

CATALOG ADDENDUM 2016-2017 CATALOG VOLUME 71 ISSUE 3

ADDENDUM 1 EFFECTIVE JUNE 16, 2016

The below replaces *Credit-Hour Programs* language under **MAXIMUM TIME FRAME SAP REQUIREMENT** on page 22 as follows:

Credit-Hour Programs

For example, a maximum of 72 credits can be attempted to complete a 48 credit-hour program (48 credits * 1.5 = 72 credits). The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
28	42
36	54
48	72
54	81

- a. Maximum time frame is evaluated for every student at the end of the academic period by dividing the number of credits earned by the number of credits attempted. If the result is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.
- b. All credits attempted by a student that are required for the student's current program of study count toward the maximum number of allowable credits.
- c. Course Repetition – In the event a student repeats a class, the original class (failed or passed) will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- d. Withdraw Passing (WP) and Withdraw Failing (WF) grades are not calculated in the student's grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- e. Transfer credits accepted from other institutions by Dorsey Schools do not count toward a student's CGPA, but are included in the calculation of maximum timeframe as part of the SAP determination. However, credits transferred between programs at any Dorsey location will be included when calculating both maximum time frame and CGPA.
- f. Program/Campus Changes - If a student changes programs or Dorsey campus locations, the academic credits and classes attempted that are transferred from one program to another count towards the new program's SAP (both CGPA and maximum timeframe). Other, non-transferrable credits do not.
- g. Incomplete Grade or Grade Changes - An incomplete (IN) grade is issued when a student has not completed all required coursework. Incomplete (IN) grades must be changed to a final letter grade within two weeks of the course end date. At that time, a final letter grade is issued and utilized in the SAP calculation. Students also have two weeks following the course end date to request a grade change or submit missing coursework. A final grade will be calculated accordingly. If there is a grade change, SAP is recalculated using the new grade.

ADDENDUM 2 EFFECTIVE JUNE 16, 2016

The below is added to **TRANSFER OF CREDITS/HOURS TO OTHER INSTITUTIONS** on page 39 as follows:

Dorsey Schools has an articulation agreement with Blue Cliff College – Alexandria for select programs. Information on the current articulation agreement may be requested from Blue Cliff College at 1505 Metro Drive, Suite I, Alexandria, LA 71301 or at Blue Cliff College's website at www.bluecliffcollege.edu.



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ADDENDUM 3 EFFECTIVE JUNE 16, 2016, UPDATED DECEMBER 1, 2016

The below is added to **ACADEMIC CALENDARS AND SCHEDULES** on page 19 under *Other Schedule Information*:

Dorsey Schools culinary arts courses are scheduled on a quarter basis which is comprised of an “A” and a “B” module; with each course starting on the “A Begins” module date and ending on the “B Ends” module date. All breaks in the schedule apply to culinary arts students as listed.

The below replaces the Thanksgiving Holiday make-up class schedule:

ACADEMIC CALENDAR	2016	2017
Fall B Begins	November 14	November 13
<i>*Thanksgiving Holiday</i>	<i>November 24 - November 27 make-up class scheduled Friday Dec 9</i>	<i>November 23 - November 26 make-up class scheduled Friday Nov 17</i>
Fall B Ends	December 22	December 21
<i>*No classes:</i>	<i>December 23– December 26 December 30 – January 2, 2017</i>	<i>December 25 – December 26 December 29 – January 1, 2018</i>

ADDENDUM 4 EFFECTIVE AUGUST 15, 2016

The below replaces the **DORSEY SCHOOLS GRANT** section on page 26 for students enrolling on or after August 15, 2016 as follows:

DORSEY SCHOOLS GRANT

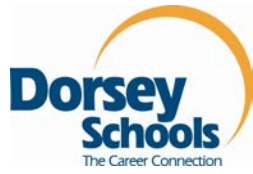
The Dorsey Schools Grant is awarded based on the following criteria: Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. Students that are not eligible to receive Pell Grant at the time that they start the program may be eligible to receive the Dorsey Schools Grant. If a student becomes Pell eligible for any term after the Dorsey Schools Grant has been awarded, the student will no longer be eligible for the Dorsey Schools Grant.

The Dorsey Schools Grant is awarded at the campus (Institutional Aid) from a limited allocation of funds, and will be awarded to eligible students until the allocation for the calendar year has been met. The Grant is awarded by term, up to a maximum amount based on the total number of credits in the program the student is enrolled in, as follows:

<u>Credit Hour Program</u>	<u>Maximum Award Amount</u>	<u>Amount per Term</u>
54 credits	\$1,500	\$300
48 credits	\$1,200	\$300
Less than 48 credits	not eligible	not eligible

Students enrolled in clock hour programs are not eligible to receive the Dorsey Schools Grant.

This institutional grant is intended to help some students reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible to receive the disbursement, students must be in an active school status. Disbursements of the Dorsey School Grant will be posted to a student’s account at the end of the completed term(s). The Dorsey Schools Grant can only be used to cover direct cost incurred by the student (e.g. tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g. travel, room & board, etc.). If students become eligible for Pell Grant for the same term or payment period that they



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received a Dorsey Schools Grant, any portion of the Dorsey Schools Grant not needed to cover institutional charges, will be refunded.

ADDENDUM 5 EFFECTIVE AUGUST 24, 2016

The below replaces the **INSTRUCTIONAL TOOLS AND EQUIPMENT** section on page 25 as follows:

Dorsey Schools includes the cost of textbooks and supplies required for each program in the total tuition billed to students. Textbooks and supplies are provided at competitive market rates as appropriate to each student's course-specific schedule, and are delivered timely to ensure each student has the required course materials when needed. Students have the opportunity to opt-out of receiving all textbooks and supplies directly from school, and to assume all responsibility for these purchases. This option is only available to students prior to starting a new program and is effective for the duration of each program enrollment, and may not be reversed, even during any period of re-entry into the same program. Students who opt-out are choosing to assume full responsibility for purchasing and obtaining all textbooks and supplies required for their program of study; students unprepared for class as a result of their opt-out decision will not receive accommodations from the school, including staff and faculty, as a result of their decision. Information on textbook and supply pricing by program is accessible on the school website at www.Dorsey.edu on the Student and Consumer Information page. All other general supplies are the responsibility of the student.

ADDENDUM 6 EFFECTIVE AUGUST 24, 2016

The below replaces the **ACADEMIC (SAP) PROBATION – ALL PROGRAMS** section on page 23 as follows:

ACADEMIC (SAP) PROBATION – ALL PROGRAMS

Students who lose eligibility due to not meeting SAP requirements and who successfully appeal the loss of eligibility may be placed on probation for one academic period and will remain eligible for financial aid. Additionally, if the appeal is granted, the student on probation may be subject to an Academic Plan.

Academic Plan

An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards at the end of the Academic Plan. The period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe. Students that are progressing successfully at each checkpoint of their academic plan will remain in satisfactory progress and remain eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision, and will not be eligible for financial aid. Students may appeal to have their Academic Plan revised.

End of Probation

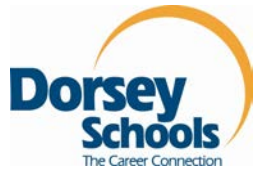
At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either:

1. A letter notifying the student of successful completion of the Academic Probation period, or
2. A notice of termination for failing to meet SAP requirements.

A second appeal for the same incident is not permitted.

ADDENDUM 7 EFFECTIVE SEPTEMBER 1, 2016

The below replaces the **GAINFUL EMPLOYMENT** section on page 55 as follows:



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ADDENDUM 8 EFFECTIVE SEPTEMBER 7, 2016

Effective September 7, 2016 Dorsey Schools has voluntarily relinquished its medical assistant programmatic accreditation with the Accrediting Bureau of Health Education Schools (ABHES) at all campus locations. This addendum removes the ABHES programmatic accreditation statement on page 1 under **ACCREDITATIONS AND APPROVALS**, and the **PROGRAMMATIC ACCREDITATION** paragraph on page 4. Dorsey Schools medical assistant program remains accredited under Dorsey Schools institutional accreditor, the Accrediting Council for Independent Colleges and Schools.

ADDENDUM 9 EFFECTIVE OCTOBER 17, 2016

For students starting on or after November 15, 2016, the below refund policy replaces the policy found on pages 29-30 under the following headings:

Institutional Refund Calculation upon Withdrawal From Training

Clock-Hour Programs, Dorsey School of Beauty and Massage Therapy

The Institutional Refund policy applies to all students who withdraw, or are dismissed, after the beginning of the program and becomes effective following the expiration of three (3) business days after signing the enrollment agreement. Tuition charges will be calculated based on the percentage of program hours scheduled up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned.

The Institutional Refund calculation is determined on a pro rata basis. For example, if a student was scheduled for 30% of the hours in their payment period, Dorsey Schools will retain 30% of the tuition billed for the payment period. Students scheduled for 60% or more of the payment period will be charged the full tuition for the payment period. The refund ratio is calculated by dividing the number of hours the student was scheduled, by the total number of hours in their payment period, and applying this ratio to the tuition billed. The payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

Any tuition amount not retained by the school will be deducted from the amount of tuition that was billed for the payment period. For example, if the school retained 30% of the tuition billed for the payment period, the amount that the student was billed would be reduced by 70%. Students are responsible for any balances due to the school for unpaid institutional charges.

Refunds Upon Withdrawal or Termination of Training

STUDENTS not receiving Federal Title IV Financial Aid

Refunds are calculated solely in accordance with Dorsey Schools' Institutional Cancellation and Refund Policy described above.

STUDENTS receiving Federal Title IV Financial Aid



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Federal regulations require the school to calculate institutional charges to determine both (1) student refund, and (2) Return of Title IV funds. The school or the student may be required to return some of the federal funds awarded to the student as described below. The student may also be eligible for a refund of a portion of tuition paid to Dorsey Schools for the payment period. If the student received financial assistance from an outside source, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey Schools shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.