts in Curriculum & Instruction of Adult Learners Point Park University PGH

### **Program Chair Of The Welding Technician Program**

Scott Deeter

AWS D1.1 SMAW Certification

### **Director of Trades in CDL**

James Cox

Class A Commercial Driver's License

### **Shift Supervisor For The CDL Courses**

Curtis Ross

Class A Commercial Driver's License

Helen Blazanin-Lead Instructor

Master Level Instructor

Class A Commercial Driver's License State Examiner

Robert Good –Lead Instructor

Class A Commercial Driver's License

## **Faculty**

### **CDL Courses**

Mark Wagner (Full-Time)

Class A Commercial Driver's License

Mark Doman (Full-Time)

Class A Commercial Driver's License

Ronald Oross (Full-Time)

Class A Commercial Driver's License

Denny O'Neill (Full-Time)

Class A Commercial Driver's License

Brian Gibino (Full-Time)

Class A Commercial Driver's License

Eric Jackson (Full-Time)

Class A Commercial Driver's License

James Zajack(Full-Time)

Class A Commercial Driver's License

Joseph Ross (Full-Time)

Class A Commercial Driver's License

Jonathon Cox (Full-Time)

Lead Instructor

Class A Commercial Driver's License

Carlo Thomas (Full-Time)

Class A Commercial Driver's License

William Csikari (Full-Time)

Class A Commercial Driver's License

Shawn Morgan (Part-Time)

Class A Commercial Driver's License

Anthony Lombardo (Part-Time)

Class A Commercial Driver's License

Jason Schultz (Full-Time)

Class A Commercial Driver's License

Charles Luther (Full-Time)  
Class A Commercial Driver's License  
Jordan Kemp (Part-Time)  
Class A Commercial Driver's License  
Stephen Joseph (Full-Time)  
Class A Commercial Driver's License  
Dorian Thompson (Full-Time)  
Class A Commercial Driver's License  
Gerald Brown (Full-Time)  
Class A Commercial Driver's License  
Randall Roch (Full-Time)  
Class A Commercial Driver's License  
Ryan Gamble (Full-Time)  
Class A Commercial Driver's License  
Stephen DeRosa (Full-Time)  
Class A Commercial Driver's License

**Mechanic**

Nelson Horwalt

**State Examiner**

Richard Walker (Full-Time)  
Class A Commercial Driver's License

**Heating, Ventilation, Air Conditioning & Refrigeration**

Scott Seh Lead Instructor  
EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration Fortis College

Joshua Carmino (Full-Time)  
EPA Universal Certification

Donald Gent (Full-Time)  
EPA Universal Certification  
Diploma in Heating, Ventilation, Air Conditioning & Refrigeration, All-State Career School Pittsburgh, PA

**Welding Technician**

Brett Pastor  
AWS D1.1 SMAW Certification  
John Morabito

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 - 2023 Catalog 4/19/2022 Volume 1, Version 6

Effective date: 10/19/2022

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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***This is effective July 1, 2021 to July 1, 2023.***

***This addendum replaces all prior published COVID-19 addenda.***

### **ADMISSIONS INFORMATION, PAGE 9 - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

#### **ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC**

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

#### **EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

#### **INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days.

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of F o r course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the All-State Career School. They bear no quality points and are not included in the calculation of CGPA.

### **ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

1. The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the All-State Career School may choose to grant an ALOA on behalf of a student without having received prior written request as long as the All-State Career School has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
2. During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an A L O A after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of F o r course attempted in the term.
3. The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the All-State Career School. The All-State Career School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Insert: College, Institute or School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

### **WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

In order to remain in "Active" status at the All-State Career School, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Insert: College, Institute or School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the All-State Career School, by

notifying the All-State Career School in writing.

Should students be considering withdrawing from a course or from the Insert: College, Institute or School, they should meet with the Dean of Education or the or the Campus President in order to gain an appreciation for what the All-State Career School can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the Insert: College, Institute or School due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

#### **ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

##### **Other letter grades used by the School include:**

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

#### **FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC**

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022, Volume1, Version 7

Effective date: 2/15/2023

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### INTRODUCTION AND OVERVIEW, PAGE 5

#### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

All-State Career School is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations and academic adjustments necessary to enable him or her to fully participate in the admissions and educational processes. For applicants, prospective, or current students for the nursing programs, the Campus President will consult with the Vice President of Nursing at Education Affiliates, Inc. Questions about this process may be directed to the Vice President of Education, Karen Ferguson or for nursing students to the Vice President of Nursing, Elaine Foster at the contact information listed below.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the College determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

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5026D Campbell Blvd.  
Baltimore, Maryland 21236  
443-678-2143 (voice)  
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## STUDENT POLICIES, PAGE 43

### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975** *This section has been revised. See addendum 15.*

All-State Career School is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Kuennen@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information as provided below.

#### Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

## **STUDENT APPEAL PROCESS**

Students who are dismissed by the School have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing/emial, the reason why they should be re-admitted to School to the Campus President within 14 days of termination. The Campus President will respond to the appeal, in writing, within 10 calendar of receipt of the request.

### **Satisfactory Academic Progress**

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the School's SAP policy.

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022, Volume1, Version 8

Effective date: 6/6/2023

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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***All references to distance education no longer applies.***

### **START DATES, PAGE 3**

*The May 30, 2023 start date has changed to May 29, 2023.*

### **ADMISSIONS INFORMATION**

#### **READMISSION, PAGE 12**

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA) and within one year (12 months) of their LDA for truck driving programs. Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean/Director of Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by a committee comprised of the Campus President, Dean/Director of Education, and/or the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing/Dean or Director of Education who will determine which course credit(s)

previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President/Director. With assistance from the Registrar, the Dean of Nursing or Dean/Director of Education will establish a course schedule for program completion.

### **TRANSFER OF CREDIT, PAGE 13**

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at All-State Career School should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the School to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

#### **Criteria**

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at All-State Career School in order for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.
  - The Campus will accept credit earned in a similarly titled program from another affiliated College or Institute up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows:

- AP scores of 4 or higher
- CLEP scaled scores of 60 or higher
- DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

The School does not award credit for life or work experience.

### **Veterans**

A Veterans Administration (VA) funded student enrolling in any of the Campus programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The Campus must receive and evaluate official transcripts from all postsecondary schools previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

### **Appeal Process**

1. Students who wish to appeal a decision must appeal in writing to the Campus President/Director.
  - a. The student must write a letter, stating very clearly why they should receive credit.
  - b. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied.
2. All appeals should be requested within 14 days of the decision to deny credit.
3. Decisions related to appeals will be returned to students within 14 days of their receipt.

### **Returning or Transferring Students**

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
  - a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
  - b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.
  - c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
  - a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
  - b. Applicable courses are those course codes that are the same between programs.
  - c. All courses are Associated, whether passed, failed or withdrawn, and should be included in all future SAP calculations for the program.
  - d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

## Articulation Agreement(s)

All-State Career School has no established articulation agreements.

## STUDENT PHYSICAL LOCATION

All-State Career School reviews admissions applications and may enroll students who are residents of Pennsylvania, Ohio, and West Virginia only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at All-State Career School in Pennsylvania.

Should the student change their address while enrolled at All-State Career School, the student is required to notify the School's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at All-State Career School, the School may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

## ACADEMIC POLICIES

### BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN), PAGE 25

SPN's will not exceed a 6-week period plus scheduled holiday breaks and must be non-consecutive. An SPN is used on the rare occasion that outside factors beyond the control of the institution occur, such as weather events or other outside factors that could prevent normal scheduled classes. The SPN status may also be employed to support a student's progression and is applied when a student has a course that is not available. The SPN status is not to be used in conjunction with externship courses or included in the Satisfactory Academic Progress calculation.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

- 1) The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
- 2) The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
- 4) The Campus President and Financial Aid Director **must** approve the SPN request.
- 5) Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 – 2023 Catalog 4/19/2022, Volume 1, Version 9

Effective date: 6/27/2023

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

### TUITION AND FEES, PAGE 32

*The following information applies to all students who enroll for start dates July 1, 2023 and later.*

PROGRAM	TUITION	ADMIN & TECH FEE / FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXTBOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
DIPLOMA/CERTIFICATE PROGRAMS												
COMMERCIAL TRUCK DRIVER TRAINING	11,596	100/50	VARIES	N/A	N/A	106	187	25	176	50	0	12,290
*CLASS A CDL PREPARATORY	5,707	100/50	PERMIT INCLUDE D	N/A	N/A	100	20	25	0	50	0	6,052
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	51	25	0	50	0	3,982
HVAC-R	19,452	100	0	776	424	84	432	0	0	0	25	21,293
WELDING TECHNICIAN	20,384	100	0	564	424	172	593	0	0	0	0	22,237

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022, Volume 1, Version 10

Effective date: 7/7/2023

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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## TUITION AND FEES, PAGE 32

### TUITION REFUND POLICY

A student wishing to officially withdraw should inform All-State Career School at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to All-State Career School after withdrawing must sign a new Enrollment Agreement and will be subject to the then current price of tuition and fees. A student's last date of attendance as documented by All-State Career School will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below:

#### Proportion of Term or Module Taught Refund Percentage

10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

### RIGHT TO CANCEL

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to All-State Career School, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to All-State Career School, Attention: Campus Registrar, 1200 Lebanon Rd. Pittsburgh, PA 15122. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees.



## **CANCELLATION/REJECTION POLICY**

All-State Career School will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by All-State Career School or who enrolls in a program that All-State Career School cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

## **REFUND DETERMINATION POLICY**

If an applicant/student cancels, withdraws, or is terminated by All-State Career School for any reason, refunds will be made according to All-State Career School's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or All-State Career School determines that the student has withdrawn, using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the date on which there has been 14 days of non-attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of All-State Career School from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

## **GRIEVANCE PROCEDURE**

*This section is being removed from the catalog:*

### **~~MANDATORY ARBITRATION AND CLASS ACTION WAIVER, PAGE 54~~**

~~As a condition of enrolling at All-State Career School, applicants must agree to submit all claims and disputes with All-State Career School to arbitration. Arbitration is a private dispute resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against All-State Career School resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against All-State Career School. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.~~

~~All-State Career School cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, All-State Career School cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.~~

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 4/19/2022 Volume 1, Version 11

Effective date: 12/12/2023

All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.

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## INTRODUCTION & OVERVIEW

### **MISSION AND PURPOSES, PAGE 6**

All-State Career School provides postsecondary career education to both traditional and nontraditional students through a variety of diploma programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. All-State Career School strives to develop within its students the desire for lifelong and continued education. The staff at All-State Career School believes that they make an important contribution to the economic growth and social well-being of the area. All-State Career School educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of All-State Career School:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through
- exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current technical practices, and who motivate and develop students.
- To offer sound diploma and certificate programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

*The following information applies to all students who enroll for start dates January 8<sup>th</sup>, 2024 and later.*

## **ADMISSIONS INFORMATION, PAGE 9**

### **ADMISSIONS REQUIREMENTS AND PROCEDURES**

Each applicant for admission is assigned an admissions advisor who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews. Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the

applicant to ensure that All-State Career School receives all required documentation. All records received become the property of All-State Career School.

### **ADMISSION REQUIREMENTS FOR MEDICAL ASSISTING**

1. The student must be a high school graduate or possess the recognized equivalent of a high school diploma. The student must provide documentation of graduation from high school or college in the form of a valid high school diploma or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the School.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions advisor and/or other administrative staff.
5. Applicants who otherwise meet the requirements to pursue a selected program of study will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the School who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.
7. Applicants must meet all financial obligations.
8. The SLE minimum entrance requirements by program are as follows:

#### **Medical Assisting 13**

Note: In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

9. Applicants must complete all tuition payment requirements.
10. Accepted applicants must agree to and sign the All-State Career School Enrollment Agreement.
11. Immunization, Drug Testing and Background Check: The healthcare industry and the programs of study require healthcare professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, verifying that the condition will not be aggravated by or endanger clients associated with the student in required coursework. Students enrolled in the program must complete the following prior to starting clinical/externship:
  - Immunizations starting week 1 of program enrollment:
    - Heptovax B Hepatitis series: 2 doses
    - TB (PPD) test – annual: 1 dose
  - Background Check and Drug Testing – Not required.

# ACADEMIC PROGRAMS

## DIPLOMA PROGRAMS, PAGE 15

### MEDICAL ASSISTING

Length:780 Clock Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Credential Awarded: Diploma	Mode of Delivery: Residential

#### OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

#### DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

#### EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

#### CREDENTIALING EXAMS

Graduates are eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

#### CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

#### GRADUATION REQUIREMENTS

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3. Completed the program within 1.5 times the program's length as published in the Standards of
4. Satisfactory Academic Progress policy in this catalog.
5. Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the School.

## Plan of Study

Course	Course Title	Quarter Credits	Total
AHP101	Introduction to Health Professions	4	60
AHP105	Medical Terminology	4	60
AHP106	Medical Anatomy and Physiology	4	60
MOA110	Medical Office Procedures	4	60
MOA115	Medical Records and Insurance	4	60
MOA120	Electronic Health Records	4	60
MAS110	Clinical Procedures and Techniques	4	60
MAS115	Laboratory Procedures and Techniques	4	60
MAS125	Invasive Clinical Procedures	4	60
MAS135	Certification Review and Career Development	4	60
MAS190	Externship	6	180

**Schedule:**

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday

Hours are subject to change. If class falls on a holiday or the school is closed due to inclement weather a make-up day will be held usually on the following Friday to ensure all contract hours are met within each course of the program.

## ACADEMIC POLICIES

### MAXIMUM CLASS SIZE, PAGE 29

Program	Lecture and Lab
Medical Assisting	32:1

## TUITION AND FEES, PAGE 32

PROGRAM	TUITION	ADMIN & TECH FEE / FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXT BOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
<b>DIPLOMA/CERTIFICATE PROGRAMS</b>												
COMMERCIAL TRUCK DRIVER TRAINING	11,596	100/50	VARIES	N/A	N/A	106	187	25	176	50	0	12,290
*CLASS A CDL PREPARATORY	5,707	100/50	PERMIT INCLUDED	N/A	N/A	100	20	25	0	50	0	6,052
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	199	25	0	50	0	4,130
HVAC-R	19,452	100	0	754	385	84	432	0	0	0	25	21,232
WELDING TECHNICIAN	20,384	100	0	551	N/A	172	563	0	0	0	0	21,770
ELECTRICAL TRADES	18,088	100	0	663	N/A	84	1,727	0	0	0	0	20,662
MEDICAL ASSISTING	15,954	178	0	35	N/A	63	515	0	0	0	132	16,877

### **AHP101 Introduction to Health Professions**

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

### **AHP105 Medical Terminology**

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

### **AHP106 Medical Anatomy and Physiology**

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

### **MOA110 Medical Office Procedures**

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

### **MOA115 Medical Records and Insurance**

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

### **MOA120 Electronic Health Records**

Students will obtain working knowledge of the fundamentals of an electronic health record (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing, and coding principles along with encoder activities will be discussed.

### **MAS110 Clinical Procedures and Techniques**

This course is an introduction to clinical procedures performed in the medical office. Student's practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for, and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

### **MAS115 Laboratory Procedures and Techniques**

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and

OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

### **MAS125 Invasive Clinical Procedures**

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

### **MAS135 Certification Review and Career Development**

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for a national certification examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

### **MAS190 Externship**

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 – 2023 Catalog, 4/19/2022 Volume 1, Version 12

Effective date: 1/4/2024

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

### TUITION AND FEES, PAGE 32

*The following information applies to all students who enroll for start dates **January 8, 2024** and later.*

PROGRAM	TUITION	ADMIN & TECH FEE / FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXTBOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
DIPLOMA/CERTIFICATE PROGRAMS												
COMMERCIAL TRUCK DRIVER TRAINING	11,712	100/50	VARIES	N/A	N/A	106	187	25	176	50	0	12,406
*CLASS A CDL PREPARATORY	5,707	100/50	PERMIT INCLUDED	N/A	N/A	100	51	25	0	50	0	6,083
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	51	25	0	50	0	3,982
HVAC-R	19,648	100	0	776	424	84	568	0	0	0	25	21,625
WELDING TECHNICIAN	20,588	100	0	564	424	172	593	0	0	0	0	22,441



# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022 – 2023 Catalog, 4/19/2022 Volume 1, Version 13

Effective date: 3/1/2024

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.*

### HOLIDAY/BREAK CALENDAR, PAGE 3

New Year's Day	01.01.2025
Martin Luther King Day	01.15.2024/01.20.2025
Memorial Day	05.27.2024/05.26.2025
Labor Day	09.02.2024/09.01.2025
Thanksgiving Break	11.28.24 to 11.29.2024
Summer Break (Trades)	07.01.2024 to 07.04.2024
Winter Break (Trades)	12.23.24 to 12.31.2024
Winter Break (CTDT)	12.25.24 to 12.31.2024

### CLASS START DATES, PAGE 4

#### TRADES PROGRAMS MEDICAL PROGRAMS HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION, MEDICAL ASSISTING AND WELDING TECHNICIAN PROGRAMS

1/8/2024	9/16/2024	6/2/2025
2/19/2024	10/28/2024	7/20/2025
4/1/2024	12/9/2024	8/31/2025
5/13/2024	1/27/2025	9/1/2025
6/24/2024	3/10/2025	4/21/2025
8/5/2024	10/12/2025	11/23/2025

#### TRUCK DRIVING PROGRAMS CLASS A CDL PREPARATORY

01.08.2024	04.22.2024	08.12.2024
01.22.2024	05.06.2024	09.09.2024
02.05.2024	05.20.2024	10.07.2024
02.19.2024	06.03.2024	10.21.2024
03.04.2024	06.17.2024	11.04.2024
03.18.2024	07.01.2024	11.18.2024
03.31.2024	07.15.2024	12.02.2024
04.08.2024	07.29.2024	12.16.2024

**CLASS B CDL DRIVER TRAINING**

02.26.2024	09.09.2024
03.25.2024	10.07.2024
05.20.2024	11.04.2024
06.17.2024	12.02.2024
07.15.2024	

**COMMERCIAL TRUCK DRIVER TRAINING -MORNING, EVENING**

1/1/2024	4/8/2024	7/15/2024	10/21/2024
1/15/2024	4/22/2024	7/29/2024	11/3/2024
1/29/2024	5/6/2024	8/12/2024	11/17/2024
2/12/2024	5/20/2024	8/26/2024	12/1/2024
2/26/2024	6/3/2024	9/9/2024	12/15/2024
3/11/2024	6/17/2024	9/23/2024	1/6/2025
3/25/2024	7/1/2024	10/7/2024	1/20/2025

**COMMERCIAL TRUCK DRIVER TRAINING –WEEKENDS**

1/13/2024	5/18/2024	9/21/2024
1/27/2024	6/1/2024	10/5/2024
2/10/2024	6/15/2024	10/19/2024
2/24/2024	6/29/2024	11/1/2024
3/9/2024	7/13/2024	11/15/2024
3/23/2024	7/27/2024	11/29/2024
4/6/2024	8/10/2024	12/13/2024
4/20/2024	8/24/2024	1/4/2025
5/4/2024	9/7/2024	1/18/2025

## INTRODUCTION & OVERVIEW

### MISSION AND PURPOSES, PAGE 6

All-State Career School provides postsecondary career education to both traditional and nontraditional students through a variety of diploma programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. All-State Career School strives to develop within its students the desire for lifelong and continued education. The staff at All-State Career School believes that they make an important contribution to the economic growth and social well-being of the area. All-State Career School educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a changeoriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of All-State Career School:

- To develop each student’s individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student’s professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current technical practices, and who motivate and develop students.
- To offer sound diploma and certificate programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.

- To assist graduates in finding positions for which they are trained.

## TUITION AND FEES, PAGE 32

PROGRAM	TUITION	ADMIN & TECH FEE / FUEL SURCHARGE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXT BOOKS	MVR	DOT PHYSICAL	DRUG SCREEN	CREDENTIALING EXAMS	TOTAL COST
<b>DIPLOMA/CERTIFICATE PROGRAMS</b>												
COMMERCIAL TRUCK DRIVER TRAINING	11,712	100/50	VARIES	N/A	N/A	106	187	25	176	50	0	12406+ Permit
*CLASS A CDL PREPARATORY	5,707	100/50	PERMIT INCLUDED	N/A	N/A	100	51 20	25	0	50	0	6,083
CLASS B CDL DRIVER TRAINING	3,656	100/50	N/A	N/A	N/A	50	51	25	0	50	0	3982
HVAC-R	19,4648	100	0	776	424	84	568	0	0	0	25	21625
WELDING TECHNICIAN	20,588	100	0	564	N/A 424	172	593	0	0	0	0	22,441
MEDICAL ASSISTING	15,954	178	0	35	424	63	515	0	0	0	13 2	17301

### RIGHT TO CANCEL

An applicant to the School may cancel his or her enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to All-State Career School, postmarked no later than midnight on the fifth (5th) calendar day after the date the Applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to All-State Career School, Attention: Campus Registrar, 1200 Lebanon Rd. Pittsburgh, PA 15122. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees.

# All State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 4/19/2022, Volume 1, Version 14

Effective date: 3/6/2024

*All State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### INTRODUCTION AND OVERVIEW

#### **ACCREDITATION, LICENSES, AND APPROVALS, PAGE 4**

- All-State Career School is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education State Board of Private Licensed Schools, 607 South Drive, Floor 3E Harrisburg, PA 17120.
- All-State Career School is approved by the Pennsylvania Department of Education for the Training of Veterans. PA Department of Education Division of Veterans and Military Education, 607 South Drive, Floor 3E Harrisburg, PA 17120.

### GRIEVANCE PROCEDURE

The title and address of the state licensing authority is:

**State Board of Private Licensed Schools Pennsylvania Department of Education**

607 South Drive, Floor 3E

Harrisburg, PA 17120

Main Information Number: (717) 783-8228

Fax (717) 772-3622

Website: [www.education.pa.gov](http://www.education.pa.gov)

# All-State Career School

## CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 4/19/2022, Volume 1, Version 15

Effective date: 4/15/2024

*All-State Career School reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### ACADEMIC POLICIES

*The below information is effective April 1, 2024.*

#### **COUNSELING/ADVISEMENT, PAGE 24**

Academic advising is available throughout the student's enrollment at the School to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The School does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the School management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the School does not provide counseling services, it maintains a community resource list and/or ESPYR a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*If a student has a problem that cannot be addressed by the All-State Career School team members, that student is referred to ESPYR. ESPYR is a professional, confidential service provided by All-State Career School to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the school and there is no cost to the student. All members of campus have 24/7 access to licensed ESPYR counselors at (866) 200-7350.*

### STUDENT POLICIES

#### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 2 OF ADDENDUM VERSION 7**

All-State Career School is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the School determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

#### Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of the Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact [Dondi.Kuennen@edaff.com](mailto:Dondi.Kuennen@edaff.com), Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees,, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information as provided below.

#### Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

