Dorsey College

Lindenwood Education System Member

CATALOG

Dorsey College Campus Locations

Main Campus	
Dorsey College – Madison Heights *Cosmetology Clinic Address*	31739 John R Road, Madison Heights, MI 48071 *31601 John R Road, Madison Heights, MI 48071* Phone 248.588.9660 ▪ Fax 248.583.4153 Email AdminMH@dorsey.edu
Branch Campuses	
Dorsey College – Dearborn	18660 Ford Road, Detroit, MI 48228 Phone 313.982.3730 • Fax 313.982.3749 Email adminDE@dorsey.edu
Dorsey College – Grand Rapids	2620 Horizon Dr., Suite 200, Grand Rapids, MI 49546 Phone 616 459.1736 • Fax 616.249.1878 Email AdminGR@dorsey.edu
Dorsey College – Roseville *Practical Nurse with PN Administration* *Cosmetology Clinic Address* *Administration and Culinary, Allied Health, and Skilled Trades Career Programs*	31450 Gratiot Ave, Roseville, MI 48066 *31480 Gratiot Ave, Roseville, MI 48066* *31522 Gratiot Ave, Roseville, MI 48066* Phone 586.296.3225 ▪ Fax 586.296.6745 Email adminRV@dorsey.edu
Dorsey College – Saginaw *Practical Nurse Career Program*	4390 Bay Road, Saginaw, MI 48603 *4406 Bay Road, Saginaw, MI 48603* Phone 989.249.1926 ▪ Fax 989.249.1878 Email AdminSW@dorsey.edu
Dorsey College - Wayne	35005 W Michigan Ave, Wayne, MI 48184 Phone 734.595.1540 ▪ Fax 734.595.6010 Email AdminWY@dorsey.edu
Dorsey College - Woodhaven	19810 West Road, Woodhaven, MI 48183 Phone 734.285.5400 ▪ Fax 734.675.2920 Email AdminWH@dorsey.edu

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Dorsey College

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MAIN CAMPUS

31739 John R. Road
Madison Heights, MI 48071
(248) 588-9660 phone (248) 583-4153 fax
Email: info@dorsey.edu

CAMPUS SUPPORT CENTER

31799 John R. Road
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(248) 585-9200 phone (248) 585-3774 fax
Website: www.dorsey.edu

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TABLE OF CONTENTS

WELCOME TO DORSEY COLLEGE 1
HISTORY 1
MISSION 1
ADMISSIONS POLICY 1
- Application Procedures 1
- Admissions Requirements 1
- Additional Programmatic Admission Requirements 2
- Course Registration 6
- Program Availability 6
- Changes To Admissions Requirements 6
- Transfer Policies 6
- Additional Programmatic Transfer Policies 7
- Re-admission of Withdrawn Students 7

NURSING CAREER PROGRAMS 9
- Associate of Applied Science in Nursing 9
- Practical Nurse 11

ALLIED HEALTH CAREER PROGRAMS 13
- Sterile Processing Technician 13
- Medical Laboratory Assistant 14
- Patient Care Technician 15
- Dialysis Patient Care Technician 16
- Medical Assistant 17
- Medical Administration and Billing 18
- Dental Assistant 19
- Massage Therapy 20
- Pharmacy Technician 21
- Associate of Applied Science in Radiologic Technology 22
- Associate of Applied Science in Surgical Technology 24

EMERGENCY MEDICAL SERVICES CAREER PROGRAMS 26
- Emergency Medical Technician 26
- Paramedic 27
- Instructor-Coordinator 28

CONTINUING EDUCATION COURSES 31
- American Heart Association Courses 31
- EMS Refresher Courses 32

SKILLED TRADES CAREER PROGRAMS 33
- Electrical Technician 33
- HVAC Systems Technician 34

CULINARY CAREER PROGRAMS 35
- Culinary Arts 35
- Baking and Pastry Arts 36

COSMETOLOGY CAREER PROGRAMS 37
- Cosmetology 37
- Esthetician 38
- Manicuring 39

ACADEMIC CALENDARS 41
EMS CALENDARS 42
ACADEMIC INFORMATION 43
- Grading Scale 43
- Academic Credit Hour Definition 46
- Course Repetition Policy 46
- Course Substitution 46
- Course Numbering System 46
- Satisfactory Academic Progress (SAP) 46
- Remediation 49
- Withdrawal Procedures 50
- Attendance Policies 50
- Externship and Clinical Experience Information 55
- Instructional Tools and Equipment 55
- Graduation Requirements 55

FINANCIAL AID INFORMATION 56
- Institutional Scholarships 56
- Federal Grant and Work Study 58
- Institutional Grants 58
- EMS Career Programs Advance Payment Incentive 59
- Federal Stafford Loan Program 59
- Other Benefits and Job Training Opportunities 60

REFUND AND CANCELLATION POLICIES 61
- Institutional Cancellation Policy 61
- Return to Title IV Funds Policy 63
- General Financial Information 64

STUDENT SERVICES 65
- Disabilities Accommodation 65
- EMS Academic Assessment 65
- Entrance and Exit Loan Counseling 65
- Personal and Family Problem Referral Information 65
- Student Orientation 65
- Tutoring and Clinical Workshops 65
- Online Resources 65
- Career Services 65

GENERAL INFORMATION 66
- Academic Records 66
- Alcohol and Substance Abuse Policy 66
- Attendance Policies 66
- Campus Safety Plan 67
- Campus Security 67
- Children 67
- Consumer Information Supplement 67
- Copyright Infringement 67
- Electronic Communication Device Policy 67
- Familiarity with School Regulations 67
- Family Educational Right to Privacy Act (FERPA) 67
- Food and Drinks 68
- Licensing and Accreditation 68
- Licensure Requirements 68
- National Voter Registration Act 68
- Professional Certification 68
- School Closure 68
- Smoking and Tobacco Use 68
- Social Security Number Privacy Policy 69
- Standards of Professional Appearance 69
- Student Code of Conduct 70
- Statement of Non-Discrimination and Non-Harassment 71
- Student Grievance Policy 72
- Student Time Commitment 72
- Transfer Policies 72
- Vaccination Policy 72
- Weapons Policy 73

OWNERSHIP AND CONTROL 73
ACCREDITATIONS AND APPROVALS 73
FACILITIES 75
EXECUTIVE STAFF 75
MAIN CAMPUS STAFF 75
BRANCH CAMPUS STAFF 76
FACULTY SUPPLEMENT 77
INSTITUTIONAL, STAFF & FACULTY MEMBERSHIPS 77
DESCRIPTION OF COURSES 77

WELCOME TO DORSEY COLLEGE

A MESSAGE FROM THE PRESIDENT

Thank you for choosing Dorsey College to further your education and prepare for your new career. At Dorsey College we take great pride in providing our students with a positive learning environment that includes smaller classes taught by credentialed instructors with real-world experience. We truly care and encourage you to be the very best that you can be in your academic, professional, and personal endeavors.

Training at Dorsey College is hands-on and performance based, using simulated work environments to ensure you are equipped with the practical skills needed to meet the demands of your chosen career field. At Dorsey we believe that as the needs of individual learners and our communities change, educational institutions have a responsibility to respond to help meet those needs. As such, most of our programs are taught in a hybrid learning model that includes online and on-ground courses to provide flexibility and convenience. Classroom and laboratory training is combined with clinical training or an externship in most programs, where students go on-site to an employer in their field to gain real life industry experience. We want you to graduate from Dorsey College with the knowledge, skills, attitude, and work ethic that will make you a success in your chosen field.

Over our 90-year history we have graduated tens of thousands of professionals who have excelled in exciting careers. We look forward to seeing you walk across the stage at graduation with pride in your accomplishments and the skills and knowledge you have gained to start your new career.

Sincerely,

John Barnes

President and CEO

HISTORY

Established in downtown Detroit in 1934, Dorsey College continues the heritage of its founder, Ruth Dorsey, as a trusted name for comprehensive, quality career training. Dorsey College offers students career-focused education, now incorporating associate degree programs and the convenience and flexibility of hybrid education, which allows us to better serve our students, local employers, and the communities in which we live and work. Dorsey College has expanded its campuses in the southern lower peninsula of Michigan, including several suburban Detroit locations. Now in operation for ninety years, Dorsey College has continued to be a mark of educational distinction with tens of thousands of graduates enjoying successful careers throughout the country.

MISSION

Dorsey College is committed to providing quality career education and positive reinforcement to enable the development of self-esteem, self-reliance, professionalism and confidence in all students coupled with an obligation to support the diverse communities in which they live and work.

OBJECTIVES

In support of our mission, the following measurable objectives have been developed:

- Continually update the curriculum to provide programs that meet the needs of the community.
- Offer students the opportunity to develop a foundation of skills and abilities that satisfy the performance requirements of employers.
- Develop each student's self-confidence and interpersonal skills.
- Provide a pleasant and professional atmosphere conducive to learning that provides experience in operating equipment and software typical of that currently being used in the workplace.
- Provide a dedicated, competent, and caring faculty and staff.
- Offer community involvement activities designed to stimulate student involvement in the community.
- Assist students to secure training-related employment.

ADMISSIONS POLICY

APPLICATION PROCEDURES

Admissions inquiries may be directed to a Dorsey College campus convenient to you or by visiting our website at www.dorsey.edu.

Applications for admission may be completed by contacting Dorsey College to arrange a convenient appointment with an admissions representative. A career planning session will be scheduled to review Dorsey College career programs and the applicant's attitude, motivation, and commitment to training. Successful applicants will be provided with a copy of their fully executed enrollment agreement. Current government issued photo identification or passport is required when completing the enrollment agreement. The enrollment process is complete when the applicant commences training.

ADMISSIONS REQUIREMENTS

Requirements for admission to Dorsey College are:

1. High school diploma or its equivalent (for example, a General Education Development "GED" High School Equivalency Certificate), as evidenced by an attestation signed by the student,
2. A career planning session with a Dorsey College admissions representative, and
3. The desire, interest, and motivation to succeed.

ADDITIONAL PROGRAMMATIC ADMISSION REQUIREMENTS

REQUIRED DOCUMENTATION AND DUE DATE	Internet Access*	Current & Valid Photo ID	HS Diploma / GED	Criminal Background Check	Drug Screen	Free of Lifting / Activity Restrictions	Immunizations	AHA /BLS Certification	Minimum Age	Other Programmatic Requirements
Baking and Pastry Arts	X	A	Attest	-	-	-	-	-	-	
Cosmetology	X	A	D-A	-	-	-	-	-	17	
Culinary Arts	X	A	Attest	-	-	-	-	-	-	
Dental Assistant	X	A	Attest	-	-	-	-	-	-	
Dialysis Patient Care Technician	X	A	Attest	A, D-A	B	X	B	B	-	
Electrical Technician	X	A	Attest	-	-	-	-	-	-	
Emergency Medical Technician	X	A	Attest	A	-	X	C-E	C-E	17	
Esthetician	X	A	D-A	-	-	-	-	-	17	
HVAC Systems Technician	X	A	Attest	B	-	X	-	-	-	A valid driver's license will be required by externship sites
Instructor-Coordinator	-	A	Attest	-	-	-	-	-	17	A-MDHHS Emergency Medical Technician or Paramedic license; 3 years of experience in the field
Manicuring	X	A	D-A	-	-	-	-	-	17	
Massage Therapy	X	A	D-A	-	-	-	DE	-	DE	Must take the Wonderlic Basic Skills Test at a Dorsey College testing site and achieve a minimum score of 200 on the verbal section
Medical Administration and Billing	X	A	Attest	B	B	-	-	-	-	
Medical Assistant	X	A	Attest	B	B	-	-	-	-	
Medical Laboratory Assistant	X	A	Attest	A, D-A	C-E*	-	D-A	-	-	
Paramedic	X	A	Attest	A	-	X	C-E	A	17	A-MDHHS Emergency Medical Technician program certificate or license
Patient Care Technician	X	A	Attest	A, D-A	B	X	B	B	-	
Pharmacy Technician	X	A	D-A	A, D-A	C-E	-	B	-	-	Additional background check performed prior to externship placement
Practical Nurse	X	A	A	A	D-A	X	A	A	-	Progressive Admissions Policy
Radiologic Technology	X	A	A	A	A	X	C-E	A	RT	Progressive Admissions Policy
Registered Nurse	X	A	A	A	D-A	X	A	A	-	Progressive Admissions Policy
Sterile Processing Technician	X	A	Attest	A, D-A	C-E*	X	D-A	-	-	
Surgical Technology	X	A	A	A	C-E	X	C-E	A	-	Progressive Admissions Policy

A: Documents needed for Admission and completion of Enrollment Agreement (AHA/BLS certification must be valid through end of program)
B: Documents required as a condition of clinical or externship site. If required, documents due prior to clinical or externship placement.
C-E: Documents due prior to clinical or externship placement (*may be waived if student is employed at clinical or externship site)
D-A: Documents/background check results due before the end of the Drop-Add period of 14 calendar days from the first day of attendance
DE: Student attests they are at least 18 years old, and must document they are free from communicable disease prior to clinic experience (for Dearborn campus only)
M: Documents due by the end of first six-week module
RT: Students must be at least 18 years old before entering the RAD200 course.
NOTE: Successful completion of most programs requires the use of a laptop or other electronic device outside of the campus to access learning management systems that Dorsey College deems enriching to the educational environment.

DISTANCE EDUCATION AND HYBRID PROGRAM DELIVERY

Students enrolled in programs utilizing distance education or hybrid delivery are responsible to ensure reliable internet access is consistently available during designated distance education courses.

HIGH SCHOOL DIPLOMA OR EQUIVALENCY

Documentation of high school diploma or its equivalent must be submitted to the campus by the program applicant. If Dorsey College or an outside agency has a concern about the validity of a high school diploma or GED, the student has 30 days to obtain an official high school transcript or GED document, which will be used to determine eligibility. Students determined ineligible will be dismissed from school.

Foreign High School Diploma Policy

Students enrolling into Dorsey College with a foreign diploma or transcript must have their diploma evaluated prior to enrollment. The purpose of this evaluation is to provide proof that the diploma or transcript is equivalent to a United States high school diploma.

- Student must provide a copy of their diploma.
- If the diploma is in a foreign language, the student must also provide a copy of the diploma's translation. The translation must be completed by a professional agency.
- Dorsey College will assist students in the evaluation process. Each diploma or transcript and translation must be sent out to be evaluated by an authorized and approved evaluator. The student is responsible for the cost of each evaluation.
- Once Dorsey College has received the evaluation results that the diploma is equivalent to a U.S. high school diploma the student is able to enroll.
- If the student's evaluation results show that the diploma is not equivalent to a U.S. high school, the student is not eligible to attend Dorsey College.

CRIMINAL BACKGROUND CHECK, DRUG SCREEN

Program applicants of select programs are required to submit to a criminal background check at enrollment. Continued enrollment in these programs is contingent upon the results of the background check. Criminal background investigation and/or drug testing may also be required by a clinical site, an externship site, or a prospective employer consistent with the requirements of Michigan Public Acts 27, 28, and 29 of 2006. A history of a criminal background and/or drug abuse may be cause to deny a student entrance into any program.

PROGRAMS WITH CLINICAL ASSIGNMENT

For patient and student safety during clinical assignment, students enrolled in select programs must be free of any lifting or activity restrictions.

EMS Programs

All EMS training programs are skill based and physically demanding. EMS work is physically strenuous requiring considerable kneeling, bending, and lifting while caring for and moving patients.

IMMUNIZATIONS

Students cannot participate in clinical, externship or field internship training until documentation of all required immunizations are provided, consistent with the requirements of each clinical or externship site.

Sterile Processing Technician Program, Medical Laboratory Assistant Program, Radiologic Technology and Surgical Technology Programs

Documentation of updated immunizations, including COVID-19 vaccination, a recent, current, and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray, and a statement of good health from a qualified physician.

Clinical and Externship Sites

Clinical and externship sites may require any or all of the following: health physical, negative TB skin test, proof of immunity against communicable diseases (including COVID-19 vaccination), and/or a series of hepatitis vaccinations or declination.

EMS Programs

For the Emergency Medical Technician and Paramedic programs, documentation of updated immunizations, including MMR, varicella vaccination (or titer), hepatitis B vaccination series (or the start of the series), a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray (must be updated annually) are required. TDAP is recommended but not required. Lack of COVID-19 and/or influenza vaccination may limit the clinical sites available for student participation.

OTHER PROGRAMMATIC REQUIREMENTS

Massage Therapy Program Requirements – Dearborn Campus Only

Compliant with the city of Detroit age requirement to commence training, each student attests that they are at least 18 years old. Prior to clinic participation, each student must complete a Detroit Health Department Apprentice Record and provide documentation from a registered physician certifying that the applicant is free from communicable disease.

EMS Program Requirements

EMS students must meet the National Registry of Emergency Medical Technicians (NREMT) certification requirements and State of Michigan licensure requirements which includes being at least 17 years old, not having voluntarily surrendered a healthcare license or the legal right to work, and not having a healthcare license in any state or from any agency been subject to limitation, suspension, or termination of applicant's right to practice in a healthcare occupation or the legal right to work.

Paramedic Program Requirements

Paramedic enrollment also requires AHA/BLS certification, and documentation that the STUDENT has successfully achieved completion of a MDHHS approved emergency medical technician (basic) program or possess a current State of Michigan EMS license. Dorsey College will accept an emergency medical technician (basic) certificate of completion from other MDHHS-approved schools while the STUDENT tests for their NREMT certification. Note that State of Michigan EMT licensure is required prior to graduation. If a paramedic student fails to obtain EMT-Basic certification (due to failing the NREMT certification exam or other accepted Michigan exam) the student may withdraw and apply for readmittance per policies as stated in this catalog under **RE-ADMISSION OF WITHDRAWN STUDENTS**, **EMS CLOCK HOUR PROGRAMS.**

Cosmetology Programs

Good moral character is required for licensure by the Michigan Bureau of Professional Licensing, and therefore gainful employment, in the State of Michigan. Each licensure applicant must affirm they have the ability and will service the public in a fair, honest, and open manner. If applicant has had a judgement of guilt in a criminal proceeding or a civil action, they must affirm they are rehabilitated, or the substance of their former offense is not reasonably related to the cosmetology occupation.

PROGRESSIVE ADMISSIONS POLICIES

Practical Nurse Program

Dorsey College utilizes a progressive admissions process for the practical nurse program. Prospective students must successfully complete each step in the process before moving on to the next step. All individuals interested in enrolling into the practical nurse program must:

1. Attend a Practical Nurse Program Informational Meeting. Individuals interested in enrolling in the practical nurse program will be invited to attend an informational meeting to receive information about the steps in the admissions process and requirements for the program.
2. Prospective students must have achieved a minimum score of 42 on the ATI TEAS test from a Dorsey College testing site within the last 12 months or a Certificate of Completion from the Launch: Nursing Academic Readiness program.[1]
3. Prospective students must submit an original 500-word essay on the day of the interview. The content of the essay must provide responses to the questions assigned in typed, double-spaced "easy to follow" format.
4. Prospective students must provide three (3) references on the day of the interview. Two (2) must be healthcare-related and one (1) professional. Students may submit other documents that demonstrate related merit or experience the student believes should be considered in the admissions process. Students with no healthcare experience may substitute 3 professional references including volunteer experience and any certifications earned.
5. Meet with the nursing admissions panel for a personal interview. Students passing the ATI TEAS test with a minimum score of 42 and who have submitted required documentation for admission may be eligible for admission and will be contacted. A standard rubric is utilized to analyze each prospective student's admissions readiness; remediation may be recommended for some students.
6. Meet with financial aid to complete required paperwork. After successful completion of the interview, students will be notified to schedule an appointment with the financial aid advisor to complete required paperwork.
7. Meet with an admissions representative. At this initial meeting, the prospective student will be given instructions for completion of the criminal background check, drug screen and begin submission of required health information to Dorsey College. The prospective student will be required to pay an application fee of $200, of which $100 is non-refundable.
8. Submit documentation of current American Heart Association/BLS certification (must be valid through end of program).
9. Students must submit documentation that all health requirements have been met. These requirements include updated immunizations, a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray, and a statement of good health from a qualified physician.
10. Sign a criminal background check authorization form. Results must be negative.
11. Submit to a drug screen conducted at an off-site location. Results must be negative.
12. Documentation of status as high school graduate or its equivalent (GED). Official transcripts will be requested to verify this information.

The nursing admissions panel will review all applicants and will select those students who will be admitted into the program. Students will be informed of the panel's decision approximately two weeks prior to the start of classes.

Associate of Applied Science in Nursing (ADN) Registered Nurse Program

Dorsey College utilizes a progressive admissions process for the associate of applied science in nursing program. Prospective students must successfully complete each step in the process before moving on to the next step. All individuals interested in enrolling into the ADN program must:

1. Attend a Registered Nurse Program Informational Meeting. Individuals interested in enrolling in the ADN registered nurse program will be invited to attend an informational meeting to receive information about the steps in the admissions process and requirements for the program.
2. Prospective students must take the TEAS test[2] at a Dorsey testing site and achieve a minimum overall score of 58.7, in addition to minimum sub-scores in the following categories:
   i. English: 54 minimum score
   ii. Math: 55 minimum score
   iii. Science: 50 minimum score
   iv. Reading: 65 minimum score

   If the prospective student fails to meet any of the sub-score requirements but has an overall TEAS score of 58.7 or above, the applicants sub-score will be evaluated for approval or denial by the Campus Support Center.
3. Prospective students must meet one of the following requirements:
   i. 9 credits earned from a post-secondary accredited institution recognized by the United States Department of Education, or
   ii. Current, unencumbered LPN license, or
   iii. High school graduate with a 2.5 GPA, with a B or better in one science course (biology, chemistry, physics, anatomy), or
   iv. Passing GED exam:
      a) Exams taken in or after 2014 - a minimum average score of 660 or better, with a minimum score of 165 in each subcategory,
      b) Exams taken from 2002-2013 – a minimum average score of 450, with a minimum score of 410 in each subcategory,
      c) Exams taken from 1988-2001 - a minimum average score of 45, with a minimum score of 40 in each subcategory.
4. Prospective students must submit an original 500-word essay on the day of the interview. The content of the essay must provide responses to the questions assigned in typed, double-spaced "easy to follow" format.

[1] Applicants scoring less than 42 on the ATI TEAS test may re-take the exam up to three times within one year, with two weeks in between each attempt required for remediation.

[2] Applicants are allowed three attempts to achieve the required ATI TEAS test scores listed above within a 365-day period, with two weeks in between each attempt required for remediation.

5. Prospective students must provide three (3) references on the day of the interview. The references must be from a professional in the field of healthcare such as a:

• Physician that is able to speak to your abilities	• RN that has worked with you in some capacity
• Supervisor or Director	

References cannot be from a friend or co-worker on the same level as you. If prospective student has no health care experience, a reference from the prospective student's current supervisor, professor from a college or university attended, or a counselor or teacher (for recent high school graduates) may also be submitted. Late references will not be accepted and will result in denial into the program.
6. Meet with the nursing admissions panel for a personal interview.
7. Meet with financial aid to complete required paperwork. After successful completion of the interview, students will be notified to schedule an appointment with the financial aid advisor to complete required paperwork.
8. Meet with an admissions representative. At this initial meeting, the prospective student will be given instructions for completion of the criminal background check and drug screen.
9. Submit documentation of current American Heart Association/BLS certification (must be valid through end of program).
10. Students must submit documentation that all health requirements have been met. These requirements include updated immunizations, a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray, and a statement of good health from a qualified physician.
11. Sign a criminal background check authorization form. Results must be negative.
12. Submit to a drug screen conducted at an off-site location. Results must be negative.
13. Documentation of status as high school graduate or its equivalent (GED). Official transcripts will be requested to verify this information.

The nursing admissions panel will review all applicants and will select those students who will be admitted into the program. Students will be informed of the panel's decision approximately two weeks prior to the start of classes.

Associate of Applied Science in Radiologic Technology and Surgical Technology Programs

Dorsey College utilizes a progressive admissions process for the Associate of Applied Science in Radiologic Technology and Associate of Applied Science in Surgical Technology programs. Prospective students must successfully complete each step in the process before moving on to the next step. All individuals interested in enrolling into the Radiologic Technology and Surgical Technology programs must:

1. Attend a career planning session with a Dorsey College admissions representative. Individuals interested in enrolling in the program will be invited to attend a career planning session to receive information about the steps in the admissions process and requirements for the program.
2. Prospective students must take the Wonderlic Basic Skills Test (WBST) at a Dorsey College testing site and achieve a minimum score of 230 on the verbal section and 210 on the quantitative (math) section.
3. Complete the pre-admissions application.
4. Prospective students must meet one of the following requirements*:
   i. 9 credits earned from a post-secondary accredited institution recognized by the United States Department of Education, or
   ii. Current certification or license in a medical profession, or
   iii. HS graduate with 2.5 GPA or better, or
   iv. Passing GED exam:
      a) Exams taken in or after 2014 - a minimum average score of 660 or better, with a minimum score of 165 in each subcategory,
      b) Exams taken from 2002-2013 – a minimum average score of 450, with a minimum score of 410 in each subcategory,
      c) Exams taken from 1988-2001 - a minimum average score of 45, with a minimum score of 40 in each subcategory.

   **If the student cannot meet any of the above requirements but has a high school GPA of at least 2.0 and meets all Wonderlic score requirements (#2 above), the applicant's high school transcript and Wonderlic scores will be evaluated for approval or denial by the Campus Support Center.*
5. Submit short answer responses to the following questions. The short answer responses must be submitted on or before the day of the interview.
   i. Why are you interested in becoming a radiologic technologist/surgical technologist?
   ii. What qualities make a good radiologic technologist/surgical technologist?
   iii. What challenges could prevent you from completing your program/degree?
   iv. What plans do you have in place to help you overcome those challenges?
6. References: Provide three (3) references. At least one must be from a previous employer, guidance/academic counselor, or teacher. Late references will not be accepted. Students may submit other documents that demonstrate related merit or experience the student believes should be considered in the admissions process.
7. Meet with the admissions panel for a personal interview.
8. Meet with financial aid to complete required documentation. After successful completion of the interview, students will be notified to schedule an appointment with the financial aid advisor to complete required documentation.
9. Meet with an admissions representative. At this initial meeting, the prospective student will be given instructions for completion of the criminal background check and drug screen. The prospective student will be required to pay an application fee of $200, of which $100 is non-refundable.
10. Submit documentation of current American Heart Association/BLS certification (must be valid through end of program).
11. Sign a criminal background check authorization form. Results must be negative.
12. RADIOLOGIC TECHNOLOGY STUDENTS: Submit to a drug screen conducted at an off-site location. Results must be negative.*
13. Documentation of status as high school graduate or its equivalent (GED). Official transcripts will be requested to verify this information.

The admissions panel will review all applicants and will select those students who will be admitted into the program. Students will be informed of the panel's decision approximately two weeks prior to the start of classes.

NOTE: Prior to beginning the RAD215 course (Radiologic Technology program) or SRG212 course (Surgical Technology program), students must submit documentation that all health requirements have been met. These requirements include updated immunizations, a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray, and a statement of good health from a qualified physician. Initial COVID-19 vaccination is required, with the second to follow within 30 days.

*Surgical Technology students must submit to a drug screen conducted at an off-site location prior to clinical placement (SRG212 Surgical Practicum I). Results must be negative.

COURSE REGISTRATION

Students accepted into a Dorsey College program will be registered for courses in a sequence that allows the student to complete their program within the published period of training.

TEACH OUT AGREEMENTS

An exception to the Admissions Requirements may be made when Dorsey College accommodates students associated with a "Teach-Out Agreement" between Dorsey College and the closing school.

PROGRAM AVAILABILITY

Program availability varies by campus; admissions representatives can provide applicants information on enrollment availability of programs currently offered.

CHANGES TO ADMISSIONS REQUIREMENTS

Dorsey College reserves the right to revise its published admissions requirements at any time. All revisions will be published and made available to prospective students prior to enrollment.

ENROLLMENT AGREEMENT

The enrollment agreement signed by each student reflects the current program offerings, tuition and fees, and is an addendum to this catalog.

EDUCATIONAL CREDIT

Dorsey College may grant educational credit towards completion of the cosmetology curriculum provided the student documents successful completion of a curriculum in manicuring from a licensed school of cosmetology; a maximum of 115 hours may be granted towards completion of the esthetician curriculum, and a maximum of 70 hours may be granted toward completion of the manicuring curriculum.

Educational credit and any tuition adjustment must be determined by the managing director prior to the student attending the cosmetology program.

ADVANCED PLACEMENT

EMS Programs

Prior to EMS program enrollment, Dorsey College may grant students credit for advanced placement hours. Dorsey College will accept Registered Nurse, Physician, and AEMT licensure for advanced placement into select courses. Total tuition and fees charged varies depending on credit granted for advanced placement hours as determined by the Programs Director prior to the student attending Dorsey College.

Associate of Applied Science in Nursing Program

Graduates from Dorsey College's Practical Nurse program may receive credits for the following courses in the Associate of Applied Science in Nursing program: BIO201, BIO202, MTH201, NUR200, and NUR202. Eligibility requirements for advanced placement credit are:

- Must possess a current, unencumbered license as licensed practical nurse, and
- Must complete all admissions requirements for the Associate of Applied Science in Nursing program. (TEAS testing requirements may be waived if the graduate's cumulative grade point average from the PN program is 3.0 or higher.)

TRANSFER POLICIES

TRANSFER BETWEEN DORSEY CAMPUSES AND/OR PROGRAMS

A student requesting to transfer between campuses and/or programs is required to withdraw and subsequently re-admit in the new program and/or campus. Further information regarding the readmit process is located in the **RE-ADMISSIONS FOR WITHDRAWN STUDENTS** section of this catalog. Changing campuses and/or programs must be planned proactively to confirm course availability and can only occur during the periods illustrated in the below table.

Program or Program Type	Allowable Transfer Point
All Credit Hour Programs	Between Academic Quarters (12 weeks)
Cosmetology Program	Between Academic Courses

Currently enrolled cosmetology students may transfer between campuses with no assessment exam and are subject to a $15 State of Michigan Board of Cosmetology fee to transfer academic records.

Currently enrolled EMS students may transfer between campuses if the campus receiving the student is at an earlier point in the same course. Transfer must occur within one year from withdrawal, and

clinical hours completed in the initial course expire on a rolling 12-month calendar.

It is important to note that anytime a student changes campuses or programs financial arrangements must be recalculated, and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student changing campuses and/or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

TRANSFER OF CREDIT AND CLOCK HOURS FROM AN OUTSIDE INSTITUTION

Students accepted for enrollment into Dorsey College will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education only, as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the outside institution.
2. For all programs except practical nurse, the student must have earned at least a grade of "C" (70%, 2.0) for each course accepted for transfer credits and/or hours. For practical nurse students, the student must have earned at least a grade of "B" (83%, 3.0) for each course accepted for transfer credits and/or hours.
3. The transfer of credit process must be completed prior to the student starting their program of study at Dorsey College.
4. The course must have had course content and units of measurement similar to those in the Dorsey College program.

5. The student may transfer up to 50% (60% for cosmetology program) of program credits/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the Senior Vice President, Education and Career Services.
6. Transfer of credits is determined on a case-by-case basis by the Managing Director and must be approved by Campus Support Center Transfer Committee.

For students meeting these criteria, credits will be reflected in the student's academic record as a transfer credit "TC" but will not count towards a student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

Additional Programmatic Transfer Policies

Associate of Applied Science Programs Only

Students accepted for enrollment into Dorsey College's Associate of Applied Science in Nursing, Radiologic Technology, and Surgical Technology programs may request transfer credits for BIO, CHM, ENG, MTH, PSY, and SOC courses. Transferability will be evaluated and approved on a case-by-case basis by the Campus Support Center Transfer Committee.

Cosmetology Career Programs Only

Students transferring from other institutions may receive credit for hours previously earned at the discretion of Dorsey College, taking into consideration the results from a written and practical assessment exam administered by the school and hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student enrolling at Dorsey College.

Transfer of Credits/Hours To Other Institutions

Programs at Dorsey College are designed to prepare graduates for the best possible career opportunities in each student's field of choice, without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey College does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at Dorsey College to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from Dorsey College.

Re-admission of Withdrawn Students

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey College will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress (SAP) status as outlined this catalog's SAP Policy. Students permitted to readmit are required to complete their program in accordance with the **Maximum Time Frame SAP Requirement** as detailed in this catalog.

All students re-admitting must be approved by a campus readmittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

Credit Hour Programs

Students who are re-admitted to a Dorsey College credit hour program may receive credit for previously passed courses when required to complete the student's program of study. Re-admitted students may be required to retake a course that was previously taken with a passing grade to assist in the student's success at Dorsey College and in their future careers, as determined by the managing director. All failed courses, and all courses with earned grades of WF or WP, must be repeated.

Associate of Applied Science Programs

Students may re-admit into Associate of Applied Science programs only twice. Additional readmission attempts may be granted on a case-by-case basis through an appeal to the Senior Vice President, Education and Career Services and the Executive Director of Nursing or Program Director.

Sterile Processing Technician and Medical Laboratory Assistant Programs

Students re-admitting into the Sterile Processing Technician or Medical Laboratory Assistant program and who will be taking SRG115 or CLS105 Capstone courses in the first or second returning module must be approved by both the campus and campus support center readmittance committees.

Cosmetology Clock Hour Program

Students who are readmitted to Dorsey College's cosmetology programs after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of Dorsey College, taking into consideration the results from a written and practical assessment to determine how many hours of credit they will receive from prior enrollments. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student readmitting at Dorsey College.

EMS Clock Hour Programs

A student may readmit into another EMS class of the same level once they meet all the following requirements:

- Student must be in good standing, i.e., has paid all applicable tuition/textbooks/fees, has no record of misconduct during previous enrollments, and had been absent less than 20% of scheduled practical hours from the class they withdrew from.
- Readmission is limited to a maximum of two attempts, no third readmission will be granted.
- Readmission will not be approved if more than 12 months has passed since student withdrew from course.
- All clinical hours/skills from previous enrollments will carry over on a rolling 12-month schedule.
- All costs associated with readmission are the responsibility of the student, including new textbook, background check, testing fees, clinical tracker, and uniforms.
- Payment of readmission fees per the following schedule:

EMS Readmission Fees			
Level	**Course**	**Clinical**	**Adaptive Testing**
EMT	$ 400.00	$ 200.00	$200.00
Paramedic	$ 1,100.00	$ 800.00	$400.00

Re-Admission for Military Service Members

A re-admitting student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-readmitting within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-admitting students will be processed into their same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit and/or clock hours unless the student

requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-admit.

NURSING CAREER PROGRAMS

ASSOCIATE OF APPLIED SCIENCE IN NURSING

(Available at the Madison Heights, Saginaw, and Wayne Campuses)

PROGRAM OVERVIEW

The hybrid associate of applied science in nursing program is designed to instill the principle that nurses, from novice to expert, are leaders of change within their communities and will lead efforts in advocacy, health promotions, and quality changes within the health care system, increasing the health and safety of the growing diverse population, while adhering to the rules and regulations that govern their practice. The curriculum is designed to challenge and prepare students in the core values of patient centered care, teamwork, evidence-based practice, quality improvement, safety, informatics, professionalism, and leadership, for a career as a registered nurse. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive an Associate of Applied Science in Nursing, and be eligible to sit for the RN-NCLEX Exam.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites may require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, registered nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or director of nursing immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College registered nurse program.

Registered nurse students are placed in a variety of clinical settings throughout their academic program, which provide students with a range of experiences with diverse populations, organizations, and agencies. Cooperating agencies are located in both urban and suburban settings throughout Metropolitan Detroit and Southeastern Michigan. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report to their clinical site, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROGRAM CURRICULUM

Students must follow the nursing course sequence as described below:

Course Number	Course Name	Quarter Credits
Quarter One		
ENG201	English Composition*	4.0
BI0201	Anatomy and Physiology I*	4.0
MTH201	Mathematical Concepts	4.0
	Quarter One Totals	12.0
Quarter Two		
BIO202	Anatomy and Physiology II*	4.0
NUR200	Fundamentals of Nursing I	7.0
SOC201	Introduction to Ethical Principles*	3.5
	Quarter Two Totals	14.5
Quarter Three		
NUR202	Fundamentals of Nursing II	7.5
NUR203	Nutrition and Health	4.5
	Quarter Three Totals	12.0
Quarter Four		
NUR204	Beginning Medical Surgical Nursing	10.0
PSY201	Introduction to Psychology*	3.5
	Quarter Four Totals	13.5
Quarter Five		
NUR206	Intermediate Medical Surgical Nursing	10.0
NUR205	Pharmacology for Nurses I	4.5
	Quarter Five Totals	14.5
Quarter Six		
NUR208	Advanced Medical Surgical Nursing	7.5
NUR207	Pharmacology for Nurses II	4.5
	Quarter Six Totals	12.0
Quarter Seven		
NUR212	Nursing for Childrearing Families	6.0
NUR214	Nursing for Childbearing Families	6.0
	Quarter Seven Totals	12.0
Quarter Eight		
NUR216	Transition to RN Practice*	3.0
NUR209	Nursing Leadership*	6.0
NUR210	Mental Health and Nursing	4.5
	Quarter Eight Totals	13.5
	Total Quarter Credits Required for Graduation	104

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The registered nurse program length is 96 weeks of contact time, which is scheduled over approximately 24 months.

Tuition and Fees

For students starting their program before August 11, 2025, the total cost of the registered nurse program is $56,500 comprised of $54,600 for tuition and $1,900 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $57,540 comprised of $55,640 for tuition and $1,900 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. Two complimentary "medical scrub" uniforms, a lab coat, a blood pressure kit with stethoscope, and an electronic device are provided to all students enrolled in the registered nurse program.

Licensure

Licensure as a registered nurse is required for employment in this field. Dorsey College has determined that its registered nurse program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements. Dorsey College encourages all students to challenge the NCLEX exam for registered nurses in order to become licensed in the State of Michigan. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any licensing examination. Once "green light" status has been achieved and verified by the campus Director of Nursing (DON), the DON or their designee will send the student's Michigan Nursing School Certification to the Michigan Board of Nursing. Dorsey College will pay the cost one-time for graduates of this program to challenge the NCLEX-RN, including application and fingerprint fees, contingent upon the graduate meeting Dorsey College exam preparation requirements.

Accreditation Commission for Education in Nursing

The Associate of Applied Science in Nursing program at Dorsey College at the campuses located in Madison Heights, Saginaw, and Wayne are accredited by the Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Applied Science in Nursing program is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

PRACTICAL NURSE

(Available at the Madison Heights, Woodhaven, Roseville, Saginaw, and Wayne Campuses)

PROGRAM OVERVIEW

The practical nurse certificate program is designed to prepare students in the cognitive, psychomotor and behavior learning domains for a career as a practical nurse. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive a certificate in practical nursing and be eligible to sit for the PN-NCLEX Exam. The curriculum is designed to challenge students to problem solve, develop critical thinking skills, and to understand legal, ethical, moral, and cultural issues of today's health care communities. The practical nurse works under the direction of the physician or registered nurse to provide patient care, to assist with patient education, manage team nursing patient care delivery, and supervise unlicensed assistive personnel.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites may require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, practical nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or director of nursing immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College practical nurse program.

Practical nurse students are placed in a variety of clinical settings throughout their academic program, which provide students with a range of experiences with diverse populations, organizations, and agencies. Cooperating agencies are located in both urban and suburban settings throughout Metropolitan Detroit and Southeastern Michigan. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report to their clinical site, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

TUITION AND FEES

The total cost of the practical nurse program is $32,160, comprised of $29,760 for tuition and $2,400 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "medical scrub" uniform, a lab coat, a blood pressure kit with stethoscope, and an electronic device are provided to all students enrolled in the practical nurse program.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
BIO101	Medical Terminology/Anatomy and Physiology I	2.5
NUR151	Practical Nurse Fundamentals I	2.0
NUR152	Practical Nurse Fundamentals I Clinical	1.5
BIO102	Medical Terminology/Anatomy and Physiology II	2.5
NUR105	Practical Nurse Fundamentals II	2.0
NUR106	Practical Nurse Fundamentals II Clinical	1.5
MTH107	Medical Math Calculations	2.5
NUR111	Medical/Surgical Nursing I	2.0
NUR112	Medical/Surgical Nursing I Clinical	1.5
NUR108	Pharmacology/Medication Delivery	2.5
NUR113	Medical/Surgical Nursing II	2.0
NUR114	Medical/Surgical Nursing II Clinical	1.5
NUR155	Advanced Pharmacology/Medication Delivery	2.5
NUR157	Medical/Surgical Nursing III	2.0
NUR156	Medical/Surgical Nursing III Clinical	1.5
PSY102	Mental Health Concepts	2.5
NUR109	Geriatric Nursing	2.0
NUR110	Geriatric Nursing Clinical	1.5
NUR159	Transition to Practice	2.5
NUR115	Maternal/Newborn Nursing	2.0
NUR116	Maternal/Newborn Nursing Clinical	1.5
NUR120	Practical Nursing Capstone (Leadership)	2.5
NUR117	Pediatric Nursing	2.0
NUR118	Pediatric Nursing Clinical	1.5
	Total Quarter Credits Required for Graduation	48

The practical nurse program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

LICENSURE

Licensure as a practical nurse is required for employment in this field. Dorsey College has determined that its practical nurse program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements. Dorsey College encourages all students to challenge the NCLEX exam for practical nurses in order to become licensed in the State of Michigan. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any licensing examination. Once "green light" status has been achieved and verified by the campus Director of Nursing (DON), the DON or their designee will send the student's Michigan Nursing School Certification to the Michigan Board of Nursing. Dorsey College will pay the cost one-time for graduates of this program to challenge the NCLEX-PN, including application and fingerprint fees, contingent upon the graduate meeting Dorsey College exam preparation requirements.

ACCREDITATION COMMISSION FOR EDUCATION IN NURSING

The Practical Nurse program at Dorsey College at the Michigan campuses located in Madison Heights, Roseville, Wayne, Woodhaven and Saginaw are accredited by the Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nurse program is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

ATTENTION ALL NURSING STUDENTS

STAY UP TO DATE WITH THE LATEST NURSING NEWS

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STATE OF MICHIGAN WEBSITE!

Visit the State of Michigan Website at www.michigan.gov/lara and select

Bureau List,

then select **Professional Licensing**,

then select **Health Licensing**, **Nursing**

Or

Use the link below:

https://www.michigan.gov/lara/0,4601,7-154-89334_72600_72603_27529_27542---,00.html

ALLIED HEALTH CAREER PROGRAMS

STERILE PROCESSING TECHNICIAN

(Available at the Madison Heights, Roseville and Woodhaven Campuses)

PROGRAM OVERVIEW

The hybrid sterile processing technician diploma program is designed to introduce you to the specialized skills performed by sterile processing technicians, often called central service technicians, in a central service department of a healthcare facility. Work performed in the central service department follows a strict processing cycle which includes principles and practices of decontamination, cleaning, disinfection, sterilization, assembly and packaging of equipment, storage, and distribution of medical and surgical supplies. The program includes medical terminology, anatomy, and microbiology and follows principles of aseptic technique, process sterilization, quality assurance, risk management, and professional development. Completion of this program is designed to prepare students to challenge a national certification exam.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, sterile processing technician students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or director of nursing immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College sterile processing technician program.

Clinical assignments in healthcare facilities are generally during day shifts from as early as 6:30 a.m. for sixteen (16) hours per week for five (5) weeks. Students participate in clinical training during the SRG115 Sterile Processing Capstone course, providing professional exposure and unpaid work-related experience. Clinical students must complete 80 clinical hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. SRG115, Sterile Processing Capstone, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual clinical site. It is a U.S. Department of Education requirement that clinical students MUST follow the regular school calendar. As such, clinical extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report to their clinical site, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry. Each certification agency may have additional requirements (for example, work experience) in addition to passing the certification examination. Therefore, it is each student or graduate responsibility to ensure they meet the necessary requirements set forth by the certification agency.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the sterile processing technician program is $12,945, comprised of $12,420 for tuition and $525 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $13,080 comprised of $12,555 for tuition and $525 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary “medical scrub” uniform, CPR certification, and an electronic device are provided to all students enrolled in the sterile processing technician program. Dorsey College will pay the cost one time for sterile processing technician program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
SRG100	Introduction to Central Processes*	3
SRG105	The Processing Cycle*	3
SRG110	Surgical Instrumentation*	4
SRG115	Sterile Processing Capstone*	8
	Total Quarter Credits Required for Graduation	27

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The sterile processing technician program length is 6 months (24 weeks) of contact time, which is scheduled over approximately 7 months.

MEDICAL LABORATORY ASSISTANT

(Available at the Madison Heights, Saginaw, and Wayne Campuses)

PROGRAM OVERVIEW

The hybrid medical laboratory assistant diploma program is designed to introduce students to the specialized skills performed by a medical laboratory assistant. A medical laboratory (lab) assistant is an individual trained to take tissue, blood, and other bodily fluid samples from patients, and ensure that all specimens are properly prepared for examination by a physician or medical laboratory technologist. Skills developed include performing phlebotomy, processing laboratory tests, and operating laboratory equipment. This program is designed to provide students with the clinical and professional skills necessary to work as an efficient and confident entry-level medical laboratory assistant. Medical lab assistants have a wide variety of work environments available from which to choose including hospitals, healthcare facilities, and laboratories. Completion of this program is designed to prepare students to challenge a national certification exam.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, medical laboratory assistant students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or director of nursing immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College medical laboratory assistant program.

Clinical assignments in healthcare facilities are generally during day shifts from as early as 6:30 a.m. for twenty-one (21) hours per week for six (6) weeks. Students participate in clinical training during the CLS105 Medical Laboratory Assistant Capstone course, providing professional exposure and unpaid work-related experience. Clinical students must complete 126 clinical hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. CLS105, Medical Laboratory Assistant Capstone, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual clinical site. It is a U.S. Department of Education requirement that clinical students MUST follow the regular school calendar. As such, clinical extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report to their clinical site, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the medical laboratory assistant program is $12,485, comprised of $11,960 for tuition and $525 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $12,615 comprised of $12,090 for tuition and $525 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary “medical scrub” uniform, a lab coat, CPR certification, and an electronic device are provided to all students enrolled in the medical laboratory assistant program. Dorsey College will pay the cost one time for medical laboratory assistant program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
CLS101	Introduction to the Clinical Laboratory I*	4
CLS102	Introduction to the Clinical Laboratory II*	4
CLS105	Medical Laboratory Assistant Capstone *	5
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
PHB100	Phlebotomy*	4
	Total Quarter Credits Required for Graduation	26

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The medical laboratory assistant program length is 6 months (24 weeks) of contact time, which is scheduled over approximately 7 months.

PATIENT CARE TECHNICIAN

(Available at the Dearborn and Roseville Campuses)

PROGRAM OVERVIEW

The hybrid patient care technician diploma program offers a broad foundation of skills expanding the traditional role of the nursing assistant while providing skills for entry-level positions in the health care industry. Skills developed include patient hygiene and comfort, patient safety, obtaining lab samples, drawing blood, and performing ECGs. The patient care technician program also includes training in assisting with clinical procedures, the follow-up of patient care for medical examinations and treatments, and basic health diagnostic procedures. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship assignments in healthcare facilities are generally during day shifts from as early as 6:30 a.m. for forty (40) hours per week for six-weeks. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. PC105, Patient Care Technician V Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Individual externship sites may require the following: health physical with no restrictions, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination. Additionally, patient care technician externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the patient care technician program is $23,630, comprised of $22,080 in tuition and $1,550 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $23,870 comprised of $22,320 for tuition and $1,550 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "medical scrub" uniform, a blood pressure kit with stethoscope, CPR certification and an electronic device are provided to all students enrolled in the patient care technician program. Dorsey College will pay the cost one time for patient care technician program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications*	3
MG106	Interpersonal Skills*	3
MA106	Health History and Physical Measurements Lab*	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology Lab	3
MA109	Electrocardiography, Radiology, First Aid and CPR Lab*	3
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
PC102	Patient Care Technician II*	3
PC103	Patient Care Technician III*	3
PC104	Patient Care Technician IV*	3
PC105	Patient Care Technician V Externship	6
PC111	The Sensitive Care Provider*	3
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The patient care technician program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

DIALYSIS PATIENT CARE TECHNICIAN

(Available at the Madison Heights and Wayne Campuses)

PROGRAM OVERVIEW

The hybrid dialysis patient care technician (DPCT) diploma program is designed to prepare graduates to work as a dialysis technician in dialysis facilities. As part of an integral team, the DPCT is involved in the direct care of the patient before, during, and after their dialysis procedure; the DPCT operates, monitors, and disinfects, dialysis equipment and machines observing facility policies and procedures and Federal and State Regulations. Students have the opportunity to develop communication, medical and basic clinical skills required for the care of patients with acute/chronic renal disease undergoing dialysis treatment and will perform direct patient care skills including observation, education, taking vitals, injections, blood draws, ECGs, and monitoring patient comfort and safety. This comprehensive program includes training to safely operate dialysis equipment. Completion of this program prepares students to challenge a national certification exam.

EXTERNSHIP

The dialysis patient care technician program includes an elective externship course option. Elective course options include the Medical Assistant Externship, the Patient Care Technician Externship, or the Dialysis Patient Care Technician Externship. Externship course and site selection are dependent on externship site availability and therefore will be determined by Dorsey College.

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. The elected externship course is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Individual externship sites may require the following: health physical with no restrictions, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination. Additionally, many externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the dialysis patient care technician program is $26,540, comprised of $24,840 in tuition and $1,700 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $26,810 comprised of $25,110 for tuition and $1,700 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary “medical scrub” uniform, a blood pressure kit with stethoscope, CPR certification and an electronic device are provided to all students enrolled in the dialysis patient care technician program. Dorsey College will pay the cost one time for dialysis patient care technician program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Centers for Medicare and Medicaid require dialysis patient care technicians to become certified within 18 months of employment in the field of dialysis. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications*	3
MA106	Health History and Physical Measurements Lab*	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology Lab	3
MA109	Electrocardiography, Radiology, First Aid and CPR Lab*	3
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
PC102	Patient Care Technician II*	3
PC103	Patient Care Technician III*	3
PC104	Patient Care Technician IV*	3
PC107	Introduction to Dialysis Patient Care*	3
PC108	Nephrology and the Patient*	3
PC109	Dialysis Technology*	3
PC111	The Sensitive Care Provider*	3
	Elective	6
	Total Quarter Credits Required for Graduation	54

Elective (choose one, depending on externship availability)

PC105	Patient Care Technician V Externship	6
PC110	Dialysis Patient Care Technician Externship	6
MA114	Medical Assistant Externship	6

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The DPCT program length is 13.5 months (54 weeks) of contact time, which is scheduled over approximately 14 months.

MEDICAL ASSISTANT

(Available at the Madison Heights, Dearborn, Roseville, Saginaw, Wayne and Woodhaven Campuses)

PROGRAM OVERVIEW

The hybrid medical assistant diploma program provides dual skills training in both administrative and clinical areas, in preparation for national certification examination. Medical assistant administrative skills are taught including electronic health records, document processing, and medical insurance processing. The clinical components of the program include first aid, CPR, taking vital signs, administration of medication, pharmacology, and phlebotomy. Routine patient care clinical duties include preparation, assisting, and follow-up of patients for medical examinations and treatments, specimen collection, and basic office diagnostic procedures. Additionally, this comprehensive program includes training in patient education, working with the geriatric population, nutrition, and cultural diversity. A six-week externship offers an opportunity to gain confidence, industry experience and professional exposure in a medical facility. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related clinical and administrative experience in a medical facility. Students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. MA114, Medical Assistant Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Individual externship sites may require any or all of the following: health physical, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications*	3
MG106	Interpersonal Skills*	3
ME110	Medical Insurance and Electronic Health Records Lab*	3
MA106	Health History and Physical Measurements Lab*	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology Lab	3
MA109	Electrocardiography, Radiology, First Aid and CPR Lab*	3
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
MA112	Medical Office Administration*	3
MA114	Medical Assistant Externship	6
MA115	Excelling in Today's Medical Environment*	3
MA120	Specialty Examinations / Procedures, Venipuncture and Blood Chemistry Lab	3
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The medical assistant program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the medical assistant program is $23,630, comprised of $22,080 for tuition and $1,550 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $23,870 comprised of $22,320 for tuition and $1,550 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "medical scrub" uniform, a blood pressure kit with stethoscope, CPR certification and an electronic device are provided to all students enrolled in the medical assistant program. Dorsey College will pay the cost one time for medical assistant program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

MEDICAL ADMINISTRATION AND BILLING

(Available at the Madison Heights, Dearborn, Roseville, Saginaw, Wayne and Woodhaven Campuses)

PROGRAM OVERVIEW

The hybrid medical administration and billing diploma program is well suited for those interested in an administrative role within the medical field. This comprehensive training includes the medical terminology and insurance coding necessary to accurately bill patients and insurance companies. The student will practice efficiently performing mathematical and accounting operations and practice utilizing several computerized medical billing programs. Students will also study hospital and institutional coding and billing to prepare them for employment in institutional environments. A six-week externship offers an opportunity to gain confidence, industry experience and professional exposure.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Students should note that certain vaccinations, such as the COVID-19 vaccination, may be required by individual externship sites. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. ME191, Medical Administration and Billing Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
A101	Principles of Accounting Lab I*	3
E102	Business Communications*	3
C108	Spreadsheet Applications Lab*	3
C111	Word Processing Applications Lab*	3
MG106	Interpersonal Skills*	3
ME110	Medical Insurance and Electronic Health Records Lab*	3
ME111	Intro to Medical Terminology and Anatomy and Physiology*	3
ME112	Anatomy and Physiology with Medical Terminology A*	3
ME113	Anatomy and Physiology with Medical Terminology B*	3
MA112	Medical Office Administration*	3
ME120	Medical Insurance Software Applications*	3
ME130	Advanced Medical Coding and Billing*	3
ME135	Hospital and Institutional Coding and Billing*	3
ME191	Medical Administration and Billing Externship	6
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The medical administration and billing program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the medical administration and billing program is $23,630, comprised of $22,080 for tuition and $1,550 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $23,870 comprised of $22,320 for tuition and $1,550 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary “medical scrub” uniform and an electronic device are provided to all students enrolled in the medical administration and billing program. Dorsey College will pay the cost one time for medical administration and billing program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

DENTAL ASSISTANT

(Available at the Dearborn, Roseville and Woodhaven Campuses)

PROGRAM OVERVIEW

The hybrid dental assistant diploma program is designed to prepare students to become a professional member of the dental health care team and provide dental care to patients under the direct supervision of a licensed dentist. This program includes administrative dental office procedures, electronic health records, dental anatomy and physiology, terminology, dental materials, preventative oral care, two-handed and fourhanded chairside assisting, radiography, sterilization, instrumentation, pharmacology, dental specialties, and laboratory procedures. Dental assistants are employed in a variety of dental practice settings including solo and group practices, specialty practices, hospital dental practices, dental schools, and public health clinics. Completion of this program is designed to prepare students to challenge two components of a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related clinical experience. Students should note that certain vaccinations, such as the COVID-19 vaccination, may be required by individual externship sites. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. DA121, Dental Assistant Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

Dorsey College will pay the cost one time for dental assistant program graduates to challenge the Radiation Health and Safety (RHS) and the Infection Control (ICE) certification exams, which are two components of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam, contingent upon the graduate meeting Dorsey College exam preparation requirements. Graduates of this program may complete the third exam component necessary for DANB's CDA credential, which is challenged after completing "a minimum of 3,500 hours' work experience as a dental assistant, accrued over a period of at least two years (24 months, if employed full-time) to a maximum of four years (48 months, if employed part-time) which employment must be verified by a licensed dentist."

NOTE: The Michigan Department of Licensing and Regulatory Affairs and the Michigan Board of Dentistry are responsible for the licensing of individuals who want to practice dentistry, dental hygiene, and advanced levels of dental assisting. Students attending a dental assisting program offered by a private college that is not accredited by the American Dental Association are not eligible for licensure in the State of Michigan. Dorsey College is classified as a private college and is not accredited by the American Dental Association's Commission on Dental Accreditation; graduates of this program are not eligible for licensure as a Registered Dental Assistant in Michigan.

Graduates of this program are not eligible for licensure as a Registered Dental Assistant; however, graduates of this program may challenge a certification exam offered by the Dental Assisting National Board, Inc. after completing 3,500 hours of dental work experience.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications*	3
DA101	Introduction to Dental Assisting*	3
DA102	Infection Control in Dentistry	3
DA103	Dental Anatomy, Morphology, and Dentitions*	3
DA104	Oral Health and Prevention of Dental Disease*	3
DA105	Dental Materials Lab	3
DA106	Administrative Dental Office Procedures*	3
DA110	Dental Assisting Lab I*	3
DA111	Dental Assisting Lab II	3
DA112	Dental Assisting Lab III*	3
DA113	Dental Specialties Lab	3
DA114	Introduction to Radiology**	3
DA120	Dental Assistant Capstone	3
DA121	Dental Assistant Externship	6
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. Two asterisks (**) next to the course name indicates that the course follows the Michigan Dental Association approved radiography-training program.

The dental assistant program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the dental assistant program is $23,630, comprised of $22,080 for tuition and $1,550 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $23,870 comprised of $22,320 for tuition and $1,550 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "medical scrub" uniform, a lab coat, CPR certification, and an electronic device are provided to all students enrolled in the dental assistant program.

MASSAGE THERAPY

(Available at the Madison Heights, Dearborn, Woodhaven and Saginaw Campuses)

PROGRAM OVERVIEW

The hybrid massage therapy diploma program is designed to provide a solid foundation in anatomy, physiology, and pathophysiology, which form the basis for training in specific massage techniques. Hands-on techniques include Swedish massage, deep tissue, neuromuscular therapy, sports massage and supervised clinical practice. Graduates of this diploma program, once licensed, may pursue a position as a massage therapist within a variety of establishments including private practice, athletic teams, hospitals, spas or salons, and cruise ships. Additionally, licensed massage therapists may be an assistant to physical therapists or chiropractors. Successful completion of this program meets the approved curriculum requirement needed to apply for licensure in Michigan. The curriculum is also geared to prepare students to challenge the Massage & Bodywork Licensing Examination (MBLEx).

MASSAGE THERAPY CLINIC

Unpaid clinic participation is required of students as part of the massage therapy curriculum and training and may be held outside of traditional class hours and may include evening and/or Saturday participation. During this supervised clinic training, students will provide massage services to the public who may be charged for the services rendered by students.

LICENSURE

Massage therapists are required to obtain a license to work in the State of Michigan. All applicants for a massage therapist license must have completed a supervised curriculum in massage therapy that has been approved by the Michigan Board of Massage Therapy. The Dorsey College massage therapy program is an approved supervised curriculum by Michigan Board of Massage Therapy. Dorsey College has determined that its Massage Therapy program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.

Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan. All applicants for a health profession license in Michigan, such as Massage Therapist, are required to submit fingerprints and undergo a criminal background check as part of the application for licensure, as well as submitting passing exam scores from the MBLEx. Dorsey College encourages all students to challenge an approved exam, however, makes no promise or guarantee of a graduate's successful outcome of any examination or ability to gain recognition by any professional registry.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the massage therapy program is $14,700, comprised of $13,800 for tuition and $900 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $14,850 comprised of $13,950 for tuition and $900 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary “medical scrub” uniform, an electronic device and one set of sheets are provided to all students enrolled in the massage therapy program. Dorsey College will pay the cost one time for massage therapy program graduates to challenge an examination, as selected by Dorsey College, for the purpose of pursuing licensure in the State of Michigan, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROGRAM CURRICULUM

Course Number	Course Name	Credit Hours
MTC102	Massage Therapy Basics	3.0
MTC104	Massage Therapy Safety	2.5
MTC106	Massage Modalities	2.5
MTC108	Anatomy and Physiology for Massage: NE *	2.5
MTC112	Spa Massage	2.5
MTC114	Orthopedic Massage	2.5
MTC116	Massage Therapy Palpation Techniques	2.5
MTC118	Anatomy and Physiology for Massage: ICI *	2.5
MTC128	Anatomy and Physiology for Massage: RDUR *	2.5
MTC138	Massage Therapy Professionalism *	2.5
MTC160	Massage Clinic	2.5
MTC162	Massage Capstone	2.0
	Total Quarter Credits Required for Graduation	30

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The massage therapy program length is 8.3 months (36 weeks) of contact time, which is scheduled over approximately 9 months.

STAY UP TO DATE WITH THE LATEST MASSAGE THERAPY NEWS, INCLUDING LICENSING INFORMATION!

Visit the State of Michigan Website at www.michigan.gov/lara and select **Bureaus,** select **Professional Licensing**, select **Go to Professional Licensing**, select **Health Licensing**, and **Massage Therapy**

Or

Use this link: https://www.michigan.gov/lara/bureau-list/bpl/health/hp-lic-health-prof/massage

PHARMACY TECHNICIAN

(Available at the Roseville, Wayne, and Woodhaven Campuses)

PROGRAM OVERVIEW

The hybrid pharmacy technician diploma program is designed to prepare students to work in an ambulatory pharmacy providing critical support to the pharmacist, assisting in the filling of prescriptions, assisting in the dispensing of medications, billing insurance companies, preparing medications, maintaining inventory, and providing excellent customer service. Students participate in an externship during the last module of training, providing industry experience and professional exposure. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship students must complete 210 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. PHT107, Pharmacy Technician Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Pharmacy technician externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship. Additionally, individual externship sites may require any or all of the following: physical, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, COVID-19 vaccination, proof of immunity against communicable diseases, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

STAY UP TO DATE WITH THE LATEST PHARMACY TECHNICAN NEWS, INCLUDING LICENSING INFORMATION!

Visit the State of Michigan Website at www.michigan.gov/lara and select **Bureau List** then select **Professional Licensing**, then select **Health Licensing**, **Pharmacy**

Or use this link: https://www.michigan.gov/lara/0,4601,7-154-89334_72600_72603_27529_27548---,00.html

VISIT CERTIFICATION INFORMATION AT

(1) The Pharmacy Technician Certification Board at www.ptcb.org or

(2) The National Healthcareer Association at www.nhanow.com

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
ME065	Medical Workplace Skills*	3
PHT110	Anatomy and Physiology with Medical Terminology for the Pharmacy Technician A*	3
PHT111	Anatomy and Physiology with Medical Terminology for the Pharmacy Technician B*	3
PHT102	Pharmacology II*	3
PHT103	Pharmacy Calculations	3
PHT104	Today's Pharmacy: Practice and Technology	3
PHT107	Pharmacy Technician Externship	7
	Total Quarter Credits Required for Graduation	28

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The pharmacy technician program length is 7.5 months (30 weeks) of contact time, which is scheduled over approximately 8 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the pharmacy technician program is $13,905, comprised of $12,880 for tuition and $1,025 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $14,045 comprised of $13,020 for tuition and $1,025 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "medical scrub" uniform, a laboratory coat, and an electronic device are provided to all students enrolled in the pharmacy technician program. Dorsey College will pay the cost one time for pharmacy technician program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

LICENSURE

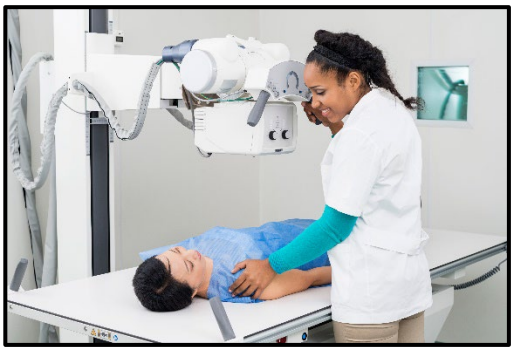
Pharmacy technicians are required to obtain a license to work in the State of Michigan. Dorsey College has determined that its Pharmacy Technician program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan. All applicants for a health profession license in Michigan, such as Pharmacy Technician, are required to submit fingerprints and undergo a criminal background check as part of the application for licensure, as well as submitting passing certification examination scores from the Pharmacy Technician Certification Board or the National Healthcareer Association. Dorsey College encourages all students to challenge an approved certification exam, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

ASSOCIATE OF APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY

(Available at the Dearborn Campus)

PROGRAM OVERVIEW

The hybrid associate of applied science in radiologic technology program is designed to prepare individuals to become a radiologic technologist, also known as a radiographer. The radiologic technologist is an individual prepared to administer ionizing radiation for medical diagnostic imaging purposes. The curriculum is comprised of specialized courses in radiography with concentrated study in the basic sciences and mathematics. Emphasis is on radiation protection and quality patient care. Radiologic technologists may find positions in hospitals, health clinics, and physicians' offices. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive an Associate of Applied Science in Radiologic Technology, and may be eligible to sit for the American Registry of Radiologic Technologists (ARRT) registry examination to become a registered radiographer.



CLINICAL TRAINING

The clinical (practicum) setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, radiology students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or program director immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College radiologic technologist program.

The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report if the site is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROGRAM CURRICULUM

Students must follow the course sequence as described below:

Course Number	Course Name	Quarter Credits
Quarter One		
BIO203	Anatomy and Physiology with Advanced Medical Terminology*	4.0
ENG201	English Composition*	4.0
MTH201	Mathematical Concepts*	4.0
	Quarter One Totals	12.0
Quarter Two		
RAD200	Introduction to Radiography Technology*	5.0
RAD205	Patient Care for the Radiographer	3.5
SOC201	Introduction to Ethical Principles*	3.5
	Quarter Two Totals	12.0
Quarter Three		
RAD210	Radiographic Procedures I with Procedures Lab*	5.0
CHM201	Introduction to Chemistry*	4.0
RAD215	Radiography Practicum I	6.0
	Quarter Three Totals	15.0
Quarter Four		
RAD218	Radiation Protection and Biology for the Radiographer*	4.5
PSY201	Introduction to Psychology*	3.5
RAD228	Radiographic Pathology*	4.0
	Quarter Four Totals	12.0
Quarter Five		
RAD243	Principles of Radiographic Physics*	4.0
RAD220	Radiographic Procedures II with Procedures Lab*	5.0
RAD225	Radiography Practicum II	6.0
	Quarter Five Totals	15.0
Quarter Six		
RAD250	Quality Management in Diagnostic Imaging*	4.0
RAD230	Radiographic Procedures III with Procedures Lab*	5.0
RAD235	Radiography Practicum III	6.0
	Quarter Six Totals	15.0
Quarter Seven		
RAD248	Radiographic Image Analysis*	5.0
RAD255	Radiography Practicum IV	6.0
RAD260	Radiology Technology Capstone*	2.0
	Quarter Seven Totals	13.0
Quarter Eight		
RAD265	Radiology Practicum V	9.0
	Quarter Eight Totals	9.0
	Total Quarter Credits Required for Graduation	103

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The radiologic technology program length is 96 weeks of contact time, which is scheduled over approximately 24 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the Associate of Applied Science in Radiologic Technology program is $52,670, comprised of $50,470 for tuition and $2,200 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $53,700 comprised of $51,500 for tuition and $2,200 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. Two complimentary "medical scrub" uniforms and an electronic device are provided to all students enrolled in the program. Dorsey College will pay the cost one time for radiologic technology program graduates to challenge a registration examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

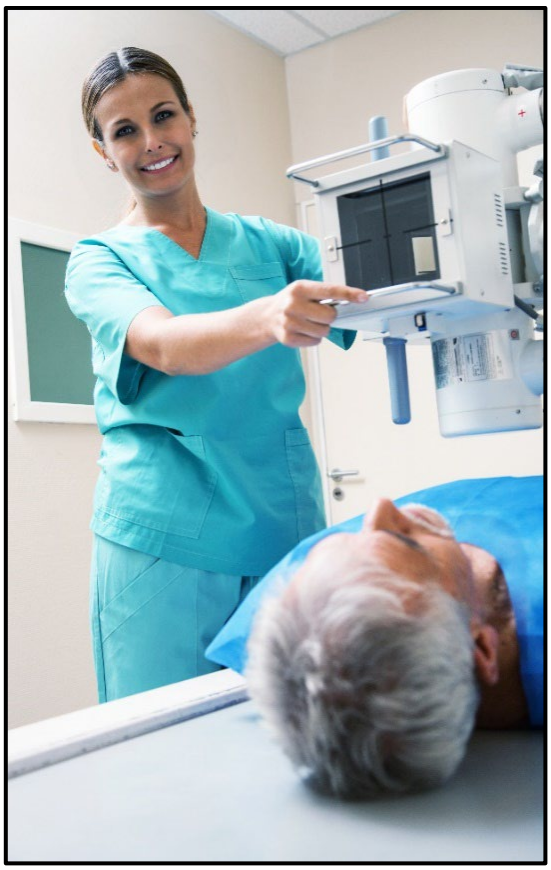
PROFESSIONAL REGISTRATION

Professional registrations enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable registration examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome on any registration exam or their ability to gain recognition from any certifying agency or body. Each registration agency may have additional requirements (for example, work experience) in addition to passing the examination. Therefore, it is the responsibility of each student or graduate to ensure they meet the necessary requirements set forth by the registration agency.

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY STATUS

The associate of applied science in radiologic technology program is accredited by the

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: mail@jrcert.org



Dorsey College

Lindenwood Education System Member

ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY

(Available at the Roseville Campus)

PROGRAM OVERVIEW

The hybrid associate of applied science in surgical technology program is designed to prepare individuals to become a surgical technologist, an integral member of the patient care team in the operating room who supports and assists surgeons and nurses, while also providing patient care contributing to the patient's physical and psychological well-being.

The curriculum in the associate of applied science in surgical technology program is comprised of both general education courses for a solid educational foundation, and specialized courses in surgical technology and surgical procedures with concentrated study in the basic sciences and mathematics. Emphasis is placed on effective communication, safety, and contributing to quality patient care. At Dorsey College, surgical technology students will have the opportunity to learn in a hands-on environment, while being exposed to the knowledge needed to pursue your surgical technology degree.

The Dorsey College surgical technologist associate degree program has been designed to be completed in under two years. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive an Associate of Applied Science in Surgical Technology, and may be eligible to sit for a certification examination to pursue becoming a certified surgical technologist. Surgical technologists may find positions in hospitals, surgical centers, and other healthcare facilities that may perform surgical related procedures.

MINIMUM EXPECTATIONS STATEMENT

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

PROGRAM GOALS

The goal of the Associate of Applied Science in Surgical Technology program is to graduate entry-level surgical technologists who excel across all domains of professional practice. Specifically, students will develop a comprehensive understanding of surgical principles, procedures, instrumentation, and patient safety guidelines (cognitive), refine their technical abilities to consistently maintain a sterile field, handle and pass instruments accurately, and effectively support the surgical team during procedures (psychomotor), and exemplify professional behavior through respectful communication, ethical decision-making, cultural sensitivity, and compassionate patient-centered care (affective). Through a curriculum that integrates classroom instruction, hands-on lab practice, and supervised clinical experiences, the program prepares surgical technology students to meet program minimum expectations and the expectations of Dorsey College's communities of interest.

PROFESSIONAL CERTIFICATION

Professional certification enhances the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome on any exam or their ability to gain certification from any certifying agency or body. Each agency may have additional requirements (for example, work experience) in addition to passing the examination. Therefore, it is the responsibility of each student or graduate to ensure they meet the necessary requirements set forth by each agency.

PROGRAM CURRICULUM

Students must follow the course sequence as described below:

Course Number	Course Name	Quarter Credits
Quarter One		
BIO203	Anatomy and Physiology with Advanced Medical Terminology*	4.0
ENG201	English Composition*	4.0
MTH201	Mathematical Concepts*	4.0
	Quarter One Totals	12.0
Quarter Two		
SRG202	The Surgical Patient*	4.0
SRG200	Introduction to Surgical Technology*	4.5
SOC201	Introduction to Ethical Principles*	3.5
	Quarter Two Totals	12.0
Quarter Three		
BIO205	Medical Microbiology*	4.0
SRG205	Surgical Technology I*	5.0
SRG204	Surgical Instrumentation*	4.0
	Quarter Three Totals	13.0
Quarter Four		
SRG220	Surgical Procedures I*	9.0
PSY201	Introduction to Psychology*	3.5
SRG215	Pharmacology for the Surgical Technologist*	3.5
	Quarter Four Totals	16.0
Quarter Five		
SRG225	Surgical Procedures II*	9.0
SRG212	Surgical Practicum I	3.0
	Quarter Five Totals	12.0
Quarter Six		
BIO204	Pathology for the Health Professions*	4.0
SRG214	Surgical Practicum II	9.0
	Quarter Six Totals	13.0
Quarter Seven		
SRG230	Surgical Technology Capstone*	4.0
SRG216	Surgical Practicum III	9.0
	Quarter Seven Totals	13.0
	Total Quarter Credits Required for Graduation	91

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The surgical technology program length is 84 weeks of contact time, which is scheduled over approximately 21 months.

Tuition and Fees

For students starting their program before August 11, 2025, the total cost of the Associate of Applied Science in Surgical Technology program is $46,390, comprised of $44,590 for tuition and $1,800 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $47,300 comprised of $45,500 for tuition and $1,800 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. Two complimentary "medical scrub" uniforms, a blood pressure kit with stethoscope and an electronic device are provided to all students enrolled in the program. Dorsey College will pay the cost one time for surgical technology program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

Clinical Training

The clinical training (practicum) introduces students to the surgical environment while providing real-life situations where there are opportunities to observe and apply classroom theory to practice. Each surgical practicum course allows the student to progress through surgical specialties developing and enhancing skills needed to function as a practicing surgical technologist. Individual clinical sites will require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, COVID-19 vaccination, hepatitis B vaccinations or declination thereof, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, surgical technician students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or program director immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College surgical technology program.

The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report if the site is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

Commission on Accreditation of Allied Health Education Programs

The associate of applied science in surgical technology program at Dorsey College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

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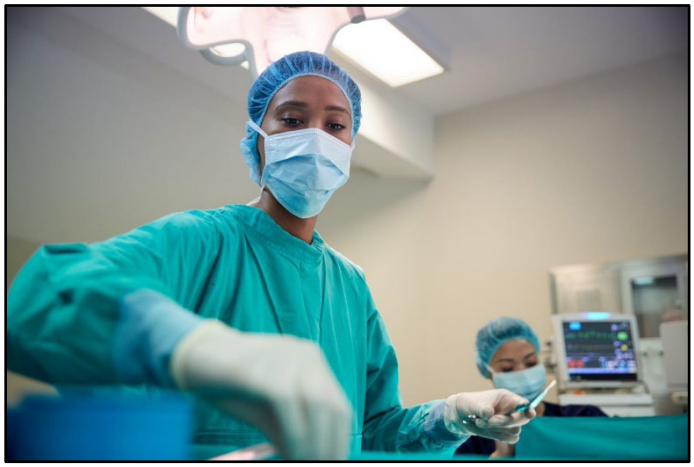


EMERGENCY MEDICAL SERVICES CAREER PROGRAMS

EMERGENCY MEDICAL TECHNICIAN

(Available at the Grand Rapids, Madison Heights and Woodhaven Campuses)

PROGRAM OVERVIEW

The emergency medical technician certificate program is designed to prepare students to respond to, assist, and triage emergent, urgent, and non-urgent requests for medical care. This program includes basic life support, knowledge application and skills necessary to provide patient care to sick and injured patients, and medical transportation to/from an emergency or health care facility. Patient assessment, basic airway procedures (including Combitube and King Airway), cardiopulmonary resuscitation, treatment of patients in shock, spinal immobilization, and patient privacy are also included in this program.

Instruction also includes effective strategies to achieve success with National Certification examination. During their program, students will utilize "EMS Testing" Computer Adaptive Testing (CAT) practice exams, to prepare them for the National Certification CAT examination.

Successful completion of this program will certify students to take the National Registry of Emergency Medical Technicians (NREMT) examination for Emergency Medical Technicians (EMT-B).

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: MMR, varicella vaccination (or titer), hepatitis B vaccination series (or the start of the series), a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray (must be updated annually), forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality. Lack of COVID-19 vaccination may limit the clinical sites available for student participation.

At any time upon entry or during clinical assignment, emergency medical technician students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs under federal or state law, or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require an additional criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor immediately. Any student who fails a criminal background investigation is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College emergency medical technician program.

Students enrolled in this program are required to complete all 32 hours of clinical experience. These unpaid clinical hours are scheduled and coordinated by the Clinical Coordinator who will provide availability, locations, and hours, which locations and meeting times vary according to the site and school scheduling demands. Students are required to obtain immunizations as required in accordance with OSHA regulations or proof of their prior administration. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROGRAM CURRICULUM

The emergency medical technician program totals 194 hours, with 162 classroom hours covering 7 topics including preparatory (26 hours), airway (16 hours), patient assessment (17 hours), medical (43 hours), trauma (38 hours), special considerations (10 hours), and operations (12 hours). Additionally, students are required to complete 32 hours of clinical experience, with 24 hours of ambulance clinical training and 8 hours of emergency room clinical training. The emergency medical technician program length is 10-24 weeks of contact time, dependent on schedule selection.

NREMT AND LICENSURE

Emergency Medical Technicians are required to obtain a license to work in the State of Michigan. This program exceeds the US DOT's EMT-Basic National Standard Curriculum and is approved by the MDHHS. This program fulfills the initial training for the EMT-Basic following the NHTSA National Education Standards and instructor guidelines, consistent with employer expectations for the entry-level EMS provider. Dorsey College has determined that its Emergency Medical Technician program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.

On the first day of their program, each student will establish a personal account with the National Registry of Emergency Medical Technicians (NREMT) www.nremt.org.

After graduation and upon receipt of their program Certificate of Completion, the student will file an application to the NREMT for permission to challenge the National Certification examination. Successful completion of both the National Certification Knowledge and Skills examinations qualifies program graduates to apply for State of Michigan EMS licensure. In order to apply for state of Michigan Licensure students must visit MDHHS eLicensing portal at https://www.mi-emsis.org/lms/admin/licensure#/login .

Students are required to upload their Certificate of Completion to MDHHS eLicensing website in order to complete application.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the emergency medical technician program is $2,895, comprised of $2,495 for tuition and $400 for fees. For students starting their program on or after August 11, 2025, the total cost of the program is $2,995, comprised of $2,595 for tuition and $400 for fees. Fees include textbooks, clinical scheduler and tracker, and online testing access. One uniform shirt (polo) is provided to all students enrolled in the program. Total tuition and fees are billed upfront; retention of tuition and fees collected in advance for a student who does not commence class will not exceed $100.

PARAMEDIC

(Available at the Grand Rapids, Madison Heights and Woodhaven Campuses)

PROGRAM OVERVIEW

The paramedic certificate program is designed to prepare students with the theoretical knowledge, communication skills, and technical skills to respond to, assess, and triage emergent, urgent, and non-urgent requests for medical care working in emergency medical services. Providing students with a hands-on structured learning experience, the paramedic training program includes fundamental skills needed to save lives in emergency medical situations. Paramedic is an intensive program which builds on the knowledge attained in emergency medical technician (EMT) with an even greater emphasis on pathophysiology of the human body. The curriculum includes the necessary skills to analyze a patient's signs and symptoms and determine an appropriate course of treatment. Paramedics can perform skills (in addition to those skill learned in EMT) such as intravenous access, endotracheal intubation, cardiac monitoring and electrical therapy, medication administration, pleural decompression, and emergency airway access (cricothyrotomy). In addition to these skills, team leadership benchmarks are incorporated into the paramedic program.

Paramedics often serve as a care team member in a hospital or other health care setting to the full extent of their education, certification, licensure, and credentialing. Paramedics may work in community settings where they take on additional responsibilities monitoring and evaluating the needs of at-risk patients, as well as intervening to mitigate conditions that could lead to poor outcomes. Paramedics help educate patients and the public in the prevention and/or management of medical, health, psychological, and safety issues.

Successful completion of this program will certify students to take the National Registry of Emergency Medical Technicians (NREMT) examination for Paramedics (EMT-P).

CLINICAL EXPERIENCE AND FIELD INTERNSHIP

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: MMR, varicella vaccination (or titer), hepatitis B vaccination series (or the start of the series), a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray (must be updated annually)., forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality. Lack of COVID-19 vaccination may limit the clinical sites available for student participation.

At any time upon entry or during internship or clinical assignment, paramedic students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require an additional criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor immediately. Any student who fails a criminal background investigation is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College paramedic program.

Students enrolled in the paramedic program are required to complete 500 hours of clinical experience and field internship. These unpaid clinical hours are scheduled and coordinated by the Clinical Coordinator who will provide availability, locations, and hours, which locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report to their clinical site, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

PROGRAM CURRICULUM

The paramedic program totals 1,024 hours with 329 classroom hours, 195 laboratory hours, and 500 clinical hours covering 8 topics including preparatory (101 hours), airway/respiratory, (22 hours), patient assessment (46 hours), medical (167 hours), trauma (71 hours), special considerations (60 hours), operations (57 hours) and assessment-based patient management (9 hours).

Additionally, students are required to complete 60 clinical hours in a hospital emergency room, 22 hours of specialties, and 168 clinical hours on an ALS transporting ambulance. All 250 hours of field internship must be completed in an ALS pre-hospital unit. The paramedic program length is 14-16 months of contact time, dependent on schedule selection.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the paramedic program is $9,695, comprised of $9,145 for tuition and $550 for fees. For students starting their program on or after August 11, 2025, the total cost of the program is $9,995, comprised of $9,445 for tuition and $550 for fees. Fees include textbooks, clinical scheduler and tracker, and online testing access. One uniform shirt (polo) is provided to all students enrolled in the program. Total tuition and fees are billed upfront; retention of tuition and fees collected in advance for a student who does not commence class will not exceed $100.

NREMT AND LICENSURE

Paramedics are required to obtain a license to work in the State of Michigan. This program exceeds the US DOT's paramedic National Standard Curriculum and is approved by the MDHHS. This program fulfills the initial training for the paramedic following the NHTSA National Education Standards and instructor guidelines, consistent with employer expectations for the entry-level EMS provider. Dorsey College has determined that its paramedic program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.

On the first day of their program, each student will establish a personal account with the National Registry of Emergency Medical Technicians (NREMT) at www.nremt.org.

After graduation and upon receipt of their program certificate of completion, the student will file an application to the NREMT for permission to challenge the National Certification examination. Successful completion of both the National Certification Knowledge and Skills examinations qualifies program graduates to apply for State of Michigan EMS licensure. In order to apply for state of Michigan Licensure students must visit MDHHS eLicensing portal at https://www.mi-emsis.org/lms/admin/licensure#/login.

Students are required to upload their Certificate of Completion to MDHHS eLicensing website in order to complete application.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey College, meets or exceeds an acceptable level of quality. The paramedic program at Dorsey College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763 727-210-2350 www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088 214-703-8445
FAX 214-703-8992 www.coaemsp.org

INSTRUCTOR-COORDINATOR

(Available at the Grand Rapids and Woodhaven Campuses)

PROGRAM OVERVIEW

The instructor-coordinator program is designed to prepare EMS providers to become EMS Instructors. In addition to the teaching component of the program, students are also prepared on the proper documentation and management of an EMS education program. The entry-level EMS educator engages in learner-centered, outcome-based practices articulated by the curriculum. Successful completion of the instructor program provides the opportunity for building and developing teaching skills on a solid foundation that will lead to higher levels of instructional and administrative expertise. The EMS instructor-coordinator is responsible for EMS program development, evaluation and coordination of didactic and clinical experience curricular elements and assisting in the selection and evaluation of instructors. Successful completion of the instructor program prepares participants to practice responsibly as an entry-level EMS instructor.

The goal of the instructor-coordinator program is to prepare competent students to instruct and evaluate EMS providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program fulfills the initial training for the instructor-coordinator, adhering to the MDHHS instructor-coordinator guidelines, and NHTSA National Education Standards.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the instructor-coordinator program is $1,895. For students starting their program on or after August 11, 2025, the total cost of the program is $1,995.

NREMT AND LICENSURE

EMS instructor-coordinators are required to obtain a license to work in the State of Michigan. This program exceeds the US DOT's EMT-Basic National Standard Curriculum and is approved by the MDHHS. This program fulfills the initial training for the instructor-coordinator following the NHTSA National Education Standards and instructor guidelines, consistent with employer expectations for the entry-level EMS provider. Dorsey College has determined that its instructor-coordinator program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements.

After graduation and upon receipt of their program Certificate of Completion, the student will file an application to the NREMT for permission to challenge the National Certification examination. Successful program completion qualifies graduates to apply for State of Michigan instructor-coordinator licensure. In order to apply for state of Michigan Licensure students must visit MDHHS eLicensing portal at https://www.mi-emsis.org/lms/admin/licensure#/login.

Students are required to upload their Certificate of Completion to MDHHS eLicensing website in order to complete application.

PROGRAM CURRICULUM

Topics	Clock Hours
Topic 1: Introduction	1
Topic 2: Roles and Responsibilities	6
Topic 3: Administrative Issues	3
Topic 4: Legal Issues in EMS Education	5
Topic 5: Ethics	4
Topic 6: The Learning Environment	5
Topic 7: Learning Styles	5
Topic 8: Domains of Learning	5
Topic 9: Goals and Objectives	5
Topic 10: Lesson Plans	8
Topic 11: Presentation Skills	24
Topic 12: Evaluation Techniques	8
Topic 13: Facilitation Techniques	6
Topic 14: Communication and Feedback	6
Topic 15: Motivation	6
Topic 16: Teaching Thinking Skills	6
Topic 17: Teaching Psychomotor Skills	6
Topic 18: Affective Domain	6
Topic 19: Discipline	6
Topic 20: Remediation	4
Topic 21: Cultural Awareness	4
Topic 22: Teaching Resources	6
Topic 23: Research	4
Topic 24: Course Coordination in Michigan	5
Topic 25: Supervised Student Teaching	30
Total Program Clock Hours Required for Graduation	174

The instructor-coordinator program length is 22-24 weeks of contact time, which is scheduled over approximately 7-8 months.

EMS Career Program Policies

Clinical Coping Capabilities

Dorsey College EMS programs provides a realistic EMS educational experience. This includes exposing its students to different atmospheres and situations, some of which may be challenging to an inexperienced participant. These situations may be part of a planned scenario or a real-life event at a hospital/ambulance clinical rotation. These situations may involve the death or serious injury of a patient. This can be difficult for students to handle emotionally and physically. Our staff will do everything in their power to properly prepare students for these situations. A certain amount of latitude will be granted to students who are having difficulties coping with these situations. However, this does not relieve the student from their obligation to conduct themselves appropriately. Unprofessional behavior, either verbally or physically, will not be tolerated.

Student Code of Conduct

Dorsey College believes that cheating, in any form, is a serious violation of the Student Code of Conduct, and it will not be tolerated. Consequences for cheating of any form include failure of the course enrolled and possible termination from the program. See **Student Code of Conduct** in this catalog for complete policy information.

Cheating can take many forms, including but not limited to plagiarism, obtaining, or giving away either questions or answers from an exam and copying the work of another or allowing another to copy one's written work, obtaining answers to quizzes/test from any unauthorized website. Note that submission or use of falsified data, falsified records, or signature forgery (including clinical attendance forms) is included in the definition of cheating.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey College reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

EMS Attendance Policy

A student who has three consecutive, unexcused absences in their scheduled class may be withdrawn from the program. This does not apply to clinical sites; see **EMS Clinical Experience Scheduling Policies** for attendance requirements.

EMS Clinical Sites

Dorsey College has clinical contracts with many different types of providers to give students a broad range of learning experiences.

EMS Clinical Experience Scheduling Policies

EMS Programs each have a required number of clinical "on-the-job" training hours, which are completed at hospitals or with ambulance services. The AEMT and EMT-Basic programs are not considered completed until the required number of clinical training hours have been achieved and documented. Therefore, students are required to abide by a strict attendance policy, as set by each individual clinical training site.

When the student meets specific course requirements, as determined by Lead Instructor/Program Director, will be approved for clinical rotations. Students are forbidden from attending or scheduling clinical rotations without IC/PD approval.

Specific numbers of skilled care experiences are required for completion of the Paramedic and AEMT programs only; including airways/ intubations, IV starts, medication administration, cardiac defibrillation, as well as other required experiences as specifically detailed in the student's syllabus. Paramedic students must complete all required skills, clinical experience hours, and CoAEMSP Appendix G requirements prior to scheduling Field Internship. Students must be approved by Program Director prior to scheduling Field Internship.

The EMS Program Director schedules students for clinical hours only at formally affiliated clinical training sites. Clinical schedules are submitted through a third-party clinical scheduler and may not be changed within the 7 days preceding the clinical. At the clinical sites, an approved Clinical Preceptor will work with the student in a 1:1 ratio. Scheduled clinical hours must be completed in their entirety. If the scheduled preceptor cannot complete the shift with the student, the student may ask the clinical site shift coordinator to officially reassign them to a different preceptor, or the student must contact the school to request any necessary changes to their clinical schedule. If a student cancels a clinical within the 7-day period (14 day during pandemic), it is considered a "missed clinical". Student must email or call the clinical coordinator if they are not going to make a clinical. If it is day of the clinical, they must contact their instructor.

Their instructor will contact the site to let them know of the student's absence. Students are prohibited from contacting clinical site directly.

Students that fail to attend a clinical assignment as scheduled shall be suspended from clinical assignment participation for a period of 14 days for first offense. Second offense will be 30-day clinical suspension. Third offense will be course termination.

EMS Disabilities Accommodation

Dorsey College is readily accessible to disabled students and complies with the Americans with Disabilities Act and the Equal Employment Opportunity Commission. Auxiliary aids and services are available

upon request for individuals with disabilities. The Michigan relay number for the deaf and deafened is 800-649-3777 V/TTY.

In the event a disabled individual is enrolled in a program, instructors must make reasonable accommodation approved by MDHHS to assure them of the full benefit of the instruction. Students must provide Dorsey College official documentation from their physician to be eligible for accommodations. The State of Michigan accommodations may differ from those approved for NREMT certification. On written examinations, accommodations are limited to 50% additional completion time.

EMS Required Equipment

All students are expected to provide the following items before the beginning of class:

- Blood pressure cuff
- Stethoscope
- Uniform
- Dorsey College navy polo uniform shirt
- Navy blue uniform pants/trauma pants (Dockers or Dickie-type pants are not permitted)
- Black shoes
- Black belt

See **Standards of Professional Appearance** in this catalog for more information.

Dorsey College will provide all necessary equipment to provide a quality educational experience as required by the Michigan Department of Health and Human Services. Any equipment supplied by Dorsey College (including identification cards) shall remain the property of Dorsey College and shall be returned upon completion of program. Any equipment damaged by a student due to careless or intentional misuse, repair/replacement of said equipment shall be the responsibility of the student. See student conduct policy for more information.

EMS Programs Testing Policy

During testing, all belongings and books must be placed under desks. Space permitting, students are instructed to arrange themselves so there is an empty chair between each person. Speaking to other students during testing is not permitted. Those needing assistance during testing may raise their hand and the test proctor will assist them. Tests turned into a staff member are considered complete; and any unanswered questions will be marked as incorrect.

Lab Cleanliness

Students should always leave lab rooms neat and clean. All items should be returned to their proper places as marked on shelves and cabinets.

Name tags

Students must always wear their name tags during classroom, lab, and clinical experiences. Students with misplaced name tags or name tags left at home must purchase a new one from the office staff. EMS students will be charged a $5.00 fee for photo ID replacements. NO STUDENT WILL BE PERMITTED TO ATTEND CLASS WITHOUT A NAME TAG.

Transportation

Due to the stringent attendance policy, Dorsey College strongly recommends each student consider back-up transportation methods in the event of car trouble. Be aware of a viable method of public transportation or recruit a family member to help.

CONTINUING EDUCATION COURSES

American Heart Association classes and EMS Refresher classes are classified as Continuing Occupational Education classes by the Council on Occupational Education, Dorsey College's institutional accreditor. As a result, Continuing Occupational Education classes are not included on the program list Dorsey College maintains with the Council on Occupational Education. Students who complete the requirements of these continuing education courses will receive a certificate of attendance. Refunds for continuing education courses, including American Heart Association and EMS refresher courses, must be requested before course attendance; no tuition refunds will be given after student posts attendance in the course.

AMERICAN HEART ASSOCIATION COURSES

(Available at the Madison Heights and Woodhaven Campuses)

FAMILY AND FRIENDS CPR

2 contact hours. This American Heart Association class provides the general public with basic cardiac life support (BLS) instruction in cardiopulmonary resuscitation (CPR) for adults, children and infants, and the use of automated external defibrillators (AEDs). Included are rescue techniques for choking adults, infants and children. Tuition $35

HEARTSAVER PEDIATRIC FIRST AID/CPR/AED FOR CHILDCARE WORKERS

6 contact hours. This one-day American Heart Association class meets the regulatory requirements for childcare workers in all 50 States. Cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs) for children and infants is covered. Included are the four steps of first aid, first aid skills, Epinephrine pen, as well as rescue techniques for choking infants and children. Graduates receive a Heartsaver Pediatric completion card. Tuition $80

HEARTSAVER FIRST AID/CPR/AED FOR ADULTS

6 contact hours. This one-day American Heart Association class provides the general public with cardiopulmonary resuscitation (CPR) for adults, and the use of automated external defibrillators (AEDs). Included are adult chain of survival; importance of calling 9-1-1; initial signs and symptoms of cardiac arrest; techniques of adult CPR; circulation, airway and breathing (CAB); rescue techniques for choking adults, the first aid portion teaches first aid skills including treating bleeding, sprains, broken bones, and shock. Graduates receive a Heartsaver completion card. Tuition $80

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

5 contact hours. This one-day American Heart Association class provides health care providers with basic cardiac life support (BLS) instruction in cardiopulmonary resuscitation (CPR) for adults, children and infants, and the use of automated external defibrillators (AEDs). Included are adult, infant, and child chain of survival; importance of calling 9-1-1; initial signs and symptoms of cardiac arrest; techniques of adult, child and infant CPR; circulation, airway, and breathing (CAB); rescue techniques for choking adults, infants and children; automated external defibrillators; combining CPR and defibrillation; legal and ethical issues. Tuition $65

BASIC LIFE SUPPORT FOR HCP RECERTIFICATION

4 contact hours. The BLS-HCP Recertification Class provides healthcare providers with the knowledge and skills needed to renew BLS-HCP Provider status. Upon satisfactory completion the participant receives a renewed BLS-HCP Provider certification card. ***Prerequisite:*** *Current BLS-HCP Provider certification.* Tuition $65

ADVANCED CARDIAC LIFE SUPPORT (ACLS) PROVIDER

12 contact hours. The ACLS Provider Class provides the healthcare provider with the knowledge and skills needed to evaluate and manage the first 10 minutes of an adult ventricular fibrillation/ventricular tachycardia (VF/VT) arrest. Providers are expected to learn to manage 10 core ACLS cases: a respiratory emergency, four types of cardiac arrest (simple VF/VT, complex VF/VT, PEA and asystole), four types of pre-arrest emergencies (bradycardia, stable tachycardia, unstable tachycardia and acute coronary syndromes), and stroke. Upon satisfactory completion the participant receives an ACLS Provider certification card. Tuition $255

ADVANCED CARDIAC LIFE SUPPORT RECERTIFICATION

6 contact hours. The ACLS Recertification Class provides the knowledge and skills needed to renew ACLS Provider status. Upon satisfactory completion the participant receives a renewed ACLS Provider certification card. ***Prerequisite:*** *Current ACLS Provider certification.* Tuition $205

PEDIATRIC ADVANCED LIFE SUPPORT (PALS) PROVIDER

15 contact hours. The AHA Pediatric Advanced Life Support initial class will provide healthcare providers with the knowledge and skills needed to recognize infants and children at risk for cardiopulmonary arrest; information and strategies needed to prevent cardiopulmonary arrest in infants and children; as well as the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. Upon satisfactory completion the participant receives a PALS Provider certification card. Tuition $255

PEDIATRIC ADVANCED LIFE SUPPORT RECERTIFICATION

9 contact hours. The PALS Recertification Class provides the knowledge and skills needed to renew PALS Provider status. Upon satisfactory completion the participant receives a renewed PALS Provider certification card. ***Prerequisite:*** *Current ACLS Provider certification.* Tuition $205

BLS-HCP INSTRUCTOR

8 contact hours. The class includes all knowledge and skills needed to be qualified as an American Heart Association BLS Instructor. Upon satisfactory completion the participant will be certified to teach all BLS and Heartsaver programs offered by AHA and will receive a BLS Instructor card. ***Prerequisite:*** *Current BLS-HCP Provider certification as well as certificate of completion from 2 hour online AHA BLS-HCP Instructor Essentials course.* Tuition $400

ACLS INSTRUCTOR

8 contact hours. The program includes all knowledge and skills needed to be certified as an American Heart Association ACLS instructor. Upon satisfactory completion the participant will be certified to teach all ACLS programs offered by AHA and will receive a BLS Instructor card. ***Prerequisite*****:** *Current ACLS Provider certification as well as certificate of completion from 3 hour online AHA ACLS Instructor Essentials course.* Tuition $475

BLENDED LEARNING – HEARTCODE® HEARTSAVER

Include an online portion and a hands-on portion. The online portion can be completed at work, at home, or wherever you have internet

access. The hands-on skills practice and testing session is conducted in-person with an AHA BLS or Heartsaver Instructor. Tuition $375

BLENDED LEARNING – HEARTCODE BLS®
Includes a combination of eLearning, in which a student completes part of the course in a self-directed manner, and a hands-on session. Tuition $400

BLENDED LEARNING – HEARTCODE® ACLS
Includes a combination of eLearning, in which a student completes part of the course in a self-directed manner, and a hands-on session. Tuition $475

EMS REFRESHER COURSES

(Available at the Madison Heights, Grand Rapids and Woodhaven Campuses)

PARAMEDIC REFRESHER
The Paramedic Refresher class is a Michigan Department of Community Health and Human Services (MDHHS) approved refresher that meets the State of Michigan continuing education requirement for Paramedic license renewal (required every 3 years). This class is also an approved "refresher" as defined by NREMT as a prerequisite for retaking the NREMT exam.
This 2-consecutive-weekend, 6-day (Friday, Saturday, Sunday – Friday, Saturday, Sunday) Paramedic Refresher class is offered every other month and covers the required categories of Basic Airway (including Combitube), Basic Cardiovascular, Patient Assessment, Pediatrics, Respiratory Emergencies, Shock, and Spinal Injuries. Burns, Childbirth, patient privacy (HIPAA), and triage are a few of the additional topics covered during this class. AHA BLS for Healthcare Providers is also included in this refresher. The Paramedic Refresher course is 45 continuing education credit hours. Students must attend all 6 days and pass psychomotor skills evaluation to be issued a course completion certificate. All credits are approved for individual CEs for students not attending all 6 days and will be issued for hours the student is present. Tuition $425

AEMT REFRESHER
The AEMT Refresher class is an MDHHS-approved refresher that meets the State of Michigan continuing education requirement for Advanced Emergency Medical Technician license renewal (required every 3 years). This AEMT Refresher class is also an approved "refresher" as defined by NREMT as a prerequisite for retaking the NREMT exam.
This 2-consecutive-weekend, 5-day (Saturday, Sunday – Friday, Saturday, Sunday) AEMT Refresher class is offered every other month and covers the required categories of Basic Airway (including Combitube), Basic Cardiovascular, Patient Assessment, Pediatrics, Respiratory Emergencies, Shock, and Spinal Injuries. Burns, Childbirth, patient privacy (HIPAA), and Triage are a few of the additional topics covered during this class. AHA BLS for Healthcare Providers is also included in this refresher. The AEMT Refresher course is 36 continuing education credit hours. Students must attend all 5 days and pass psychomotor skills evaluation to be issued a course completion certificate. All credits are approved for individual CEs for students not attending all 5 days and will be issued for hours the student is present. Tuition $400

EMT–BASIC REFRESHER
The EMT-Basic Refresher class is an MDHHS approved refresher that meets the State of Michigan continuing education requirement for Emergency Medical Technician-Basic license renewal (required every 3 years). This EMT Refresher class is also an approved "refresher" as defined by NREMT and is a prerequisite for retaking the NREMT exam.

This 2-consecutive-weekend 4-day (Saturday, Sunday – Saturday, Sunday) EMT-Basic Refresher class is offered every other month and covers the required categories of Basic Airway (including Combitube), Basic Cardiovascular, Patient Assessment, Pediatrics, Respiratory Emergencies, Shock, and Spinal Injuries. Burns, Childbirth, patient privacy (HIPAA), and Triage are a few of the additional topics covered during this class. AHA BLS for Healthcare Providers is also included in this refresher. The EMT-Basic Refresher course is 30 continuing education credit hours. Students must attend all 4 days and pass psychomotor skills evaluation to be issued a course completion certificate. All credits are approved for individual CEs for students not attending all 4 days and will be issued for hours the student is present. Tuition $350

EMERGENCY MEDICAL RESPONDER REFRESHER
This Emergency Medical Responder Refresher class is an MDHHS approved refresher that exceeds the requirements for EMR license renewal.
This 2-consecutive-weekend 3-day (Saturday, Sunday – Sunday) The EMR refresher class is offered every other month and covers the required categories of Basic Airway, Basic Cardiovascular, Patient Assessment/Triage, Pediatrics, Respiratory Emergencies, Shock, and Spinal Injuries. AHA BLS for Healthcare Providers is also included in this refresher. Prerequisite: MDHHS Emergency Medical Responder license. The Emergency Medical Responder Refresher course is 15 continuing education credit hours. Students must attend all 3 days and pass psychomotor skills evaluation to be issued a course completion certificate. All credits are approved for individual CEs for students not attending all 3 days and will be issued for hours the student is present. $325

EMS INSTRUCTOR/COORDINATOR (EMS-I/C) REFRESHER
This EMS Instructor/Coordinator (EMS-I/C) Refresher class is designed to meet the MDHHS requirements for re-licensure of I/Cs. Prerequisite: MDHHS EMS-I/C license. The EMS Instructor/Coordinator Refresher course is 30 continuing education credit hours. ***Prerequisite:*** *MDHHS EMS-I/C license.* Tuition $375

SKILLED TRADES CAREER PROGRAMS

ELECTRICAL TECHNICIAN

(Available at the Madison Heights and Dearborn Campuses)

PROGRAM OVERVIEW

The hybrid electrical technician diploma program is designed to prepare students to work in industrial, residential, construction, commercial, municipal or the utilities industry to install, repair, replace or maintain a variety of electrical wiring, fixtures, and system equipment. Employers today cite a shortage of qualified skilled trade workers; students in this program have the opportunity to learn technical electrical skills to meet this employer demand. This program includes the application of technical skills through hands-on training and development of work habits required for obtaining an entry-level position in the electrical field. Students acquire knowledge and skills in the fundamentals of electricity and its practical applications including blueprint reading, electrical grounding/circuitry, electrical safety and theory, branch circuit distribution, advanced control systems and exposure to the National Electrical Code, which provide a necessary foundation to work in this skilled trade.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the electrical technician program is $24,000 comprised of $21,600 for tuition and $2,400 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $24,240 comprised of $21,840 for tuition and $2,400 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary uniform shirt, an electronic device, and a basic tool kit containing items commonly required in the trade are provided to all students enrolled in the electrical technician program.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
EL100	Electrical Fundamentals and Safety	3
EL105	Electrical Theory	3
EL110	Introduction to Construction Drawings*	3
EL115	Electrical Mathematics I*	3
EL120	National Electrical Code*	3
EL125	Applications of Raceways	3
EL135	Electrical Test Equipment	3
EL140	Electrical Mathematics II*	3
EL145	Wiring Methods	3
EL150	Lighting and Grounding Circuits	3
EL155	Basic Control Systems	3
EL160	Distribution Systems	3
EL165	Advanced Control Systems	3
EL170	Motor Circuit Applications	3
EL175	Programmable Logic Controllers*	3
C107	Navigating Computers, Job Search and Math for the Trades*	3
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The electrical technician program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

HVAC Systems Technician

(Available at the Madison Heights, Roseville, Saginaw, Wayne, and Woodhaven Campuses)

Program Overview

The hybrid HVAC systems technician diploma program is designed to prepare students to work in the heating, ventilation, air conditioning and refrigeration industry. The HVAC industry offers a broad range of opportunities working in residential, commercial, construction and industrial settings. Work typically performed includes services such as maintenance, inspection, troubleshooting, repair and/or replacement of HVAC equipment. This program also introduces the student to the environmentally friendly "green" activities of weatherization, sustainable building applications and EPA Section 608 universal certification testing.

Externship

Students participate in an externship during the last module of training, which incorporates knowledge acquired in the program into practical application while gaining industry experience. Students should note that certain vaccinations, such as the COVID-19 vaccination, may be required by individual externship sites. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. HVAC120, HVAC Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Professional Certification

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey College graduates are encouraged to sit for applicable certification examinations. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

Program Curriculum

Course Number	Course Name	Quarter Credits
C107	Navigating Computers, Job Search and Math for the Trades*	3
HVAC101	Fundamentals of HVAC*	3
HVAC102	Electricity*	3
HVAC104	Controls*	3
HVAC106	Refrigeration*	3
HVAC108	Residential Systems*	3
HVAC110	Commercial Systems*	3
HVAC114	Blueprinting, Weatherization and Sustainability*	3
HVAC115	System Design, Sizing and Layout*	3
HVAC118	EPA Standards, System Troubleshooting and Schematics*	3
HVAC120	HVAC Externship	6
	Total Quarter Credits Required for Graduation	36

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The HVAC system technician program length is 8.3 months (36 weeks) of contact time, which is scheduled over approximately 9 months.

Tuition and Fees

For students starting their program before August 11, 2025, the total cost of the HVAC systems technician program is $17,840, comprised of $15,840 for tuition and $2,000 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $18,020 comprised of $16,020 for tuition and $2,000 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary uniform shirt, an electronic device, and a basic tool kit containing items commonly required in the trade are provided to all students enrolled in the HVAC technician program. Dorsey College will pay the cost one time for HVAC technician program graduates to challenge a certification examination as selected by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements.

CULINARY CAREER PROGRAMS

CULINARY ARTS

(Available at the Roseville Campus Only)

PROGRAM OVERVIEW

The hybrid culinary arts diploma program is designed to prepare students to work in professional food serving facilities in both the public and private sectors. Students "learn by doing" the practical side of professional food preparation. Areas of study include professionalism, sanitation, knife skills, mise en place, butchering, cooking techniques, food preparation, food purchasing/specifications, healthy cooking/nutrition, baking, menu planning/costing, kitchen management, inventory control, catering, and production of regional and international cuisines. Education occurs in both kitchen and classroom settings. Students of this program will have the opportunity to learn skills needed to gain the competitive and creative edge in the development of their culinary career.

EXTERNSHIP

Students participate in an externship during the last quarter of training, which assimilates the knowledge acquired in the program into practical application. Students should note that certain vaccinations, such as the COVID-19 vaccination, may be required by individual externship sites. Externship students must complete 360 externship hours, as required by the U.S. Department of Education to earn course credit, during the twelve-week term. CA110, Culinary Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROGRAMMATIC ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey College, meets or exceeds an acceptable level of quality. The Dorsey College culinary arts program is proud to have achieved programmatic accreditation through the American Culinary Federation Education Foundation's (ACFEF) Accrediting Commission. ACFEF's Accrediting Commission is recognized by the Council on Higher Education Accreditation.

Student benefits of attending an ACFEF accredited program include the opportunity to become active members of the American Culinary Federation (ACF) as a **Student Culinarian**. ACF student members are eligible to receive an ACF designation of **Certified Culinarian** after graduation and completing one year of full-time employment in the field.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. As part of the curriculum in CA101, students will take the World Food Safety Organization's (WFSO) Food Protection Manager Certification exam. As part of the curriculum in CA104, students will take the National Restaurant Association Educational Foundation's (NRAEF) Nutrition certification test. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
CA101	Culinary Fundamentals*	3
CA102	Culinary Skills	9
CA104	Nutrition and Purchasing Fundamentals*	3
CA105	Culinary Specialties: Bakeshop and Healthy Cooking	9
CA107	Food Service Operations*	3
CA108	Culinary Specialties: Catering, Regional and International Cooking	9
CA110	Culinary Externship	12
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The culinary arts program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the culinary arts program is $23,930 comprised of $22,080 for tuition and $1,850 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $24,170 comprised of $22,320 for tuition and $1,850 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. Two uniforms, one apron, a knife kit, and an electronic device are provided to all students enrolled in the culinary arts program. Dorsey College will pay the cost one time for culinary arts program students to challenge certification examinations as selected by Dorsey College, contingent upon the student meeting Dorsey College exam preparation requirements.

BAKING AND PASTRY ARTS

(Available at the Roseville Campus Only)

PROGRAM OVERVIEW

The hybrid baking and pastry arts diploma program is designed to develop the passionate student's culinary foundation in the art and science of baking and pastry. Students enrolled in this "hands on" program will have the opportunity to learn, practice, understand and appreciate the skills needed to gain the competitive and creative edge in this specialized field. In the kitchens, students can learn and apply specific techniques and practical skills to create edible "works of art" from basic ingredients. Kitchen competencies include: knife skills, mise en place, basic food preparation, fundamentals of baking science, bread making from basic quick breads to yeast breads and advanced artisan specialties, desserts and pastries from cookies, pies, cakes, custards to advanced pastry work including plating and decorating, tortes, entremets, petits fours, confections, plated desserts, chocolate, and sugar work. Healthy baking and catering techniques are also included to provide a well-rounded learning experience. In the classroom, students focus on the supporting education intended to build a foundation in effective food service management. Classroom competencies include: sanitation, industry professionalism, resume and interview preparation, purchasing and receiving, inventory control, menu planning and costing, kitchen management, human relations management, and nutrition. The curriculum is geared to prepare students to challenge two nationally recognized certifications: WFSO Food Protection Manager Exam and the NRAEF Nutrition exam.

EXTERNSHIP

Students participate in an externship during the last quarter of training, which assimilates the knowledge acquired in the program into practical application. Students should note that certain vaccinations, such as the COVID-19 vaccination, may be required by individual externship sites. Externship students must complete 360 externship hours, as required by the U.S. Department of Education to earn course credit, during the twelve-week term. CA111, Culinary Externship: Baking and Pastry, is not deemed completed until the required number of hours have been achieved and documented; and therefore, students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. If classes are cancelled at a Dorsey College campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. As part of the curriculum in CA101, students will take the World Food Safety Organization's (WFSO) Food Protection Manager Certification exam. As part of the curriculum in CA104, students will take the National Restaurant Association Educational Foundation's (NRAEF) Nutrition certification test. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
CA101	Culinary Fundamentals*	3
CA102	Culinary Skills	9
CA104	Nutrition and Purchasing Fundamentals*	3
CA106	Baking: A Practical Approach to Method and Technique	9
CA107	Food Service Operations*	3
CA109	Pastry: A Practical Approach to Method and Technique	9
CA111	Culinary Externship: Baking and Pastry	12
	Total Quarter Credits Required for Graduation	48

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The baking and pastry arts program length is 11.1 months (48 weeks) of contact time, which is scheduled over approximately 12 months.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the baking and pastry arts program is $23,930 comprised of $22,080 for tuition and $1,850 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $24,170 comprised of $22,320 for tuition and $1,850 for course fees. Tuition includes course e-textbooks, textbooks and supplies, except non-consumable textbooks will remain the property of Dorsey College. Two uniforms, one apron, a knife kit, and an electronic device are provided to all students enrolled in the baking and pastry arts program. Dorsey College will pay the cost one time for baking and pastry arts program students to challenge certification examinations as selected by Dorsey College, contingent upon the student meeting Dorsey College exam preparation requirements.

COSMETOLOGY CAREER PROGRAMS

COSMETOLOGY

(Available at the Madison Heights and Roseville Campuses)

PROGRAM OVERVIEW

The hybrid cosmetology diploma program provides training of 1,500 clock hours, during which the student is taught a basic knowledge of all phases of cosmetology, and attains a working knowledge of shop management, good ethics, and the importance of good grooming. Upon graduation students will have had the opportunity to gain a thorough knowledge of art principles, hair styling, hair cutting and shaping, hair coloring, thermal waving and curling, permanent waving, chemical relaxing, shampooing, manicuring, scalp and facial treatments and once licensed may work as an entry level Cosmetologist under numerous job descriptions.

LICENSURE

Licensure by the Michigan Board of Cosmetology is required for employment in cosmetology in the State of Michigan. Dorsey College has determined that its Cosmetology program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements. Practicing cosmetology or manicuring on the public outside of school may render a student ineligible to take the state board examination. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

DORSEY COLLEGE COSMETOLOGY CLINIC

Unpaid clinic participation is required of students as part of the cosmetology curriculum. During this supervised clinic training, students will provide services to the public who will be charged for the services rendered by students.

TUITION AND FEES

For students starting their program before August 11, 2025, the total cost of the cosmetology program is $28,950, comprised of $26,250 for tuition and $2,700 for course fees. For students starting their program on or after August 11, 2025, the total cost of the program is $29,325 comprised of $26,625 for tuition and $2,700 for course fees. Tuition includes course e-textbooks, textbooks, except non-consumable textbooks will remain the property of Dorsey College. One complimentary "scrub set" uniform, an electronic device, and a cosmetology kit are provided to all students enrolled in the cosmetology program. Dorsey College will pay the cost one time for cosmetology program graduates to challenge the State of Michigan licensing examination, contingent upon the graduate meeting Dorsey College exam preparation requirements.

PROGRAM CURRICULUM

Course Number	Course Name	Clock Hours
COS101	Introduction to Cosmetology*	450
COS102	Cosmetology I*	450
COS103	Cosmetology II*	300
COS104	Cosmetology III*	300
	Total Program Hours Required for Graduation	1,500

An asterisk (*) next to the course name indicates that part of the course content is delivered online utilizing distance education delivery. The cosmetology program length is 50 weeks of contact time, which is scheduled over approximately 54 calendar weeks.

COSMETOLOGY PROGRAM KIT EQUIPMENT AND BOOKS

Dorsey College will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school.

STUDENT LEVEL DEFINITION

Dorsey College defines a "junior" student as a cosmetology student who has completed less than 350 clock hours of instruction and is not yet permitted to work on the general public. Dorsey College defines a "senior" student as a cosmetology student who has completed 350 hours of instruction in both theory and practical and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a cosmetology student practice on the public until completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours.

The following equipment and textbooks are furnished to all cosmetology students (note kit content may be substituted based on circumstances such as product availability):

7" Marcel Hard Rubber Comb
Butterfly Clamp 3" 12/Card Wide
Manikin Hand
Cold Wave Rods - Long White
Duck Bill Clips Steel 12/Bag
Shear And Razor Kit
Rubberized Super Grip Clips- 4/Pk
Naomi Afro Manikin 20"
Spray Bottle - 12oz.
Classic Manicure Bowl
Bridgette Budget Manikin 16-17"
Vinyl Shampoo Cape W/ Stay Dry Back
Dylan Bearded 19" Manikin
Tint Bowl Black (2)
3pc Translucent Dye Brush Set
Uni-Cord Combo; 6 Pc Comb Set
Styling Comb 7" Narrow Ruled
9-1/4" Pintail Carbon Comb-Fine Teeth
Tourmaline Ceramic Rect Cush Brush
Boar/Nylon Flexible Detangling Brush
Boar/Nylon 2.25" Ceram/Ionic Brush
Dual Purpose Curl Clips 80/Bx
Round Neck Brush 7 Row Black
Multi- Purpose Cape
Styling Comb Narrow Ruled (12)
Rattail Comb Fine Teeth (12)
Nano Titanium 3/4" Marcel Curling Iron
Rubber Base Styling Brush -9 Row
State Board Nail Polish Kit
Pro Nano 1" Titanium Straight Iron
Pro Nano Titanium Midsize Dryer
Non-Slip Slant Tip Tweezer
Xlrg Deluxe Tote W Telescopic Handle
Sam Ii Brown Manikin w/ Holder
Wheeled Duffle Bag w/Logo

ESTHETICIAN

(Available at the Madison Heights Campus)

PROGRAM OVERVIEW

The hybrid esthetician diploma program provides training of 750 hours, and is designed to provide the scientific knowledge, artistic principles, and hands-on practice needed to become a skin care professional. Hands-on training includes skills such as facials, body treatments, wraps, rejuvenation therapies, non-abrasive peels, and hair removal. Students will have the opportunity to develop an understanding of various eyelash and eyebrow services while honing their skills through hands-on training. Artistic principles presented include eyelash enhancement, cosmetic color therapy, and corrective makeup. Scientific knowledge, including training in skin pathology, microbiology, and knowledge of the muscles, bones, and nerves of the face, neck, and shoulders, complete a necessary foundation in preparation for the State of Michigan licensure examination. Once licensed, estheticians may provide services such as analyzing customer skin care needs, discussing treatments and products, performing a variety of facial treatments, advising on skin care and makeup techniques, and promoting skin care products. Estheticians may work in a spa, salon, dermatology office, department store, cruise ship, resort or as a representative of a product line.

TUITION AND FEES

The total cost of the esthetician program is $5,795 comprised of $4,995 for tuition and $800 for e-textbooks, textbook(s), an electronic device, and an esthetician kit. One complimentary "scrub set" uniform will be provided to students enrolled in the esthetician program. Dorsey College will pay the cost one time for esthetician program graduates to challenge the State of Michigan licensing examination, contingent upon the graduate meeting Dorsey College exam preparation requirements.

ESTHETICIAN KIT, EQUIPMENT AND BOOKS

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all esthetician students (note kit content may be substituted based on circumstances such as product availability):

- Bioelements© Deluxe Esthetic Student Kit
- 9 pc. Facial Tool Kit
- 3 pc. Silicone Mask Applicator Set
- Daria Massage Training Head
- Lash Extension Kit

ESTHETICIAN STUDENT LEVEL DEFINITION

Dorsey College defines a junior student as an esthetician student who has completed less than 188 clock hours of instruction and is not yet permitted to work on the general public. Dorsey College defines a senior student as an esthetician student who has completed 188 hours of instruction, including both theory and practical hours, and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a skin care student practice on the public until completing at least 25% of the hours required by the esthetician curriculum, including both theory and practical hours.

PROGRAM CURRICULUM

Course Number	Course Name	Clock Hours
EST110	Introduction to Esthetics*	125
EST112	Skin Sciences*	125
EST114	Make Up and Advanced Treatments*	125
EST116	Eyelash and Eyebrow Enhancements*	125
EST118	Esthetician Career and Spa Management*	125
EST120	Esthetics: Capstone	125
	Total Program Hours Required for Graduation	750

An asterisk (*) next to the course name indicates that part of the course content is delivered online utilizing distance education delivery. The esthetician program length is 30 weeks of contact time, which is scheduled over approximately 36 calendar weeks.

LICENSURE

Licensure by the Michigan Board of Cosmetology is required for employment as an esthetician in the State of Michigan. Dorsey College has determined that its Esthetician program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district, or US territory in regard to licensure requirements. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

MANICURING

(Available at the Madison Heights Campus)

PROGRAM OVERVIEW

The hybrid manicuring diploma program includes training of 600 hours and provides students with the opportunity to obtain a basic understanding of manicuring techniques including plain manicure, nail art, oil manicure, nail repair, and artificial nail application treatments. during which a variety of manicuring skills are taught, as well as shop management, pedicuring, and sanitation. The manicuring program features a combination of classroom instruction and on-campus hands-on training. By the end of the program, each graduate will have had the opportunity to obtain the knowledge and experience required to prepare them to enter this exciting profession. Once licensed, a graduate may work as an entry-level manicurist under numerous job descriptions.

Manicuring career opportunities in private, chain or department store salons include positions such as manicurist, platform manicurist, salon owner, nail technician director, and theatrical nail technician.

Manicuring career opportunities in business and industry include positions such as manufacturer representative, beauty products supervisor, beauty influencer, school director, and beauty supply salesperson.

LICENSURE

Licensure by the Michigan Board of Cosmetology is required for employment as a manicurist in the State of Michigan. Dorsey College has determined that its manicuring program curriculum is sufficient to fulfill educational requirements for licensure in the State of Michigan only. No educational determinations have been made for any other state, district or US territory in regard to licensure requirements. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

TUITION AND FEES

The total cost of the manicuring program is $5,400, comprised of $4,800 for tuition and $600 for e-textbooks, textbook(s), an electronic device, and a manicuring kit. One complimentary "scrub set" uniform will be provided to students enrolled in the manicuring program.

PROGRAM REQUIREMENTS

Course Number	Course Name	Clock Hours
MANI110	Manicuring I*	200
MANI112	Manicuring II*	200
MAN114	Manicuring III*	200
	Total Program Hours Required for Graduation	600

An asterisk (*) next to the course name indicates that part of the course content is delivered online utilizing distance education delivery. The manicuring program length is 20 weeks of contact time, which is scheduled over approximately 24 calendar weeks.

MANICURING STUDENT LEVEL DEFINITION

Dorsey College defines a senior student as a manicuring student who has completed 150 hours of MANI110 Manicuring I (with instruction in both theory and practical) and is then permitted to begin to practice on the public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a manicuring student practice on the public until completing at least 150 hours (25%) of instruction in the manicuring curriculum, including both theory and practical hours.

MANICURING KIT, EQUIPMENT AND BOOKS

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school. The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

6-piece manicure set	10 emery boards	Manicure bowl, Dappen dish	Duffel bag and carrying case
Diamond coated file	4 file/buffer in one	Assorted nail tips and forms	Stylist smock
Fingernail and toenail clippers	Orangewood stick	Base/top/nail strength	Nail polish drier
Electric nail file	OPI mini cuticle nipper	Nail adhesive, bond-aid	5 table towels; 50 nail wipes
#6 and #7 nail sculpting brush	Soak-off gel lacquer	Nail service spray	Liquid hand soap & sanitizer
Manicure nail brush	Acetone polish remover	Foot file, set of toe separators	1 practice finger
Brilliance block	Manicure textbook	Michigan Cosmetology Law Book	1 mannequin hand
OPI product workbook, system instructions, polish remover nail lacquer and 2 oz NAS		Avolex mani instructions, exfoliating treatment, nail and cuticle oil, moisture lotion	

COSMETOLOGY CAREER PROGRAM POLICIES

CLASSROOM EXPECTATIONS

Dorsey College students must attend all scheduled theory and demonstration classes, and bring pencil, paper, and textbook to class. Cosmetology career programs are clock-hour programs, and each hour must be used for meaningful learning activities. Free time between clients during practical hours will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to "clock" out using the time clock system.

Students may not perform cosmetology-related services on themselves. Students may not receive cosmetology-related services without permission from an instructor and may pay a nominal price for services rendered. Students may volunteer to receive services as a class project or demonstration. Dorsey College assumes no responsibility for any negligence, carelessness, or lack of skill by one or more students and/or instructor(s) during the practice, demonstration and/or performance of any cosmetology-related service.

Cosmetology career program students are responsible for keeping their work area clean including student station, cabinet, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat, or drink during theory, mannequin practice or clinic classes.

MINIMUM PRACTICAL APPLICATION

A minimum practical application is defined by the Michigan Board of Cosmetology to mean the hours spent performing practical applications on a mannequin, student, or patron.

METHOD OF INSTRUCTION (COSMETOLOGY, ESTHETICIAN & MANICURING PROGRAMS)

Theory content is taught through distance education using methods such as reading, live virtual lectures, computer-based learning activities, guest presenters and videos. Theory is evaluated on a regular basis through on-going tests and evaluation techniques, as well as specified level examinations. The student must pass a comprehensive theory and practical examination before they graduate from the program. Students are required to have an in-person performance evaluation after every 10% of the distance education component, which may have a variety of formats including written assessments or practical applications. Practical content is taught on campus only. Content is taught using methods such as hands-on demonstrations by faculty and hands-on practice by students using mannequins. Practical work consists of instruction to develop skills, which is regularly evaluated, complete with demonstrations conducted by instructors, guest presenters, and field trips. The students interaction with the instructor through distance education is documented by the instructor.

All transcripts and other documents will identify the portion of the curriculum that was delivered through distance education.

COSMETOLOGY STUDENT AND STATE OF MICHIGAN LICENSEE PROHIBITIONS

Per the State of Michigan Board of Cosmetology Administrative Rules, Part 7. R 338.2179g, Rule 79g (1), a student, apprentice, or licensee shall not do any of the following, and a licensee shall not allow another to do any of the following:

(a) Use or possess methyl methacrylate monomers.
(b) Abrade, roughen, buff, or file the nail plate to the extent that the nail bed is exposed or that deeply filed trenches or ridges in the nail plate are created.
(c) Use a nail white pencil.
(d) Use lump alum or a styptic pencil to stop bleeding.
(e) Carry any equipment, tools, implements, or supplies in the pocket of a uniform.
(f) Use the same powder puffs, makeup brushes, or cosmetic pencils on more than 1 patron.
(g) Use an ultraviolet ray electrical sanitizer, unless the items placed in the sanitizer have been sanitized according to the rules promulgated by the department.
(h) Use or possess a blade in the practice of manicuring or pedicuring.
(i) Provide services that require a license without posting a current, unexpired, and valid license or permit for that person in the establishment where cosmetology services are being rendered.
(j) Fail to provide proof of identity with a picture I.D. or alternative acceptable to the department at the time of an inspection, if requested by a department representative performing an inspection of the licensed establishment.

Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from Dorsey College.

Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school may render student ineligible to take the state board examination. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

ACADEMIC CALENDARS

ACADEMIC CALENDAR	2025	2026	Additional Class Days for Cosmetology Career Programs
Winter A Begins	**January 6**	**January 12**	**January 2 – 4, 2025** **January 2 – 9, 2026**
**Martin Luther King Jr. Day*	*January 20* *Make-up class scheduled Friday Jan 24*	*January 19* *Make-up class scheduled Friday Jan 30*	
Winter A Ends	February 14	February 20	
Winter B Begins	**February 17**	**February 23**	
Winter B Ends	March 28	April 3	
Spring A Begins	**March 31**	**April 6**	
**All Faculty In-Service*	*TBD*	*TBD*	
Spring A Ends	May 9	*May 15*	
Spring B Begins	**May 12**	**May 18**	
**Memorial Day*	*May 24-May 26* *Make-up class scheduled Friday May 30*	*May 25-May 27* *Make-up class scheduled Friday May 31*	
**All Faculty In-Service*	*TBD*	*TBD*	
**Juneteenth*	*June 19*** *Make-up class scheduled Friday June 13*	*June 19* *Make-up class scheduled Friday June 7*	
Spring B Ends	June 20	June 26	
Summer A Begins	**June 23**	**June 29**	
**Independence Day*	*July 4***	*July 3***	
Summer A Ends	August 1	August 7	
**Summer Break*	*August 2 - August 10*	*August 8 - August 16*	
Summer B Begins	**August 11**	**August 17**	**August 4 - 9, 2025** **August 10 – 14, 2026**
**Labor Day*	*August 30-September 1*** *Make-up class scheduled Friday Sept 5*	*September 5-September 7* *Make-up class scheduled Friday Sept 11*	**September 22 - 27, 2025** **October 5 – 9, 2026**
Summer B Ends	September 19	September 25	
**Fall Break*	*September 20– September 28*	*September 26– October 4*	
Fall A Begins	**September 29**	**October 5**	
**All Faculty In-Service*	*TBD*	*TBD*	
Fall A Ends	November 7	November 13	
Fall B Begins	**November 10**	**November 16**	**Dec 22-23, 2025; Jan 2 & Jan 5-10, 2026** **Dec 28-30, 2026 & Jan 4-8, 2027**
**Thanksgiving Holiday*	*November 27-November 30*** *Make-up class scheduled Friday Dec 5*	*November 26-November 29* *Make-up class scheduled Friday Dec 11*	
**Christmas Eve*	--	*Thursday, December 24* *Make-up class scheduled Friday Dec 18*	
Fall B Ends	December 19	December 24	
**Winter Break*	*December 20-January 11, 2026*	*December 24-January 10, 2027*	

It is the policy of Dorsey College to enroll students continuously throughout the calendar year. To meet individual student needs, day, afternoon, and evening class schedules have been developed. All program hours and credits are the same whether they are offered during the day, afternoon, or evening hours. Schedules vary by program and campus, Monday through Friday, with clinical/externship hours scheduled according to facility requirements.

SCHOOL CALENDAR, HOLIDAYS

**Indicates no class scheduled on those dates with scheduled make-up class noted*

***Students in Practical Nurse and Associate of Applied Science programs; see your Program Director or Director of Nursing for make-up class information*

****For Practical Nurse Clinical Make-up Days; see your Director of Nursing for a calendar*

EMS CALENDARS

WOODHAVEN				
Course	**Hours**	**Orientation**	**Start**	**End**
EMERGENCY MEDICAL TECHNICIAN				
Tu/Th Accl Basic	0900-2000	06/03/25	06/10/25	08/26/25
Tuesday Basic	0900-2000	09/30/25	10/07/25	02/24/26
M/W Basic Accl	0900-2000	11/03/25	11/10/25	02/02/26
Thursday Basic	0900-2000	02/19/26	02/26/26	07/02/26
M/W Basic Accl	0900-2000	06/01/26	06/08/26	08/17/26
PARAMEDIC				
Wed Paramedic	0900-2000	09/18/24	10/02/24	11/19/25
Mon Paramedic	0900-2000	02/03/25	02/17/25	07/06/26
Mon Paramedic	0900-2000	09/22/25	10/06/25	12/21/26
M/T/W Paramedic	0830-1700	02/09/26	02/23/26	02/21/27
INSTRUCTOR-COORDINATOR				
Thursday I-C	0900-1500	01/16/25	01/23/25	07/31/25
Thursday I-C	0900-1500	11/06/25	11/13/25	05/28/26
REFRESHER				
July 2025 Refresher	0900-1900	N/A	07/11/25	07/20/25
Jan 2026 Refresher	0900-1900	N/A	01/16/26	01/25/26

MADISON HEIGHTS				
Course	**Hours**	**Orientation**	**Start**	**End**
EMERGENCY MEDICAL TECHNICIAN				
Tu/Th Basic	1700-2200	03/25/25	04/01/25	08/12/25
M/W/F Basic Accl	0800-1630	06/02/25	06/09/25	08/15/25
M/W Basic	0900-1530	09/26/25	10/06/25	02/11/26
M/W Basic	0900-1530	02/16/26	02/23/26	06/10/26
M/W/F Basic Accl	0800-1630	06/01/26	06/08/26	08/17/26
PARAMEDIC				
Thu Paramedic	0900-2000	09/19/24	10/03/24	11/20/25
Tue Paramedic	0900-2000	02/04/25	02/18/25	06/16/26
Tu/Th Paramedic	0830-1700	09/23/25	10/07/25	09/24/26
W/F Paramedic	0900-2000	02/11/26	02/25/26	04/21/27
REFRESHER				
Sept 2025 Refresher	0900-1900	N/A	09/12/25	09/21/25
Mar 2026 Refresher	0900-1900	N/A	03/13/26	03/22/26

GRAND RAPIDS				
Course	**Hours**	**Orientation**	**Start**	**End**

EMERGENCY MEDICAL TECHNICIAN				
Tu/Th/Sa Basic Accl	1000-1830	06/03/25	06/10/25	09/02/25
Tu/Th Basic	1000-1500	09/30/25	10/07/25	02/24/26
M/W Basic	1100-1600	02/16/26	02/23/26	06/29/26
Tu/Th/Sa Basic Accl	1000-1830	06/02/26	06/09/26	08/06/26
PARAMEDIC				
M/W Paramedic	1100-1600	09/23/24	10/07/24	12/17/25
M/W Paramedic	1700-2200	09/23/24	10/07/24	01/28/26
Tu/Th Paramedic	1000-2100	02/18/25	03/04/25	04/21/26
M/W Paramedic	1000-1830	09/22/25	10/06/25	09/23/26
M/W Paramedic	1000-1830	02/10/26	02/24/26	02/11/27
REFRESHER				
Nov 2025 Refresher	0900-1900	N/A	11/14/25	11/23/25
May 2026 Refresher	0900-1900	N/A	05/08/26	05/17/26

EMS PROGRAMS

Dorsey College reserves the right to alter program start dates until sufficient course registration is achieved. In the case of instructor absence when a substitute instructor is unavailable, the school reserves the right to cancel the class day and reschedule a make-up day during evening or weekend hours.

SCHOOL CALENDAR, HOLIDAYS

*EMS programs follow the Dorsey College schedule of holidays, as noted on the **ACADEMIC CALENDAR** in this catalog, with make-up days scheduled by class instructor.*

ACADEMIC INFORMATION

GRADING SCALE

All records pertaining to a student's progress, training, and attendance are kept in the school office and may be reviewed by the student at any time.

ALL CREDIT-HOUR PROGRAMS

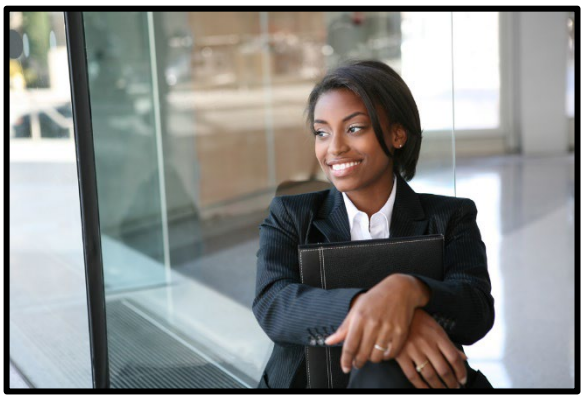
- WP (Withdraw Passing) indicates when a student withdrew from active status and was progressing satisfactorily in the course
- WF (Withdraw Failing) indicates when a student withdrew from active status and was not progressing satisfactorily in the course
- WP or WF are grades only assigned if a student does not attend any scheduled classes in the last two weeks of their module (quarter for culinary arts, baking and pastry arts, and registered nurse students).
- Dorsey College may issue a withdrawal grade only when a student withdraws from their program and the student has terminated as an active student.
- Grades of Withdraw Passing (WP) and Withdraw Failing (WF) 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 and rate of progress in satisfactory academic progress calculations.
- If a grade of "failing" (F) is earned in any course, the student must read the notification that will be emailed to them.
- Incomplete (IN) is issued for a maximum period of two weeks when a student has not completed all required coursework. The student shall be permitted two weeks following the close of the module or quarter to complete and submit all required coursework; a final grade shall be calculated accordingly.
- Transfer Credit (TC) is issued for credits or hours transferred and does not count toward a student's cumulative grade point average but is included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- Cumulative grade point average is calculated as an average of all grades earned for the program of study including applicable courses that were challenged in a different program of study.
- In the event a student repeats a class, the failing grade will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination; however, only the most recent posted grade is included in the calculation of a student's grade point average.

CREDIT-HOUR GRADING SCALE (EXCLUDES PRACTICAL NURSE AND ASSOCIATE OF APPLIED SCIENCE PROGRAMS)

The following represents the Dorsey College grading system and equivalency:

VALUE	DESCRIPTION	POINTS
A	90-100%	4.00
B	80-89%	3.00
C	70-79%	2.00
D	60-69%	1.00
F	Below 60%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

In addition to earning a passing grade based on the above scale, students must maintain a programmatic cumulative grade point average of 2.0 or greater. A, B, C, or D grades are required upon completion of all courses to receive academic credit.



MASSAGE THERAPY AND ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION COURSE GRADING SCALE

The following represents the Dorsey College grading system and equivalency for students enrolled in the massage therapy program, and general education courses BIO201, BIO202, BIO203, BIO204, BIO205, CHM201, ENG201, MTH201, PSY201 and SOC201:

VALUE	DESCRIPTION	POINTS
A	90-100%	4.00
B	80-89%	3.00
C	70-79%	2.00
F	Below 70%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Massage therapy students must complete the required course work with a 70% average or better; 69% and below will result in a failing grade of F. In addition to earning a passing grade based on the above scale, massage therapy students must maintain a programmatic cumulative grade point average of 2.0 or greater; registered nurse, radiologic technology, and surgical technology students must maintain a programmatic cumulative grade point average of 2.5 or greater. A, B, or C, grades are required upon completion of all courses to receive academic credit.

REGISTERED NURSE (AAS-RN) GRADING SCALE

The following represents the grading system and equivalency for NUR200-level courses:

VALUE	DESCRIPTION	POINTS
A	93.00 – 100%	4.00
B	85.00 – 92.99%	3.00
C	78.00 – 84.99%	2.00
F	Below 78.00%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Students in the registered nurse program are required to pass classes with a grade of C or better and maintain a programmatic cumulative grade point average of 2.5 or greater.

PRACTICAL NURSE, RADIOLOGIC TECHNOLOGY & SURGICAL TECHNOLOGY GRADING SCALE

The following represents the practical nurse, radiologic technology, and surgical technology grading system and equivalency for NUR100-level and RAD200-level courses:

VALUE	DESCRIPTION	POINTS
A	93.00 – 100%	4.00
B	83.00 – 92.99%	3.00
C	75.00 – 82.99%	2.00
F	Below 75.00%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Students in the practical nurse, radiologic technology, and surgical technology programs are required to pass classes with a grade of C or better and maintain a programmatic cumulative grade point average of 2.5 or greater.

EMS PROGRAMS GRADING SCALE

Dorsey College has strict academic requirements for EMS training programs. Students will be notified of their academic progress by their instructor following each topic examination and will be coached throughout their program by their instructor.

Grades are assigned according to the categories below:

PERCENTAGE	GRADE
75.00-100%	Passing
Below 75.00%	Failure
Transfer Hours	TRANS
Advanced Placement	AP
Withdraw Passing	WP
Withdraw Failing	WF

Cognitive (knowledge)

Measuring a student's cognitive progress is designed to determine comprehension of the material covered via lecture, reading, homework, etc. This grade shall be determined in the following manner:

- Homework – point value as listed in the syllabus or assigned by the instructor
- Quiz – Two (2) points possible per question
- Test – Four (4) points possible per question

Academic Grading

Student must earn a minimum grade of 75% on the midterm and final exam, as well as a minimum cumulative grade of 75% an academic course work to earn a passing academic grade.

All quizzes and tests are graded on a cumulative point basis (total points received divided by the total points possible) expressed as a percentage. Any averages resulting in fractions shall be rounded up the next whole number (87.3 % rounded to 88%).

Clinical/Lab Training Competency (excludes Associate of Applied Science in Radiologic Technology program)

Laboratory and clinical class work are graded as "competent" (passing) or "not yet competent" (fail). Students must achieve satisfactory evaluations in all laboratory and clinical class work to successfully complete their program.

Psychomotor (skills)

- All students must complete periodic skill testing and NREMT Portfolio Skills and receive the grade of "Competent"
- NREMT Portfolio consists of 33 individual skills

Affective (behavior)

- All students must receive the grade of "Competent" in all Affective Categories
- Students whose behavior is identified by their instructor as "not yet competent" during their program will be remediated with a plan of correction and coaching provided to the student to alter unacceptable behaviors.

Paramedic Final Exam

Paramedic students obtaining a minimum of 75% of grading points available in the program will be required to attempt the computer adaptive testing (CAT) exam. The CAT prepares students for their national certification CAT examinations delivered by NREMT. Paramedic students will be required to pass CAT with a minimum of 60% in all five categories on same attempt. Students that do not obtain three (3) "Green" and two (2) "Yellow" categories will be advised by Program Director to take course setback, which involves withdrawing and readmitting into a new cohort. Students may elect to graduate course against Program Director recommendation if they meet the minimum score of 60% in all categories. All scores must be obtained in same attempt on a comprehensive (timed test).

Students must be evaluated as competent in cognitive, psychomotor and affective domains to successfully pass their program. Students that fail to meet minimum scores on CAT will be required to 'setback,' which involves withdrawing and re-admitting into a new cohort. See the **RE-ADMISSION OF WITHDRAWN STUDENTS, EMS CLOCK HOUR PROGRAMS** section of this catalog.

Examination Retakes - CAT

Students can attempt CAT multiple times over the testing period per the course schedule. Each attempt must be scheduled with Medical Director or staff. Number of attempts may be limited based on Medical Director's availability. Students must pass CAT prior to 9:00am on Course Completion date that is listed on the **EMS CALENDAR** page in this catalog; no exceptions will be made.

Examination Retakes -Practical

Students who do not pass the current MDHHS practical exam requirements shall retake that practical skill station during the same testing period. If, upon retake, a student fails for the second time, the student shall fail the practical exam portion of the final and is ineligible for graduation. Students that fail to pass the practical skills exam will be required to 'setback,' which involves withdrawing and re-admitting into a new cohort. See the **RE-ADMISSION OF WITHDRAWN STUDENTS, EMS CLOCK HOUR PROGRAMS** section of this catalog.

COSMETOLOGY CAREER PROGRAMS GRADING SCALE

Course grades are assigned according to the scale below:

PERCENTAGE	GRADE
80.00-100%	Passing
Below 80.00%	Failure
Transfer Hours	TRANS
Withdraw Passing	WP
Withdraw Failing	WF
Incomplete	IN

- In each course, students must progress towards completion of the State of Michigan mandated minimum practical applications (MPAs) required for graduation.
- Students must maintain an 80% average theory grade. Theory grades are based on tests taken throughout the course. If a student scores below an 80% on any given exam, the student is remediated with an instructor and is required to retake the exam until a minimum of 80% is met.
- Transfer hours accepted by the school and confirmed by the State of Michigan Board of Cosmetology affidavit, or documentation received verifying hours earned from a different State, are reflected in the student's academic record as TRANS. Transfer hours do not count towards a student's cumulative grade point average but are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- Withdraw Passing (WP) - Indicates when a student withdrew from a course in which they were progressing satisfactorily.
- Withdraw Failing (WF) - Indicates when a student withdrew from a course in which they were not progressing satisfactorily.
- Incomplete (IN) - Issued for a maximum period of two weeks when a student has not successfully completed all required coursework after attending all required course hours. The student shall be permitted two weeks after attending all required course hours to complete and submit all required coursework; a final grade shall be calculated accordingly. Hours attended in excess of required course hours remain associated with the current course and are not counted towards the subsequent course.
- All failed courses must be repeated; a student may not progress in the program until the failed course is successfully completed in its entirety.

- In the event a student fails and then repeats a class, the failing grade will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination; however, only the most recent posted grade is included in the calculation of a student's grade point average.
- Students have two weeks following the end of an academic period to request a grade change, dispute hours, or submit missing coursework for that course. A final grade will be calculated accordingly. If there is any change, SAP is recalculated using the new grade.

Academic Credit Hour Definition

Dorsey College defines an academic credit hour in accordance with the federal government's definition under 34 CFR §668.8(k) and (l). For non-degree courses, a minimum ratio of twenty (20) clock hours to one (1) quarter credit hour is used for lecture, laboratory and simulation laboratory components. For degree courses, a minimum ratio of ten (10) clock hours to one (1) quarter credit hour is used for lecture components, and a minimum ratio of twenty (20) clock hours to one (1) quarter credit hour is used for laboratory and simulation laboratory components. For all programs, a minimum ratio of thirty (30) clock hours to one (1) quarter credit hour is used for either externship or clinical course components.

Course Repetition Policy

When a course is repeated, the latest grade and credits earned for a repeated class are used in computing a student's grade point average and determining graduation requirements for a program of study, even if lower than the previous grade. A final grade of WP or WF will not replace a previous grade or credit for a course.

All attempts to take a course will be recorded on a student's transcript, regardless of the last grade and credits awarded. Credits attempted in repeated classes will be included in the cumulative credits attempted. Repeating courses may affect satisfactory academic progress (SAP). Registration into a course for a second (or subsequent) attempt is subject to availability and is not guaranteed.

Credit hour students repeating courses from which they previously withdrew or failed may be eligible for financial aid and will be charged the current cost of the course(s). Students repeating previously passed courses may be eligible for financial aid and will be charged the current cost of the course. The student bears financial responsibility for the cost of any subsequent course retake.

Practical Nurse Program

A course can only be attempted a maximum of three times. Failure to successfully pass any course within three attempts, will result in termination from the program.

Associate of Applied Science in Nursing, Radiologic Technology, and Surgical Technology Programs

Students can attempt a nursing (NUR), radiographic (RAD) or surgical (SRG) course a maximum of three times. Additional attempts may be granted on a case-by-case basis through an appeal submitted by the campus Director of Nursing or Academic Dean to the Senior Vice President, Education and Career Services and the Executive Director of Nursing.

Course Substitution

Credit-Hour Programs

A student may be allowed to substitute one course for another approved course as approved by the Managing Director and/or campus educational management. The student will be required to sign a course substitution form. Students may substitute up to 25% of program courses. Credits earned in the substituted course will be reflected in the student's academic record with the grade the student earns in the course and will count in the student's cumulative grade point average. No adjustment to tuition will be made.

Effective with the date of course substitution, all attempts of removed courses no longer apply to satisfactory academic progress, and all attempts of the replacement courses are included satisfactory academic progress.

Course Numbering System

Dorsey College's course numbering system reflects a prefix, which identifies the field and a numbering system that is assigned to each course. The numbering system is independent and does not reflect prerequisites and corequisites. Required course sequence is indicated in the course description via the designation as prerequisite and corequisite. The course prerequisite(s) identifies classes which require successful completion prior to the class being attempted. The course corequisite(s) identifies classes which require successful completion prior to the course being attempted or concurrent enrollment in both classes.

Satisfactory Academic Progress (SAP)

These satisfactory academic progress standards apply to all students, day or evening.

Academic Period Definition

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period. Dorsey College defines an academic period as:

Credit Hour Programs:

A quarter which is one twelve-week period which includes two consecutive six-week modules[1] (except for the Culinary Arts, Baking & Pastry Arts, and Associate of Applied Science programs which do not deliver courses in modules, only quarters).

[1] A student's initial academic period creates the "parent" term for each student.

Clock Hour Programs:

PROGRAM	ACADEMIC PERIOD: No. of Hours Earned
Cosmetology	0-450
	451-900
	901-1200
Esthetician	0-375
Manicuring	0-300

ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student's cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Cumulative grade point averages are reviewed at evaluation points using the Satisfactory Academic Progress Tables below.

MAXIMUM TIME FRAME (PACE OF COMPLETION) REQUIREMENTS

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

Credit Hour Programs:

1. 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
26	39
27	40
28	42
36	54
48	72
54	81
91	136
103	154
104	156

2. Maximum time frame is calculated during a student's training by dividing the number of credits earned by the number of credits attempted. If the result is 67% or greater (66.5% or higher is rounded to 67%), then the student is progressing at a pace to ensure completion within the maximum timeframe.

3. 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.

Clock Hour Programs:

Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 67%) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

PROGRAM	EVALUATION POINT: Number of Hours Earned	Maximum No. of Clock Hours Scheduled in Weeks Completed
Cosmetology	450	75
	900	
	1200	
Manicuring	300	30
	600	
Esthetician	375	45
	750	

SATISFACTORY ACADEMIC PROGRESS TABLES

The following tables are used to calculate satisfactory progress for credit hour programs, as listed.

54 Quarter Credit Hour Program: Dialysis Patient Care Technician

Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if CGPA is Below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 – 12	2.0	N/A	67%	N/A
13 – 24	2.0	1.5	67%	50%
25 – 36	2.0	2.0	67%	60%
37 – 48	2.0	2.0	67%	65%
49 – 81	N/A	2.0	N/A	67%

26 Quarter Credit Hour Program: Medical Laboratory Assistant
27 Quarter Credit Hour Program: Sterile Processing Technician
30 Quarter Credit Hour Program: Massage Therapy

Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if CGPA is Below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 45	N/A	2.0	N/A	67%

28 Quarter Credit Hour Program Pharmacy Technician

Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if CGPA is Below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 – 12	2.0	1.5	67%	N/A
13 – 21	2.0	1.75	67%	67%
22 – 42	2.0	2.0	67%	67%

36 Quarter Credit Hour Program: HVAC Systems Technician				
Total Credits Attempted	**SAP Advising if CGPA is Below**	**SAP Not Met if CGPA is Below**	**SAP Advising if Rate of Progress is Below**	**SAP Not Met if Rate of Progress is Below**
1 - 12	2.0	N/A	67%	N/A
13 – 24	2.0	1.5	67%	50%
25 – 36	2.0	2.0	67%	60%
37 – 54	N/A	2.0	N/A	67%

48 Quarter Credit Hour Programs: Medical Assistant, Dental Assistant, Patient Care Technician, Medical Administration and Billing, Electrical Technician, Culinary Arts, Baking and Pastry Arts				
Total Credits Attempted	**SAP Advising if CGPA is Below**	**SAP Not Met if CGPA is Below**	**SAP Advising if Rate of Progress is Below**	**SAP Not Met if Rate of Progress is Below**
1 - 12	2.0	N/A	67%	N/A
13 – 24	2.0	1.5	67%	50%
25 – 36	2.0	2.0	67%	60%
37 – 48	2.0	2.0	67%	65%
49 – 72	N/A	2.0	N/A	67%

48 Quarter Credit Hour Program: Practical Nurse				
Total Credits Attempted	**SAP Advising if CGPA is Below**	**SAP Not Met if CGPA is Below**	**SAP Advising if Rate of Progress is Below**	**SAP Not Met if Rate of Progress is Below**
1 - 72	N/A	2.5	N/A	67%

Associate of Applied Science Programs				
Program	**Total Program Quarter Credit Hours**	**Total Credits Attempted**	**SAP Not Met if CGPA is Below**	**SAP Not Met if Rate of Progress is Below**
AAS in Surgical Technology	91	1 – 136.5	2.5	67%
AAS in Radiologic Technology	103	1 - 154.5	2.5	67%
AAS in Nursing (RN)	104	1 - 156	2.5	67%

ACADEMIC ADVISING

Students falling in the "SAP Advising" columns in the tables above will receive written notification of the potential consequences of continuing at this pace, whether based on CGPA or Rate of Progress.

ACADEMIC WARNING

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning and notified in writing. Academic Warning status remains for one academic period and will be determined based on:

A. Failure to meet the minimum cumulative grade point average, and/or
B. Failure to progress at a pace to ensure completion within the maximum timeframe.

Students may not appeal an Academic Warning. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period. An interim review of each student's academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet SAP academic and pace of completion requirements will be counseled appropriately, including a recommendation for termination.

1. Students may not be placed on Academic Warning for consecutive academic periods.
2. A student failing to meet the SAP requirements at the end of the Academic Warning period will be terminated from Dorsey College and lose eligibility for Federal Title IV funds; however, the student may file an appeal to remain in school and regain Federal Title IV eligibility.

ACADEMIC WARNING COMPLETION

At the end of the Academic Warning, the campus managing director or designee will notify the student of the student's SAP status by providing the student with written verification:

1. Notifying the student of successful completion of the Academic Warning, and the student is restored to Active status, or
2. Notifying the student of Academic Warning Requirements Not Met resulting in student Probation.

SATISFACTORY ACADEMIC PROGRESS APPEAL

A student may appeal the Academic Warning Requirements Not Met determination by submitting the Student Academic Probation Appeal Application to the campus managing director or their designee. The managing director or designee is responsible for making a recommendation on the appeal and electronically scanning the appeal to the Campus Support Center educational leadership team for review by the SAP Appeal Committee. Appeals for loss of eligibility following an Academic Warning must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline will be accepted and considered but may be applied to a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on their reinstatement, including why the student failed to meet SAP requirements and what has changed that will allow the student to meet SAP requirements at the next academic period. Some acceptable circumstances for a SAP appeal include:

1. Illness of student
2. Loss of family member
3. Unexpected medical care of a family member
4. Military duty
5. Emergency response team member responsibilities
6. Other special circumstances beyond the student's control

Each student is required to document the reason for their appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. If required, the student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The committee will review (at a minimum) the student's written appeal, academic record, attendance record, and may call upon the managing director or designee and the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school and if the student's financial aid eligibility will be reinstated.

SATISFACTORY ACADEMIC PROGRESS APPEAL OUTCOME

The student will be notified in writing of the final decision of a SAP appeal.

1. Students who have appealed may remain in school until the determination of the appeal but will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during that academic period.
2. Only if the student can reasonably be expected to meet SAP criteria within one academic period should Academic Probation be granted. An exception to this may be granted if the student is placed on an Academic Plan as part of Academic Probation. This plan must be completed using the Academic Plan form and must outline conditions to ensure that the student is able to meet the SAP standards by a specific time.
3. Students in the Associate of Applied Science programs are required to have an Academic Plan as part of Academic Probation.
4. If the student's appeal is granted, the student will be allowed to remain in school and the student's eligibility for Federal Title IV funds will be reinstated.
5. The student will be placed on Academic Probation for one academic period unless the student is placed on an Academic Plan. If a student is on an Academic Plan, the probation duration is outlined in the Academic Plan. The student's progress in meeting the terms of the Academic Plan must be reviewed each academic period.
6. The committee's decision along with any conditions of approval will be electronically scanned to the managing director or designee who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file.
7. The decision of the committee is final.
8. A second appeal for the same incident is not permitted.

ACADEMIC PROBATION

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

ACADEMIC PLAN

Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in their plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; 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 eligible for financial aid. If the student is not able to maintain the requirements of their Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting plan requirements will also 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 written notice of successful completion of the Academic (SAP) Probation period or a written Notice of Termination from Dorsey College. A second appeal for the same incident is not permitted.

ADDITIONAL SAP INFORMATION

1. Student Applications for re-admittance – Students applying for re-admittance to Dorsey College will be evaluated for the likelihood to meet current SAP standards.
2. Transfer Credits and Hours - Transfer credits accepted by Dorsey College will be included when calculating credit completion ratio and maximum time frame and will be included in the CGPA.
3. Program Changes - 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. Exceptions to this requirement can be made by the Managing Director pending re-admittance and/or academic analysis.
4. 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.
5. Grade Point Average – Each student's cumulative grade point average will remain with the student throughout their time at the institution. This applies to students who withdraw and later readmit, changes in programs of study, and students who graduate from one of Dorsey College's training programs and readmit into an additional program. The CGPA reviewed in SAP is made up of only courses that are included in the current program.
6. Effective with the date of course substitution, all attempts of removed courses no longer apply to SAP, and all attempts of the replacement courses are included in SAP.

IMPACT OF SAP ON STUDENT RE-ADMITTANCE

All students applying for re-admittance must be reviewed for SAP status, as follows:

1. This review will be based on the current parent term.
2. For a student readmitting into the same program, if the student was on academic warning or academic probation at the time of withdrawal, that status remains with the student upon application for re-admittance.
3. For a student readmitting into a different program, SAP status will be reviewed based on all courses that the student has challenged that transfer into the new program.
4. If a student withdrew prior to completing the academic term, the formal SAP evaluation must occur prior to re-admittance.
5. A readmitting student must be notified in writing if the student will be readmitted on academic warning or academic probation.

REMEDIATION

Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on a proctored assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX-RN® and NCLEX-PN®. The student's individual assessment report will contain a listing of areas of deficiency.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students may be required to show

documentation that work was completed and could be counted as a "ticket to ride" for entry into additional courses as required.

Registered Nurse Remediation Policy

RN students must meet a minimum individual score benchmark on the HESI proctored assessments. If the benchmark is not met, the student will remediate in one or more of the following ways according to a plan made with the instructor:

1. Complete assigned modules in order to strengthen student critical thinking/ problem solving skills as they are identified individually.
2. Complete remediation templates based on missed topics on the proctored assessment.
3. Re-take the proctored assessment.

The remediation plan will be documented as part of the student's official file. Students must provide the instructor with proof of remediation completion from assigned modules and the remediation templates prior to retaking the proctored assessment. Students who do not achieve the expected benchmark score on the re-take proctored assessment are at risk of failing the course.

Students could potentially fail the course (regardless of grade in course) when the following occurs:

1. The student does not complete remediation successfully or within the timeframe agreed upon in the documented plan.
2. The student does not achieve the expected benchmark score on the retake assessment. This will be based upon the type and extent of students' identified weaknesses per the proctored assessment.
3. The student does not complete the retake assessment within the timeframe agreed upon in the documented plan.

Decisions pertaining to program progression are made by the Director of Nursing upon consideration of several factors including student's GPA, academic history, demonstrated willingness to remediate weaknesses, and the ability to do so based on performance.

EMS Programs Remediation Policy

Students whose behavior is identified by their instructor as "not yet competent", or students whose academic progress is below the average of 75% will be remediated. The Program Director and Lead Instructor will establish a plan of correction and will coach the student to alter unacceptable behaviors or improve academic achievement.

Academic Review

A student questioning the accuracy of their grade point average, or subsequent termination of training, may request a review of the matter by the campus managing director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, they may make an appeal to the Senior Vice President of Education and career services, who shall render a final determination.

Withdrawal Procedures

Dorsey College defines withdrawal as the termination of enrollment during any period in which a student is active. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. A student requesting to be withdrawn from Dorsey College is required to complete the following three steps:

1. Contact the campus managing director or designated school official. Provide appropriate documentation to support the withdrawal, such as documentation from a physician, military orders, and/or a signed and dated statement from the student explaining the circumstances surrounding the need to withdraw. This documentation is required for accreditation purposes.
2. Confirm that student contact information is current, such as address, phone number and email address.
3. If the student is receiving financial aid, they are advised to meet with a financial aid advisor.

Completing the above steps will close the student's file with Dorsey College and reduce the necessity of further follow-up by the campus. Note that the official date of withdrawal is the last day of class attendance, as verified by an instructor.

Attendance Policies

Dorsey is dedicated to preparing individuals for promising career opportunities, and as stated in our mission, Dorsey College is committed to "the development of self-esteem, self-reliance, professionalism, and confidence in all students." Because of the fast-paced environment and hands-on design of our courses, Dorsey College has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Students are expected to attend 100% of all classes. Students with a pattern of absenteeism will have difficulty completing course requirements, particularly in courses that require the observation and verification of skills to earn a passing grade. Class time assigned to verification of skill proficiency is defined by the instructor and is limited to time available; absent students should not expect to detract from other students' learning experience to make up topics/skills addressed during their period of absence. It is the student's responsibility to identify work missed during an absence and to take the necessary steps, as outlined by the instructor, to make up the work. This identification will occur before or after scheduled class time.

Maximum Consecutive Days Absent

Students absent from all classes for 14 consecutive calendar days* including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in

consecutive days absent. For cosmetology career program students only, all closure dates for holiday observance are excluded from this count. In extremely rare cases, this policy may be mitigated if approved by the Senior Vice President of Operations and Senior Vice President of Education & Career Services. This policy does not apply to EMS career programs; please see **EMERGENCY MEDICAL SERVICES CAREER PROGRAMS** for attendance requirements.

*Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from school.

SCHOOL CLOSURE

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey College has established the following set of resources to keep students informed:

1. Students can check for school closure information with the major local television stations in their area.
2. Dorsey College will update its "Emergency Alert Hotline." Students may call (855) 630-1012 to receive updates on school closures.
3. School closures will also be posted on the Dorsey College website at https://www.dorsey.edu/weather-closing-info/ and on the Dorsey College Facebook page.
4. Visit www.dorsey.edu and check "WEATHER CLOSING INFO" under the tab About Us.

Please consult the above resources prior to calling one of our campus locations or reaching out via social media.

When a campus is closed, Dorsey students on externship or clinical should report to their site, if it is open. Students may wish to call their site in advance to verify if they are open. All Nursing students on clinical rotations should report to their clinical site and will be contacted by their clinical instructor if schedules change.

The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization and we take a number of factors into account when making such decisions. Please also be advised that in the event of a class cancellation or campus closure due to an emergency such as a power outage or snow day, mandatory make-up dates will be scheduled either on a day between modules or on a Friday or Saturday.

PROGRAMMATIC, COURSE SPECIFIC ATTENDANCE POLICIES

MEDICAL ASSISTANT, MEDICAL ADMINISTRATION AND BILLING, DENTAL ASSISTANT, PATIENT CARE TECHNICIAN, DIALYSIS PATIENT CARE TECHNICIAN, PHARMACY TECHNICIAN, STERILE PROCESSING TECHNICIAN, MEDICAL LABORATORY ASSISTANT, HVAC SYSTEMS TECHNICIAN, CULINARY ARTS, AND BAKING AND PASTRY ARTS PROGRAMS

Students are expected to attend 100% of all classes. Students with no absences marked will also be recognized with a *Certificate of Perfect Attendance*, which can be beneficial to a graduate's job search when used in the graduate's portfolio. Students who miss no more than 10% of class days will be recognized with an *Excellent Attendance Award*. (Examples: Mon-Thu classes have 24 scheduled days, 10% would be 2 days; Mon/Wed or Tue/Thu classes have 12 days so no more than 1 day could be missed).

Present/Absent Defined

In order to be marked Present, a student must attend at least 50% of that day's on-ground class. If this does not occur, the student will be marked Absent for that day. For example, in a 2½-hour class, the student must be in attendance at least 1 ¼ hours; for a 5-hour class, the student must be in attendance at least 2 ½ hours. In order to be marked Present for distance education classes, the student must participate in that day's attendance discussion question, a synchronous meeting with the instructor, or submit a graded assignment, quiz, or test.

Daily Work

Each class will include Daily Work, which counts as 10% of the final course grade. For on-ground classes, students must be present when the assignment is given in order to receive credit. Two tasks will be assigned each day, one at the beginning and one at the end of the class. Instructors have freedom as to what is assigned for these tasks. Daily Work must be made up of 8 weekly points, divided equally by the number of days the class meets each week. Students must be marked Present (in class at least 50% of that day) to earn all Daily Work points for that day. For distance education classes, the Daily Work is typically the attendance discussion question. If not, the instructor will make it clear what the Daily Work assignment is for the day.

Lab Course Competencies

Lab courses include a list of skills that must be performed with proficiency to pass the course. Students should not expect to make up missed competencies during class time. In the event a student needs additional time to make up skill competencies due to absence, the following guidelines apply:

a. The student must communicate this need to the instructor outside of class time upon the first day of return from the absence.

b. The student must arrange to attend a proficiency make-up session scheduled at the campus. Note: A limited number of make-up sessions will be scheduled each module. It is advised that students check the posted schedule to find out when and where make-up sessions will be held.

c. The school is not responsible for a student's inability to meet the proficiency requirements, and subsequent course failure, due to absence.

MASSAGE THERAPY PROGRAM

To obtain a State of Michigan massage license, a student must graduate from an approved school with a minimum of 625 hours, as well as pass the Massage Board Licensing Exam (MBLEx). Therefore, all Massage Therapy program courses must be completed at 100% attendance in order to pass a course. Make-up time will be available to students who miss, but this time will be limited and subject to availability. Available make-up times will be posted on campus. Make-up time must be under the supervision of a licensed Massage Therapy instructor and scheduled in advance.

Students may make up 20% of the contact hours in each course without providing documentation for absences. Students absent for more than 20% of the contact hours in a course must provide documentation to show the reason for their absence and have mitigating circumstances approved by their campus Managing Director or Academic Dean. Students who are absent for more than 30% of the contact hours of a course will automatically fail the course; there are no exceptions.

Course Contact Hours	20% of course contact hours (Documentation and campus approval required for absences beyond this number.)	30% of course contact hours (Maximum number of hours of absence. Automatic course failure for absences beyond this number.)
40	8	12
50	10	15
60	12	18
75	15	22.5

EMS Programs

EMS students shall follow the attendance policy requirements listed below:

- Students are required to be present for a minimum of 80% of scheduled didactic hours and 80% of psychomotor scheduled program hours.
- Sign-in sheets shall be used to document a student's attendance for each time period (morning, afternoon, evening) and maintained in the program record; students are required to sign-in on these sheets for each session. Failure to sign in/out will result in zero hours being accumulated by student.
- Students are responsible for all material assigned during their absence/tardiness.
- Students arriving late may not be admitted into class until the next scheduled break.

Upon program enrollment student schedules are assigned, and Dorsey College insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must sign in using the class sign-in sheet also sign out when leaving for the day. All hours missed due to an excused absence should be made up. Students will be permitted to attend classes with another program cohort to make up missed classroom time.

Excessive absenteeism (being absent for more than 5% of scheduled hours) will result in an Attendance Warning, of which the student will be notified in writing. Any student whose cumulative attendance falls below 80% will be placed on Attendance Probation. During Attendance Probation, students will be required to attend all scheduled class sessions. Students on Attendance Probation who miss additional class time will be required to meet with the Program Director to implement a Plan of Correction.

Students whose excessive absenteeism prevents restoration of 80% minimum attendance will be ineligible for graduation and must request a 'setback' into a subsequent program, which involves withdrawing and readmitting into a new cohort. Such students must pay all required program setback fees. Students who do not meet 80% attendance in any section will be advised to take course setback. See the **RE-ADMISSION OF WITHDRAWN STUDENTS, EMS CLOCK HOUR PROGRAMS** section of this catalog. Students may elect to continue in course against recommendation. Students are still required to meet 80% course attendance by end of entire program.

Make-up work is associated with any missed assignments. All written, theory, and practical work should be made up following an absence. Excused hours can be made-up and must be scheduled through their instructor. Missed assignments due to excused absence should be made up no later than one week after the original due date. All make-up work must be approved by the lead instructor. Students absent on the day of an exam will be permitted to make up the exam if the student provides written documentation of the excused absence to the Program Director and is approved. If approved, the student will get full credit for the exam grade. Students without approved excused absence documentation will receive a zero.

Excused Absences

Listed below are the only exceptions to the attendance policy, which shall allow the student to take a quiz or test missed due to absence. Dorsey College reserves the right to require absent students to sit for alternate examinations that differ from the missed examination.

Each of the excused absences listed below requires the student to provide independent verifiable documentation:

1. Hospitalization, illness, or injury requires a physician's documentation listing the dates the student was unable to work or go to school and when the student can return to school; or a physician's documentation authorizing the student to return to school.
2. Jury duty or other mandated court appointments requires a copy of court summons or official court document(s).
3. The death of a family member requires a copy of the death certificate or other acceptable documentation.
4. Military service obligations require orders for regular reserve or guard duties or orders for activation and/or deployment of reserve or guard units/personnel.
5. Any other reason that satisfies the intent of this policy as determined by the Program Director (i.e., situations that mandate the physical presence of a Dorsey College student which may result in civil or criminal penalties if student does not attend).

UNEXCUSED ABSENCES

Personal issues such as employment schedules and conflicts, car accidents/malfunction, childcare issues, etc., do not qualify as excused absences.

Tardy Policy

Tardiness is defined as arriving for class between 1 and 15 minutes late or departing from class up to 15 minutes early. Four instances of being tardy are equal to one hour of being absent. Late-arriving students will be required to wait until the next class break to join their class.

Completion of Clinical Requirements

Clinical "on-the-job" training hours are scheduled concurrent with the academic portion of the program. Every week students should plan on spending one day in class and one day at a clinical site. Instructors will coach students on how to fit the clinical experience hours around their program schedules. MDHHS requires all clinical hours to be satisfactorily completed to fulfill program requirements.

Electrical Technician Program

Each student earning perfect attendance (defined as receiving 100% on Daily Work assignments) will receive a Perfect Attendance bonus of 5% (5 percentage points) to the student's final grade by adding points to the Attendance Bonus category of Daily Work. Students who miss up to 10% of Daily Work (90-99% Daily Work Grade) will receive an Excellent Attendance bonus of 2% (2 percentage points) to the student's final grade by adding points to the Attendance Bonus category of Daily Work. NOTE: Chart shows points necessary at each level (2% or 5%) based on the weight of the final exam.

FINAL EXAM Weight	Bonus Points to Enter	
	2% Bonus	5% Bonus
30%	6.7	16.8
25%	7.2	18.0
20%	7.7	19.2
15%	8.2	20.4

In order to pass a course in the Electrical Technician program, a student must attend at least 80% (miss 12 hours or less) of scheduled course hours. Absences in excess of 20% of scheduled hours may be made up as outlined below.

Excused Absence Policy

Absences are excused for up to 20% of scheduled course hours. A student's excused absences may not exceed 20% of scheduled course hours; absences greater than 20% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the available make-up session(s). The dates and times for make-up sessions will be posted at the campus.
- Students can make up hours previously missed or make up hours in advance (total course hours attended cannot exceed scheduled hours).
- A grade of "F" will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other Dorsey policies.

Taking Attendance

Hourly attendance will be taken by each instructor. Hour blocks start with the class start time and progress each hour for that day. A student must be present at least 31 minutes in each hour block to be marked present for that hour. Otherwise, the student will be marked absent for that hour.

Make-up Hours

Students are permitted no more than 10 make-up hours per class per module. At the beginning of each module, the campus will post limited make-up hour sessions. Students attending the make-up hour sessions will be required to work on assignments given by their instructor.

Present/Absent Defined

Hourly attendance will be taken by each instructor. Hour blocks start with the class start time and progress each hour for that day. A student must be present at least 31 minutes in each hour block to be marked present for that hour. Otherwise, the student will be marked absent for that hour.

Daily Work

Each class will include Daily Work, which counts as 10% of the final course grade. Students must be present when the assignment is given in order to receive credit. Two tasks will be assigned each day, one at the beginning and one at the end of the class. Instructors have freedom as to what is assigned for these tasks. Daily Work must be made up of 8 weekly points, divided equally by the number of days the class meets each week. Students must be marked Present (in class at least 60% of that day) to earn all Daily Work points for that day.

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Make-Up Work

Late assignments may be subject to a 20% grade penalty per each day assignment is late. Make-ups for missed exams will only be approved by the Director of Nursing or Program Director for mitigating circumstances. It is the student's responsibility to schedule a meeting with the Director of Nursing within 48 hours of the original exam to request approval to make-up a missed exam. Make-up exams/tests/quizzes may not be in the same form as the original exam/test/quiz. These cannot be made up during class times and may be subject to the late assignment policy of a 20% grade deduction.

Students should not be late for class. If a student arrives after the test/quiz has been handed out, the student will not be permitted to enter the classroom until all students have completed their test/quiz. This is to minimize disruptions in the classroom that prevent students from performing to their highest potential during a test/quiz. The student who is late or absent must contact the Director of Nursing or Program Director to see if a make-up test/quiz will be permitted. The make-up test/quiz, if permitted, may not be in the same format as the original test/quiz. This make-up examination, if permitted, may be subject to the late assignment policy of a grade penalty of 20% (for example, if you obtain a score of 100% on the examination, you will only receive a grade of 80%). Students are responsible for contacting the instructor about missed exams or quizzes before class begins on the day of the exam/quiz. If the instructor is not contacted, there will be NO possibility of a makeup, and the student will receive a "zero". A student must notify the instructor before a scheduled exam/quiz if they will be absent.

Nursing (NUR) Classroom Lecture/Lab Courses and General Education Classroom Courses

Students are expected to attend a minimum of 90% of scheduled course contact hours. Classroom absences in excess of 10% could potentially result in failure of the course.

Radiology (RAD) and Surgical Technology (SRG) Classroom Lecture/Lab Courses

Students are expected to attend all scheduled course contact hours. For each RAD or SRG (200 level) lecture/lab course, students are allowed to miss one scheduled class day without penalty. Students are required to follow all make-up work and test policies should this absence result in missed work or a missed exam. Any further absences are subject to a percentage deduction in the student's final course grade.

Clinical Hours

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances. Make-up hours must be completed under the supervision of nursing faculty, radiologic technologist or surgical technologist and are scheduled based on the availability of the clinical site and nursing faculty. These may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the entire course will result.

General Education Courses Delivered by Distance Education

Students are required to log into their class using the Canvas Learning Management System (LMS) and complete an assigned weekly discussion question(s) by the due date. The act of just logging in each week does not constitute attendance.

PRACTICAL NURSE PROGRAM

Classroom Lecture/Lab Courses

Students must attend a minimum of 90% of scheduled course contact hours to earn a passing grade. Lecture/lab classroom

absences in excess of 10% could potentially result in failure of the course. [1]

40 Hour Course	
Missed Hours	Result
5	Written warning Extra Assignment
6	Meeting with Director of Nursing
7	Course Failure (and possible termination for the program) pending mitigating circumstances[4]

50 Hour Course	
Missed Hours	Result
6	Written warning Extra Assignment
7	Meeting with Director of Nursing
8	Course Failure (and possible termination for the program) pending mitigating circumstances[4]

Clinical Rotations

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances[2]. Make-up hours must be completed under the supervision of nursing faculty and are scheduled based on the availability of the clinical site and nursing faculty. These may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

STERILE PROCESSING TECHNICIAN AND MEDICAL LABORATORY ASSISTANT PROGRAM

Clinical Rotations

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours for more than one (1) assigned clinical day may result in course failure, withdrawal from the course, and/or withdrawal from the program. Missed clinical hours are only made up for approved mitigating circumstances[2] which may require the student to provide documentation. Mitigating circumstances and make-up hours are reviewed and approved by the campus support center education team. Make-up hours will be scheduled based on the availability of the clinical site. These may be scheduled during second shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

A no call-no show incident occurs when a student does not show up for assigned clinical hours or inform their manager they will not be at the clinical site. Students who are absent for assigned clinical hours without notifying their instructor and site supervisor (no call-no show) will automatically fail the clinical course. An illness or emergency may necessitate last-minute time off, but the student still must call and notify the instructor and site supervisor before their shirt starts.

COSMETOLOGY CAREER PROGRAMS

Dorsey student attendance is evaluated at the end of every module, but always on a cumulative basis. Cumulative attendance is rounded to the nearest whole number. Cosmetology and Manicuring students attending 70% or better of scheduled hours are on track. Students attending between 65% - 69% of scheduled time will be placed on Attendance Warning. Students attending below 65% will be immediately terminated and may be permitted to return only after at least one module away from school and after completing a detailed readmittance process.

Esthetician program courses must be completed at 100% attendance in order to pass a course. Make-up time will be available to student who miss, but this time will be limited and posted on campus regarding availability.

On the day a course has been successfully completed, students may only post attendance up to the remaining hours required for course completion. For example, up to the 450th hour of attendance for COS101 or COS102 and up to the 300th hour of attendance for COS103 or COS104. On the day of course completion, hours attended beyond the course requirement are not valid and will be removed from the student's record. It is the responsibility of the student to proactively plan the hours of attendance required on the day of course completion.

- Class sizes are limited by state law and Dorsey insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must sign in upon arrival and sign out when leaving for the day; sign in/out sheets will be confirmed by the instructor. Each student must sign in/out for themselves. No student may allow another person to sign in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has signed in.
- Attendance percentages are rounded to the nearest whole number. Attendance must be reviewed by the 7th calendar day of every new module.
- Cosmetology and Manicuring ONLY: For any module that a student falls below 70% for that module, but is above 70% cumulatively, the student will be put on Attendance Alert. This will be done in writing using the appropriate form, including the student's and campus representative's signature. NOTE: the 70% benchmark may be adjusted by Campus Support Center Education personnel on a modular basis for extenuating circumstances.
- Cosmetology and Manicuring ONLY: If a student's cumulative attendance measured at a module's end is between 65-69%,

[1] Students absent from all classes for 14 consecutive calendar days* including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

*****Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from school.

[2]Mitigating circumstances are any personal/family related events that cause a student to miss clinical/class that is accompanied by documentation that will justify the absence. This does not excuse the absence, but the Instructor/Director of Clinical Operations/Director of Nursing can take the events into consideration as long as proper documentation can justify the need for the absences, to determine if make up will be allowed. Make up is never guaranteed, as absence is never excused.

that student will be put on Attendance Warning until their cumulative attendance improves to 70% or better at the end of a module. This will be done in writing using the appropriate form, including the student's and campus representative's signature.

- New Cosmetology students may not miss more than 12 scheduled hours unless otherwise indicated by Campus Support Center each module (with make-up time permitted and included) of COS101 during the first two weeks of the term or their enrollment will be cancelled.
- Students may request to attend make-up hour sessions as scheduled by the campus. Any student wishing to "bank" hours by attending more hours in advance than scheduled, must realize this may have a negative impact on their financial aid eligibility. A discussion with a financial aid representative should take place prior to attending more total hours than are scheduled.
- Any student who is absent for 14 consecutive calendar days, excluding observed holidays and breaks, will be officially dismissed from school. In extremely rare cases, this may be mitigated if approved by the Vice President of Operations and Senior Vice President of Education & Career Services.
- Michigan State Board of Cosmetology regulations limit a student's attendance to no more than 40 hours per week.
- Make-up hours must be made up as originally scheduled (i.e., missed on-ground time must be made up on-ground, missed distanced education must be made via distance education).

EXTERNSHIP AND CLINICAL EXPERIENCE INFORMATION

An externship or clinical experience is a continuation of student training and serves as an unpaid opportunity to gain industry experience, following successful completion of all other academic requirements. Random drug testing and/or criminal background checks may be required by an externship site, clinical site or prospective employer at any time during an externship assignment, clinical assignment, or employment in these fields. Any student who fails any such random criminal background investigation or drug screening may be ineligible to continue in any Dorsey College externship or clinical experience. Externship and clinical sites will vary and will be determined by Dorsey College. Each student must sign an externship and clinical experience document acknowledging the obligations of the student, school, and worksite. Program-specific information is included on the program overview page included in this catalog.

INSTRUCTIONAL TOOLS AND EQUIPMENT

Dorsey College includes the cost of textbooks and supplies required for most programs 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 e-textbooks, textbooks and supplies directly from Dorsey College, 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 Dorsey College website at www.Dorsey.edu on the Student and Consumer Information page. All other general supplies are the responsibility of the student.

PROGRAM CHANGES AND IMPROVEMENTS

Dorsey College consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes: 1) Occupational Advisory Committees (OAC), which are made up of employers and experts from the industry, are consulted periodically and participate in OAC meetings. These committee members give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Curriculum review meetings are conducted periodically; curriculum review committees are comprised of program-specific instructors and the campus support center education department. When planned changes or updates occur, they are published in the school catalog. Any modification to a student's application and enrollment agreement, as contained in the catalog, shall be agreed to in writing by all parties. Please contact the campus support center Senior Vice President of Education and Career Services for more information on upcoming changes or updates to programs.

GRADUATION REQUIREMENTS

Students verified as meeting all graduation requirements and meeting financial aid obligations will be issued an associate degree, diploma, or certificate (as appropriate) approximately 8-10 weeks after graduation.

CREDIT-HOUR PROGRAMS

A Dorsey College diploma is awarded to a student successfully completing all required courses and achieves a CGPA of 2.0 or higher. A Dorsey College certificate is awarded to a student successfully completing all required courses in the practical nurse program and achieving a CGPA of 2.5 or higher.

A Dorsey College Associate of Applied Science in Nursing, Radiologic Technology or Surgical Technology degree is awarded to a student who successfully completes all required courses and achieves a CGPA of 2.5 or higher.

MASSAGE THERAPY

A Dorsey College diploma is awarded to a student successfully completing all required courses and program hours and achieves a CGPA of 2.0 or higher.

EMS CAREER PROGRAMS

A Dorsey College certificate is awarded to a student successfully completing all course requirements and program hours. Students will not be put on the state roster until all financial obligations to the institution are met.

COSMETOLOGY CAREER PROGRAMS

A Dorsey College diploma is awarded to a student successfully completing all required program hours, passing tests on each subject plus the final examination over all subjects with a grade of at least 80% required on each, and completion of all MPAs according to the MPA Schedule. Upon receipt of their diploma, the graduate may file an application to the State Board of Cosmetology for permission to take the State licensing examination.

GRADUATION CEREMONIES

Commencement ceremonies are generally held twice per year and are announced when scheduled.

FINANCIAL AID INFORMATION

INSTITUTIONAL SCHOLARSHIPS

GREAT START SCHOLARSHIPS

To encourage student commitment, Dorsey College offers the Great Start Scholarship for new students in select programs. Students must be in an active school status at the time of each award. The scholarship 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.

Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. This institutional scholarship is intended to help new 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. Each disbursement of the Great Start Scholarship will be posted to a student's account at the end of the applicable completed term. This scholarship can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible Great Start Scholarship recipients receive other forms of financial aid funds that cover all the direct institutional costs for any term of their program, the recipient will not be eligible to receive the scholarship.

Students must sign the "Great Start Scholarship Commitment" form to have a "Great Start" at Dorsey College, and meet the following eligibility criteria:

- Maintain a 3.0 CGPA,
- Maintain at least 90% attendance in each course (course requirements may be higher), and
- Be in good financial standing (current on payments, no outstanding financial aid issues, etc.).

Students must enroll for the entire program of study to be eligible for the Great Start Scholarship. Transfer students and students readmitting into a Dorsey College program with transfer credits or hours previously earned are not eligible.

GREAT START SHORT-TERM PROGRAMS SCHOLARSHIP

Programs eligible for the Great Start Short-Term Programs Scholarship in the amount of $250 include:

- Medical Laboratory Assistant
- Pharmacy Technician
- Sterile Processing Technician
- Massage Therapy

Scholarship payments of $250 will be awarded to eligible students after successful completion of the first payment period/term (defined as 1 quarter or 2 modules), up to the maximum amount of $250 per student. The amount awarded to each student will be determined by the amount needed to cover their institutional charges for the payment period/term.

GREAT START PROGRAMS SCHOLARSHIP

Programs eligible for the Great Start Programs Scholarship in the amount of $500 include:

- Baking and Pastry Arts
- Culinary Arts
- Dialysis Patient Care Technician
- HVAC Systems Technician
- Cosmetology
- Dental Assistant
- Electrical Technician
- Medical Assistant
- Patient Care Technician
- Medical Administration and Billing

The first scholarship payment of $250 will be awarded to students after successful completion of the first payment period/ term (defined as 1 quarter or 2 modules), the second scholarship payment of $250 will be awarded to students after completion of the second payment period/term, up to the maximum amount of $500 per student. The amount awarded to each student will be determined by the amount needed to cover their institutional charges for the payment period/term.

GREAT START NURSING AND ASSOCIATE DEGREE SCHOLARSHIP

Programs eligible for the Great Start Nursing and Associate Degree Scholarship in the amount of $2,000 include:

- Practical Nurse
- Associate of Applied Science in Nursing
- Associate of Applied Science in Radiologic Technology
- Associate of Applied Science in Surgical Technology

The first $1,000 will be awarded to each eligible student who signs their "Great Start Scholarship Commitment" form to have a "Great Start" at Dorsey College. To qualify for the remaining $1,000, an eligible student must successfully complete first program term, defined as 1 quarter or 2 modules.

The second scholarship payment of $500 will be awarded to students after completion of the first payment period/term, the third scholarship payment of $500 will be awarded to students after completion of the second payment period/term, up to the maximum amount of $2,000 per student. The amount awarded to each student will be determined by the amount needed to cover their institutional charges for the payment period/term.

KAREN CORTIS – LEADS SCHOLARSHIP

The Karen Cortis – LEADS Scholarship is awarded based on the following criteria:

Dorsey College, in cooperation with the Ohio-Michigan Association of Career Colleges and Schools (OMACCS), is offering the Karen Cortis – LEADS Scholarship to ten (10) new students who have recently graduated from a high school in Michigan or Ohio. Students must first apply for Federal Student Aid using the FAFSA on the Web application. The primary objective of this scholarship is to provide students with the education and training necessary to obtain a job in a Michigan business or industry and encourage students to learn more about leadership in their communities and in Michigan. Scholarship recipients will receive up to $2,500. Finances for the scholarships are borne by Dorsey College and no state or federal funds are involved.

Karen Cortis – LEADS Scholarship Eligibility Requirements

- This scholarship is available annually to any current high school senior graduating from any Michigan or Ohio high school by June.
- The applicant only needs a "C" average or better to apply. Students do not have to demonstrate financial need.
- Each applicant must be nominated by a local civic or community leader or by a current member of the Michigan Legislature.
- Any recipient of a scholarship must be able to meet Dorsey College entrance requirements.
- The scholarship recipient must start classes either the summer or the fall term following their high school graduation.

The Karen Cortis – LEADS Scholarship amount awarded will be allocated over the length of the program. Scholarships are not transferable from one program to another, and funds may be used for tuition, fees, and other institutional charges only. A scholarship committee will select the winner for the scholarship. The recipient

must meet the requirements of the institution offering the scholarship. Scholarship recipients will be notified in May and recipient information will be posted on the OMACCS website at www.omaccs.org.

To apply for the Karen Cortis – LEADS Scholarship applicants will go to the OMACCS scholarship website: www.omaccs.org/scholarships and follow the steps below:

1) Select Dorsey College from the participating schools listed, and then select the program of their choice.
2) Complete the information on the Scholarship Application and obtain the appropriate signatures.
3) Submit two current letters of recommendation from teachers, counselors, employers, or others, with your application.
4) A copy of your high school transcript (grades) and attendance records for the past 4 semesters and verification of your grade point average (GPA) signed by the school guidance counselor or principal, must accompany each application.
5) Submit a written statement of approximately 250 words describing why you want a career in the field you have listed on this application and how you would be successful in this field. This can be typed or handwritten but must be on the standard 8 ½" X 11" paper. Your name, address, phone number and high school name should be printed in the upper left-hand corner.
6) Complete the Nomination Form. Choose a civic leader from your community or from the Michigan General Assembly to nominate you for this scholarship. Examples could be: local elected officials, community project leaders, business leaders but no family members, teachers, priests, or pastors. Send a note or call your chosen leader to introduce yourself and what you are doing. If they agree, send them a short note with the Nomination Form by email, fax, or U.S. Mail.

NOTE: This form should be returned to you or your counselor from your nominator and then submitted with your application. Scholarship submission deadlines are posted on the OMACCS website. Applications are to be submitted to: Ohio-Michigan Association of Career Colleges and Schools at the following address:

2109 Stella Court, Suite 125, Columbus, OH 43215
Phone: 614.487.8180 Fax: 614.487.8190

This institutional scholarship 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 Karen Cortis – LEADS Scholarship will be posted to a student's account at the end of each completed term. This scholarship can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible Karen Cortis – LEADS Scholarship recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient will not be eligible to receive the full amount of the scholarship.

VICKIE HARNESS – COURAGE SCHOLARSHIP

The Vickie Harness – Courage Scholarship is awarded quarterly to one student at each Dorsey campus who demonstrates great courage and determination to overcome obstacles and continue their education with a positive spirit and outlook. This scholarship honors Vickie Harness, who served as Dorsey's Information Technology Director for 12 years before succumbing to cancer in 2020. Vickie continued to work to support Dorsey students and staff until the day she passed, and always did so with a positive, forward-focused attitude, refusing to let her challenges impact her commitment to others. This scholarship recognizes students who demonstrate similar courage similar in pursuing their goals. Scholarship recipients will receive $500. Finances for the scholarships are borne by Dorsey College and no state or federal funds are involved.

Vickie Harness – Courage Scholarship Eligibility Requirements

- The scholarship applicant must be currently enrolled at Dorsey College
- The applicant must have financial need
- The applicant must complete the Free Application for Federal Student Aid (FAFSA)
- The applicant must be nominated by a Dorsey College staff or faculty member

The scholarship 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. One scholarship will be awarded at each campus the first month of each quarter. Students must be in an active school status at the time of the award.

DORSEY COLLEGE LEGACY SCHOLARSHIP

The Dorsey College Legacy Scholarship is awarded to eligible students who have been accepted into Dorsey College's Practical Nurse, Associate of Applied Science in Nursing, Associate of Applied Science in Radiologic Technology, or Associate of Applied Science in Surgical Technology programs. Eligible students must have graduated from one of Dorsey College's Allied Health or Paramedic programs. Scholarship recipients may receive up to a total of $8,000 allocated over the length of the program in increments of $1,000 for each quarter that the student remains eligible for the scholarship. Legacy Scholarship recipients are not eligible for any other institutional grants or scholarships. Finances for the scholarship are borne by Dorsey College and no state or federal funds are involved. Scholarships are not transferable from one program to another program, and funds may be used for tuition, fees, and other institutional charges only.

Dorsey College Legacy Scholarship Eligibility Requirements

- Students must have graduated from one of Dorsey College's Allied Health programs with a 2.75 CGPA or Dorsey College/Dorsey Emergency Medical Academy's Paramedic program with a minimum cumulative grade of 75%.
- Graduates of the Practical Nurse program must be currently licensed as an LPN in the state of Michigan.
- Graduates of the Paramedic program must have passed their National Registry for Emergency Medical Technicians (NREMT) certification examination at the paramedic level.
- Students must have graduated from their respective Dorsey College program with no documented instances of unprofessional conduct.

Maintaining Eligibility Requirements

- Students must maintain a CGPA of 3.0 while in the Practical Nurse program, Associate of Applied Science in Nursing, Associate of Applied Science in Radiologic Technology or Associate of Applied Science in Surgical Technology program and must pass every course.
- Students shall have no documented instances of unprofessional conduct in the Associate of Applied Science in Nursing, Associate of Applied Science in Radiologic

Technology, or Associate of Applied Science in Surgical Technology programs.

This institutional scholarship is intended to help some students reduce the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible to receive the disbursements, student must be in an active school status. Disbursements of the Dorsey College Legacy Scholarship will be posted to the student's account at the end of each completed term. The scholarship can only be used to cover direct costs incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient may not be eligible.

TODD STANAWAY MEMORIAL SCHOLARSHIP

The Todd Stanaway Memorial Scholarship is awarded annually to two current, full-time residents of the City of Westland or the City of Wayne for costs associated with the Dorsey College Paramedic and Emergency Medical Technician programs. Scholarship funds are utilized to cover the cost of the program tuition, textbooks, and laboratory fees.

BRIAN WOEHLKE MEMORIAL SCHOLARSHIP

The Brian Woehlke Memorial Scholarship is awarded annually to two graduating seniors who attend Wayne-Westland School District for costs associated with the Dorsey College Paramedic and Emergency Medical Technician programs. Scholarship funds are utilized to cover the cost of the program tuition, textbooks, and laboratory fees.

FEDERAL GRANT AND WORK STUDY

FEDERAL PELL GRANT

The Pell Grant is provided by the U. S. Department of Education to eligible students. Eligibility is determined by the student's financial need and is for the purpose of defraying educational costs. Generally, Federal Pell Grant funds do not have to be repaid. The maximum Pell Grant award for the 2024-2025 award year (July 1, 2024 to June 30, 2025) that an eligible student may receive is $7,395 per year. To apply, students must complete the Free Application for Federal Student Aid (FAFSA on the Web), which is located at https://studentaid.gov/h/apply-for-aid/fafsa or the FAFSA Mobil App.

Students who receive a Pell Grant are subject to a lifetime aggregate that they cannot exceed. As of 7/1/12, the aggregate limit is 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance at https://studentaid.gov/.

Also, see information about Unusual Enrollment History (UEH), on the next page.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Federal SEOG is an award made by the school (Campus-Based Aid) from limited funds provided by the U.S. Department of Education. The SEOG must be awarded to students with exceptional financial need (that is, students with the lowest expected family contribution (EFC)) and gives priority to students who receive Federal Pell Grants. Generally, the SEOG does not have to be repaid. Dorsey College has established SEOG awards that may range between an annual maximum of $2,000 and a minimum of $400.

FEDERAL WORK STUDY

The Federal Work Study program is an award made by the school (Campus-Based Aid) from limited funds provided by the federal government. The award is given to eligible students that are employed under the Federal Work Study program by the school in which the student is enrolled (on campus). Federal Work Study recipients may also be employed off campus by federal, state, or local public agencies, or certain private nonprofit or for-profit organizations. Not all Dorsey College campus locations may offer the Federal Work Study program; see your campus financial aid office for more information.

INSTITUTIONAL GRANTS

Institutional grants are intended to help 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 Ruth Dorsey Grant, the Pat Fischer Culinary Arts Grant, and the Veterans Grant will be posted to a student's account at the end of each completed term. This grant can only be used to cover direct cost incurred by the student (e.g., tuition, fees, textbooks, etc.). It cannot be used to cover other educationally related expenses that a student may have (e.g., travel, room & board, etc.). If eligible institutional grant recipients receive other forms of financial aid funds that cover all or a portion of the direct institutional costs of the program, the recipient will not be eligible to receive the full amount of the grant.

RUTH DORSEY GRANT

The Ruth Dorsey Grant, formerly 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 may be eligible to receive the Ruth Dorsey Grant. If a student becomes Pell Grant eligible for any term/payment period after the Ruth Dorsey Grant has been awarded, the student will no longer be eligible for the full amount of the grant.

The 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. It is awarded by term/payment period up to the maximum program eligibility amount, based on the total number of credits or clock hours in the student's program of study as follows:

Credit Hour Program	Maximum Award Amount
54 credits or more	$1,500 (up to $500 per term)
48 credits or fewer	$1,200 (up to $400 per term)
Clock Hour Program	**Maximum Award Amount**
1500 hours or more	$1,200 (up to $600 per payment period)

If student becomes eligible for a Pell Grant for the same term/payment period that they received the Ruth Dorsey Grant, any portion of the Ruth Dorsey Grant not needed to cover institutional charges will be returned to the program.

PAT FISCHER CULINARY ARTS GRANT

The Pat Fischer Culinary Arts Grant is awarded based on the following criteria:

Students enrolled in the Dorsey College Culinary Arts program must first apply for Federal Student Aid funds using the FAFSA on the Web application. Eligible Pell Grant students may be eligible to receive the Pat Fischer Culinary Arts Grant. If a student becomes ineligible for the Pell Grant for any term after the Pat Fischer Culinary Arts Grant has been awarded, the student will no longer be eligible for the full amount of the grant.

The 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 of $1,200 for the program; the amount awarded each term will be determined by the amount needed to cover the institutional charges for the term, up to the full eligibility amount.

Program	Maximum Award Amount
Culinary Arts	$1,200

If student becomes ineligible for a Pell Grant for the same term that they received the Pat Fischer Culinary Arts Grant, any portion of the Pat Fischer Culinary Arts Grant not needed to cover institutional charges will be returned to the program.

VETERANS GRANT

The Veterans Grant is awarded based on the following criteria:

Students who are veterans or spouse of a veteran must first apply for Federal Student Aid funds using the FAFSA on the Web application. The Veterans Grant will be awarded to any active-duty member or honorably discharged veteran of any United States military service branch, and their spouse. This grant awards up to $1,000. The purpose of the grant is to help those with military service and their spouse, receive a career education and make the transition from military to civilian life. A maximum of one (1) grant may be awarded to any single applicant.

The Veterans 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. Applicants must provide documentation to their financial aid office that confirms they are Veterans or spouse of a veteran. The grant is awarded by term up to the $1,000 maximum for each student. The amount disbursed each term will be determined by the amount needed to cover the institutional charges for the term, up to the full eligibility amount.

Maximum Award Amount
$1,000

If eligible Veterans Grant recipients receive other forms of financial aid funds that cover all the direct institutional costs for the program, the recipient will not be eligible to receive the full amount of the grant.

EMS CAREER PROGRAMS ADVANCE PAYMENT INCENTIVE

Dorsey College offers an Advance Payment Incentive to students paying the total cost of their entire emergency medical technician or paramedic program prior to or upon the start of their training. Payment must be made in full by either cash (money order or cashier's check) or credit card, without the use of any (1) third party billing that requires invoicing by Dorsey College, or (2) loans or financing made available through Dorsey College.

ELIGIBILITY FOR PAYMENT INCENTIVE:

- A student must be enrolled in the emergency medical technician or paramedic career program. Classes or programs taken on an individual basis are not eligible.
- Receipt, at any time, of school financing or grant funds in conjunction with a student's enrollment at Dorsey College, regardless of purpose, shall disqualify the student for this incentive.
- Full payment must be made prior to first scheduled course date.
- The advance payment incentive for the emergency medical technician and paramedic programs is 10% of the program cost.

The Advance Payment Incentive will be immediately credited to the student's account, in an amount of the total program tuition, upon receipt of full payment for all program tuition and fees.

FEDERAL STAFFORD LOAN PROGRAM

Effective July 1, 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform "index rate" plus an "add-on" that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the borrower's grade level (undergraduate or graduate/ professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. The interest rate for a loan, once established, will apply for the life of the loan – that is, the loan will be a fixed-rate loan.

For Subsidized and Unsubsidized loans for undergraduate students first disbursed on or after July 1, 2025 and before July 1, 2026, the fixed interest rate is 6.39%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

DIRECT SUBSIDIZED STAFFORD LOAN

The Subsidized Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan Program. The maximum annual loan amount for the first academic year is $3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school at least half-time, for the first six months after the borrower leaves school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

*Note: Borrowers of a Direct Subsidized Loan that was first disbursed on or after July 1, 2012, and before July 1, 2014, will be responsible for paying any interest that accrues during their grace period. If borrowers choose not to pay the interest that accrues during their grace period, the interest will be added to the principal balance.

Borrowers of subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves school or anytime that their enrollment drops below a halftime status, and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

DIRECT UNSUBSIDIZED STAFFORD LOAN

If a student does not qualify for a full or partial Subsidized Stafford Loan based on financial need, or needs additional loan funding, they may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education's Direct Loan Program. The federal government does not pay the interest on unsubsidized loans while the student is in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during the grace period, and any deferment periods. Students may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. The repayment period for a Direct Unsubsidized Loan begins that day after the grace period ends.

Independent students can borrow up to $9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent

students can borrow up to $5,500 (Subsidized and Unsubsidized combined) for the first academic year.

DIRECT PLUS LOAN (FOR PARENTS)

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. A parent's decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. PLUS loans through the Federal Direct Loan Program disbursed on or after July 1, 2025 and before July 1, 2026, will have a fixed interest rate of 8.94%. Loan repayment begins immediately after the final loan disbursement for the loan period is made; however, parents may apply for a deferment. Payments will include both principal and the interest that accumulates.

See the summary of loan information below; students should contact their Financial Aid Administrator to receive further information regarding the maximum Federal Stafford annual loan amounts for second or subsequent academic years.

FEDERAL STAFFORD LOAN PROGRAM SUMMARY

Direct Subsidized Stafford Loan

The federal government pays the interest on a subsidized student loan during in-school status of at least half time, the grace period and authorized deferment periods. Borrowers of a Direct Subsidized Loan that was first disbursed on or after July 1, 2012, and before July 1, 2014, will be responsible for paying any interest that accrues during their grace period.

Loan Limits:

- First Year - $3500
- Second Year – $4500
- Third or Fourth Year - $5500

Additional Direct Unsubsidized Stafford Loan (Dependent Students whose parents were not denied a PLUS loan)

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

Loan Limits

- First Year - $2000
- Second Year - $2000
- Third or Fourth Year - $2000

Direct Unsubsidized Stafford Loan (Independent Students and Dependent Students whose parents were denied a PLUS loan)

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

Loan Limits

- First Year - $6000
- Second Year - $6000
- Third or Fourth Year - $7000

Aggregate Limits for Subsidized/Unsubsidized Loans

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate	$23,000	$31,000
(Excludes students whose parents cannot borrow PLUS)		
Independent Undergraduate	$23,000	$57,500
(Includes dependent students whose parents cannot borrow PLUS)		
Direct Plus Loan – Eligibility based on approved credit check, cost of attendance and other financial aid awarded.		Cost of Attendance less other financial aid awarded.

UNUSUAL ENROLLMENT HISTORY (UEH)

In an effort to prevent fraud and abuse in the Federal Student Aid programs, beginning in the 2013-14 award year the U.S. Department of Education implemented the Unusual Enrollment History (UEH), to monitor the enrollment history of recipients of Pell grant program funds. Effective for the 2015-16 award year, this monitoring is now extended to also include recipients of the Direct Stafford Loan program funds. Students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.

ADDITIONAL LOAN OPTIONS

PRIVATE EDUCATIONAL LOANS

Students have a variety of options if they choose to apply for private loans. Dorsey College does not use a preferred lender list; we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice; they are not required to use any of the lenders we have listed. Dorsey College will promptly process the application for any lender that is selected by students. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

DORSEY INSTITUTIONAL LOAN

Dorsey College also offers a private institutional loan to eligible students who have a gap in their Federal Student Aid and the amount of their institutional tuition and fees. This institutional loan 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.). Students should contact their financial aid office for additional information.

OTHER BENEFITS AND JOB TRAINING OPPORTUNITIES

TUITION REIMBURSEMENT

Dorsey College will accommodate any student eligible for employer or employee-related benefits to secure the benefits by completing required forms and submitting required performance reports or other documentation. The student is responsible, however, for all tuition charges incurred with training in the event reimbursement requests are not honored as expected.

MICHIGAN REHABILITATION SERVICES (MRS)

This State agency provides vocational rehabilitation services to Michigan citizens that are physically or mentally impaired. MRS may arrange, provide, or purchase the services necessary to achieve an individual's employment plan. Further information can be obtained through Dorsey College or Michigan Rehabilitation Services at 1-800-605-6722.

MICHIGAN MERIT AWARD

Eligibility for the Michigan Merit Award has now expired for all students unless they have served or are currently serving in the military. Students serving in the military should contact the Student Scholarships and Grants Division at 1-888-4-GRANTS (1-888-447-2687), for information on claiming this award. Additional

information on the Michigan Merit Award is available at http://www.michigan.gov/mistudentaid/.

VETERANS EDUCATION BENEFITS

If a student has veteran's education benefits (Montgomery GI Bill®, Post 911, etc.), specified Dorsey locations are approved as a US Department of Veterans Affairs ("VA") educational facility for the training of veterans and eligible persons. For more information, and to find out which locations are approved, contact Dorsey College or the Department of Veterans Affairs directly at 1-888-442-4551 (www.gibill.va.gov). Note that approved programs may vary between campuses. GI Bill® is a registered trademark of the US Department of Veterans Affairs. More information about education benefits offered by VA is available at the official US government website at www.benefits.va.gov/gibill. Dorsey College permits any covered individual (any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistant under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Dorsey College will not impose any penalty, including assessment of late fees, the denial of access to classes or institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

WORKFORCE INVESTMENT ACT (WIA)

If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact a Dorsey College for directions to your local Workforce Development Board office.

UAW TUITION ASSISTANCE PLAN

Dorsey College is approved to participate in the tuition assistance and scholarship programs provided by UAW-Chrysler, UAW-Ford, and UAW-GM for employees, retirees, and their eligible dependent children.

FINANCIAL AID OFFICES AND STAFF

Each campus of Dorsey College has a financial aid office with a financial aid advisor available during regular school hours. The financial aid staff is prepared to advise students and their families on the availability of aid, determine eligibility, and guide applicants through the entire process. The application, processing, awarding, and refunding of financial aid can be confusing; therefore, we invite students to call on our staff for assistance.

PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card of bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected to receive a 'scholarship' in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission student response center at 1.877.FTC.HELP (1.877.382.4357) or visit: WWW.FTC.GOV/SCHOLARSHIPSCAMS.

ACADEMIC YEAR DEFINITION

For purposes of processing Federal Student Aid, Dorsey College programs' academic year is defined as follows:

- Quarter credit hour programs defined as 36 credits and 36 weeks (day and evening shift)
- Cosmetology clock hour program defined as 900 hours and 30 weeks

PAYMENT PERIODS

Financial aid funds are disbursed to students throughout their enrollment in school by payment periods. For standard term programs, the payment period is the quarter or term.

For non-standard term programs, the payment period for Direct Loans is the period of time it takes a student to complete both half the number of credits and half the number of weeks of the academic year. For grants, the payment period is the quarter or term.

For clock hour programs, 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.

As an exception, Federal Work Study funds are paid to employed students through the Dorsey payroll system, in the form of direct deposit or paper checks on a bi-weekly basis.

REFUND AND CANCELLATION POLICIES

Dorsey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the institution when a student withdraws or is terminated from the institution prior to the completion of the program. All refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Dorsey College policies comply with refund and cancellation policy requirements of applicable state, federal, and accrediting agencies.

INSTITUTIONAL CANCELLATION POLICY

PROGRAM CANCELLATION

If tuition and fees are collected in advance of the start date of a program and Dorsey College cancels the program, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made within forty-five (45) days of the planned start date.

PARTIES RIGHT TO CANCEL

Dorsey College applies the following cancellation policy to all applicants:

(1) If the applicant's enrollment agreement is rejected by the school, all tuition and fees paid by the applicant will be returned within forty-five (45) days of the date the applicant's enrollment agreement is rejected.

(2) Applicants that enroll into a program at Dorsey College may cancel their enrollment in person or in writing. If the applicant cancels or terminates the enrollment agreement with the school within three (3) business days after signing the enrollment agreement, all tuition and fees paid by the applicant will be returned within forty-five (45) days of the date the institution receives the cancellation request.

(3) If the applicant or institution cancels enrollment prior to the applicant posting attendance in the third week[1] of their first module/quarter, the applicant[2] will not incur tuition and fee charges; if tuition and fees were collected in advance of starting class, Dorsey College will not retain more than $100. The applicant will be financially responsible for any books, tablets, uniforms, and other supplies received and not returned to the school in acceptable condition. Applicants that receive Federal Student Aid will be subject to the Return of Title IV Calculation applied to funds received during this period.

STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION

Students who have not visited a Dorsey College campus prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of equipment. Refunds, when due, will be made within forty-five (45) days of the withdrawal date. A student who has not visited a campus prior to enrollment and the student or institution has not cancelled the enrollment within the cancellation periods listed above, will be considered a student and refunds, when due, will be calculated as set forth under "Institutional Refund Policies for Students Withdrawn or Terminated After the First Day of Class".

INSTITUTIONAL REFUND POLICIES FOR STUDENTS WITHDRAWN OR TERMINATED AFTER THE FIRST DAY OF CLASS

The following institutional refund policies applies to all students who withdraw, or are terminated for any reason, by either party, including the student's decision, course or program cancellation or closure of the school after the beginning of the program. The period of obligation is defined as the term or payment period billed in which the student withdrew or was terminated from. Students are responsible for any balances due to the school for unpaid institutional charges.

The official withdrawal or termination date is the postmark date on the written notification, or the date the school is notified in person, or the date the school notifies the student in person. The unofficial withdrawal date is the student's last date of attendance; the institution monitors clock hour attendance weekly. If a student withdraws from enrollment after the first day of class any refund owed, when due, will be paid to the student within forty-five (45) days of any notice of withdrawal or the date the school determined that the student officially or unofficially withdrew or was terminated.

NON-REFUNDABLE COURSE FEES, KIT FEE, EXTERNSHIP FEE AND TEXTBOOK FEES

Amounts billed for all course fees, kit fees, and externship fees, as well as textbook fees for cosmetology career programs only, are not included in tuition; these separately billed fees are non-refundable for students that withdraw or are terminated after the first day of class. Externship Fees are billed in the last quarter (12 weeks) of a student's program. Amounts billed for all fees are not included in the institutional refund calculation charts shown below.

STUDENTS ENROLLED IN CREDIT HOUR PROGRAMS GREATER THAN TWELVE (12) MONTHS IN LENGTH

Students enrolled in a credit hour program longer than twelve (12) months who withdraw during the first twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. Students who withdraw during any subsequent period following the first twelve (12) months will have their tuition refund calculated by applying the same credit hour chart shown below.

STUDENTS ENROLLED IN CREDIT HOUR PROGRAM

Students enrolled in a credit hour program less than twelve (12) months who withdraw prior to the end of their program are not obligated to pay tuition for future terms or payment periods beyond the term or payment period that they withdrew in. Students who withdraw or are terminated after the first day of class and who are enrolled in a credit hour program will have their tuition refund calculated as follows:

Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student
Week 1 – 2	90% of Tuition	10% of Tuition
Week 3	50% of Tuition	50% of Tuition
Week 4 – 6	25% of Tuition	75% of Tuition
Week 7 – 12	No refund	100% of Tuition

* The first week of the period of obligation is defined as seven consecutive calendar days starting on the date the term of instruction begins; all subsequent weeks follow thereafter.

STUDENTS ENROLLED IN CLOCK HOUR PROGRAMS

Students who withdraw or are terminated after the first day of class and who are enrolled in a clock hour program twelve (12) months or less in length will have their tuition refund calculated as follows:

% of Scheduled Hours in Period of Obligation Prior To Last Date of Attendance	% of Tuition for Payment Period Retained by School
0.01 to 59%	0.01 to 59.99%
60 to 100%	100%

Tuition charges owed by the student will be calculated on a pro rata basis, based on the percentage of program hours scheduled

[1] A week of a term is defined as seven consecutive calendar days starting on the date a term of instruction begins; all subsequent weeks follow thereafter.

[2] Does not apply to students re-entering to complete the same program version, at the original campus of enrollment, within 180 days of their original last date of attendance. In the aforementioned scenario, the institutional refund policy would be applicable.

up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned. For example, if a student was scheduled for 30% of the hours in the period of obligation prior to the last date of attendance, the school will retain 30% of the tuition charged for that period. Students scheduled for 60% or more hours in the period of obligation will be charged the full tuition for that period. The refund ratio is calculated by dividing the number of hours the student was scheduled, by the total number of hours in their period of obligation and applying this ratio to the tuition charged for the period.

Per CFR 21.4255, Dorsey College utilizes a pro rata refund policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion.

STUDENTS ENROLLED IN CLOCK HOUR PROGRAMS GREATER THAN TWELVE (12) MONTHS IN LENGTH

STUDENTS enrolled in a clock hour program longer than twelve (12) months who withdraw during the first twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. STUDENTS who withdraw during any subsequent period following the first twelve (12) months will have their tuition refund calculated by applying the same chart shown above.

STUDENTS NOT RECEIVING FEDERAL TITLE IV FINANCIAL AID

Students who do not receive Federal Student Aid that withdraw or are terminated from school will be solely subject to the Institutional Refund Policies described above.

STUDENTS RECEIVING FEDERAL TITLE IV FINANCIAL AID

Students receiving Federal Student Aid that withdraw or are terminated from school will be subject to the Institutional Refund Policies described above, in addition to the Return to Title IV Calculation Policy described below.

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 College 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 College shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.

RETURN TO TITLE IV FUNDS POLICY

Students considering withdrawing from school should contact the Financial Aid Office to determine the amount of federal student assistance funds, if any, that must be returned on the student's behalf. Any student electing to withdraw from school is responsible for any balance due and payable to the school as a result of the Return to Title IV calculation.

Dorsey College must determine if a Refund Calculation is required by reviewing whether the student successfully completed 49% of the payment period or ½ time coursework. If it is determined that the student completed 49% or more an R2T4 is not required. If it has been determined that the student has not satisfied the 49% completion, an R2T4 is processed.

The U.S. Department of Education requires institutions to determine the amount of federal student aid the student earned if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

A student's withdrawal date is the last date of academic attendance as determined by the attendance records. This date is used for all students that cease attendance and those that officially withdraw.

The amount of funds earned is based on the amount of time the student completes during the payment period of their program; see the Payment Period section of this catalog for definitions.

If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned.

The Return to Title IV calculation is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Students completing 60% of the payment period or period of enrollment earn all the assistance that they were scheduled to receive for that period. This process must be completed no later than 45 days after it is determined that the student withdrew.

If the student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, we (the school) need permission from the student to use the post-withdrawal grant disbursement for all other school charges (if any). It may be in the best interest of the student to allow the school to use the funds to reduce the debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws, because of other eligibility requirements. For example, if the student is a first time, first-year undergraduate student and they have not completed the first 30 days of their program prior to withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

Dorsey College is required to return any required excess funds. The amount of the excess funds the school returns is the lesser of the:

- Institutional charges multiplied by the unearned percentage of the funds, or
- Entire amount of the excess funds.

If Dorsey College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student (or the student's parent for a PLUS loan) must return, the student repays as regular monthly loan payments in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

Title IV funds are returned to the program from which the student received aid during the payment period, in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants

- Federal Supplementary Educational Opportunity Grants
- Iraq and Afghanistan Service Grant

Any amount of unearned grant funds that a student must return is called an overpayment. In the event of a grant overpayment, the maximum required for the student to repay is 50% of the grant received or were scheduled to receive. In addition, regulations clarify that students are not required to repay grant overpayments, which are $50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future Federal Student Aid (Title IV programs).

The Return to Title IV Funds policy is distinct and separate from the Institutional Refund policy. Students should refer to the Refund Policy section of this catalog for information regarding any additional refund calculations the school is required to perform. Students are responsible for any balances due to the school for unpaid institutional charges.

Financial Aid Website

Additional financial aid information and resources are available on the Dorsey College Financial aid web page at https://www.dorsey.edu/financial-aid-information/. The Dorsey College website also contains a copy of our Annual Notice – Availability of Consumer Information. Dorsey College provides a notice directly to all potential students during the enrollment process.

Dorsey College also provides an annual notice directly to all enrolled students describing the availability of the consumer information. This notice contains a brief description of the various disclosures and how to obtain the full disclosures. All disclosures are available on the exact electronic website listed in the notice. Students may also request a physical copy from the sources outlined in the notice.

General Financial Information

Credit Hour Definition

The credit hours awarded for Federal Student Aid purposes will be determined in accordance with U.S. Department of Education regulations. For more information, see **Academic Credit Hour Definition** under the **ACADEMIC INFORMATION** section of this catalog.

Tuition and Fees

Current tuition and fees charged are outlined by program on Dorsey College Enrollment Agreement and Application for Admission, and on the Dorsey College website at www.dorsey.edu.

Textbook costs are included in tuition for most programs. For the student's information, individual textbook costs and the Consumer Information Supplement are also posted on the Dorsey College website. Each applicant is accepted with the understanding that they have registered for the entire program of study.

Course Repetition Fee

The fee to repeat a course is determined by the Per Program Course Fee. Registration into a course for a second (or subsequent) attempt is subject to availability and is not guaranteed.

Cash Payment Policy

As a commitment to training, all Dorsey College students should be prepared to make cash payments towards their tuition cost. This payment will reduce the amount of loans that a student needs to borrow. We recommend a minimum payment of $500. A one-time cash payment may be made. Arrangements can also be made for financing tuition at no additional cost; Dorsey College will accommodate students with a tuition balance by allowing monthly payments. These payments are due in accordance with arrangements made in advance with the school's financial aid office.

Financial Obligations

Training and educational services are suspended when financial obligations are not satisfied, including, but not limited to, tuition payments, financial aid documents, returned check charges, and late payment fees. Schedules, employment services, and additional documents and services are withheld and will not be released to any institution or individual until all financial obligations have been met.

For the following programs (Instructor Coordinator, Esthetician, Manicuring, Emergency Medical Technician, and Paramedic), grade reports, official and unofficial academic transcripts, and diplomas are withheld and will not be released to any institution or individual until all financial obligations have been met.

STUDENT SERVICES

Student are encouraged to take advantage of all services offered to enhance learning in their program of choice. Individual campus locations may have further student services available; please contact the campus managing director for further information.

DISABILITIES ACCOMMODATION

Dorsey College is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY. For information specific to EMS Career Programs, see **EMS DISABILITIES ACCOMMODATION** under the **EMS CAREER PROGRAM POLICIES** heading within this catalog.

EMS ACADEMIC ASSESSMENT

Available to identify areas of weakness in students who are struggling or students who wish to know their academic abilities.

ENTRANCE AND EXIT LOAN COUNSELING

The Dorsey College financial aid department provides students with both entrance and exit loan counseling. If a student has any financial aid questions or concerns during their program, they are encouraged to meet with their campus financial aid representative.

PERSONAL AND FAMILY PROBLEM REFERRAL INFORMATION

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available via WellConnect. Note that community services may also be available and vary per campus location.

STUDENT ORIENTATION

Dorsey College offers orientation to new and returning students to acclimate the students to the institution. Included in the orientation is an informal introduction of key personnel, campus policies and procedures, and an opportunity to interact with peers.

TUTORING AND CLINICAL WORKSHOPS

Dorsey College offers tutoring to assist students in meeting their educational objectives. Clinical workshops, designed to provide students the opportunity to practice skills learned during coursework, are also available. Notification of tutoring services and clinical workshops available may be posted at the campus location, or the managing director can be contacted for further information.

ONLINE RESOURCES

Many of our programs have courses that utilize online resources in conjunction with our Learning Management System (Canvas) that accompany the textbooks being used. These resources support the learning taking place in the classroom, and many provide study tools and certification preparation. Media-rich, personalized study plans based on the student's performance using the site's interactive testing is available on some, as well. Examples of these include Connect ™, Navigator+™, MyCulinaryLab™, MyHVACLab™, Assessment Technology Institute (ATI), National Healthcare Association (NHA) Study Guide, Nursing Central, as well as textbook sites that publishers provide.

CAREER SERVICES

Career services coordinators assist program completers in establishing and accomplishing personal employment goals, polishing resumes, and providing job search and interview techniques, in support of Dorsey College's objective to "assist students to secure training-related employment." The Dorsey College career services coordinators can be reached at each campus or online at www.dorsey.edu.

Dorsey College maintains an impressive graduate employment ("placement") rate, serving as its hallmark. Dorsey College calculates its placement rate according to the requirements of its institutional accreditor. Thousands of graduates from Dorsey College have launched new, exciting, and rewarding careers with many of Michigan's leading employers. These graduates fulfill Dorsey College's objective to educate students who are well prepared to enter the workplace, and assume the tasks and challenges associated with their new careers and satisfy the performance requirements of employers. Licensure must be obtained from the State of Michigan to work as a practical nurse, registered nurse, massage therapist, emergency medical technician, paramedic, cosmetologist, manicurist, esthetician, EMT instructor/coordinator or as a pharmacy technician.

Dorsey College does not guarantee job placement or starting salary. Dorsey College has developed and continues to develop long-term relationships with employers to enhance employment opportunities for completers. The following represent only a few of the leading companies that have hired Dorsey's graduates:

1st Choice Urgent Care
360 Care
A - OK Cooling & Heating
A 2 Z Precise Medical Billing
Ascension
Advanced Consulting Solutions
Advantage Medical Billing
Amazing Dental
American House
Aspen Dental
Autumn Woods Healthcare
Corewell Health (Beaumont)
Bi-County Health Care
Binson's Medical Equipment
Bio Life Plasma Center
Boulevard Temple Care Center
DMC
Doctors Urgent Care Group
Downriver Dental Associates
Epic Health
Expert H & C
Family Heating & Cooling
Father Murray Nursing Care
Flint Pain Clinic
Foot and Heel Pain Institute of Michigan
Fox Run Senior Living
Fresenius Kidney Care
Garden City Hospital
Great Clips
Great Dane Heating & Cooling
Great Expressions
Great Lakes Bay Health Center
Manor of Farmington Hills
Massage Envy
Massage Green Spa
McKinley Companies
McLaren
Medical Team
Medilodge Nursing Home
Michigan Institute of Urology
Mid-Michigan Health
Milano Bakery and Café
Morley Companies, Inc.
Pain Consultants of Michigan, PLC
Paralee Boyd
Pontiac General Hospital
Providence Hospital
Randazzo Heating and Cooling

Bright Home Pros/Appliances
Centria Home Healthcare
Certified Reimbursement Solutions
Ciena Healthcare
City Of Detroit Public Lighting Dept
CMU Health
Comprehensive Urology
Concentra
Covenant
CSL Plasma
CVS
DaVita Dialysis
DeAngelis Heating and Cooling
Grosse Pointe Yacht Club
Hand and Stone Massage & Spa
Hartford Nursing and Rehab Center
Haus of Nails
Heartland Health Care
Henry Ford Health System
Henry Ford Village
Heritage Manor
Hobart Services
IHA
Karmanos Cancer Institute
Keizer Solutions
LaVida Massage
Red Crown
Regency
Rite Aid
Rivergate Terrace
Riverview Health and Rehabilitation
Robert Half
Sephora
Sharon's Heating & Cooling
Sinai Grace Hospital
St. John Providence Health System
Supercuts
The Cheesecake Factory
University of Michigan

GENERAL INFORMATION

ACADEMIC RECORDS

All credit hour students receive a report card at the end of each module. All students receive an unofficial transcript and diploma, certificate, or degree upon graduation. Dorsey College maintains copies of all transcripts in our electronic student information system. All records pertaining to a student's progress, training, and attendance are retained by the school electronically and may be reviewed by the student at any time. Hard copies of transcripts for students enrolled prior to 1999 are maintained indefinitely.

Requests for academic transcripts, a duplicate diploma, or copies of a student's file must be (1) in writing with student's signature or accompanied by the student's signed release, and (2) accompanied with a money order in the amount of $20 for each official transcript and/or $20 for a duplicate diploma or student file copy request.

For the following programs (Instructor Coordinator, Esthetician, Manicuring, Emergency Medical Technician, and Paramedic), Dorsey College reserves the right to withhold release of any/all academic documents for students or graduates with unresolved financial obligations to the school, or who are in default of any student loans, until all financial obligations have been met.

ALCOHOL AND SUBSTANCE ABUSE POLICY

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, clinic clients and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a drug test. Dorsey College reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey College prohibits the use of all illegal and illicit drugs under federal or state law by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as "Drug-Free." The possession, sale, or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in this catalog. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Dorsey College can provide employees and students with information on outside resources available to help with problems related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the managing director for names of appropriate agencies, phone numbers, and additional information.

CONSUMPTION AND POSSESSION OF MARIJUANA

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey College participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey College property or premises violates the Dorsey College "Drug Free Schools Policy Statement". Dorsey College will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey College controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey College property or premises immediately.

Further, as part of a student's program at Dorsey College, an externship or clinical experience may be required. The MMMA states that employers are not required to accommodate employees who use medical marijuana; therefore, employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a clinical site, externship site, or prospective employer consistent with the laws of the State of Michigan, the requirements of potential employers, and the requirements of any facility where the clinical experience and/or externship participation occurs. Students should be aware that participation in a clinical or externship experience and/or employment depends upon the results of these drug tests. If a drug test(s) prevents a student from obtaining and/or participating in a clinical or externship program, the student may be unable to complete the educational program requirements of Dorsey College.

ATTENDANCE POLICIES

Please consult the **ACADEMIC INFORMATION** section of this catalog regarding Attendance Policies.

Campus Safety Plan

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, Dorsey College has a campus safety plan to alert students and staff in the event of an emergency. This safety plan is designed to keep the campus community informed regarding safety and security issues in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on or in the vicinity of the campus.

Campus Security

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the institution maintains and administers the policies and procedures described in this document. In accordance with the Clery Act, all schools and colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime and sexual assault prevention, and certain crime rate statistics for the previous three calendar years to all potential applicants and employees, and to current students and employees.

This report also includes reported crimes occurring on-campus and on public property within or immediately adjacent to and accessible from the campus. A notice of the availability of the annual security report, including a link to report on the Dorsey College website, is distributed to students and staff annually. The report will be made available upon request to every student and employee, and every prospective student or employee. Prospective students and employees may find this information, and all other campus security related policy information, posted online at the Dorsey College website: http://www.dorsey.edu/disclosures.php.

Children

Dorsey College maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that children may not be brought to orientation, classrooms, or labs, or left without parental supervision in lounges, offices, or any part of the school.

Computer Systems and Networks (Student Use of)

Dorsey College's computer systems and networks are provided for student use as a part of their academic programs. All students have a responsibility to use Dorsey College computer systems and networks in an ethical and lawful manner. Students found to have misused the school computer systems and networks may receive disciplinary action up to and including dismissal. Dorsey College will not tolerate any abuse of computer systems and networks. In the case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog.

Consumer Information Supplement

Dorsey College Consumer Information Supplement is available on the school website at http://dorsey.edu/disclosures or upon request.

Copyright Infringement

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at www.copyright.gov.

Dorsey College students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities. The penalties for violation may be found at www.copyright.gov.

Electronic Communication Device Policy

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment are expected as follows:

1. All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.
2. Text messaging should be used for emergencies only.
3. Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
4. Pictures, videos, or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
5. Social media should not be accessed during class time.

If you receive an emergency call that needs to be answered you may ask for permission to leave the room. While you are out of the classroom, you are considered absent according to classroom policy. If you must leave the school, quietly inform your instructor and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency.

Familiarity with School Regulations

Upon or before commencement of training, each student is provided with access to the Dorsey College catalog and other various documents which set forth the policies and regulations under which Dorsey College operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not excuse noncompliance or infractions. Failure to comply with the policies of Dorsey College can be grounds for dismissal, pending investigation of circumstances involved.

Family Educational Right to Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the campus managing director a written request that identifies the record(s) the student wishes to inspect. The managing director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights

under FERPA, be amended. The request should be submitted in writing to the Dorsey College official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey College must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations as listed below:

- Specified officials for audit or evaluation purposes;
- Representatives of the Secretary;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law, and
- School officials with legitimate educational interest.
  A school official is a person employed by Dorsey College in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney, or collection agency) or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Dorsey College.

4. Upon request, Dorsey College will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

6. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey College as directory information:

- Name, Address
- Email address
- Diplomas, honors, awards received
- Telephone listing
- Photographs
- Major Field of Study

Students who do not want such information released without their consent should notify the Education office or managing director of their campus.

Food and Drinks

Eating is allowed only in the student lounge or designated areas. Please be courteous and consume food prior to entering the classroom.

Laboratory Classrooms

There is positively no eating, drinking, or smoking in any classroom, laboratory, clinic, or restroom. Culinary arts students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen.

Lecture Classrooms

All beverages must be in containers with screw-on lids or caps. No open cups or glasses are permitted in the classrooms.

Licensing and Accreditation

A student may request to see approval letters, licenses and certifications from the Council on Occupational Education, the Michigan Department of Licensing and Regulatory Affairs (Proprietary School Unit), Michigan Department of Health & Human Services (Bureau of EMS, Trauma, & Preparedness), the Michigan Board of Nursing, the Michigan Board of Cosmetology, the Commission on Accreditation of Allied Health Education Programs, the National Council for State Authorization Reciprocity Agreements, or the American Culinary Federation Education Foundation upon request to the school managing director.

Licensure Requirements

Dorsey College encourages students to fulfill all requirements to obtain licensure in the State of Michigan in their chosen field. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome on licensing examinations or other requirements deemed necessary by the State of Michigan. Program-specific licensure requirements are included in the program overview section of this catalog.

National Voter Registration Act

Voter registration forms are available online at https://www.michigan.gov/sos/elections/voting/register-to-vote.

Professional Certification

Professional certifications and registry recognition enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, to encourage graduates to sit for applicable certification examinations, Dorsey College offers to pay for examination fees one-time for graduates meeting examination preparation requirements. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry. Each certification agency may have additional requirements (for example, work experience) in addition to passing the certification examination. Therefore, it is each student's/graduate's responsibility to ensure they meet the necessary requirements set forth by the certification agency. Program-specific certification information is included in the Program Overview section of this catalog.

School Closure

Please consult the **ACADEMIC INFORMATION** section of this catalog regarding school closure information.

Smoking and Tobacco Use

All Dorsey College campuses are "smoke-free." Dorsey College is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey College employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey College faculty, staff, students, and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey College without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco use shall be prohibited within fifteen feet surrounding all entrances, ventilation systems, and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey College only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory, or clinic to use tobacco products.

SOCIAL SECURITY NUMBER PRIVACY POLICY

Pursuant to Michigan's Social Security Number Privacy Act (the "Act"), Dorsey School of Business, Inc. d/b/a/ Dorsey College will take measures reasonably necessary to ensure the confidentiality of its employees' and students' social security numbers and those collected from others in the ordinary course of the company's business. Neither the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity.

The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student's financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claim, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs.

The company will retain an employee's social security number for the duration of the employee's employment and for two years following the employee's termination or for a longer period as required by law. Students' social security numbers are indefinitely maintained in a computer database per Department of Education regulations. The company will physically destroy documents that contain social security numbers but need to be discarded by shredding or another secure fashion. Social security numbers stored in a computer database that need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act.

STANDARDS OF PROFESSIONAL APPEARANCE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey College asks all students to maintain a healthy, clean, and well-groomed appearance and must have natural hair colors and avoid excessive, visible body piercings and tattoos. Students are expected to dress appropriately for the career program selected (program-specific items are listed below), with appropriate undergarments. Generally speaking, the school-supplied uniform or similar attire supplied by the student must be worn at all times. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Clean, polished shoes appropriate for the chosen career field must be worn. Appropriate dress for students attending Dorsey College is defined as follows:

IDENTIFICATION BADGES

All students will be required to wear a Dorsey College ID badge in plain view while on campus or while representing Dorsey College off-site (clinical rotations, externship sites, career fairs, etc.). If a student appears on campus without their badge, they may be issued a temporary guest badge for up to three (3) business/school days. After this time, if the student cannot produce their badge, they will be required to purchase a replacement at the cost of $5.00.

ALLIED HEALTH STUDENTS

Students in these programs are required to wear a uniform that identifies them as a member of the health care team. This is generally a scrub set, with or without a coordinating lab coat. Shoes appropriate for a medical professional are to be worn. These shoes must cover the entire front and top of the foot (with no holes or perforations at the top) and be made of a material that will not allow fluid or needles to penetrate the surface of the shoe and reach the skin or material covering the skin of the foot. Nails must be kept clean and trimmed and no longer than ¼ inch in length beyond the fingertip. To promote infection control, colored nail polish, artificial nails, acrylics, tips, wraps, etc. are not permissible during massage clinic, labs or clinical rotations. During massage clinic, labs or clinical rotations, hair that is shoulder length or longer should be tied back; ornate jewelry, including hoop earrings, chains, etc., should not be worn. All nose rings, tongue and lip rings must be removed while in the classrooms, clinics, labs and during clinical rotations.

Pharmacy Technician Students: Students may wear scrubs or a white lab coat over business casual apparel.

Massage Therapy Students:

Students are required to wear a scrub set that is comfortable and appropriately sized. Students are provided one Dorsey College scrub set; additional scrub sets may be purchased by the student but must be all black with no designs on shirt or pants. No sleeves that reach below the elbow are permitted. All attire must be clean and pressed. Hats, caps, and casual attire (sweatshirts, hoodies, jeans, shorts, jogging suits, yoga pants, leggings, durags, bonnets, etc.) are not considered professional attire and are unacceptable. Students must wear comfortable and appropriately sized shoes with a closed back and toe with a rubber sole (tennis shoes, medical and/or no slip bottoms with no holes or perforations at the top).

Nursing Students: Students are required to be in scrubs in all classes and lab settings. Shoes appropriate for a medical professional are to be worn. The clinical uniform may change for

maternal child and clinical rotations according to clinical agency policies and/or preference. Additional information specific to the practical nurse program may be found in the "Practical Nurse Student Handbook" or "Registered Nurse Student Handbook," which is distributed at orientation.

EMS Students: Students must refrain from wearing clothing which others may consider offensive.

The classroom uniform for EMS students consists of:

- Navy blue Dorsey College uniform shirt
- Navy blue EMS style pants
- Black polish-able leather shoes or boots
- Dorsey College, Department, or plain blue job shirt only
- Black belt
- Dorsey College student T-shirt
- Name tag
- Dorsey College or Department ball cap style hats may be worn.
- All students are required to be in the appropriate uniform, including a visible ID card, facing outward.

The full uniform will always be worn unless the instructor allows for dress down due to training (extrication, etc.). If a T-shirt is worn under the uniform, it must be either navy blue or back in color. Long-sleeve undershirts or permitted; however, the must be professional in appearance and either navy blue or black. All shirts shall always be tucked in, and undershirt sleeves must not detract from the uniform's appearance.

The clinical uniform for EMS students consists of a Dorsey College polo shirt (tucked in) with navy blue uniform pants or trauma pants, a black belt, black shoes, and school issued student ID card. Tennis shoes are permitted if they are completely black. Black boots or black dress shoes must be kept clean and polished. Wearing Dorsey College T-shirts without the Dorsey College polo shirt is strictly forbidden at any clinical site. Stethoscope and wristwatch must be taken to each clinical rotation. Dorsey College job shirt style clothing is approved for clinical use. Job shirt must be purchased through Dorsey College offices only.

Every EMS student receives a Dorsey College student photo ID card. Costs for the replacement of these ID cards is $5.00 and is the student's responsibility.

Culinary Students: Students are required to abide by special dress, grooming and sanitary practices as follows:

- Long hair must be pinned up under the chef's hat. Beards and mustaches must be trimmed short and well-maintained or a personal beard guard will be required to be worn in the kitchens.
- Watches and wedding bands are the only permissible jewelry. Fingernails must be trimmed short and well-maintained.
- Artificial nails and nail polish are strictly prohibited.

Clean uniforms must be worn, including a white chef jacket; black chef pants; black, low-heeled, formal footwear with rubber grip sole; socks; a chef hat; and a white apron.

Cosmetology Career Program Students: A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey College requires that all students to maintain a healthy, clean, and well-groomed appearance and avoid excessive, visible body piercings and tattoos. All nose rings, tongue and lip rings must be removed while in the classroom, labs and while on the clinic floor. Students are required to wear a scrub set and name badge that identifies them as a Dorsey College student. Students must wear close-toed shoes with backs, along with socks or nylons. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed.

SKILLED TRADES

HVAC Systems Technician and Electrical Technician Students: Appropriate appearance is defined as dressing in a manner that promotes safe working conditions, including OSHA-approved work shoes (rubber-soled shoes or boots), clean collared shirt (polo or button down), and work appropriate pants such as khaki pants or jeans (no holes, tears, frays, etc.). No loose fitting or baggie pants allowed. Beards and mustaches must be trimmed to conform to safe work practices. No jewelry is permissible while working in the demonstration room or while working on any equipment.

Note: Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

STUDENT CODE OF CONDUCT

Dorsey College graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

PROFESSIONAL CONDUCT DEFINED

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Behavior that is strictly prohibited includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, theft, and/or misuse of school or another's property. Cheating and plagiarism are strictly prohibited. Students assume full responsibility for the content and integrity of all academic work submitted; a student's submitted work, quizzes, examinations, reports, and projects must be the student's own original work.

Food is allowed only in the student lounge or designated areas; unwanted items must be immediately discarded. Please be courteous and consume food prior to entering the classroom. Culinary career program students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen. Culinary arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

Cosmetology career program students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat, or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey

College reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

CHEATING AND PLAGIARISM

Dorsey College believes that cheating, in any form, is a serious violation of our Student Code of Conduct, and it will not be tolerated. Consequences for cheating of any form include failure of the course enrolled and possible termination from the program.

Cheating can take many forms, including but not limited to plagiarism, obtaining, or giving away either questions or answers from an exam and copying the work of another or allowing another to copy one's written work, obtaining answers to quizzes/test from any unauthorized website.

Cheating includes:

a. Submission of work that is not the student's own for papers, assignments, or exams,
b. Submission or use of falsified data, records, or signature forgery (including clinical sheets and clinical attendance),
c. The use of unauthorized material including textbooks, notes, cell phones/technical devices or computers during an examination,
d. Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,
e. Collaboration in the preparation of an assignment, (Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the school as cheating.)
f. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
g. Misusing the computer-based testing system to a point of banishment,
h. Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
i. Cooperating with another student to do any of the above.

Plagiarism includes:

To "plagiarize" means to take and present as one's own a material portion of the ideas or words of another, or to present as one's own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:

a. A phrase, written or musical,
b. A graphic element,
c. A proof,
d. Specific language, and/or
e. An idea derived from the work, published or unpublished, of another person or persons.

RESPECT OF SCHOOL PROPERTY

Dorsey College has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT

It is the policy of Dorsey College to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination, harassment, sexual harassment or sexual violence by members of the School community against members of the School community is unlawful and strictly not allowed based on the following: race, color, creed, sex, sexual orientation, gender identity or expression, religion, national or ethnic origin, disability, age, height, weight, familial status, marital status, partisan considerations, veteran status, or citizenship status.

All members of Dorsey College, regardless of their sexual orientation, gender, gender expression, or gender identity, have the right to engage in their college education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Discrimination, harassment, sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action.

This policy broadly encompasses the operation of the College's educational programs and activities occurring on campus, at the campus support center, and during events and situations over which the school exercises substantial control such as externship sites, graduation/pinning ceremonies, during culinary or other school-related events, and on public property immediately adjacent to Dorsey College including parking lots, sidewalks, and streets. This also encompasses the work environment of all Dorsey College personnel. Dorsey College is committed to ensuring that this zero-tolerance policy is effectively observed in all of the College's endeavors, and that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school official serve impartially without bias for or against any party.

Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, who can be contacted at 31799 John R Road, Madison Heights, MI 48071, Ph: 248.585.9200, ext. 11228, athomas@Dorsey.edu. Dorsey College will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the College's education programs or activities. Dorsey College will treat information that it receives in a manner that respects both the Complainant and the Respondent. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

Dorsey College also prohibits differential treatment or discrimination against students and employees based on the student or employee's current, potential, or past parental, family, marital status, or pregnancy or related condition. Consistent with Title IX, Dorsey College also provides certain supports and modifications for persons who are experiencing pregnancy or pregnancy related conditions.

The Violence Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. Enforcement of the Clery Act is administered by the Department of Justice through local and state law enforcement agencies.

Any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the **GENERAL INFORMATION** section of this catalog. Additionally, any student who feels that they are being discriminated against for ANY reason,

may call the Dorsey Hotline and remain anonymous by contacting 866-526-1053.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR), the Michigan Department of Civil Rights (MDCR), or the Courts or other remedies allowable by law.

STUDENT GRIEVANCE POLICY

The student grievance policy provides a process to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student should first attempt to resolve the difference with the course instructor. For non-academic concerns, a student should communicate with their program director, academic dean, or campus managing director.

2. If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may choose to submit a formal grievance.

3. Formal grievances must be submitted to the campus academic dean, program director or managing director, as appropriate to the concern. Grievance submission must be in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address, and phone number. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist Dorsey College in a fair and accurate review of the grievance. In order to resolve the situation in a timely manner, the student is required to provide information promptly. If the student fails to provide requested information in a reasonable period of time (typically 10 working days), the grievance may be cancelled, and no further consideration will be given.

4. The written formal grievance will be investigated, and the determination will be provided in a timely manner to the student.

5. Any resolution that is unsatisfactory to the student may be appealed in writing to the Senior Vice President of Education and Career Services or, for nursing students, to the Executive Director of Nursing at Grievance@dorsey.edu, whose decisions in all matters will be final.

Dorsey College operate in accordance with standards established by the following agencies:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (707) 396-3898
www.council.org

Michigan Department of Licensing and Regulatory Affairs
Michigan State Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
Telephone: (517) 241-9262

Michigan Department of Labor and Economic Opportunity - Workforce Development
201 N. Washington Square, Lansing, MI 48913
Telephone: (517) 335-5858
Students can file a complaint with the State of Michigan online at www.michigan.gov/pss

The Michigan Board of Nursing, Bureau of Health Professions
611 W. Ottawa, PO Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335-0918

American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, FL 32095
Telephone: (800) 624-9458

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763 727-210-2350 www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088 214-703-8445
FAX 214-703-8992 www.coaemsp.org

Accreditation Council for Education in Nursing
3390 Peachtree Road NE, Suite 140, Atlanta, GA 30324
Telephone: (404) 975-5000 www.acenursing.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker, Suite 2850, Chicago, IL 60606-3182
Telephone: (312) 704-5300 www.jrcert.org

STUDENT TIME COMMITMENT

Successful program completion will require additional study and/or lab time in excess of scheduled program hours. A student should recognize that course work, while attending Dorsey College, will require a considerable amount of time outside the classroom, traditionally recommended at 2-3 hours per week for every credit hour attempted. That ratio will vary by course, but the core principle will not. **ATTENDING A POST-SECONDARY SCHOOL IS A TIME-CONSUMING ACTIVITY**. Any other commitments, while enrolled in courses at Dorsey College, should be balanced against the time required to attend classes, study, and complete assignments. This means that a full-time student enrolled in 6 credit hours should plan to dedicate an additional 12-18 hours per week to course-related work. That would represent a total recommended time commitment of 32-38 hours each week. Students in cosmetology career programs should plan at minimum, one additional hour of study each day. Students need to consider how many hours remain in the week after deducting time for family obligations, eating, sleeping, recreation, and other extracurricular activities. Students who work while going to school should balance their work-related activities and obligations at home against the hours needed to study.

TRANSFER POLICIES

Policies related to transfer between Dorsey College campuses, transfer between programs, and the transfer of credit and clock hours from outside institutions is located in the ADMISSIONS INFORMATION section of the catalog.

VACCINATION POLICY

Dorsey College updates its vaccination policy compliant with the Centers for Disease Control and Prevention guidance, along with federal, state, local and employer requirements. As guidance is updated and as circumstances warrant, this policy could be revised

compliant with emerging federal, state, local or employer requirements.

Program-specific vaccinations required at the time of enrollment are included on each program page and in the **ADDITIONAL PROGRAMMATIC ADMISSIONS REQUIREMENTS** section in this catalog. Certain vaccinations may be required by individual externship or clinical sites of students in any program; refer to the **EXTERNSHIP OR CLINICAL TRAINING** heading on each program page in this catalog for details, where applicable. Additionally, check our website at www.dorsey.edu for the most recent COVID-19 information.

WEAPONS POLICY

Dorsey College 7PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any Dorsey College campus at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude Dorsey College classrooms (MCL28.425o (1) (h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero-tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

Culinary arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

OWNERSHIP AND CONTROL

Dorsey College Holdings d/b/a Dorsey College (Dorsey) is a Michigan entity that is recognized by the U.S. Internal Revenue Service (IRS) as a 501(c)(3) tax-exempt organization. Dorsey is currently regulated by the U.S. Department of Education as a proprietary institution of higher education. Dorsey's sole corporate member is Lindenwood Education System (LES), which is a Missouri nonprofit corporation that is recognized by the IRS as a Section 501(c)(3) tax-exempt organization. As such, donations to Dorsey are treated, for federal tax purposes, as charitable contributions and as permitted by law are tax-deductible. Dorsey is governed by a Board of Trustees. LES Trustees also serve as Dorsey Trustees. Other institutions of higher education within the LES are governed separately and maintain separate institutional accreditations, and as such, Dorsey maintains separate accreditation from other LES institutions of higher education. Any questions about the ownership and governance of Dorsey College should be directed to the president of the institution at the campus support center offices of Dorsey College, which are located at 31799 John R. Road, Madison Heights, Michigan 48071.

ORGANIZATION

The Dorsey College organization of institutions includes campuses in Madison Heights, Dearborn, Grand Rapids, Roseville, Saginaw, Wayne, and Woodhaven. This catalog is specific to these locations.

The Dorsey College family of institutions includes additional schools which publish campus-specific catalogs, including Dorsey School of Beauty, located in Taylor, Michigan. Additional institutions also include Training Direct, with locations in Bridgeport and Danbury, Connecticut. Any questions about the accreditation, ownership and governance of these divisions should also be directed to the president of the institution at the campus support center of Dorsey College.

ACCREDITATIONS AND APPROVALS

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey College, meets or exceeds an acceptable level of quality.

INSTITUTIONAL ACCREDITATION

COUNCIL ON OCCUPATIONAL EDUCATION

Dorsey College is accredited by the Commission of the Council on Occupational Education. The Commission of the Council on Occupational Education granted accreditation to Dorsey College effective February 19, 2018. The award of accreditation status is based on an evaluation to demonstrate that the Institution meets not only the standards of quality of the Commission, but also the needs of students, the community, and employers. The formal action of the Commission included the main campus, located in Madison Heights, as well as its branch campus locations in Roseville, Woodhaven, Wayne, Dearborn, Saginaw and Grand Rapids. Contact information for the Council on Occupational Education is as follows:

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

PROGRAMMATIC ACCREDITATION

Accrediting Commission of the American Culinary Federation Education Foundation

The culinary arts program offered at Dorsey College Roseville campus is programmatically accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

The baking and pastry arts program offered at Dorsey College Roseville campus is programmatically accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

Contact information is as follows:

American Culinary Federation Education Foundation's Accrediting Commission,
180 Center Place Way
St. Augustine, FL 32095
Telephone: (800) 624 – 9458

Accreditation Commission for Education in Nursing

The Associate of Applied Science in Nursing program at Dorsey College at the campus located in Madison Heights, Michigan, is accredited by the: Accreditation Commission for Education in Nursing (ACEN). The Practical Nurse program at Dorsey College at the Michigan campuses located in Madison Heights, Roseville,

Wayne, Woodhaven and Saginaw are accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30324
Telephone: (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Applied Science in Nursing and the Practical Nurse programs is initial accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

Joint Review Committee on Education in Radiologic Technology

The Associate of Applied Science in Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org).

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Telephone: (312) 704-5300
Email: mail@jrcert.org

Commission on Accreditation of Allied Health Education Programs

The paramedic program offered at Dorsey College is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Contact information for CoAEMSP is as follows:

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
Telephone: (727) 210-2350.

Contact information for CoAEMSP is as follows:

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Telephone: (214) 703-8445, www.coaemsp.org

LICENSES AND APPROVALS

Dorsey College is approved in the State of Michigan by:

Michigan Department of Labor and Economic Opportunity - Workforce Development
201 N. Washington Square, Lansing, MI 48913
Telephone: (517) 335-5858

Approved in the State of Michigan to offer EMS training programs by:

Michigan Department of Health & Human Services
Bureau of EMS, Trauma, & Preparedness
Division of EMS and Trauma
P.O. Box 30207
Lansing, Michigan 48909-0207
Telephone: (517) 241-3025

The Dorsey College Registered Nurse and Practical Nurse programs are approved by the Michigan Board of Nursing, and the Dorsey College Massage Therapy program is an approved education programs by the Michigan Board of Massage Therapy. The Michigan Board of Nursing and the Michigan Board of Massage Therapy are located at:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
611 W. Ottawa, PO Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335 – 0918

Approved for the training of veterans and other eligible persons for VA Educational Programs at the Madison Heights, Roseville, Dearborn, Grand Rapids, Wayne, Woodhaven and Saginaw campuses* by:

Michigan Department of Licensing and Regulatory Affairs,
Bureau of Workforce Transformation, Veterans Service Division
Victor Office Center, 5th Floor, 201 North Washington Square
Lansing, Michigan 48913
Telephone (517) 373-4219

*Approved programs may vary between campuses

Dorsey College is approved to participate in State Authorization Reciprocity Agreements. Contact information is:

National Council for State Authorization Reciprocity Agreements
3005 Center Green Drive, Suite 130, Boulder, CO 80301
Telephone: (303) 541-0275

FACILITIES

Dorsey College institutional facilities consist of seven campus locations. Classrooms and laboratories are well-equipped, including whiteboards and computers connected to an overhead projector for PowerPoint presentations and other demonstrations by faculty. Medical labs, dental labs, HVAC and electrical labs, culinary kitchens, cosmetology clinics and massage therapy clinics are furnished with the program-appropriate appropriate equipment to simulate the work environment for which the student is training. Technology infrastructure is well maintained and professionally supported and includes the use of computer laboratories and Wi-Fi. We strive to keep a professional environment that is well maintained, neat and meets local, state, and federal codes, as well as ADA requirements. All programs that are delivered in a traditional setting provide a professional environment that is conducive to the learning process.

EXECUTIVE STAFF

BOARD OF TRUSTEES

John Porter, President
Mark Falkowski, Vice President and General Counsel
John Kaufhold, Vice President of Fiscal Affairs and Chief Financial Officer

MAIN CAMPUS STAFF

MADISON HEIGHTS STAFF

Vincent DeRita, Senior Managing Director
Akilah Love, Career Services Advisor
Allison Kruse, Financial Aid Advisor
Aquarius Ford, Career Services Advisor
Brett Weirauch, Associate Director of Financial Aid
Chandler Bass, Associate Director of Admissions
Darylisha Delbridge, Academic Dean
Debra Daniel, Career Services Coordinator
Dominek Harris, Admissions Representative
Elizabeth Saidu, Financial Aid Advisor
Jason Coates, Lead Instructor
Judith Brown, Administrative Assistant
Kinnard Edwards, Admissions Representative
Leslea McCargo, Senior Director of Admissions
Loretta Estabrook, Financial Aid Advisor
Matthew Wyatt, Senior Career Development Specialist
Merchon Bowers, Associate Academic Dean
Michelle Murphy, Massage Therapy Lead Instructor
Mona Reed, Admissions Representative
Mustafa Hadi, Financial Aid Advisor
Salisa Davis, Administrative Assistant
Sandra Chrzanowski, Director of Financial Aid
Selina Spears, Associate Director of Admissions
Simona Vasquez, Senior Admissions Representative
Taneshia Jones, Senior Registrar

MADISON HEIGHTS NURSING STAFF

Jevacia Webster, RN, MSN, Registered Nurse Director of Nursing
Joseph Current, MSN/Ed, RN, Practical Nurse Director of Nursing
Andrea Rapson, RN, BSN, Lead Practical Nurse Instructor
Deborah Davis, RN, BSN, Practical Nurse Program Manager
Tammy Woodbury, Associate Director of Career Services
Tracey Jackson, Associate Director of Admissions
Umica Owens, Associate Director of Admissions

MADISON HEIGHTS EMS STAFF

Corey Allison, AHA Director
Courtney Rafferty, Lead Paramedic Instructor/Clinical Coordinator
Emily Elkholy, Administrative Assistant
Heather Papesh, EMS Program Director
Robert Hasbany, MD, Medical Director

MADISON HEIGHTS COSMETOLOGY STAFF

Micole McCall, Associate Director of Cosmetology
Carmen Bradley-Rickett, Lead Cosmetology Instructor

CAMPUS SUPPORT CENTER STAFF

John Barnes, President and CEO
Alicia Shumate, Accountant
Amy Farmer, Executive Director of Education
Ann Victoria Thomas, Vice President of Regulatory Affairs, Title IX Coordinator
Areal Burris, Sterile Processing Technician Coordinator
Brenda Billman, RN, BSN, Clinical Instructor
Brittany Hatcher, Talent Acquisition Specialist
Carlton Beauford II, Computer Support Specialist
Chad Wilson, Controller
Charlotte Howell, Human Resources Manager
Courtney Ford, CSC Director of Admissions
Denise Bock, Chief Financial Officer
Gloria Brown, Education Coordinator
Golda Szydlowski, Director of Compliance and Education
John O'Sullivan, Vice President of Marketing
Joseph Belliotti III, Software Administrator and Operations Support Analyst
Julie Maxwell, BSN, RN, Curriculum Manager
Kawesi Price, Director of Information Technology
Kelly Ruddle, Distance Education Coordinator
Kelly Wilson, Accountant
Kevin Brookshire, Jr., Regional Director of EMS Operations
Kim Peck, Chief Administrative Officer
Kimberly Knapp, Associate Director of Program Development
Lana Sherwin, Associate Director of Education
Lance Craven, Senior Vice President of Campus Operations
Latisha Paul, BSN, RN, Academic Clinical Liaison
Michael Poirier, Accountant
Michelle Hill De-Pofe, Senior Accountant
Mickey McLean, Sr. Vice President of Education & Career Services
Munayem Ahad, Technology Support Specialist
Nicole Hawk, Senior Director of Operations and Compliance
Patricia Maguire, Executive Administrative Assistant
Rajani Arunandhi, Senior Director of Career Services
Richard Reed, Chief Admissions Officer
Roslyn Harper, Education Coordinator
Roslyn White, CSC Director of Admissions
Salena Neal, RN, MSN, Executive Director of Nursing
Shateisha Phillips, Assoc. Director of Education and Career Services
Shawn Gordon, Corporate Public Relations
Sonya Sevilla, RN, MSN, Director of Curriculum Development
Sravanthi Vulupala, Human Resources Coordinator
Thomas Biondo, Financial Analyst
Tierra Lacy, BSN, RN, Director of Clinical Operation
Trina Groce, Senior Director of Human Resources
Zachary Carver, Operations Manager

CAMPUS SUPPORT CENTER STUDENT FINANCE

Brandon Blacker, Senior Financial Aid Coordinator
Jennifer Sfire, CSC Financial Aid Manager
Joseph Augugliaro, Financial Aid Coordinator
Joyshree Chowdhury, Regional Financial Aid Advisor
Juanita Martinez, Financial Aid Coordinator

Kailey Goit, Senior Regional Director of Financial Aid
Kimberly Oliver, Regional Financial Aid Advisor
Phong Moua, Financial Aid Internal Auditor
Rana Bako, Financial Aid Coordinator
Ryan Arena, CSC Financial Aid Coordinator
Tonya Taylor, Director of Financial Aid Operations
Zena Skinner, Senior Director of Fiscal

BRANCH CAMPUS STAFF

WOODHAVEN STAFF

Dr. Amanda Glover, DCN, Senior Managing Director
Ashley Mucha, Senior Administrative Assistant
Ashley Smook, Senior Registrar
Kelly Trader, Admissions Representative
Len Thornsberry, Lead Instructor
Leslie Masiovecchio, Administrative Assistant
Lori Gillon, MHA, Academic Dean
Lucille Wickham, Lead Instructor
Lynn Benton, Senior Financial Aid Advisor II
Nicole Barber, Senior Financial Aid Advisor II
Nicole Brown, Director of Admissions
Petra Miskelley, Senior Admissions Representative II
Robynn Borchardt, Senior Career Services Coordinator

WOODHAVEN PRACTICAL NURSE STAFF

Dr. Robbyn Smith, RN, MSN, DFNP, Director of Nursing
Noel Dixon, Associate Director of Admissions

WOODHAVEN EMS STAFF

Christopher Rowe, Assistant Program Director
Jessica Cornell, Senior Registrar

WAYNE STAFF

Travis Faulds, Managing Director
Amy Landers, Director of Financial Aid
April Burise, Senior Associate Director of Admissions
Cheryl Middleditch, Senior Registrar
Dalauren Roberson, Financial Aid Advisor
Deidra Jacobs, Senior Administrative Assistant
Eddie Barakat, Lead Instructor
Lloyd Jones, Jr., Senior Admissions Representative
Maria Bertrand-Quarles, Senior Career Services Coordinator
Melanay Edison, Senior Associate Director of Career Services
Michele Hixson, Senior Academic Dean
Sarah Roocroft, Financial Aid Advisor
Stacy Hayes, Lead Instructor
Terrance Carter, Admissions Representative

WAYNE PRACTICAL NURSE STAFF

Shantelle Brown, MSN-NE, RN, Director of Nursing
Ann Noeyack, LPN, Practical Nurse Program Manager
Jamie Jenkins, Associate Director of Admissions
Shekina Foster, Administrative Assistant

ROSEVILLE STAFF

Todd Breadon, Senior Managing Director
Abigail Smith, Financial Aid Advisor
Alicia Young, Senior Career Services Coordinator
Angela Robinson, Admissions Representative
Austin Faulds, Financial Aid Advisor
Constance Manai, Evening Coordinator
Darlita Berry, Sr. Admissions Representative
Deborah Perry, Senior Registrar
Douglas Martin, Senior Admissions Representative II
Ermina Sehic, Admissions Representative
Heather Hunter, Senior Director of Financial Aid
Jimica Akindeji, Medical Manager
Justin Nichols, Senior Financial Aid Advisor
Karen Webb, Evening Administrative Assistant
Kenneth Thompson, Senior Associate Director of HVAC
Khalia Roland, Academic Dean
Kiki Hunter, Senior Administrative Assistant
Lacy Webb, Career Development Specialist
Nabil Hamam, CST, Surgical Technology Program Director
Patricia Stone, Associate Director of Admissions
Robert Burise, Senior Admissions Representative
Robia Oishe, Financial Aid Advisor
Sabrina Foster, Associate Director of Career Services
Saniquia Plummer, CST, Surgical Technology Clinical Coordinator
Theondrade Hawkins, Director of Admissions

ROSEVILLE CULINARY STAFF

Samuel Bullock, Associate Director of Culinary Arts Programs
Atiba Taylor, Senior Career Services Coordinator
Robert Gordon, Catering Manager

ROSEVILLE PRACTICAL NURSE STAFF

Lukesha Ledbetter-Lee, MSN, RN, Director of Nursing
Antonio Jones, Admissions Representative
Deborah Messing, Associate Director of Admissions
Donna Kolo, RN, Lead Instructor
Mary Lynn Gerow-Hackel, RN, Practical Nurse Program Manager
Nathalina Davis, Senior Administrative Assistant
Raegan Sweet, NCLEX Readiness Facilitator
Suzanne Brostek, Associate Director of Financial Aid

ROSEVILLE COSMETOLOGY STAFF

Sheila Dorjevski, Associate Director, Cosmetology
Dianne Mihlader, Cosmetology Lead Instructor
Shamekia Talley, Senior Administrative Assistant
Sherry Watson-Robinson, Lead Instructor

SAGINAW STAFF

Tracey Bass, Managing Director
Adam Morris, Senior Associate Director of Admissions
Alice Almond, Financial Aid Advisor
Benjamin Probst, Senior Admissions Representative I
Emily Brooks, Academic Dean
Jennifer Moreno, Instructor
Kelli Revard, Instructor
Linsay Glover, Senior Administrative Assistant
Megan Ely, Admissions Representative
Melissa Heffner, Registrar
Nicole Jean, Senior Associate Director of Career Services
Patrice Hopkins, Career Services Advisor
Shontele Scott, Senior Associate Director of Admissions
Tabitha Hunt-Dixon, Lead Instructor
Tiffany Blossey, Financial Aid Advisor

SAGINAW PRACTICAL NURSE STAFF

Tonya Hardy, RN, BSN, Associate Director of Nursing
Amanda Jackson, RN, BSN, Assistant Director of Nursing
Angela Wynn, RN, BSN, PN Program Manager
Jeremie Coffee, RN, BSN, Clinical Coordinator
Sara Kontranowski, Nursing Administrative Assistant

DEARBORN STAFF

Vyktorya Williams, Managing Director
Ayesha Beck, AAS-Radiologic Technology Clinical Coordinator
Bryanna Swift, Senior Financial Aid Advisor
Byron Ruffin, Sr. Career Development Specialist
Carmen Peck, Associate Director of Financial Aid

Dalaena Allen, Sr. Administrative Assistant
Darcel Robinson, Lead Instructor
DeAngelo Scott, Admissions Representative
Dominique Morris, Sr. Admissions Representative
Jessany Bryant, Financial Aid Advisor
John Clark, Lead Instructor
Jonathan Davis, Financial Aid Advisor
Julian Sims, Admissions Representative
Kimberly Garbey, Associate Director of Admissions
Kisha Covington-Strange, Administrative Assistant
Melissa Hibbert, AAS-Radiologic Technology Program Director
Rahijaa Freeman, Career Services Coordinator
Rufus Sims, Senior Associate Director of Admissions
Sara Turner, Administrative Coordinator
Svetlana Leprich, Associate Dean
Tammarawa Leverett, Admissions Representative
Tericka Lipscomb, Academic Dean

GRAND RAPIDS STAFF

Nichole Bauer, Senior Office Manager/Registrar
Kyleen Saunders, Administrative Assistant/Clinical Coordinator
Hilda Lerma, EMS Manager

FACULTY SUPPLEMENT

Information on full-time and part-time faculty, including their education indicating degrees held and the conferring institution, are included in the faculty supplement, which is an addendum to this catalog.

INSTITUTIONAL, STAFF & FACULTY MEMBERSHIPS

American Association for Health Education (AAHE)
American Association of Medical Assistants (AAMA)
American Culinary Federation (ACF)
American Health Information Management Association (AHIMA)
American Heart Association (AHA)
American Medical Technologists (AMT)
American Nurses Association (ANA)
Association of Private Sector Colleges and Universities (APSCU)
Chambers of Commerce: Madison Heights, Oak Park, Royal Oak
Michigan Chefs de Cuisine (MCCA)
Michigan Restaurant Association (MRA)
Michigan Student Financial Aid Association (MSFAA)
Midwest Association of Student Financial Aid Administrators (MASFAA)
National Association of Financial Aid Administrators (NASFAA)
National Center for Competency Testing (NCCT)
National Certified Insurance & Coding Specialist (NCICS)
National Healthcareer Association (NHA)
National Restaurant Association (NRA)
Ohio-Michigan Association of Career Colleges and Schools
Pharmacy Technician Certification Board (PTCB)

DESCRIPTION OF COURSES

Dorsey's course numbering system reflects a prefix, which identifies the field and a numbering system that is assigned to each course. The numbering system indicates course level, with the 100-series indicating certificate and diploma level courses, and the 200-series indicating associate degree level courses but does not reflect course prerequisites and corequisites. Required course sequence is indicated in the course description via the designation as prerequisite and corequisite. The course prerequisite(s) identifies classes which require successful completion prior to the class being attempted. The course corequisite(s) identifies classes which require successful completion prior to the course being attempted or concurrent enrollment in both classes.

ACCOUNTING

A101 PRINCIPLES OF ACCOUNTING LAB I - 3 credits

This course reviews the revenue cycle with a concentration on the medical office. Medical insurance plays an important role in the financial well-being of every healthcare business. The regulatory environment of medical insurance is now evolving faster than ever. In this course, you will gain an in-depth understanding of compliance, the payment process, electronic health records and medical coding. The emphasis of this course will help you clearly identify the steps needed to successfully manage the medical insurance claims process. A clear explanation of skills and attributes such as professionalism, ethics and etiquette will be discussed and how it is vitally important for all members of the medical office to possess these traits. A101 includes 60 hours of contact instruction. Co-requisite: ME110.

BIOLOGY

BIO101 MEDICAL TERMINOLOGY / ANATOMY AND PHYSIOLOGY I - 2.5 credits

This course presents anatomy and physiology along with medical terminology allowing the student to complete medical forms and documentation and communicate with medical personnel. The student will study prefixes, suffixes, word roots and medical terms concentrating on acquiring a solid base on which to build a large vocabulary. The student is also introduced to medical abbreviations. An introduction to the body with a view toward the structure and function of body parts, tissues, organs, and systems and their relationship to the whole body. The digestive, cardiovascular, respiratory, integumentary, and musculoskeletal systems are studied as well as the mechanisms of disease. B101 includes 50 hours of instruction. Prerequisite: None. Corequisites: NUR151 and NUR152.

BIO102 MEDICAL TERMINOLOGY / ANATOMY AND PHYSIOLOGY II - 2.5 credits

This course is a continuation of BIO101, presenting the language of medicine as it applies to the anatomy, physiology, and common pathological conditions of the following body systems: nervous, special senses, endocrine, lymphatic and immunity, urinary, and reproductive. BIO102 includes 50 hours of instruction. Prerequisites: BIO101, NUR151 Corequisites: NUR105 and NUR106.

BIO201 ANATOMY AND PHYSIOLOGY I – 4 credits

The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Body systems covered in this course include the

integumentary, musculoskeletal, cardiovascular and respiratory systems. Anatomical and basic medical terminology is examined in conjunction with each organ system. Corequisite: ENG201, MTH201; Prerequisite: None.

BIO202 ANATOMY AND PHYSIOLOGY II – 4 credits

The structure and function of body systems and organs are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and systems are covered. Body systems covered in this course include the nervous, endocrine, immune, digestive, urinary and reproductive systems. Basic genetics and heredity, acid-base imbalances and metabolism are covered. Anatomical and basic medical terminology is examined in conjunction with each organ system. Corequisite: NUR200, SOC201; Prerequisite: BIO201, ENG201, MTH201.

BIO203 ANATOMY AND PHYSIOLOGY WITH ADVANCED MEDICAL TERMINOLOGY – 4 credits

Unless you gain a good understanding of normal anatomy and physiology, you cannot understand the diseases and disorders experienced by your patients. The structure and function of body systems are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and each system of the body is covered in this course, with an understanding of the medical terms relevant for each structure within each body system. Anatomical and basic medical terminology is examined in conjunction with each organ system. Prerequisite: None.

BIO204 PATHOLOGY FOR THE HEALTH PROFESSIONS – 4 credits

Pathology is a branch of medical science primarily concerning the cause, origin, and nature of disease. It involves the examination of tissues, organs, and bodily fluids used to study and diagnose disease. The goal of this Pathology Course is to teach the concepts of various pathologic processes, learn their mechanism and understand how they develop. You will have the opportunity to learn the etiology of pathologic changes and understand the causes of many diseases in the various systems of the body. Prerequisite: BIO203; Corequisite: None.

BIO205 MEDICAL MICROBIOLOGY – 4 credits

This course covers principles of microbiology with emphasis on the important roles that microbes play in human life. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Techniques of microbial control including sterilization, aseptic procedures, and use of disinfectants will be discussed in relation to the sterility in the surgical field. Prerequisite: BIO203; Corequisite: NONE.

CHEMISTRY

CHM201 INTRODUCTION TO CHEMISTRY - 4 credits

This introductory course will cover basic aspects of chemistry with emphasis placed on the relationship between the real world and the chemical world. Emphasis is placed on chemical principles and their application, problem solving, and the development of laboratory skills with the goal of preparing students for further study in chemistry as needed for many science and health professions. Corequisite: None. Prerequisite: None.

CLINICAL LABORATORY SCIENCES

CLS101 INTRODUCTION TO THE CLINICAL LABORATORY I – 4 credits

This course introduces the fundamental principles and practices of a medical laboratory. Emphasis is placed on safety, patient considerations, quality, and delivery of testing. An introduction to the microscope, systems of measurement, and laboratory equipment, as well as automated testing technology will be discussed. Entry-level competency must be achieved and demonstrated with all procedures for successful completion of this course. Corequisite: ME112 or ME113. Prerequisites: PHB100, ME111.

CLS102 INTRODUCTION TO THE CLINICAL LABORATORY II – 4 credits

This course is a continuation of content from CLS101, Introduction to the Clinical Laboratory I. Fundamental principles and practices of a medical laboratory will continue to be discussed. Emphasis is placed on safety, patient considerations, quality, and delivery of testing. An introduction to basic clinical laboratory specialization will be discussed, including clinical chemistry, hematology, renal physiology and urinalysis, and examination of other bodily fluids. Entry-level competency must be achieved and demonstrated with all procedures for successful completion of this course. Corequisite: ME112 or ME113. Prerequisite: CLS101.

CLS105 MEDICAL LABORATORY ASSISTANT CAPSTONE – 5 credits

This course introduces entry-level practice designed to reinforce the skills necessary to become a successful medical laboratory assistant. In addition, students will begin a thorough review of the phlebotomy and medical laboratory assistant curriculum in preparation for challenging the certification exam. Professionalism and successful communication are stressed, while medical-legal issues and health law procedures are reviewed. Corequisite: None. Prerequisite: CLS102.

COMPUTER TECHNOLOGY

C101 COMPUTER APPLICATIONS FOR ALLIED HEALTH PROFESSIONALS - 3 credits

This course is designed to introduce computers to students in the allied health programs. Course includes basic keyboarding and word processing skills and concepts as well as reinforce existing skills and concepts. Keyboarding techniques will be practiced and improved upon throughout the course. Students will create and edit word processing documents frequently used in the medical field. Electronic charting and scheduling will be introduced using electronic health records software. C101 includes 60 hours of instruction. Prerequisite: None.

C107 NAVIGATING COMPUTERS, JOB SEARCH AND MATH FOR THE TRADES - 3 credits

This course is designed to provide students with the necessary tools to effectively navigate in a Windows environment. Students are introduced to the job search process in understanding networking, obtaining employment opportunities, interview skills, and in the creation of a cover letter, resume, and career portfolio. In addition, basic math concepts are introduced to further the student's mathematical application. This course includes 60 hours of instruction. Prerequisite: None.

C108 SPREADSHEET APPLICATIONS LAB – 3 credits

This course introduces students to utilize spreadsheet software in a Microsoft Excel environment. This includes learning how to build, edit, enhance, file, retrieve, and

print a workbook. Entering data, building formulas, querying a database, and producing graphs from a spreadsheet will also be covered. This course covers introductory core competencies required to successfully challenge the Microsoft Office Specialist (MOS) examination. C108 includes 60 hours of instruction. Prerequisite: None.

C111 WORD PROCESSING APPLICATIONS LAB- 3 credits

Develops competency in word processing software. Concepts and procedures are presented and reinforced with practical applications on computers. C111 includes 60 hours of instruction. Prerequisite: C101.

CULINARY ARTS

CA101 CULINARY FUNDAMENTALS - 3 credits

This lecture course is designed to introduce the student to the occupational and educational goals of the Culinary Arts Program. The student will explore the cooking profession, the range of culinary careers, basic culinary vocabulary, principles of professionalism, personal hygiene and general kitchen safety. The course will introduce the student to various herbs, spices, fruits and vegetables, and the sensory world of food. Appearance and flavoring profiles will be discussed. Students will study the World Food Safety's Sanitation Program and will challenge the ANSI/ANAB accredited Food Protection Manager Exam. CA101 includes 60 hours of instruction. Prerequisite: None.

CA102 CULINARY SKILLS - 9 credits

This laboratory (kitchen) course is an introduction to the ABCs of a professional kitchen that covers the basics from measuring, knife skills and equipment to proper mise en place and cooking techniques. This course allows students the opportunities of food handling and cooking along with how to display and serve prepared foods in an attractive and appetizing manner. Kitchen courses are a "hands on experience" without the pressure of kitchen deadlines. CA102 includes 180 hours of instruction. Prerequisite: None.

CA104 NUTRITION AND PURCHASING FUNDAMENTALS - 3 credits

This lecture course is designed to explore the basic relationship between nutrition and health. Current issues in nutrition will be discussed as well as sources of nutrients, U.S. Dietary guidelines/ recommendations, and nutrition labeling. This course includes how to buy food and commodities for both restaurants and institutions. Food classifications, standards and grading systems will be introduced. Students will study the National Restaurant Association's Nutrition curriculum and will take the NRAEF Nutrition certification exam. CA104 includes 60 hours of instruction. Prerequisites: CA101 and CA102.

CA105 CULINARY SPECIALTIES: BAKESHOP AND HEALTHY COOKING - 9 credits

This laboratory (kitchen) course is designed to give a practical understanding of baking and healthy cooking. Baking of breads, rolls, cakes, pies and pastries in quantity will be covered. The students will also explore the art of decorating cakes with borders, lettering, flowers and designs. Using color and form effectively to create a professional quality product is included. The course includes "hands-on" experience in cooking healthier food through product selection, flavor development and healthy cooking techniques. CA105 includes 180 hours of instruction. Prerequisites: CA101 and CA102.

CA106 BAKING: A PRACTICAL APPROACH TO METHOD AND TECHNIQUE – 9 credits

This laboratory (kitchen) course is designed to give a "hands-on" practical understanding and a strong working foundation of baking principles. Bread making from basic quick breads to yeast breads and advanced artisan specialties such as sourdough breads, laminated and pastry dough will be covered. The students will also explore baking techniques used to create restaurant quality cookies, pies, custards and frozen desserts. Through discussion, core principles are explained as the background for learning proper techniques. Healthy cooking techniques are also included in this course. CA106 includes 180 hours of instruction. Prerequisites: CA101 and CA102.

CA107 FOOD SERVICE OPERATIONS – 3 credits

This lecture course is designed to present the foundation of food production management and the systems of supervising daily operations including recipe selection, cost controls and menu planning. The course includes ways to manage food production employees, menus, food product, kitchen labor costs and kitchen employee costs. Techniques to properly evaluate decisions and analyze outcomes are covered. Restaurant organization related to efficiency and profitability will also be covered. CA107 includes 60 hours of instruction. Prerequisites: CA101 and CA102.

CA108 CULINARY SPECIALTIES: CATERING, REGIONAL AND INTERNATIONAL COOKING - 9 credits

Planning, cooking for and serving large numbers of people while controlling food quality and quantity is the primary focus of this laboratory (kitchen) course. This course includes how to work as a team in a busy commercial kitchen. Students will also explore how to plan an attractive presentation for catered affairs. Preparing, garnishing, and serving hot and cold food for occasions such as parties, receptions and business conferences will be covered as well as the techniques of cooking "out of house" events. This course includes "real life" experience operating in a simulated restaurant. CA108 includes 180 hours of instruction. Prerequisites: CA104 and CA105.

CA109 PASTRY: A PRACTICAL APPROACH TO METHOD AND TECHNIQUE – 9 credits

This laboratory (kitchen) course is designed to give a "hands-on" practical understanding and a strong working foundation of pastry and dessert principles. Introduction to the field with material on baking history, safety, tools and ingredients. Exploration of pastry work such as tortes, entremets, petits fours, plated desserts, cakes, chocolate and sugar work will be covered. Through discussion, core principles are explained as the background for learning proper pastry techniques. CA109 includes 180 hours of instruction. Prerequisites: CA101 and CA102.

CA110 CULINARY EXTERNSHIP – 12 credits

This course provides the student with unpaid work experience in a supervised food service setting under the direct supervision of the chef and his/ her staff. The primary objective of externship is to

ensure that each student gains practical experience, knowledge, skills and insight into the food service occupation. It is a structured experience bringing together academic knowledge gained in the instructional kitchen and classroom with practical hands-on participation in various cooking tasks. This course allows the student to utilize the skills that they have obtained by executing one or more of the following: Garde Manger: Prepare salads and salad dressings: prepare appetizers, relishes and hors d'oeuvres; prepare cold meat dishes; prepare cold sauces, glazes, jellies etc.; utilize leftovers. Cook's Assistant: Measure and mix ingredients according to recipe; prepare vegetables and fruits; prepare stocks and sauces; fabricate meats and fish; cook food according to recipe; season food according to recipe and taste; carve or portion food on serving plates; arrange and garnish plates for serving. Baker: Measure and mix ingredients according to recipe; prepare breads, rolls, muffins or biscuits; prepare pastries; prepare fruit or other pies, tarts or cobblers; prepare cakes, cookies and puddings. Students are required to complete 360 hours of unpaid work-related experience. Prerequisites: A minimum of 36 credits are required.

CA 111 CULINARY EXTERNSHIP: BAKING AND PASTRY – 12 credits

This course provides the student with actual unpaid work experience in a supervised bakeshop setting under the direct supervision of the chef and his/ her staff. The primary objective of externship is to ensure that each student gains practical experience, knowledge, skills and insight into the baking and pastry occupation. It is a structured experience bringing together all of academic knowledge gained in the instructional kitchen and classroom with practical hands-on participation in various bakeshop tasks. Students learn to implement the skills that they have obtained by executing one or more of the following: Bakery -Measure and mix ingredients according to recipe; develop attractive displays; prepare Artisan and yeast breads, bagels, ciabatta, focaccia, rolls, brioche, doughnuts, fritters, scones, coffeecakes, shortcakes, muffins or biscuits; Pastry - Measure and mix ingredients according to recipe; prepare fruit or other pies, cobblers; prepare and decorate cakes, tortes, petits fours, cupcakes, or tarts; prepare cookies, bars, macaroons, puddings, parfaits, Danish, croissants, custards, creams, sauces, mousse, ice cream, sorbet, soufflé, trifle, truffles or candy. Students are required to complete 360 hours of unpaid work-related experience. Prerequisites: A minimum of 36 credits are required.

COSMETOLOGY

COS101 INTRODUCTION TO COSMETOLOGY - 450 Clock Hours Total; 200 Theory (lecture), 250 Practical (lab)

The course begins with a brief history of cosmetology and takes the student through to the look of today's licensed cosmetologist. A road to success, both personally and professionally is highlighted. Michigan law is discussed in detail throughout this course. Students are introduced to all subjects within the cosmetology program, starting with infection control, including basic science concepts associated with the profession and up through all aspects of hair care, skin care and nail care. Prerequisite: None.

COS102 COSMETOLOGY I - 450 Clock Hour Total; 100 Theory (lecture), 350 Practical (lab)

This course addresses the necessary objectives of a first level senior student. A hands-on approach is taken with continued theory concepts to reinforce best practices. Students enter the clinic floor and provide services and applications to the public with direct oversight of their instructor. Students will be presented with a continued emphasis on infection control and a thorough overview of manicuring and pedicuring. A major component of the course focuses on all aspects of hair care, from the principles of hair design through cleaning, cutting, styling, chemical treatment and coloring. Prerequisite: COS101.

COS103 COSMETOLOGY II - 300 Clock Hour Total; 75 Theory (lecture), 225 Practical (lab)

This course provides students with the opportunity to hone their service and applications skills in the clinic. Special attention is given to building student confidence with skill competency and client interaction. Students will sit for their first of many mock state exams to prepare them for state licensure. Theory is a constant component of the course with skin care, including hair removal, facials and make-up, being looked at in detail. Chemical textures services, manicures and pedicures are also a major focus of the course. A continued emphasis is placed on infection control and refining individual techniques for hair cutting and hair coloring. Prerequisite: COS102.

COS104 COSMETOLOGY III - 300 Clock Hour Total; 50 Theory (lecture), 250 Practical (lab)

The final course in the cosmetology program is focused on preparing students for state licensure. A thorough review of all theory is presented, culminating in a final theory test for the course and program. Instructors work with students to fine tune their application and service skills in the clinic. Students work toward completion of the minimum practical applications, as required by the state. This course prepares the student for employment and discusses the facets of the salon as a business. Prerequisite: COS103.

DENTAL ASSISTANT

DA101 INTRODUCTION TO DENTAL ASSISTING - 3 credits

This course introduces the student to the Dental Assisting career and the professional dental industry. Students are introduced to the history of dentistry, the dental healthcare team, the dental office environment, introduction to human anatomy and physiology as well as dental terminology. In addition, law and ethics as applied to dentistry are also covered. DA101 includes 60 hours of instruction. Prerequisite: None.

DA102 INFECTION CONTROL IN DENTISTRY - 3 credits

In this course, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control. Topics include microbiology, disease transmission and infection Control as it applies to the dental environment. This course includes the principles and techniques of disinfection, processing and sterilization techniques of instruments and dental supplies, and blood borne pathogen standards. DA102 includes 60 hours of instruction. Prerequisite: None.

DA103 DENTAL ANATOMY, MORPHOLOGY, AND DENTITIONS - 3 credits

This course introduces the student to head and neck anatomy and oral cavity structures. This course includes a study of dentitions and tooth morphology as well as the Universal Tooth Numbering System and dental terminology related to tooth anatomy and oral structures. DA103 includes 60 hours of instruction. Prerequisite: None.

DA104 ORAL HEALTH AND PREVENTION OF DENTAL DISEASE - 3 credits

This course identifies infectious dental diseases and the measures that are

effective in improving oral health and preventing oral disease. The course covers periodontal disease, oral pathology and patient education measures in preventing disease with nutrition and dental care. DA104 includes 60 hours of instruction. Prerequisite: None.

DA105 DENTAL MATERIALS LAB- 3 credits

The clinical use of dental materials is an essential component of most dental procedures. In this course, the student will be exposed to dental materials, receive hands-on training in taking impressions and constructing study casts and master casts. This course provides a level of background knowledge and skill necessary to assist in safely and properly preparing various dental materials used by the dentist. DA105 includes 60 hours of instruction. Prerequisite: None.

DA106 ADMINISTRATIVE DENTAL OFFICE PROCEDURES - 3 credits

This course introduces the administrative business side of the dental practice providing the student with the basic skills and knowledge necessary to work in a progressive dental practice. Included are components on controlled records management, effective appointment scheduling, communication skills, a basic foundation in bookkeeping and the application of HIPAA regulations as they apply to the dental practice. DA106 includes 60 hours of instruction. Prerequisite: None.

DA110 DENTAL ASSISTING LAB I - 3 credits

This course provides the student with the background knowledge and skills needed to gather patient information and obtain diagnostic information, perform assessment procedures, work with a medically compromised patient and assist with a team in a medical emergency. This course also includes vital signs, CPR and dental pharmacology. DA110 includes 60 hours of instruction. Prerequisite: DA101.

DA111 DENTAL ASSISTING LAB II - 3 credits

This course introduces the student to chair-side assisting responsibilities and procedures practiced in general dentistry including four-handed dentistry, care and operation of equipment, and patient care. Included is how to handle and transfer dental instruments and place materials on models. DA111 includes 60 hours of instruction. Prerequisite: DA101.

DA112 DENTAL ASSISTING LAB III - 3 credits

This course introduces the student to chair-side assisting responsibilities and procedures of prosthodontics, dental implants and endodontics including two-handed and four-handed dentistry, care and operation of equipment, and patient care. This course also includes how to handle and transfer dental instruments and place materials on models. DA112 includes 60 hours of instruction. Prerequisite: DA105.

DA113 DENTAL SPECIALTIES LAB - 3 credits

In this course, the student will explore dental specialties including oral and maxillofacial surgery, pediatric dentistry, orthodontics, coronal polishing, and dental sealants. Students have the opportunity to practice and master entry level functions, review expanded functions, and demonstrate knowledge of instruments, materials, and equipment used in these areas of dentistry. DA113 includes 60 hours of instruction. Prerequisite: DA105.

DA114 INTRODUCTION TO RADIOLOGY* - 3 credits

Dental radiology involves the use of x-radiation to create radiographs necessary to identify and diagnose conditions. Using manikins, this course covers how to expose and process dental images, manage the patient, maintain proper infection control and quality control, and always follow radiation safety procedures by producing diagnostic quality radiographs with minimal exposure. DA114 includes 60 hours of instruction. Prerequisite: DA101.*This course follows the Michigan Dental Association approved radiography training program.

DA120 DENTAL ASSISTANT CAPSTONE - 3 credits

In this Capstone course, the students will have the opportunity to review and practice all clinical skills prior to externship. DA120 includes 60 hours of instruction. Prerequisites: DA101, DA102, DA103, DA104, DA105, DA110, DA111, DA112, DA113, and DA114.

DA121 DENTAL ASSISTANT EXTERNSHIP - 6 credits

This course provides the student with actual work experience allowing them the opportunity to demonstrate their skills in the real world of dentistry under the direct supervision of the dentist and their staff. Students are given the opportunity to work in both the administrative and clinical sections of the office. Guidance and supervision are key to a successful externship experience. It is expected that the student will become an integral part of the office staff. Externship sites will be developed by the school and every effort will be made to meet the needs of the student and the office (location, hours, and specialty areas provided). Monitoring of externship sites and documentation of hours is required. Prerequisite: 42 program credits are required.

ELECTRICAL

EL100 ELECTRICAL FUNDAMENTALS AND SAFETY - 3 credits

This course provides an overview of the electrical trade and discusses career paths available to electrical technicians. Safety rules and regulations for electricians are also covered. Also included are the necessary precautions required for various electrical hazards found on the job, and the OSHA-mandated lockout/tagout standard. Specific applications and proper use of trade tools is provided, in addition to important safety and maintenance issues related to hand and power tools. EL100 includes 60 hours of instruction. Prerequisite: None.

EL105 ELECTRICAL THEORY - 3 credits

This course will provide an introduction to Ohm's law, and the relationship of atomic theory, electromotive force, and resistance in alternating current and direct current circuits. In addition, the course covers Kirchhoff's voltage and current laws and power formulas. The course covers different circuits such as serials, parallel, and combination circuits. This course also includes how to use electrical testers such as non-contact testers, ground fault interrupt tester, clamp-on meter and multimeters. This course requires 60 hours of instruction. Prerequisite: None.

EL110 INTRODUCTION TO CONSTRUCTION DRAWINGS- 3 credits

This course focuses on electrical and construction prints, drawings, and symbols; this provides students with real life scenarios found on schematics, one-

lines and wiring diagrams. The course also explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. This course also provides an introduction to construction math. The course reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals, and explains their applications to the construction trades. EL110 includes 60 hours of instruction. Prerequisite: None.

EL115 ELECTRICAL MATHEMATICS I - 3 credits

This course provides an introduction to electrical math and introduces the fundamentals of using calculations in the electrical field. The course explains how to calculate branch circuit and feeder loads for various residential and commercial applications. The course covers the various factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop. EL115 includes 60 hours of instruction. Corequisite: EL105.

EL120 NATIONAL ELECTRICAL CODE - 3 credits

This course provides a navigational road map for using the National Electrical Code ("NEC") book. The module introduces the layout of the NEC and the types of information found within the code book, allowing students to practice finding information using easy-to-follow procedures. This module covers the components, installation considerations, and NEC requirements for various commercial electrical services. Additionally, the course describes the NEC requirements for selecting and installing equipment, enclosures, and devices in various special locations. This course requires 60 hours of instruction. Prerequisite: EL105.

EL125 APPLICATIONS OF RACEWAYS - 3 credits

This course will provide an overview of the types and applications of raceways, pull and junction boxes, and wiring methods. This course includes how to cut, ream, thread, connect, and bend conduit using hand, mechanical, and hydraulic benders. The course will explain how to select and size pull boxes, junction boxes, and hand holes. The hands-on application will include setting up and installing cable tray in residential and industrial settings. Also emphasized during this course are appropriate NEC requirements. EL125 includes 60 hours of instruction. Prerequisite: EL105.

EL135 ELECTRICAL TEST EQUIPMENT - 3 credits

This course provides an expanded the knowledge of electrical test equipment. It also covers different applications used in diagnoses and troubleshooting. How to use electrical testers such as Volt / Ohm Meter ("VOM"), Megger, phase meter, rotation meter, different tracing and multimeters are covered. This course includes basic First Aid, CPR, and AED through video-based instruction and instructor-led demonstration that teaches critical skills needed to respond to first aid, choking or sudden cardiac arrest emergency. Students passing the CPR exam are issued a CPR card. EL135 includes 60 hours of instruction. Prerequisite: EL105.

EL140 ELECTRICAL MATHEMATICS II - 3 credits

This course provides an expanded approach to electrical math and explains how to size and select circuit breakers and fuses for various applications. It also covers short circuit calculations and troubleshooting. The topics include basic calculation procedures for commercial and residential applications. The course covers various heat tracing systems along with their applications and installation requirements. EL140 includes 60 hours of instruction. Prerequisite: EL115.

EL145 WIRING METHODS – 3 credits

This course provides an overview of the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. It covers NEC fill and pull requirements for devices, pull, and junction boxes under 100 cubic inches. The module provides a continuation of conduit bending and installation. This module emphasizes the appropriate NEC requirements for conductor and cable installation. EL145 includes 60 hours of instruction. Prerequisites: EL115.

EL150 LIGHTING AND GROUNDING CIRCUITS - 3 credits

This class will introduce students to the world of lighting. This class covers incandescent, fluorescent, Tungsten-halogen, mercury vapor, metal halide, high-intensity discharge (HID), compact fluorescent (CFL), and light-emitting diode (LED). It will introduce students to circuit breakers and fuses and focuses on the purpose of grounding and bonding electrical circuits as required by the National Electrical Code. The practical lab will offer instruction in the installation of light applications, fixtures, differing bulbs and lighting requirements for residential, commercial and industrial settings. EL150 includes 60 hours of instruction. Prerequisite: EL115.

EL155 BASIC CONTROL SYSTEMS – 3 credits

This class will introduce student to coils, ice-cube relay, solid-state relay, and overload relays, lighting contactor, industrial contactor, and motor starter contactors. This course includes learning to draw line diagrams, check relay and contactors using multimeter techniques to locate faults in different voltage systems. This course includes basic control and holding circuit, latching circuit, wiring lighting indicator and safety devices. EL155 includes 60 hours of instruction. Prerequisite: EL115.

EL160 DISTRIBUTION SYSTEMS – 3 credits

This course will provide an overview of switchboards and switchgear, including installation, grounding, and maintenance requirements. In addition, this course will provide an overview of transformer types, construction, connections, protection, and grounding. This course covers the theory, operation, maintenance and testing of power transformers and supporting equipment. Safe and proper maintenance and testing procedures on pad-mounted, power transformers are also included. Larger power transformers used in utility applications are also covered along with cost estimation and control. EL160 includes 60 hours of instruction. Prerequisites: EL125, EL145 and EL155.

EL165 ADVANCED CONTROL SYSTEMS - 3 credits

This class furthers student knowledge of control circuits by adding off-delay, on-delay timers relays, adjustable frequency drive, and reduced voltage motor starters. Also covered are advanced troubleshooting procedures. The course covers different types of fire alarm systems and wiring for initiating, notification appliances: hardwire, multiplex, and addressable systems as well as initiating and notification appliances. EL165 includes 60 hours of instruction. Prerequisite: EL155.

EL170 MOTOR CIRCUIT APPLICATIONS - 3 credits

This course will provide students the latest industry practices in power and control motor circuits. How to read ladder and connection diagram, motor

symbols, schematic diagrams, variable frequency drives, and how to build a motor are covered in this course. This course explains how to identify motor faults and understand appropriate techniques for preventive maintenance using various meters and test equipment. This class also covers calculations required to size overload, conductors and feeder, controllers, short circuit and ground fault protection, and disconnect. EL170 includes 60 hours of instruction. Prerequisite: EL155.

EL175 PROGRAMMABLE LOGIC CONTROLLERS - 3 credits

This course will introduce students to programmable logic controller ("PLC") hardware and software. This course includes the different parts of the hardware and how they are connected in a closed loop system. In addition, it covers how to program logic in ladder logic format as well as discrete input/output, basic instruction, timers, counters, date tables, communication and troubleshooting procedures. EL175 includes 60 hours of instruction. Prerequisite: EL155 and C107.

ENGLISH

E102 BUSINESS COMMUNICATIONS – 3 credits

This course is designed to provide students with the necessary tools to effectively communicate within a business environment. Professionalism, successful communication, and grammar are stressed, while students enhance verbal and written communication skills in completing office memorandums, various letter types, and electronic business messages. In addition, students are introduced to the job search process in understanding networking, obtaining employment opportunities, interview skills, and in the creation of a cover letter, resume, and career portfolio. E102 includes 60 hours of instruction. Prerequisite: None.

ENG201 – ENGLISH COMPOSITION – 4 credits

This course explores reading and writing to help student better understand how to read from a writer's viewpoint and write with the reader in mind. It will engage students in real world, college-level projects to develop the literacy skills needed to be successful. Methods will be introduced to explore analysis, evaluation, and argument in expository writing. Prerequisite: None.

ESTHETICS

EST110 INTRODUCTION TO ESTHETICS- 125 Clock Hour Total; 70 Theory (lecture), 55 Practical (lab)

The course begins with a brief overview of the history of skincare and the Esthetics profession. Professional practices pertaining to infection control, personal hygiene, and public health safety within the scope of the EPA and OSHA regulations will be covered in this course. Basic bacteriology and knowledge of other infectious agents and associated communicable diseases are covered along with the methods of facility sanitization. A general overview of the human body; including anatomy, physiology and histology of the skin will be presented. Performing skin analysis and recognizing contraindications to services while performing basic facials will be addressed in this course. Students will discuss the morphology of hair and its growth stages as well as temporary and permanent hair removal. The basic practical manipulation of the face for cleansing and hair removal will continue to be reinforced throughout the program. Prerequisite: None

EST112 SKIN SCIENCES- 125 Clock Hour Total; 70 Theory (lecture), 55 Practical (lab)

In this course, students will continue to reinforce their understanding of facial treatments, including hair removal. Students will have an opportunity to continue a discussion of anatomy and the basic function of the systems of the body. A thorough discussion will be presented on disorders and diseases of the skin and how to identify these conditions. Students will be instructed on performing spa massage techniques and how to use the different types of facial machines. In addition, students will discuss product ingredients and the proper use of the equipment and products relating to these various treatment techniques. This course covers basic chemistry, mechanical and electrical concepts including equipment safety. Prerequisite: EST110

EST114 MAKE UP AND ADVANCED TREATMENTS- 125 Clock Hour Total; 70 Theory (lecture), 55 Practical (lab)

This module introduces the students to the different types of cosmetics and their uses, the understanding of cosmetic color therapy, and consulting with clients to determine their needs and preferences. Students will be able to identify different facial types and demonstrate basic makeup procedures for any occasion make up as well as corrective makeup. We will also emphasize the applications of advanced treatments such as body exfoliation, laser technology, light therapy, and ultrasonic technology. Students will have the opportunity to discuss the benefits of proper nutrition and the understanding of vitamins and minerals. This course will reinforce how nutrition relates to healthy skin. Prerequisite: EST112

EST116 EYELASH AND EYEBROW ENHANCEMENTS- 125 Clock Hour Total; 70 Theory (lecture), 55 Practical (lab)

This course begins with a brief overview of important historical moments in the use of eyelash enhancements and artificial lashes. It will outline the scope of practice for an eyelash technician and how to safely enhance the appearance of the natural lashes while maintaining their health and integrity. Eyelash technicians should have a thorough understanding of the structure and function of the eyes, eyelids, eyelashes, and eyebrows to protect the health of the eye while still performing beautiful, proportioned services. Understanding infection control principles and practices is necessary when dealing with the public. Practicing the basics of cleaning and disinfecting and following federal and state rules will be discussed in this course. Upon the completion of this course, you should understand necessary steps to run a lash business, how to maximize your income and set expectations that can be maintained throughout your career. Prerequisite: EST114

EST118 ESTHETICIAN CAREER AND SPA MANAGEMENT- 125 Clock Hour Total;70 Theory (lecture), 55 Practical (lab)

This module covers the skills necessary to meet the daily and long-term challenges of successfully managing today's spa environment. Students are presented the elements of effective management including motivation of staff and the maintenance of long-term strategic vision and drive. Marketing strategies and selling of products and retail services will be included in this course. An in-depth study of State Cosmetology Board laws and regulations along with requirements for licensure will be included. A focus on preparing the student for an esthetician career including professional standards, ethical practices, and the key to successful interactions with clients, supervisors, and co-workers are presented. Resume writing, interview techniques and job search strategies will

also be covered in this module. Prerequisite: EST116

EST120 ESTHETICS: CAPSTONE- 125 Clock Hour Total; 70 Theory (lecture), 55 Practical (lab)

This course is designed to assist students in preparing for the state licensure examination. You will be provided with information that will guide you through preparing for and taking the practical and written portion of the licensure examination. Esthetician state board practice exams will be given and reviewed weekly throughout the course. Student application and client services will continue throughout the course. Prerequisite: EST118

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

HVAC101 FUNDAMENTALS OF HVAC - 3 credits

This course introduces the student to the heating, ventilation, air conditioning and refrigeration (HVAC/R) industry and profession. Students are introduced to the history of the HVAC/R industry, safety standards, the science behind HVAC systems, as well as the tools and equipment necessary to perform maintenance and testing on HVAC components. Student will also be introduced to measuring, servicing and testing equipment, meter calibration, piping and tubing, as well as brazing, soldering and welding techniques. HVAC101 includes 60 hours of instruction. Prerequisite: None.

HVAC102 ELECTRICITY - 3 credits

This course is designed to introduce the student to basic electricity, electrical power and circuits, motors, components and wiring diagrams as they apply to the HVAC industry. Through theory and application, the course covers such topics as alternate current (AC) and direct current (DC), Ohm's law, single and multi-phased motors, circuit testing and wiring schematics. HVAC102 includes 60 hours of instruction. Corequisite: HVAC101.

HVAC104 CONTROLS - 3 credits

This course will introduce the student to the various controls used in the HVAC industry. Topics include contactors/relays/ overloads, thermostats, pressure switches, electronic/heating control devices and residential/ commercial/ industrial air conditioning control systems. HVAC104 includes 60 hours of instruction. Prerequisite: HVAC101.

HVAC106 REFRIGERATION - 3 credits

This class introduces the student to the fundamental principles behind the refrigeration cycle. Concepts include the basic operation of domestic refrigerators, freezers, defrost mechanisms, and electrical circuits. Topics covered include Section 608 refrigerant certification, the laws of refrigeration, compression cycle, latent and sensible heat, methods of heat transfer, troubleshooting and servicing of domestic and light commercial refrigeration systems. HVAC106 includes 60 hours of instruction. Prerequisite: HVAC101.

HVAC108 RESIDENTIAL SYSTEMS - 3 credits

This class introduces the student to residential and light commercial HVAC systems. Subjects covered are residential air conditioning; gas and oil-fired heating systems, electric heat, heat pumps and troubleshooting of these systems. HVAC108 includes 60 hours of instruction. Prerequisite: HVAC101.

HVAC110 COMMERCIAL SYSTEMS – 3 credits

This class introduces the student to commercial environmental and refrigeration systems. It covers application, installation and servicing of industrial air conditioning, control systems, rooftop installation, air handler coils, hydronic heating systems, cooling towers and storage systems. This class also introduces the student to commercial refrigeration systems including systems, equipment and special components found in restaurants and supermarkets, in addition to food preservation. HVAC110 includes 60 hours of instruction. Prerequisite: HVAC101.

HVAC114 BLUEPRINTING, WEATHERIZATION AND SUSTAINABILITY - 3 credits

This course will introduce the student to the basics of blueprint reading as it relates to the HVAC industry. Students will be introduced to weatherization procedures and sustainable building applications. Topics include the fundamentals of residential weatherization, various construction methods, thermal and moisture protection and insulation piping, ducts and water heaters. The course covers strategies for green building design preparing the student to contribute to the overall sustainability of HVAC design. Topics range from basic skills, such as basic mathematics, safety, various measurements and symbols, to freehand sketching and drafting, to reading and interpreting architectural plans, including ductwork and mechanical plans. HVAC114 includes 60 hours of instruction. Corequisite: HVAC101.

HVAC115 SYSTEM DESIGN, SIZING AND LAYOUT - 3 credits

This course will introduce the student to efficient system design, appropriate sizing and layout of HVAC systems. Topics include building construction, fans and duct systems, duct installation, zone control systems, testing/adjusting/ balancing (TAB), indoor air quality (IAQ), filters and humidifiers and residential load calculations. HVAC115 includes 60 hours of instruction. Prerequisite: HVAC101.

HVAC118 EPA STANDARDS, SYSTEM TROUBLESHOOTING AND SCHEMATICS - 3 credits

During the first three weeks of this course the students will prepare for and challenge the Section 608 EPA universal certification exam. This course includes proper refrigeration system recovery, evacuation and charging, as well as deep vacuum tests. Course time will be spent reinforcing knowledge of electrical schematics and proper troubleshooting techniques. HVAC 118 includes 60 hours of instruction. Prerequisites: HVAC108 and HVAC110.

HVAC120 HVAC EXTERNSHIP - 6 credits

The student is assigned an externship site in a residential, commercial, construction or industrial setting. This experience allows the student the opportunity to practice skills and gain industry familiarity through hands-on participation in various HVAC tasks under direct supervision of an experienced industry professional. Students are required to complete 180 hours of unpaid work-related experience. Prerequisite: 30 program credits are required. Prerequisite: None.

MANAGEMENT

MG106 INTERPERSONAL SKILLS - 3 credits

This course is designed to reinforce interpersonal skills (both personal and professional) regarding effective communication, personal perceptions, listening, emotional expression and conflict as it relates to individuals, society and various cultures. Additionally, the course covers skills in understanding the importance of providing appropriate service for customers within program career fields. MG106 includes 60 hours of instruction. Prerequisites: none.

MANICURING

MANI110 MANICURING I - 200 Clock Hour Total; 116 Theory (lecture), 84 Practical (lab)

This course introduces the student to the history and opportunities of the nail profession. It prepares the student for the profession by addressing life skills, professional image building and professional communication suited to the salon business. Students are taught the application of skill by building a foundation of knowledge about infection control, anatomy and physiology of the skin and nails, nail disease and disorders, basics of chemistry and electricity, an understanding of nail product chemistry and an introduction in the fundamental techniques involved in basic nail techniques. Prerequisite: none.

MANI112 MANICURING II - 200 Clock Hour Total; 116 Theory (lecture), 84 Practical (lab)

This course prepares students for proficiency in the skills used by a nail professional. All aspects of manicuring and pedicuring are addressed and performed, including electric filing nail tips and wraps, monomer liquid and polymer powder nail enhancements and UV gels. As a nail technician, you should develop a thorough understanding of manicuring, advanced techniques, and the regulations for the scope of practice (SOP) within the state of Michigan. Prerequisite: MANI110.

MANI114 MANICURING III - 200 Clock Hour Total; 116 Theory (lecture), 84 Practical (lab)

This course provides the student an opportunity to focus on preparation for state licensing and employment opportunities. Students will review the state licensing examination process, including state board practical and theory objectives. Students will have an opportunity to participate in mock state board exams, including a mock state board practical and theory examination. Students will prepare an employment portfolio and understand characteristics needed to thrive in a service profession. Prerequisite: MANI112.

MATHEMATICS

MTH107 MEDICAL MATH CALCULATIONS – 2.5 credits

This course provides instruction in and practice of mathematical concepts relevant to the nursing profession. Topics include fractional values, calculations, conversions, ratios, and proportion, as well as critical analysis of numerical data and statistical reports. Dosage calculations included in this course. NCLEX-PN preparation is provided. MTH107 includes 50 hours of instruction. Prerequisites: NUR105 and NUR106. Corequisites: NUR111 and NUR112.

MTH201 MATHEMATICAL CONCEPTS – 4 credits

This course will introduce the student to and will afford practice in mathematical concepts relevant to health care professions. Topics include algebraic expressions, fractional values, calculations, conversions, ratios, and proportions, as well as critical analysis of numerical data and statistical reports. Review and practice of basic mathematical operations will be provided. Prerequisite: None.

MASSAGE THERAPY

MTC102 MASSAGE THERAPY BASICS – 3 credits

This course introduces Swedish massage techniques which have become recognized as the fundamental basis for many other forms of Western massage therapy. Basic palpation techniques, as well as proper body mechanics, draping, table setup, and cleaning protocols are included in this course. Professional client communication including verbal intake and written data collection will be introduced. This course also serves as a foundation for learning medical terminology and identifying the functions and structures of the skeletal and muscular systems of the body. Specific aspects of these systems will be noted as to how each relates to massage therapy. Kinesiology is introduced as topographical contours, palpation techniques, joint actions, and bony landmarks involved in massage therapy will be highlighted throughout the course. Prerequisite: None. Corequisite: MTC104.

MTC104 MASSAGE THERAPY SAFETY – 2.5 credits

This course introduces standard precautions and basic pathology concerns in massage therapy including contraindications and indications for massage, special populations, and classes of medications. Students will be instructed to perform proper client intake, record SOAP notes and other forms of written data for record keeping. This course also serves as a foundation for learning medical terminology necessary to identify the functions and structures of the skeletal and muscular systems of the body. Job related health and safety, as well as the safe usage and effects of heat and cold applications are covered. Prerequisite: None. Corequisite: MTC102.

MTC106 MASSAGE MODALITIES – 2.5 credits

This course provides several examples of common Western and Eastern massage modalities and hydrotherapy safety. Sports and chair massage may be performed in hands-on massage event(s). Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC108 ANATOMY AND PHYSIOLOGY FOR MASSAGE: NE – 2.5 credits

This course provides a comprehensive look at the anatomy, physiology, pathology, and appropriate massage techniques for the nervous and endocrine systems of the human body. This course includes student preparation for the MBLEx and a career working with the public including the ability to determine appropriate massage treatments regarding the nervous and endocrine system indications and contraindications. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC112 SPA MASSAGE – 2.5 credits

This course provides instruction in foundational spa skills, spa treatments, and various modalities adapted to the spa environment. This course includes aromatherapy, hot stone therapy, and exfoliating techniques. Career opportunities utilizing these techniques will be introduced as well as the basics of spa operations including office hygiene. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC114 ORTHOPEDIC MASSAGE – 2.5 credits

This course provides a comprehensive look at kinesiology and physiology through postural and gait assessments, massage techniques, and treatment plan development in massage therapy. The course also reviews bony landmarks, muscle palpation, muscle attachment sites, and how to determine which muscle group should be addressed for common conditions. The focus will be on incorporating assessment skills and palpation skills to assist with material retention. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC116 MASSAGE THERAPY PALPATION TECHNIQUES – 2.5 credits

This course provides a deeper understanding of the benefits, effects, and techniques of manual therapy

beyond the Swedish massage approach. The modalities covered in this course include myofascial, deep tissue, proprioceptive neuromuscular facilitation, stretching, trigger point therapy, and musculoskeletal injury massage. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC118 ANATOMY AND PHYSIOLOGY FOR MASSAGE: ICI – 2.5 credits

This course provides a comprehensive look at the anatomy, physiology, pathology, and appropriate massage techniques for the integumentary, cardiovascular, and immune systems of the human body. This course includes student preparation for the MBLEx and for a career working with the public including the ability to determine appropriate massage treatments regarding the integumentary, cardiovascular, lymphatic, and immune system indications and contraindications. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC128 ANATOMY AND PHYSIOLOGY FOR MASSAGE: RDUR – 2.5 credits

This course provides a comprehensive look at the anatomy, physiology, pathology, and appropriate massage techniques for the respiratory, digestive, urinary, and reproductive systems of the human body. This course includes student preparation for the MBLEx and for a career working with the public including the ability to determine appropriate massage treatments regarding the respiratory, digestive, urinary, and reproductive system indications and contraindications. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC138 MASSAGE THERAPY PROFESSIONALISM – 2.5 credits

This course provides an overview of employment in the massage field, resume building, interviewing skills, and cover letters. Self-employment business basics, marketing, business ethics, and creating a business plan are also covered in the course. Laws, taxes, income, and expenses are detailed in the course. The history of massage, ethics of manual therapy, massage implications for mental health disorders, and trauma are discussed. Prerequisite: MTC102 and MTC104. Corequisite: None.

MTC160 MASSAGE CLINIC – 2.5 credits

This course provides a supervised clinical experience in which students perform massage therapy services in a massage clinic. A licensed massage therapist supervises all clinics. Students will have the opportunity to practice massage modalities learned throughout the program on members of the public in a simulated work environment. This course will be supported by weekly clinical assignments and professionalism training to reinforce techniques used in the clinic and to address any questions or concerns that may arise. Prerequisites: MTC102, MTC104, MTC106, MTC108, MTC112, MTC114, MTC116, MTC118, MTC128, and MTC138. Corequisite: None.

MTC162 MASSAGE CAPSTONE – 2.0 credits

This course concludes instruction for student preparation to challenge the Massage & Bodywork Licensing Examination (MBLEx), a nationally recognized exam required for licensing in the state of Michigan. This course also covers a variety of concepts and strategies involved in assessing and treating clients and will review the essential modalities inclusive in the MBLEx. Prerequisites: MTC102, MTC104, MTC106, MTC108, MTC112, MTC114, MTC116, MTC118, MTC128, and MTC138. Corequisite: None.

MEDICAL

ME065 MEDICAL WORKPLACE SKILLS - 3 credits

This course is designed to present a combination of skills necessary to be successful in securing gainful employment. Basic math concepts will be reviewed to further the student's mathematical application. Students are taught to identify and describe key job skills and objectives, techniques for writing a simple resume and cover letter, how to search for jobs effectively, and techniques for improving interviewing skills and following up on job leads. ME065 includes 60 hours of instruction. Prerequisite: None.

ME110 MEDICAL INSURANCE AND ELECTRONIC HEALTH RECORDS LAB – 3 credits

The students will be introduced to a practical approach for basic comprehension of medical insurance programs and coding procedures using the most current ICD and CPT manuals and billing procedures. The student will also be introduced to practice management and electronic health records. Advanced training software will be used for electronic charting, scheduling, reporting and inputting of basic insurance information. ME110 includes 60 hours of instruction. Corequisite: ME111.

ME111 INTRO TO MEDICAL TERMINOLOGY AND ANATOMY AND PHYSIOLOGY – 3 credits

This course covers the structural organization of the body and the mechanisms of disease as well as an introduction to the following systems: Respiratory System, Cardiovascular System, The Lymphatic and Immune System, Hematology, and pathological and disease processes associated with these systems. The student will gain knowledge of the most commonly used medical terms associated with these systems and understand how the term applies in a medical setting. ME111 includes 60 hours of instruction. Prerequisite: None.

ME112 ANATOMY AND PHYSIOLOGY WITH MEDICAL TERMINOLOGY A – 3 credits

This course introduces the medical terminology, anatomy, physiology, pathological conditions and disease processes for the sense organs and the following systems: Integumentary, Musculoskeletal, and Nervous systems. E112 includes 60 hours of instruction. Prerequisite: ME111.

ME113 ANATOMY AND PHYSIOLOGY WITH MEDICAL TERMINOLOGY B – 3 credits

This course introduces the medical terminology, anatomy, physiology, pathological conditions and disease processes for the following systems: Urinary, Reproductive, Digestive and Endocrine systems. ME113 includes 60 hours of instruction. Prerequisite: ME111.

ME120 MEDICAL INSURANCE SOFTWARE APPLICATIONS – 3 credits

This course provides the student with the opportunity to learn and perform the duties of the medical biller using computerized practice management programs. The role computers play in the medical billing cycle is highlighted, along with the use of health information technology, electronic health records and HIPAA. Data entry such as patient account information and patient scheduling and how to enter patient charges, create claims and create reports are covered. ME120 includes 60 hours of instruction. Corequisite: ME110.

ME130 ADVANCE MEDICAL CODING AND BILLING - 3 credits

This course is a continuation of ME110 providing the student with a comprehensive overview of private and government insurance plans, workers compensation. Students are introduced to legal and regulatory issues, coding for medical necessity and advanced coding for evaluation and management and by body systems. ME130 includes 60 hours of instruction. Prerequisite: ME110.

ME135 HOSPITAL AND INSTITUTIONAL CODING AND BILLING - 3 credits

This course is designed to provide a basic understanding of various aspects of hospital and institutional coding and billing including the hospital regulatory environment, hospital departments and their functions, and patient accounts and data flow. Hospital billing processes, accounts receivable management, coding, claim forms, reimbursement and HIPAA as it applies to the hospital environment are also covered. ME135 includes 60 hours of instruction. Prerequisite: ME110.

ME191 MEDICAL ADMINISTRATION AND BILLING EXTERNSHIP - 6 credits

The student is assigned an externship site which permits them to perform the duties of a medical biller under the direct supervision of the medical office supervisor. Skills and knowledge base are enhanced by this experience and the student gains valuable work experience and self-confidence. Students are required to complete 180 hours of unpaid work-related experience. Prerequisite: 42 program credits are required.

MEDICAL ASSISTANT

MA106 HEALTH HISTORY AND PHYSICAL MEASUREMENTS LAB - 3 credits

Introduces universal blood and body substance precautions, and methods of infection control. The course includes how to take and record vital signs and physical measurements that are part of the history and physical examination. MA106 includes 60 hours of contact instruction. Corequisite: or ME111.

MA107 SURGICAL ASEPSIS AND PHARMACOLOGY LAB - 3 credits

Introduces the student to the important concept of infection control, emphasizing medical and surgical asepsis in the medical office. Pharmacology basics and the correct procedures for administering medications are also reviewed. MA107 includes 60 hours of instruction. Corequisite: ME111.

MA108 URINALYSIS, VENIPUNCTURE AND HEMATOLOGY LAB - 3 credits

This course introduces students to specimen collection and handling for laboratory tests commonly ordered in the physician's office, and meeting CLIA regulations. This is followed by an in-depth analysis of the systems, blood tests, and procedures related to urinalysis and hematology. This is an invasive procedure module. This course explains how to adhere to Universal Precautions procedures and OSHA blood borne pathogens standards. MA108 includes 60 hours of instruction. Corequisite: ME111.

MA109 ELECTROCARDIOGRAPHY, RADIOLOGY, FIRST AID AND CPR LAB - 3 credits

This course introduces students to cardiovascular procedures, including ECG's and Holter monitors, as well as diagnostic pulmonary function testing and diagnostic radiology. Common office emergencies and first-aid procedures are also reviewed. CPR Certification is included in this course. MA109 includes 60 hours of instruction. Corequisite: ME111.

MA112 MEDICAL OFFICE ADMINISTRATION - 3 credits

Offers a practical approach to a basic comprehension of law and ethics, medical insurance and medical office procedures. MA112 includes 60 hours of instruction. Prerequisite: None.

MA114 MEDICAL ASSISTANT EXTERNSHIP - 6 credits

The student is assigned an externship site in a clinic, physician's office, or hospital. This experience allows the opportunity to practice skills and gain confidence through working in the real world of medicine under the direct supervision of the physician and their staff. Students are required to complete 180 hours of unpaid work-related experience along with curriculum reinforcement. Prerequisite: 42 program credits are required.

MA115 EXCELLING IN TODAY'S MEDICAL ENVIRONMENT – 3 credits

This course focuses on the non-clinical skills that students need when employed in the medical office and on externship. The topics covered include effective patient interaction and education, working with geriatric patients, cultural diversity, preparing for externship while in school, and what to do while on externship. MA115 includes 60 hours of instruction. Prerequisite: 9 program credits.

MA120 SPECIALTY EXAMINATIONS / PROCEDURES, VENIPUNCTURE AND BLOOD CHEMISTRY LAB - 3 credits

Deals with specialty areas in the medical office setting: physical agents to promote healing; pediatrics; colon procedures and male reproductive health. Continued development of venipuncture skills and performance of blood chemistry and serology tests are included. Venipuncture and blood chemistry testing are invasive procedures and strict adherence to Universal Precautions and OSHA blood borne pathogen standards will be reinforced. MA120 includes 60 hours of instruction. Prerequisite: MA108.

NURSING

NUR105 PRACTICAL NURSING FUNDAMENTALS II - 2.0 credits

This course is a continuation of NUR151 with emphasis on performing safe nursing interventions and developing basic procedural skills. Professional, moral, ethical and legal issues are explored. Documentation and writing skills for the Practical Nurse will be presented. Basic nursing skills in the lab are applied to experiences in the clinical facilities. Additional topics include the nursing process and the principles and skills of nursing practice. Emphasis will be given to the student developing critical thinking skills, demonstrating professionalism, recognizing legal/ethical responsibilities, acting as a client advocate, and by implementing appropriate standards of care. A lab component is included in this course. NCLEX-PN preparation is provided. NUR105 includes 40 hours of instruction. Prerequisites: BIO101, NUR151 and NUR152. Corequisites: BIO102.

NUR106 PRACTICAL NURSING FUNDAMENTALS II CLINICAL - 1.5 credits

Building on concepts from NUR105, this course is designed to help the student develop the basic skills needed to be dependent care agents in a variety of health care settings. Students will work with a Registered Nurse/Licensed Practical Nurse to provide basic nursing care to clients. Emphasis will be placed on a systems-based approach where the use of effective interpersonal

communication skills with clients and utilizing the nursing process and critical thinking skills is the basis for planning and implementing care for the adult client. NUR106 includes 48 hours of clinical instruction. Prerequisites: NUR151, NUR152 and BIO101. Corequisites: NUR105 and BIO102.

NUR108 PHARMACOLOGY / MEDICATION DELIVERY - 2.5 credits

This is the first of two courses to introduce the student to the foundations of pharmacologic therapy and the delivery of safe medication administration to clients. NUR108 examines various types of medication, their uses, contraindications, adverse reactions, dosage, routes, and herbal remedies. Client education is also stressed. The nursing process is used as a framework for presenting care of the client as it relates to the medication and the course of therapy. Emphasis is placed on promoting an optimal response to therapy, monitoring and managing adverse reactions, contraindications, precautions, and interactions. Instruction in skills and techniques related to safe and effective delivery of drugs including dosage calculations, generic and brand equivalents, diagnostic testing, and legal and safety considerations. NCLEX-PN preparation is provided. NUR108 includes 50 hours of instruction. Prerequisites: NUR111, NUR112 and MTH107. Corequisites: NUR113 and NUR114.

NUR109 GERIATRIC NURSING - 2.0 credits

This course will introduce the maturing/elderly adult client including physical and psychological needs, and diseases and disorders common in the aging client population. In addition, the physiological effects of aging and physical risks and safety are emphasized. A lab component is included in this course. NCLEX-PN preparation is provided. NUR109 includes 40 hours of instruction. Prerequisites: NUR155, NUR156 and NUR157. Corequisites: PSY102 and NUR110.

NUR110 GERIATRIC NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR109 allowing students to apply skills to experiences in a variety of clinical settings. The integration of basic principles related to characteristics of the aging population, concepts of geriatric nursing care, theories of aging, and ethical and legal aspects of geriatric nursing into the care of the aging adult are included. Prerequisites: NUR155, NUR156 and NUR157. Corequisites: PSY102 and NUR109.

NUR111 MEDICAL/SURGICAL NURSING I - 2.0 credits

As an introduction to adult medical surgical nursing NUR111 focuses on the theory, rationale, and specific nursing intervention and the nursing process in caring for the acute/chronically ill client. Consideration will be given to the physiological, cognitive, psychosocial, and spiritual needs of the client who is experiencing gastrointestinal, endocrine, and hematologic system disorders. Health promotion, disease prevention and disease acceleration will also be discussed. Information related to nursing care of clients receiving intravenous therapy including blood and blood products will be considered. In addition, problems with fluid and electrolyte balance will be reviewed as it pertains to the adult medical surgical client. The course emphasizes evidence-based practice and quality improvement initiatives to foster critical thinking skills to care for culturally diverse clients and their families. A lab component is included in this course. NCLEX-PN preparation is provided. NUR111 includes 40 hours of instruction. Prerequisites: NUR105, NUR106 and BIO102. Corequisites: MTH107 and NUR112.

NUR112 MEDICAL/SURGICAL NURSING I CLINICAL - 1.5 credits

This clinical component is an extension of NUR111 with an emphasis on prioritization, decision making and critical thinking in addition to health management, maintenance, and prevention of illness; care of the client as a whole, pharmacology and diet therapy are introduced. NUR112 includes 48 hours of clinical instruction. Prerequisites: NUR105, NUR106 and BIO102. Corequisites: MTH107 and NUR111.

NUR113 MEDICAL/SURGICAL NURSING II - 2.0 credits

This course focuses on theory, rationale, and specific nursing interventions from previous courses and a continuation of the utilization of the nursing process in caring for acute/chronically ill clients. Consideration will be given to the physiological, cognitive, psychosocial and spiritual need of the client who is experiencing cardiac, respiratory, genitourinary, and /or integumentary system disorders. Health promotion, disease prevention, and disease acceleration will be explored. A lab component is included in this course. NCLEX-PN preparation is provided. NUR113 includes 40 hours of instruction. Prerequisites: NUR111, NUR112, and MTH107. Corequisites: NUR114 and NUR108.

NUR114 MEDICAL/SURGICAL NURSING II CLINICAL - 1.5 credits

This clinical component is an extension of NUR113 with advanced utilization of the nursing process in the care of acute/chronically ill clients. Emphasis will be on prioritization, decision-making, critical thinking, and client safety related to pharmacology and nutrition. Focus will include application of skills and theoretical knowledge to experiences in a clinical facility. NUR114 includes 48 hours of clinical instruction. Prerequisites: NUR111, NUR112, and MTH107. Corequisites: NUR113 and NUR108.

NUR115 MATERNAL/NEWBORN NURSING - 2.0 credits

This course will explore the care of the mother client and newborn for normal delivery as well as those with complications. A study of labor, delivery, and postpartum care, including pregnancy and neonatal care and intervention for families experiencing a normal childbirth will be emphasized. A lab component is included in this course. NCLEX-PN preparation is provided. NUR 115 includes 40 hours of instruction plus. Prerequisites: NUR109, NUR110 and PSY102. Corequisites: NUR 116 and NUR159.

NUR116 MATERNAL/NEWBORN NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR 115 with the emphasis of a family-centered approach in caring for women of child-bearing age and newborns. Health promotion, safety, and nutrition will be discussed using a developmental approach. Emphasis will be on application of skills and theoretical knowledge to implement a community health event for women and children. Prerequisites: NUR109, NUR110 and PSY102. Corequisites: NUR 115 and NUR159.

NUR117 PEDIATRIC NURSING - 2.0 credits

This course will relate common health alterations during childhood and adolescence, including related special care needs indicated by developmental status, with emphasis on the practical nurse as the care provider. In addition, it will relate growth and development, physical, emotional and social needs of the pediatric client and the family. Pediatric pharmacology and nutrition is

emphasized. Focus on common pediatric disorders along with the theory, rationale and specific nursing interventions is covered. A lab component is included in this course. NCLEX-PN preparation is provided. NUR117 includes 40 hours of instruction. Prerequisites: NUR115, NUR116 and NUR159. Corequisites: NUR118 and NUR120.

NUR118 PEDIATRIC NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR117 allowing students to apply assessment skills to experiences in a variety of clinical settings. Students will explore the nursing care of healthy children and adolescents as well as those exhibiting common health problems. This course covers practical application of knowledge and skills required in the nursing care of children and families with children. Using the nursing process and the language of nursing, students will care for the family with children as a unit, considering behavioral, life cycle, genetic, cultural and environmental factors. Prerequisites: NUR115, NUR116 and NUR159. Corequisites: NUR117 and NUR120.

NUR120 PRACTICAL NURSING CAPSTONE (LEADERSHIP) - 2.5 credits

This course reviews the practical nurse's role in the nursing process focusing on professional issues in the industry. A total program review will be presented with emphasis on preparation for the NCLEX-PN examination. Examinations will be given to assess the student in their readiness for the NCLEX-PN Program. NUR120 includes 50 hours of instruction for a minimum of 42 credit hours. Prerequisites: NUR115, NUR116, and NUR159 or E106. Corequisites: NUR117 and NUR118.

NUR151 PRACTICAL NURSING FUNDAMENTALS I - 2.0 credits

This course will explore the role of the LPN in the nursing process including care planning, establishing therapeutic relationships and documentation. Basic concepts of Maslow's hierarchy, caring theory and professional standards will be introduced. Ethical and legal considerations will be explored as they relate to the LPN role in client care and documentation. Principles of effective communication, data collection, and basic assessment to client care, demonstrating professionalism, recognizing legal/ethical responsibilities, acting as a client advocate, and implementing appropriate standards of care are included in this course. Documentation in the lab is applied to experiences in the clinical facilities. A lab component is included in this course. NCLEX-PN preparation is provided. NUR151 includes 40 hours of instruction. Corequisites: NUR152 and BIO101.

NUR152 PRACTICAL NURSING FUNDAMENTALS I CLINICAL - 1.5 credits

This clinical component is an extension of NUR151 allowing students to apply skills and theoretical knowledge to experiences in a clinical facility with the emphasis on the application of principles, concepts, and techniques with data collection, performing assessments on clients, identifying client problems, identifying appropriate interventions and evaluating nursing care for clients. Emphasis will be on application of skills and theoretical knowledge to experiences in a clinical facility. NUR152 includes 48 hours of clinical instruction. Corequisite: NUR151.

NUR155 ADVANCED PHARMACOLOGY/ MEDICATION DELIVERY – 2.5 credits

This course is a continuation of NUR108 and expands the students' knowledge of pharmacologic therapy and the delivery of safe medication administration to clients. NUR155 examines various types of medication, their uses, contraindications, adverse reactions, dosage, routes, and herbal remedies. Client education is also stressed. The nursing process is used as a framework for presenting client care as it relates to the medication and the course of therapy. Emphasis is placed on promoting an optimal response to therapy, monitoring and managing adverse reactions, contraindications, precautions, and interactions. Instruction in skills and techniques related to safe and effective delivery of drugs including dosage calculation, generic and brand equivalents, diagnostic testing, and legal and safety considerations is considered. NCLEX-PN preparation is provided. NUR155 includes 50 hours of instruction. Prerequisites: NUR108, NUR113, and NUR114. Corequisites: NUR156 and NUR157.

NUR 156 MEDICAL/SURGICAL NURSING III CLINICAL – 1.5 Credits

This clinical component is a continuation of NUR157. Emphasis will be on prioritization, decision-making, critical thinking, and client safety related to neurovascular, musculoskeletal, immunological and hematological disorders. This course will also offer the students the ability to strengthen skills in communication, teaching/learning, informatics and person-centered care within a diverse population. Prerequisites: NUR108, NUR113, and NUR114. Corequisites: NUR155 and NUR157.

NUR157 MEDICAL/SURGICAL NURSING III – 2.0 credits

This course focuses on the continuation of the nursing process in caring for acute/chronically ill clients. Consideration will be given to the physiological, cognitive, psychosocial and spiritual needs of the client who is experiencing neurovascular, musculo-skeletal and immune system disorders. NCLEX-PN preparation is provided. NUR157 includes 40 hours of instruction. Prerequisites: NUR108, NUR113, and NUR114. Corequisites: NUR155 and NUR156.

NUR159 TRANSITION TO PRACTICE – 2.5 credits

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content specific to the practice of practical nursing. An emphasis of legal and ethical issues and cultural diversity is also explored. NUR159 includes 50 hours of instruction. Prerequisite: PSY102, NUR109 and NUR110. Corequisites NUR115 and NUR116.

NUR200 FUNDAMENTALS OF NURSING I – 7 credits

An introduction to professional nursing and the development of evidence-based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. This course has a lab component.

Corequisite: BIO202, SOC201; Prerequisite: BIO201, ENG201, MTH201.

NUR202 FUNDAMENTALS OF NURSING II – 7.5 credits

The continuation of the investigation of professional nursing and the development of evidence-based practice and safe patient centered care. The course will focus on holistic health assessments and appropriate nursing skills. This course has lab and clinical components. Corequisite: NUR203; Prerequisite: BIO202, NUR200, SOC201.

NUR203 NUTRITION AND HEALTH – 4.5 credits.

This course focuses on basic concepts of nutrition for nursing students. It examines the functions of nutrients as determinants of health and diseases in human populations and covers healthy nutrition through the life cycle, selected cultural variation, diet and physical activity, medical nutrition therapy and selected diseases, and food safety. Corequisite: NUR202; Prerequisite: BIO202, NUR200, SOC201.

NUR204 BEGINNING MEDICAL SURGICAL NURSING – 10 credits

Introduces students to the coordination and integration of evidence-based practice as it relates to medical-surgical nursing practice and patient education. The focus of this course includes immunology and challenges in patient management. This course includes lab and clinical components. Corequisite: PSY201; Prerequisite: NUR202, NUR203.

NUR205 PHARMACOLOGY FOR NURSES – 4.5 credits

An introduction to the study of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes intravenous therapy. Corequisite: NUR206; Prerequisite: NUR204, PSY201.

NUR206 INTERMEDIATE MEDICAL SURGICAL NURSING – 10 credits

The continuation of coordination and integration of evidence-based practice as it relates to increasing complexity of body systems in medical surgical nursing practice and patient education. The focus of this course includes hematology, respiratory, cardiac, endocrine, and integumentary systems. This course includes lab and clinical components. Corequisite: NUR205; Prerequisite: NUR204, PSY201.

NUR207 PHARMACOLOGY FOR NURSES II – 4.5 credits

The continuation of the use of medicine, classification of drugs, the principle of pain management, and the nurse's role in the safe administration of medications utilizing evidence-based practice. This course includes safe intravenous administration. Corequisite: NUR208; Prerequisite: NUR206, NUR205

NUR208 ADVANCED MEDICAL SURGICAL NURSING – 7.5 credits

The continuation of coordination and integration of evidence-based practice as it relates to increasing complexity of body systems in medical surgical nursing practice and patient education. The focus of this course includes musculoskeletal, renal, gastrointestinal, and nervous systems. This course has a clinical component. Corequisite: NUR207; Prerequisite: NUR206, NUR205.

NUR209 NURSING LEADERSHIP – 6 credits

This course focuses on leadership and management principles that guide professional nursing across practice settings. Evidence-based practice will be utilized in the study of management information and skills by which the nurse provides safe and effective care for clients in acute and communities settings. Corequisite: NUR216, NUR210; Prerequisite: NUR212, NUR214.

NUR210 MENTAL HEALTH & NURSING – 4.5 credits

This course explores the learning experiences of fundamental mental health and mental illness concepts. Evidence-based practice will be utilized in the delivery of safe patient and family centered care. This course includes a clinical component. Corequisite: NUR216, NUR209; Prerequisite: NUR212, NUR214.

NUR212 NURSING FOR CHILDREARING FAMILIES – 6 credits

This course focuses on integration of knowledge derived from bio-psycho-social sciences, and nursing evidence-based practice to achieve safe patient centered care for the child and family who are experiencing normal development and alterations of body systems. This course has a clinical component. Corequisite: NUR214; Prerequisite: NUR208, NUR207.

NUR214 NURSING FOR CHILDBEARING FAMILIES – 6 credits

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural, developmental, and educational needs of the maternal-neonatal patients. This course has a clinical component. Corequisite: NUR212; Prerequisite: NUR208, NUR207.

NUR216 TRANSITION TO RN PRACTICE – 3 credits

An examination of the role of the nurse as a member of the profession, exploring the transition from school to the world of work within the framework of current professional issues and trends. This is a clinical course. Corequisite: NUR209, NUR210; Prerequisite: NUR212, NUR214.

PATIENT CARE

PC102 PATIENT CARE TECHNICIAN II - 3 credits

This combination lecture/laboratory course focuses on comfort of the patient as well as protection of the patient and the health care worker. This course is designed to provide knowledge and practical application of skills necessary to ensure safety with a focus on infections and how transmitted, utilizing proper transmission-based precautions, use and understanding of proper body mechanics, safe transporting of patients with and without equipment, and the importance of providing daily personal care and grooming. PC102 includes 60 hours of instruction. Prerequisite: ME111.

PC103 PATIENT CARE TECHNICIAN III - 3 credits

This combination lecture/laboratory course focuses on nutrition and elimination of patients/clients. This course is designed to provide knowledge and practical application of skills necessary to ensure safety with a focus on proper dietary management and elimination needs, the importance of intake and output measurements, and common complications to report to the nurse. PC103 includes 60 hours of instruction. Prerequisite: ME111.

PC104 PATIENT CARE TECHNICIAN IV - 3 credits

This lecture/laboratory course focuses on assisting the healing process. It covers exercises and activity, application of hot and cold compresses, the special needs of the surgical patient, and wound care. Common health problems; mental health problems, including stress, care for the suicidal patient and the Alzheimer's patient, substance abuse are also covered. Rehabilitation, restorative care, and caring for mothers and newborns are presented. End-of-life care is covered in the final portions of this course. PC104 includes 60 hours of instruction. Prerequisite: ME111.

PC105 PATIENT CARE TECHNICIAN V EXTERNSHIP - 6 credits

This course provides the student with actual work experience allowing them the opportunity to demonstrate their skills in an acute care facility with oversight of the assigned Instructor or Site Supervisor. The first week of this course will review fundamental skills required for clinical externship at the assigned campus. Prerequisite: 42 program hours.

PC107 INTRODUCTION TO DIALYSIS PATIENT CARE - 3 credits

This lecture course provides an in-depth focus on the pathophysiology of renal disease and an in-depth review of the structures and functions of the normal renal system. Students in this class will develop an understanding of the psychosocial aspects, nutrition, and pharmacology as it relates to the disease. PC107 includes 60 hours of instruction. Prerequisite: ME111.

PC108 NEPHROLOGY AND THE PATIENT- 3 credits

This lecture/lab course provides an in-depth focus on nephrology and the care of the patient with acute or chronic renal failure. It will cover the history and principles of dialysis including continual quality improvement initiatives. This course includes how to identify and report health or psychosocial concerns to the appropriate member of the dialysis health care team. Proper interpersonal skills required to provide care to patients with kidney failure are also covered. Principles of professionalism for the Dialysis P.C. Technician and regulatory guidelines including certification will be covered. PC108 includes 60 hours of instruction. Prerequisites: PC104 and PC107.

PC109 DIALYSIS TECHNOLOGY - 3 credits

This lecture/lab course provides an in-depth focus on the devices, machines, and procedures utilized during dialysis. It will cover dialysate and its preparation, the dialyzer and its characteristics, purpose, and effectiveness, the hemodialysis delivery system and its purpose, proportioning system, monitoring system, and the extracorporeal blood circuit functions and monitoring systems. This course will also cover water treatment and dialyzer reprocessing. PC109 includes 60 hours of instruction. Prerequisites: PC104 and PC107.

PC110 DIALYSIS PATIENT CARE TECHNICIAN EXTERNSHIP - 6 credits

This course provides the student with actual unpaid work experience allowing them the opportunity to demonstrate their skills in a Dialysis Center or hospital setting under the direct supervision of the registered nurse or their staff. Guidance and supervision are key to a successful externship experience. It is expected that the student will become an integral part of the Dialysis team. Students are required to complete 180 hours of unpaid work-related experience. Prerequisites: A minimum of 48 credits are required.

PC111 THE SENSITIVE CARE PROVIDER - 3 credits

This course introduces the student to the complexities of the patient care workplace. Topics such as ethics, cultural awareness, legal parameters, and professionalism are investigated. Students will be exposed to the many facets of the healthcare industry and the expectations of the individual in various patient care roles. PC111 includes 60 hours of instruction. Prerequisite: None.

PHARMACY

PHT102 PHARMACOLOGY II - 3 credits

In this course students learn the history of medicine and pharmacy practice, law and ethics, and about the settings and organizations for pharmacy technicians. This course includes the use and side effects of medications (generic and brand name, prescription, and non-prescription) commonly used to treat diseases affecting the body systems. Students will also study psychopharmacology, anti-infectives, anti-inflammatories and antihistamines, vitamins and minerals, vaccines, and oncology agents. PHT102 includes 60 hours of instruction. Prerequisite: None.

PHT103 PHARMACY CALCULATIONS - 3 credits

In this course students are provided a basic math overview and then are introduced to calculations encountered in pharmacy practice including the systems and conversion of measurement, ratios and proportions, dosage calculations, concentrations and dilutions, allegations, flow rates, and milliequivalents. PHT103 includes 60 hours of instruction. Corequisite: ME065.

PHT104 TODAY'S PHARMACY: PRACTICE AND TECHNOLOGY - 3 credits

Students are introduced to basic pharmacy practices in this course including communication skills and ethics, dosage forms, abbreviations, and routes for administration, referencing, hospital pharmacy, repackaging and compounding, aseptic technique, pharmacy records, insurance billing and inventory management. The course includes how to interpret prescription contents and the requirements for completing and filling prescription records. Students are introduced to aseptic techniques and sterile product preparation. Students are also introduced to prescription entry and billing using a pharmacy computer program. Students practice these techniques in a laboratory setting. PHT104 includes 60 hours of instruction. Prerequisite: None.

PHT107 PHARMACY TECHNICIAN EXTERNSHIP - 7 credits

This course provides the student with actual unpaid work experience in a supervised, ambulatory pharmacy setting under the direct supervision of the pharmacist and their staff. The primary objective of externship is to ensure that each student gains practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician job. It is a structured experience bringing together all of academic knowledge gained in the classroom with practical hands-on participation in various pharmacy tasks. Students are required to complete 210 hours of unpaid work-related experience. Prerequisite: 21 program credits are required.

PHT110 ANATOMY AND PHYSIOLOGY WITH TERMINOLOGY FOR THE PHARMACY TECHNICIAN A - 3 credits

This course covers the medical terminology and abbreviations commonly used in the pharmaceutical field. Students also study the use and side effects of medications (generic and brand name, prescription, non-prescription, and alternative) commonly used to treat diseases affecting the following body systems: Cardiovascular, Respiratory and Nervous systems. This also includes learning about the anatomy and physiology of and diseases common to each system; therapeutic, side, and adverse effects, typical dosages, and common abbreviations of drugs used in the treatment of disorders. PHT110 includes 60 hours of instruction. Prerequisite: None

PHT111 ANATOMY AND PHYSIOLOGY WITH TERMINOLOGY FOR THE PHARMACY TECHNICIAN B - 3 credits

This course covers the medical terminology and abbreviations commonly used in the pharmaceutical field. Students also study the use and side effects of medications (generic and brand name, prescription, non-prescription, and

alternative) commonly used to treat diseases affecting the following body systems: Integumentary, Renal, Endocrine, Gastrointestinal, Musculo-skeletal, and Special Senses. This also includes learning about the anatomy and physiology of and diseases common to each system; therapeutic, side, and adverse effects, typical dosages, and common abbreviations of drugs used in the treatment of disorders. PHT111 includes 60 hours of instruction. Prerequisite: None.

PHLEBOTOMY

PHB100 PHLEBOTOMY – 4 credits

This course will provide didactic and practical skills training in a variety of blood collection methods using proper techniques and standard precautions. Students will perform a variety of collection methods utilizing vacuum collection devices, syringes, capillary skin puncture, and butterfly needles. The course includes an emphasis on infection prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, and processing of specimens. Entry-level competency must be achieved and demonstrated with all procedures for successful completion of this course. Corequisite: ME111. Prerequisite: None.

PSYCHOLOGY

PSY102 MENTAL HEALTH CONCEPTS - 2.5 credits

This course assists the student to gain knowledge in the holistic care of clients experiencing mental health and psychological problems in childhood through late adulthood. Therapeutic communication will be utilized to assist clients with health alteration in cognition, perception, and role relationships. Self-awareness and empathy are emphasized when caring for clients with altered/impaired communication. The role of advocate will be explored relating to professional issues involving legal, moral, and ethical concerns. NCLEX-PN preparation is provided. PSY102 includes 50 hours of instruction. Prerequisites: NUR155, NUR156 and NUR157. Corequisites: NUR109 and NUR110.

PSY201 INTRODUCTION TO PSYCHOLOGY – 3.5 credits

In this course, the student will be introduced to the scientific study of behavior and mental processes, encompassing not just what people do but their biological activities, feelings, perceptions, memory, reasoning, and thoughts. Topics include history, research methods, stress and coping, and psychology's key issues and controversies, as well as human activity relating to an individual's daily life and the treatment of mental illness. Prerequisite: None.

RADIOGRAPHY

RAD200 INTRODUCTION TO RADIOGRAPHY TECHNOLOGY - 5 credits

This course introduces the profession of Radiologic Technology. Positioning terminology and principles, applications of digital technology, image quality, and radiation safety practices will be presented. In addition, the student will be introduced to legal and ethical considerations including medical law and practice standards for medical imaging and radiation therapy. A variety of ethical and legal issues found in clinical practice will be examined. Prerequisite: BIO203. Corequisite: RAD205.

RAD205 PATIENT CARE FOR THE RADIOGRAPHER – 3.5 credits

This course introduces the role of radiography in health care. The course includes an overview of the historical development of radiography, basic radiation protection, patient assessment, infection control procedures, emergency and safety procedures, communication, and patient interaction skills. Principles of drug administration, basic pharmacology, the introduction of contrast media and radiopharmaceuticals will also be discussed. Concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family will be provided. Prerequisite: BIO203. Corequisite: RAD200.

RAD210 RADIOGRAPHIC PROCEDURES I WITH PROCEDURES LAB - 5 credits

This course provides the knowledge base necessary to perform imaging procedures of the upper extremities and shoulder girdle, lower extremities and pelvic girdle, bony thorax, chest, upper airway, and plain abdomen. Criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images will be discussed. Prerequisites: RAD200, RAD205. Corequisite: RAD215.

RAD215 RADIOGRAPHIC PRACTICUM I - 6 credits

This clinical practicum provides practical experience utilizing the knowledge base necessary to perform imaging procedures of the upper extremities and shoulder girdle, lower extremities and pelvic girdle, bony thorax, chest, upper airway, and plain abdomen. The course covers criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images. Prerequisites: RAD200, RAD205. Corequisite: RAD210.

RAD218 RADIATION PROTECTION AND BIOLOGY FOR THE RADIOGRAPHER – 4.5 credits

This course presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated as well as an overview of the principles of the interaction or radiation with living systems. Factors affecting biological response are presented, including acute and chronic effects of radiation on the human body. Prerequisite: RAD210. Corequisite: RAD228.

RAD220 RADIOGRAPHIC PROCEDURES II WITH PROCEDURES LAB - 5 credits

This course provides the knowledge base necessary to perform standard imaging procedures of the spine, cranium, facial bones, paranasal sinuses, upper gastrointestinal, lower gastrointestinal, and urinary system. Criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images. Prerequisites: RAD218, RAD228. Corequisites: RAD225, RAD243.

RAD225 RADIOGRPHY PRACTICUM II – 6 credits

This course continues the RAD215 clinical practicum. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, and contrast studies of the digestive and urinary system will be provided during this radiographic practicum. Prerequisite: RAD218. Corequisite: RAD220.

RAD228 RADIOGRAPHIC PATHOLOGY – 4 credits

Pathology is the study of diseases that can cause abnormalities in the structure or function of various organ systems. In this course the student will be introduced to

concepts related to the classification of disease, etiology, epidemiology, treatment, and prognosis. Emphasis will be placed on radiographic pathology of the body systems and their appearance on radiographic images. Prerequisite: RAD210. Corequisite: RAD218.

RAD230 RADIOGRAPHIC PROCEDURES III WITH PROCEDURES LAB – 5 credits

This course provides the knowledge base and practical skills necessary to perform special diagnostic studies including, trauma, mobile, surgical, and pediatric radiography. The course will cover fluoroscopic procedures requiring informed consent, aseptic technique, and the administration of various contrast media. Diagnostic and therapeutic modalities as well as angiography and interventional procedures will be discussed. Prerequisite: RAD220. Corequisites: RAD235, RAD250.

RAD235 RADIOGRAPHY PRACTICUM III – 6 credits

This course continues the RAD225 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as surgical radiographic procedures will be provided during this radiographic practicum. Prerequisites: RAD220, RAD225. Corequisite: RAD230.

RAD243 PRINCIPLES OF RADIOGRAPHIC PHYSICS – 4 credits

Radiologic physics is the study of medical imaging components, technology, and parameters to produce optimal imaging results. Principles of radiation physics, image production and evaluation, and specialized radiographic equipment will be discussed. Understanding radiologic physics to ensure clear radiographic images while ensuring the patient is safe from radiation is a focus of this course. Prerequisite: RAD218. Corequisite: RAD220.

RAD248 RADIOGRAPHIC IMAGE ANALYSIS – 5 credits

This course provides a basis for analyzing radiographic images. It includes the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Procedural factors such as patient positioning, body habitus, patient preparation and patient-related artifacts will also be discussed. This course provides the analysis of actual radiographic images. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD250 QUALITY MANAGEMENT IN DIAGNOSTIC IMAGING – 4 credits

Quality assurance and quality control are vitally important in modern diagnostic imaging departments. Government and accreditation agencies mandate procedures to ensure that equipment is functioning within accepted standards and that it is operated properly. This course provides a basic knowledge of quality control and federal regulation standards, including information on the quality control aspects of digital imaging systems, image processing, radiographic equipment and accessories, fluoroscopic and imaging equipment, radiographic image artifacts, and computed tomography. Additionally, this course will cover downtime procedures necessary to keep up quality standards and a complete overview of digital radiography. Prerequisite: RAD220. Corequisite: RAD230.

RAD255 RADIOGRAPHY PRACTICUM IV – 6 credits

This course continues the RAD245 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as surgical radiographic procedures and special diagnostic procedures such as myelograms, arthrograms, hepatobiliary studies, and venography will be provided during this radiographic practicum. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD260 RADIOLOGY TECHNOLOGY CAPSTONE – 2 credits

Radiologic physics is the study of medical This course is designed to help students make the transition into their careers as practicing radiographers. Part one of the comprehensive review will cover major content areas such as patient care, safety, Image production, and procedures covered on the ARRT exam in radiography. Part two will cover career planning including career paths, writing professional resumes, interviewing techniques, and employment expectations. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD265 RADIOGRAPHY PRACTICUM V– 9 credits

This course continues the RAD255 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as surgical radiographic procedures and special diagnostic procedures such as myelograms, arthrograms, hepatobiliary studies, and venography will be provided during this radiographic practicum. Prerequisites: RAD248, RAD255. Corequisites: None.

SOCIOLOGY

SOC201 INTRODUCTION TO ETHICAL PRINCIPLES – 3.5 credits

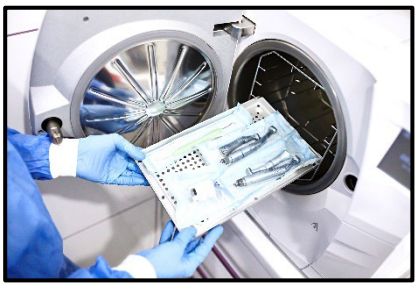
This course explains how to navigate the numerous legal and ethical issues that health care professionals face every day. Topics are based on real-world scenarios and dilemmas from a variety of health care practitioners. Upon completion of this course, students have been given the opportunity to use critical thinking skills to learn how to resolve real-life situations and theoretical scenarios and decide how legal and ethical issues are relevant to the health care profession in which they will practice. Prerequisites: None.

STERILE PROCESSING

SRG100 INTRODUCTION TO CENTRAL PROCESSES – 3 credits

This course is designed to introduce the student to the specialized skills performed by Sterile Processing Technicians, often called Central Service Technicians, in a central service department of a healthcare facility. The course will also explore medical terminology and anatomy and physiology relevant to the processors' needs. Microbiology will be discussed to gain an understanding of aseptic technique. The role of information technology, safety and risk management, quality assurance and professional development will also be discussed. SRG100 includes 70 hours

of instruction. Corequisite: ME111.



SRG105 THE PROCESSING CYCLE – 3 credits

This course is designed to prepare the student to function competently in the central service department of a healthcare facility. Work performed in the central service department follows a strict processing cycle, which includes principles and practices of decontamination, cleaning, disinfection, sterilization, assembly and packaging of equipment, storage, and distribution of medical and surgical supplies. Information will be provided about the recordkeeping process and the requirements that must be met to help ensure the safety of patients and healthcare workers. SRG105 includes 70 hours of instruction. Prerequisites: ME111 and SRG100.

SRG110 SURGICAL INSTRUMENTATION - 4 credits

A surgical instrument is a specially designed device or apparatus used to carry out a specified task during a surgical procedure. All surgical instruments are designed for a specific use. This course examines how instruments are grouped according to their category or specialty area, and how the instrument is used. Procedural set ups for common surgeries will be demonstrated, as well as the use of mayo stands and backtables in the operating room. Along with instruments and supplies, central service departments manage a large portion of the healthcare facility's patient care equipment. Tasks discussed in this course will include assembly, delivery, tracking, retrieval, decontamination, and storage of that equipment. SRG110 includes 90 hours of instruction. Prerequisites: ME111 and SRG100

SRG115 STERILE PROCESSING CAPSTONE - 8 credits

This course introduces entry-level practice and/or observation in a clinical setting designed to reinforce the skills necessary to become a successful Sterile Processing Technician. In addition, students will begin a thorough sterile processing review. Professionalism and successful communication are stressed, while students enhance verbal and written communication skills. Students are introduced to the job search process in understanding networking, obtaining employment opportunities, interview skills, and in the creation of a cover letter, resume, and career portfolio. SRG115 includes 195 hours of instruction. Prerequisites: ME111, ME112, ME113, SRG100, SRG105, SRG110.

SURGICAL TECHNOLOGY

SRG200 INTRODUCTION TO SURGICAL TECHNOLOGY – 4.5 credits

This course introduces the student to the field of surgical technology and the primary function of the surgical technologist within the operating room environment. Focus will be placed on effective communication with patients and other members of the healthcare team, proper personal protective equipment, asepsis, and safety/standard precautions. Types of laws, facility standards and policies, risk management, and patient rights will also be discussed. Emphasis will be placed on environmental hazards, sterile techniques, infection control and standards in surgical decontamination, disinfection, and sterilization. Prerequisite: BIO203; Corequisite: SRG202.

SRG202 THE SURGICAL PATIENT– 4 credits

As a member of the patient care team in the operating room, the surgical technologist directly contributes to the patients physical and psychological well-being. In this course, emphasis will be placed on supporting the needs of the surgical patient. This will include diagnostic and assessment procedures as well as supporting psychosocial patient needs. This course will also discuss basic social, personal, ethical, legal, and medical perspectives on death. The procedural aspects of death and the protocols that must be followed may seem clinical in nature; however, they are necessary to ensure dignity, order, and professionalism. Corequisite: SRG200; Prerequisite: BIO203.

SRG204 SURGICAL INSTRUMENTATION– 4 credits

Expertise in surgical instrumentation is among the most important roles of a surgical technologist. The purpose of this course is to provide the basis for understanding how instruments are made and the relationship between design and function. The most effective way to learn the names and use of instruments is to study them in association with the surgeries they are used in. This course examines how instruments are grouped according to their category or specialty area, and how the instrument is used. Procedural set ups for common surgeries will be demonstrated, as well as the use of mayo stands and backtables in the operating room. Prerequisite: SRG200; Corequisite: None.

SRG205 SURGICAL TECHNOLOGY I– 5 credits

This course introduces the theory involved in the basic preparation of the surgical patient including presurgical skin prep and draping procedures, operating room equipment and supplies, and daily functions of the surgical team. We will focus on pre-surgical case planning from opening a case, to the sterile set up, basic surgical assistance skills and management of the surgical wound. We will then discuss essential surgical skills for the surgical technologist from the beginning of surgery to the final closure, and immediate postoperative period. The course will conclude with principles and technology used in minimally invasive surgery and Robotic-Assisted surgery. Prerequisite: SRG200; Corequisite: None

SRG212 SURGICAL PRACTICUM I– 3 credits

This course introduces students to the surgical environment with the opportunity to observe surgical procedures in real-time. The student will observe and/or actively assist in selection of equipment and supplies, perform surgical scrub, and become a functioning member of the sterile team. Each surgical practicum allows the student to progress through surgical specialties developing and enhancing skills needed to function as a practicing surgical technologist. Prerequisite: SRG220, SRG204; Corequisite: SRG225

SRG214 SURGICAL PRACTICUM II– 3 credits

This course is designed to allow the surgical technology student continued implementation of skills in the operating room. Students will observe and carry out various surgical procedures in real time, demonstrating satisfactory knowledge and acceptable skills in the peri-operative setting. During the clinical rotation, students will be in the first scrub role/second scrub role assisting intra-op, demonstrating satisfactory knowledge and acceptable skills in general to specialty surgical procedures. Teamwork skills, professionalism, communication, and documentation skills are evaluated. Each surgical practicum allows the student to progress through surgical specialties developing and enhancing skills needed to function as a practicing surgical technologist. Prerequisite: SRG212; Corequisite: None.

SRG215 PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST– 3.5 credits

This course introduces a framework of pharmacologic principles to apply in surgical situations. A review of basic math skills, commonly used medications by category, and basic anesthesia concepts will be covered. The anesthesia process will be covered in defining the stages of general anesthesia as well as the different types of agents used. Topics also covered will include the classification of drugs, the principles of pain management, the use of medications in the surgical setting, anesthesia dosage calculations, techniques of medication administration, and post-anesthesia care. Prerequisite: MTH201, SRG200; Corequisite: None.

SRG216 SURGICAL PRACTICUM III– 9 credits

In this course, students are expected to take on a more independent role by actively participating in the peri-operative stage of surgery while continuing to perform pre-operative and post-operative duties with the supervision of the clinical instructor/preceptor. During the clinical rotation, students will be in the first scrub role/second scrub role assisting intra-op, demonstrating satisfactory knowledge and acceptable skills in general to specialty surgical procedures. Teamwork skills, professionalism, communication, and documentation skills are evaluated. Prerequisite: SRG214; Corequisite: None.

SRG220 SURGICAL PROCEDURES I– 9 credits

This course is an orientation to specific surgical specialties including general surgery, as well as common gynecological, obstetrical, genitourinary, ophthalmic, ENT, oral and maxillofacial surgery, and plastic/reconstruction procedures. A study of detailed anatomy, physiology, and pathophysiology, diagnostic interventions, postoperative patient care, prognosis, complications, and wound classifications and management will be discussed in the course. Basic, intermediate, and advanced surgical procedures are covered. Prerequisite: SRG205, SRG204; Corequisite: None.

SRG225 SURGICAL PROCEDURES II– 9 credits

This course is a continuation of Surgical Procedures I, orientation to surgical specialties including: Orthopedic, Neurosurgery, Vascular and Microvascular surgery, Thoracic and Pulmonary, Cardiac, Pediatric, and Emergency Trauma surgery. A study of detailed anatomy, physiology, and pathophysiology, diagnostic interventions, postoperative patient care, prognosis, complications, and wound classifications and management. Basic, intermediate, and advanced surgical procedures are covered. Prerequisite: SRG220; Corequisite: SRG212.

SRG230 SURGICAL TECHNOLOGY CAPSTONE – 4 credits

This course is designed to help students build upon content knowledge and develop study and test-taking skills in preparation for the national certification examination in surgical technology. A wide range of testing strategies will be discussed to ensure readiness for the certification exam. Strategies will include time management, mindfulness, study tips, exam simulation and mapping. This course will help you to devise a winning study strategy and bolster your confidence as you prepare to seek certification. Prerequisites: SRG225, SRG214 ; Corequisite: None.

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Faculty Supplement

Volume 5, 2024 - 2025

The following is a list of instructors who teach at Dorsey College as of June 23, 2025:

NURSING ***Includes Practical Nurse and Associate of Applied Science in Nursing***		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/ License**
Amanda Jackson	SVSU, Saginaw MI	BSN, RN
Andrea Rapson	Chamberlin University	BSN, RN
Angela Wynn	Mott Community College, Western Governors Univ	BSN, RN
Arlena Lawrence	Pima Medical Institute	ADN, RN
Cecilia (Ann) Noeyack	Shapero School of Nursing	Practical Nurse Certificate/LPN
Dawn Spratke	North Central University	MSN, MBA, DNE
Deb Davis	University of Phoenix	BSN, RN
Jenifer Thibeau	Walden University	BSN, RN
Jeramie Coffey	Davenport University	BSN,RN
Jevacia Webster	Western Governors University	BSN, MSN
Jodi Dice	Chamberlain University	BSN, RN
Joseph Current	Norwich University, Oakland University	MSN/Ed, BSN, RN
Kaitlynn Howlett	Joyce University	BSN, RN
LaTisha Paul	Chamberlain University	BSN, RN
Lukesha Ledbetter-Lee	University of Phoenix	MSN
Mary Lynn Hackel	Macomb Community College	ADN
Morgan Heid	Southern New Hampshire University	MSN, RN
Patrick Brikho	Chamberlain University	BSN
Raegan Sweet	Dorsey College	LPN
Rhonda Sims	Mott Community College	ADN, RN
Robbyn Smith	Michigan State University, South University, Oakland University	DNP, MSN, BSN, FNP-C, CME, PMHNP
Shantelle Brown	Walden University	BSN
Shawnita Warren	Baker College	BSN, RN
Shelly Mullen	Detroit Mercy College	BSN
Sufian Khan	Dorsey College	LPN
Tulani Dismuke	Wayne State University	MSN, RN
Tonya Hardy	Chamberlain University	BSN, RN
Veena Fischer	University of Hawaii	MSN, RN

Dorsey College

Lindenwood Education System Member

Faculty Supplement

Volume 5, 2024 - 2025

PART TIME FACULTY		
Andrea Ewell	Dorsey College	LPN
April Sullivan	Capella University	BSN, RN
Bernard Browner	Excelsior University	RRT, ADN, BSN, MSN/Ed
Brenda Billman	University of Michigan/Henry Ford Community College	BSN, RN
Brian Ellis	Oakland Community College	LPN
Danah McCullough	Everest Institute	LPN
DeAndra Brown	Oakland University	BSN, RN
Denajah Foster	Capella University	BSN
Denise Steele	Delta College	AAS, AA, LPN
Desiree R. Stokes	Chamberlain University	BSN
Diane Dick	JTPA School of Nursing	LPN
Donna Kolo	Madonna University	BSN
Doris Fields	Washtenaw Community College/University of Phoenix	ADN, BSN, MSN
Elnora Spencer	Michigan State University	BSN, RN
Felicia James	Walden University	MSN, RN
Holly Fountain	Professional Skills Institute	LPN Certificate
Jacqueline Owens	Wayne County Community College	ADN, RN
Jacqueline Sykes	WCCC/University of Phoenix/Central Michigan University	ADN-RN, BSN, MSA
Jarrad Mitchell	Chamberlain/Wayne State University	MSN, BSN, RN
Jason Williams	Capella University	MSN, RN
Jefferson Kenny	University of Michigan-Flint	BSN/RN
Jennifer Meeks	University of Michigan	BSN, RN
Keerin Evans	University of Detroit Mercy	BSN, RN
Lacinda Luke	Walden University	MSN, RN
Linda Tucker	University of Phoenix, Wayne County Community College	MSN, WHNP
Maiyah Smith	Chamberlain University	BSN, RN
Marina Hirmiz	Madonna University	BSN, RN
Marissa Hagon	Oakland University	BSN, RN
Marqell Jackson	Case Western Reserve University	BSN, RN
Melissa Major	University of Detroit Mercy	BSN, MSN-Health Administration
Melissa Rice	Western Governors University	BSN, RN
Michelle Ferracciolo	Madonna University	BSN, RN
NADA Albosarij	Oakland University	BSN
Natlie Mills	University of Michigan	MSN, RN
Nicole Dressler	Saginaw Valley State University	BSN, RN
Nicole Dubach	Ohio University	BSN, RN
Patrick Brikho	Chamberlain University	BSN, RN
Patricia Davison	Davenport University	MSN, RN
Robin Cole	Highland Park CC/University of Phoenix/Davenport U.	RN/MSN/MBA

Ronald Sharp	Perdue University	BSN, RN
Samah Hachem	Eastern University	BSN
Sneha Jindal	Capella University	BSN, RN
Stacey Traub	Walden University, Oakland University	MSN, BSN, RN
Susan Smith	Wayne State University	MSN
Taja Tolliver	Galen University	BSN
Vikki Walker	University of Phoenix	MSN
Wanda Butler	WCCC/University of Phoenix	ADN, RN, BSN, CVN-BC
William Banks Jr.	United States Army	Diploma/LPN
Yvonne Allen	University of Michigan Central Michigan	BSN, MS in Health Care Administration
Yvonne Carter	Wayne State University	MSN
Yvonne Parry	Capella University	BSN, RN
Zahara Assad	Purdue Global University	MSN, RN

ALLIED HEALTH

Includes Patient Care Technician, Dialysis Patient Care Technician, Medical Assistant, Medical Administration and Billing, Dental Assistant, Massage Therapy , Pharmacy Technician, Radiologic Technology, Sterile Processing Technician, Surgical Technology

FULL TIME FACULTY

Faculty Name	Awarding Institution	Degree/Certification/ License
Ali Habhab	Siena Heights University/ Henry Ford Community College	Bachelor of Arts AAS, Radiographer
Amy McGowan	Ferris State University	BS, LDH
Amber Bowman	Dorsey College/NHA	MAB/CBCS
Bethany Becker	HFCC Irene's Myomassology Institute	Associate Degree LMT
Constance Manai	Baker College National Health Career Assoc.	CCMA
Darcel Robinson	University of Phoenix National Health Careers Association	MBA, Certified Billing and Coding Specialist
Diane Dick	JTPA School of Nursing	LPN
Jennifer Moreno	Ross Education	Certified Medical Assistant
Jimica Akindeji	Ross Medical Education	RDA/AAS
Kelli Revard	Ross Education	AAS, MA
Lucy Wickham	Ross College	AAS, RMA, CBCS
Michele Dominguez	Ross College Online American Medical Technologists	AAS – Human, Social & Health Services

		Registered Medical Assistant
Michelle Murphy	Career Training Academy	Licensed Therapist
Stacy Hayes	Ross Education, NCCT	Medical Assisting Diploma, NCMA, CPT
Svetlana Leprich	Kaplan University College Dental Assisting National Board State of Michigan	BS – Nutrition Certified Dental Assistant
Tabatha Hunt-Dixon	Dorsey College	Licensed Massage Therapist
Tericka Lipscomb	University of Phoenix University of Phoenix Ross Medical Education Center	MBA – Business Administration/ Healthcare Management BS – Health Care Services Diploma – Medical Assistant
Vicki Brunell	Ross Education, AMT	Medical Assisting Diploma, RMA
PART TIME FACULTY		
Angeli Kuhn	Dorsey College, NCCT	Medical Assisting Diploma, NCMA
Antonia Strong	Wayne County Community College	CSPDT
Brandy Jarrett	Olympia Career Training Institute American Allied Health	Medical Assistant Diploma National Certified Medical Assistant
Brittney McBride-Randle	Mid-Michigan College	Certified Phlebotomy Technician
Chris Toporek	Dorsey College/NHA	CCMA
Danielle Clark	University of Phoenix, Northwood University	MBA, BBA
David Kankula	Irene's Myomassology Inst.	LMT
Efia Clark	Everest Institute	Diploma - Massage Therapy Licensed Massage Therapist
Holly Hall	Central Michigan University Davenport University, National Health Career Association	Master of Science Healthcare Admin., Bachelor of Business Admin Finance, Ass. of Science Admin Accounting, Certified Billing & Coding Specialist
Hollie Schwochow	Wayne County Community College	AAS
James Watson	Abcott Institute	Certificate, Surgical Technologist
Jennifer Matuzak	Davenport University	Assoc. Health Ins. Claims & Billing
Karen Crew- Leverett	University of Phoenix/Detroit Business Institute	BSCJ/CCMA
Kathy George	Flint School of Massage	Licensed Massage Therapist

Dorsey College
Lindenwood Education System Member

Faculty Supplement

Volume 5, 2024 - 2025

Katrina Kaul	International School of Skin, Nails, and Massage	Licensed Massage Therapist
Kenesha Alexander	Wayne County Community College/ National Institute of Technology	Associates in Liberal Arts & Sciences/Certified Medical Assistant
Kristina Michaux	Dorsey College State of Michigan	Diploma - Massage Therapy Licensed Massage Therapist
Lexi Welch	Davenport University	Master of Business Administration
Lisa Niemiec	Monroe County Community College	AAS, RN
Melanie Klopf	Dorsey College	Certified Billing & Coding Specialist
Melissia Garner	Davenport University	MBA/BBA
Meredyth McLaughlin	Everest Institute	Diploma, Dental Assisting
Nicole Eubank	MCC, Baker College	CDA, BA
Nicole Speight	Wayne County Community College	AAS
Olivia Facundo	Ross Education	Medical Assistant
Pauline Willim	Licensed Pharmacy Technician/State of Michigan	Certified Pharmacy Technician License, PTCB
Regenia Slye	Sinai Grace Nursing School	RN
Ryan Stewart	Irene's Myomassology Inst. Western Michigan Univ.	LMT MA
Sandirria Harris	Walden University	PHT
Saniquia Logan	Baker College	Associate's Degree in Applied Science/CST
Stephanie Caskey	Madonna University, University of Detroit Mercy MDTA School of Practical Nursing	MS, BS Licensed Practical Nurse
Tammy Pikarski	Wayne State University/Dorsey	BS-Education/MA
Ursula Eckhardt	Douglas Aveda Institute	LMT
Virginia Ingarra	St. Clair College/National Board of Dental Assisting	CDA
Whitney Cole	Baker College	AAS, Surgical Tech

Dorsey College
Lindenwood Education System Member

Faculty Supplement

Volume 5, 2024 - 2025

GENERAL EDUCATION *Includes Associate of Arts Programs* *(Nursing, Radiologic Technology, and Surgical Technology)*		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/License**
Amy Doyle	Saginaw Valley State University	BA – Minor in Psychology
David Kirk Knapp MS, P.A.-C	University of Detroit Mercy	MS. Physician Assistant
John Poswalk	University of Michigan	MA – English and Literature
Melissia Garner	Davenport University	MBA/BBA
Nabil Hamam	Siena Heights University National Board of Surgical Technology & Surgical Assisting	MA – Healthcare Leadership BS – Healthcare Management / Surgical Technology Certified Surgical Technologist
Salim Daghir	University of Baghdad	Bachelor of Medicine and Science
Sandirria Harris	Walden University	BS - Psychology
Tammy Pikarski	Wayne State University	BS – Education
Linda Young	Central Michigan University	BS

SKILLED TRADES *Includes Electrical Technician, HVAC Systems Technician*		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/License**
Edmon Barakat	Dorsey College, Esco Institute	HVAC Diploma, EPA 608
Jason Coates	Metropolitan Community College	AAS
Kenneth Thompson	Northwestern Technological Institute	Certificate/EPA 608 Universal Certification
Len Thornsberry	Dorsey College	HVAC Diploma, EPA Certification
Scott Sexton	University of Fort Smith Arkansas	Electrical Technician
PART TIME FACULTY		
Billy Brown	Washtenaw Community College State of Michigan	Associate Degree, Digital Equipment Master Electrician
Shawn Boyer-Coppens	Ultimate Technical Academy	Heating & Cooling
Danielle Clark	University of Phoenix, Northwood University	MBA, BBA
Donald Skonieczny	Univ. of Phoenix, DeVry University	MS, BS
James Brooks	Cardinal Stritch University	MS- Management, BS, AAS, State of Georgia

Jeffery Counts	Baker College State of Michigan	Associate of Applied Science Electrician Journeymen License
Joel Potrykus	Baker College, Jon Davis Compliances	HVAC Certificate/Truck Ready Tech Certificate
John Clark	Kaplan University Eastern Michigan University Mott Community College	MBA, BS, AS, AGS, AA
Levell Banks	Charles Mott Community College	Heating & Cooling
Mark Hayes	Cleveland Institute of Electronics, Dorsey College	Electronics Engineering Technology Diploma, HVAC Diploma
Nicholas Almond	Saginaw Career Complex	HVAC Technician
Nicholas Broda	Northern Technological Institute	HVAC Certificate
Pernell Burgess	Henry Ford Trade Program	Electrical Technician License
Ronald Jansen	Oakland Community College Wayne State University	A.A.S. Computer Information Systems B.S. in Secondary Education State of Michigan Contractor's License (HVAC)
Thomas Ivinson	Industrial Electronics - Oakland Technical Center State of Michigan Journeyman Electrical	Electrical Technician
Tyler Hollis	Dorsey College	HVAC Technician Diploma
Steven Benson	IBEW Local 58	Electrician Technician

EMERGENCY MEDICAL SERVICES		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/License**
Christopher Rowe	MDHHS	Paramedic Instructor/Coordinator
Corey Allison	MDHHS	Paramedic Instructor/Coordinator
Courtney Rafferty	MDHHS	Paramedic Instructor/Coordinator
Heather Papesh	Purdue University	BS, Health Science
Heather Lerma	Grand Valley State	BS, Biomedical Sciences
PER DIEM FACULTY		
Adam Lavers	MDHHS	Instructor - Paramedic Practical
Aleena Cross	MDHHS	Instructor - Paramedic Practical
Alixandra Swett	MDHHS	Instructor - Paramedic Practical
Arlene McKinney	MDHHS	Instructor - Paramedic Practical
Christian Zwit	MDHHS	Instructor - EMT Practical
Connor Baranski	MDHHS	Instructor - Paramedic Practical
Daniel Murray	MDHHS	Instructor - Paramedic Practical
Daniel Royce	MDHHS	Instructor - Paramedic Practical
Devin Christian	MDHS	Instructor - EMT Practical
Haley Cavazos	MDHHS	Instructor - Paramedic Practical

Hannah Cone	MDHHS	Instructor - Paramedic Practical
Hollie Stout	MDHHS	Instructor - EMT Practical
Isabella Martin	MDHHS	Instructor - Paramedic Practical
Jake Carter	MDHHS	Instructor - Paramedic Practical
Jeff Ljungvall	MDHHS	Paramedic Instructor/Coordinator
Jeremy DeArmon	MDHHS	EMT Instructor/Coordinator
Joe Kovacs	MDHHS	Paramedic Instructor/Coordinator
John Lovins	MDHHS	Paramedic Instructor/Coordinator
John Martian	MDHHS	Instructor - Paramedic Practical
Karli Barr	MDHHS	Instructor - Paramedic Practical
Kristen Rice	MDHHS	Instructor - Paramedic Practical
Kyle Duffey	MDHHS	Instructor - Paramedic Practical
Kyle Hurley	MDHHS	Instructor - Paramedic Practical
Kurtis Kennedy	MDHHS	Instructor - Paramedic Practical
Madelyn Weurding	MDHHS	Instructor - EMT Practical
Michelle Proctor	University of Michigan	Bachelors, Education
Nathan Leatch	MDHHS	Instructor - EMT Practical
Rekeisha Watson-Love	MDHHS	Instructor - Paramedic Practical
Robert Hasbany, DO	AUS School of Medicine	Medical Director/DO
Stephen Wilbert	MDHHS	Instructor - Paramedic Practical
Steve Rhea	Sienna Heights University	Bachelor of Science

COSMETOLOGY		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/License**
Amal Hameidan	State of Michigan	Wetenhall Cosmetology Ohio
Carmen Bradley Ricketts	State of Michigan	Virginia Farrell
Carol Stevens	State of Michigan	Cosmetology License, Cosmetology Instructor License
Dianne Mihlader	State of Michigan	Cosmetology License, Cosmetology Instructor License
Melissa Beavers	State of Michigan	Cosmetology License, Cosmetology Instructor License
Micole McCall	Baker College/Fernandez Beauty College	Associates in Marketing, Cosmetology License
Sherry Watson-Robinson	State of Michigan	Cosmetology License, Cosmetology Instructor License
Theresa King	Virginia Farrell	Cosmetology License, Cosmetology Instructor License
PART TIME FACULTY		
Joyce Glover Jones	Virginia Farrell	Cosmetology License, Cosmetology Instructor License
Kimberly Turrentine	David Pressley	Cosmetology License, Cosmetology Instructor License
Samantha Norman	State of Michigan	Cosmetology License, Cosmetology Instructor License

Theresa Treadaway	State of Michigan	Cosmetology License, Cosmetology Instructor License

CULINARY ARTS ***Includes Culinary Arts, Baking and Pastry Arts***		
FULL TIME FACULTY		
Faculty Name	**Awarding Institution**	**Degree/Certification/License**
Dan Martinez	Oakland Community College	AOS
Robert Gordon	Macomb Community	Culinary Apprentice Program
Sam Bullock	Le Cordon Bleu Chicago	Associates
PART TIME FACULTY		
Brian Psenski	Western Michigan/ Art Institute	Bachelors/Associates
Devoria Simmons	Concordia College	BS
Eric Macedonia	Culinary Institute of America	AOS/BPS
Heather Torrente	Art Institute/Michigan State	Associates/Bachelors
Hope Perry	Culinary Institute of America	Associates/Bachelors
Jill Tucker CSC	Wayne State/BAKER CIM	Bachelor/Associates
Mary McIntosh	Johnson & Whales	Bachelors
Rodrigo Perencin	Macomb Community College	Associates
Russ Zampich	Ferris State University	Bachelors

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