DAWN
Career Institute

Your brighter future begins today.

CATALOG
2026

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This academic catalog is a source of valuable information regarding the responsibilities, obligations, and privileges of students attending Dawn Career Institute.

Since the programs, policies, and statements contained herein are subject to continuous review and evaluation, the school reserves the right to make changes at any time without notice. This publication is for information only and does not constitute an offer of a contract, either stated or implied.

Students are responsible for being familiar with the provisions of the catalog and all requirements established by the school.

General Information

Campus Information

Dawn Career Institute
252 Chapman Road
Newark, DE 19702

Phone: 302-273-3560
Fax: 302-533-7673

History

Dawn Career Institute is a private post-secondary institution of higher education serving Delaware, south-central and south-eastern Pennsylvania, and northern Maryland. The school offers both campus-based and online career-focused diploma programs, leading to professional certifications and licenses in a variety of healthcare, trades, and wellness fields.

Dawn Career Institute (DCI) was founded in 1976 as Dawn Aeronautics Flight School by Hollis C. and Mary-Fran Anglin. In 1992, the school's curriculum was expanded to include its first non-aviation related program titled Health Insurance Claims Examiner Program. The Institution's name was changed from Dawn Aeronautics to Dawn Training Institute in July 1993. The school's name changed again to Dawn Career Institute, Inc. in October 2009. On November 4, 2015, Dawn Career Institute, LLC (d/b/a Dawn Career Institute) purchased the assets of Dawn Career Institute, Inc. Dawn Career Institute, LLC is owned by Education Evolve, LLC.

DCI has grown significantly from its aviation beginning 40 years ago and now serves a growing population of students across 6 diploma programs and 2 short-term certification programs. Dawn Career Institute remains committed to providing an environment that enables students to thrive in the pursuit of their personal and career goals, while meeting the employment needs of businesses in the tristate region.

Mission Statement

Dawn Career Institute prepares committed students for entry-level and rewarding careers with community employers through hands-on technical training.

Educational Objectives

The following goals and objectives facilitate the mission to meet the needs of students, the Institution, and community partners.
Dawn Career Institute will:

- Recruit and retain quality instructors, by providing professional development of faculty to foster strong mentorship and role modeling to students for the effective preparation of graduates to perform job duties according to contemporary practice.
- Provide resources enhancing student learning outcomes, including the maintenance of quality classroom equipment, innovative learning environments, student support services, and administrative leadership including the monitoring of each student's satisfactory academic and attendance progress throughout his/her program.
- Remain committed to ongoing program and institutional assessment for continuous improvement of programs and the institution. Assessment will include analyzing student outcomes (retention, job placement), student satisfaction, graduate and employer surveys, and Program Advisory Committee input to aid in updating and improving the curriculum and delivery of instruction.

Accreditation

DCI is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). It is approved by the State of Delaware Department of Education as a Private Business and Trade School and for Veteran's (VA) training. The Institution is also approved by the U.S. Department of Education to administer Title IV Pell Grants, Direct Student Loans (DSL), and Parent Loans for Undergraduate Students (PLUS).

National Certification/State Licensure

Earning a diploma from DCI makes graduates eligible to sit for the certification exam in their fields. The school does not sponsor or endorse any particular certification. However, the school is a testing site for the National Healthcare Association (NHA). DCI strongly encourages students to take a nationally recognized certification exam or state licensure, depending on the program completed. Passing the certification exam or state licensure for their area of study gives students a recognized credential, respect in their field, and professional mobility. Certification recipients will be reviewed as a more desirable potential employee.

ACEN

The Practical Nursing program at Dawn Career Institute at the Newark, Delaware Campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326

Delaware Board of Nursing

The Delaware Board of Nursing has granted full approval to the Practical Nurse Program at Dawn Career Institute.
Delaware Board of Nursing Contact Information:

Delaware State Board of Nursing
Cannon Building Suite 203
861 Silver Lake Blvd.
Dover, DE 19904
(302) 744-4500 (302) 739-2711
customerservice.dpr@delaware.gov

Practical Nurse Licensure

DCI's Practical Nursing program meets the educational requirements for licensure as a Licensed Practical Nurse (LPN) in the state of Delaware. Those who successfully graduate from the Practical Nursing program may be eligible to take the NLCLEX-PN ®. Approval to take the examination is not automatic. Successfully passing the NCLEX is one of several requirements for licensure. Requirements for licensure vary among states. To locate the licensure eligibility requirements of another state, please contact the Board of Nursing of that state.

Delaware Applicants:

Delaware Board of Nursing,
Cannon Building,
Suite 203
861 Silver Lake Blvd.
Dover, DE 19904
302) 744-4500
(302) 739-2711
customerservice.dpr@delaware.gov
https://dpr.delaware.gov/boards/nursing/

Equal Educational Opportunity

The school affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination with its services to the public. The school will make all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, disability, genetic information or other factors which cannot lawfully be the basis for an employment decision. The school also does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services. Applicants with disabilities should discuss individual needs with admissions prior to enrolling.

The school adheres to the provisions of the following federal laws: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws may be referred to the Campus President.

Title IX Compliance

The school's Title IX coordinator is responsible for overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the schools' compliance with it should be directed to the Title IX coordinator, the Dean of Education. Students wishing to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the catalog.

Consumer Information

The Higher Education Act of 1965, amended by the Higher Education Opportunity Act of 1998, and the Family Educational Rights and Privacy Act of 1974, require institutions to provide annual notices to students of the availability of consumer information. This information may include:

- Retention, graduation, and licensure rates;
- Financial assistance available to students who qualify and the requirements and restrictions on Title IV Aid;
- Campus crime statistics;
- And other information such as cost of attendance, accreditation, academic program data, facilities and resources for disabled students, and withdrawal/refund policies.

In addition to any annual notices, students and the public can access disclosure information online on the school's website: www.dawncareerinstitute.edu.

Drug and Alcohol Policy

The campus is committed to the development and implementation of a comprehensive drug and alcohol-free program to create a cost-effective, safe, and healthy workplace and school. Therefore, the campus has adopted a "Drug and Alcohol-Free Program" in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). This program is consistent with guidelines developed by the Substance Abuse and Mental Health Services Administration (SAMHSA) and is intended to cover both employees of the institution and students who are attending classes and working in clinical rotation sites and other campus-arranged workplace experiences. Use or possession of alcohol and illegal use or possession of illicit controlled drugs or being under the influence of these substances while on campus premises or while engaged in institution-sponsored activities is prohibited.

Standards of Conduct

- Consumption of alcohol is prohibited on all campus and externship/clinical sites.
- Drug usage, other than over-the-counter drugs and prescription medications used in accordance with a doctor's prescription, is prohibited while serving as an employee or student representative of the Institution, whether on- or off-campus.
- The unlawful use, possession, manufacture, or distribution of controlled substances on any campus or externship/clinical site is strictly prohibited.
- The operation of any vehicle or machinery for institution business or training while under the influence of alcohol or drugs is strictly prohibited.
- The sale of drugs or alcohol on any campus or externship/clinical site is prohibited.
- The campus reserves the right to conduct drug and/or alcohol testing for pre-employment/enrollment, reasonable suspicion, and post-accident. In the case of an employee or student with a prior violation for drugs or alcohol those individuals will be subject to random screening, and they will be notified of that condition.

Note: The term "Campus" also encompasses any school sanctioned activity/function.

Sanctions

Legal

The Institution will comply with all federal, state, and local laws and policies regarding the abuse of alcohol and other drugs by its employees and students. In addition to disciplinary sanctions imposed by the institution, all employees and students should be aware that federal, state, and some local laws treat illegal possession, use, sale/distribution, or manufacturing of drugs or alcohol as serious crimes that can lead to imprisonment, fines, and assigned community service. Resulting convictions can prevent a person from entering certain fields of employment and may have to be listed on employment applications.

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. For a listing of federal offenses, penalties and sanctions, visit the Department of Justice / U.S. Drug Enforcement Administration- Office of Diversion Control website at https://www.ecfr.gov/current/title-21/chapter-II

Institutional

Sanctions the Institution will impose:

- Any employee or student found consuming alcohol or drugs on any campus or externship/clinical site shall be subject to disciplinary action.
- Any employee or student found using, possessing, manufacturing, or distributing illegal drugs or transferring alcohol or drugs during normal working/school hours on any campus or externship/clinical site shall be subject to disciplinary action.

- Consistent with the Drug-Free Workplace Law, as a condition of employment, all employees are required to abide by the terms of this policy and notify Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Compliance with this policy is considered a condition of employment and/or acceptance for study; therefore, if an employee or student violates this policy, discipline will be assessed accordingly, and the individual could be subject to termination or expulsion or referral for prosecution.
- In all cases, the Institution abides by local, state, and federal sanctions regarding unlawful possession of drugs in prohibited areas and/or the use of alcohol. Any drug identified by the law as illegal is included in this program, as are legal prescription drugs used in a manner contrary to a doctor's prescription.

Counseling/Treatment

The Institution supports programs aiding in the prevention of substance abuse. Students and employees are encouraged to seek assistance for substance abuse problems. Many health insurance plans include drug, alcohol, and mental health services. If you need help in finding a treatment center, the Federal Substance Abuse & Mental Health Services Administration (SAMHSA) offers a free service to help locate a facility. The toll-free Treatment Referral Hotline can be reached 24 hours a day, 7 days a week: 1-800-622-HELP (4357). Their treatment facility location can be accessed online at https://www.samhsa.gov/find-treatment.

Data and Health Risks

The entire section listed below comes directly from samhsa.gov, 2025

Alcohol

Data:

- Among people aged 12 or older, the percentage who used alcohol in the past month decreased from 47.4 percent (or 132.5 million people) in 2021 to 44.4 percent (or 129.1 million people) in 2025. Percentages also decreased from 2021 to 2025 for people in each age group. For example, the percentage of young adults aged 18 to 25 who used alcohol in the past month decreased from 50.9 percent (or 17.0 million people) in 2021 to 46.2 percent (or 16.7 million people) in 2025. In 2025, the percentage of people who used alcohol in the past month was higher among adults aged 26 or older (48.4 percent or 110.9 million people) than among young adults aged 18 to 25 (46.2 percent or 16.7 million people). The percentage was lowest among adolescents aged 12 to 17 (5.9 percent or 1.5 million people).Excessive alcohol use can increase a person's risk of stroke, liver cirrhosis, alcoholic hepatitis, cancer, and other serious health conditions.
- Excessive alcohol use can also lead to risk-taking behavior, including driving while impaired. The Centers for Disease Control and Prevention reports that 29 people in the United States die in motor vehicle crashes that involve an alcohol-impaired driver daily.

Opioids

Data:

- Opioids are a group of chemically similar drugs that include heroin and prescription opioids, such as hydrocodone (e.g., Vicodin®), oxycodone (e.g., OxyContin®), codeine, and morphine. In this report, opioid misuse includes the misuse of prescription opioids or the use of heroin. Respondents were not counted as having misused opioids in the past year if they reported only the misuse of other prescription pain relievers,

and the other pain relievers they misused in the past year were all nonopioids. In this report, opioid misuse does not include use of illegally made fentanyl (IMF).

- Among people aged 12 or older in 2025, 2.4 percent (or 7.1 million people) misused opioids in the past year (Figure 28 and Table A.10B). The vast majority of these people who misused opioids in the past year misused prescription opioids, but they did not use heroin. Specifically, 6.9 million people misused prescription opioids in the past year, of whom 6.5 million people did not use heroin. An estimated 382,000 people misused prescription opioids and used heroin in the past year.
- Opioid use, specifically injection drug use, is a risk factor for contracting HIV, Hepatitis B, and Hepatitis C. The CDC reports that people who inject drugs accounted for 9 percent of HIV diagnoses in the United States in 2016.
- According to the Centers for Disease Control and Prevention's Understanding the Epidemic, an average of 130 Americans die every day from an opioid overdose.

Marijuana

Data:

- Among people aged 12 or older, the percentage who used marijuana in the past year increased from 19.0 percent (or 53.2 million people) in 2021 to 21.2 percent (or 61.6 million people) in 2025. The percentage also increased among adults aged 26 or older, from 17.3 percent (or 38.2 million people) in 2021 to 20.6 percent (or 47.2 million people) in 2025. Percentages decreased from 2021 to 2025 for both adolescents aged 12 to 17 and young adults aged 18 to 25, For example, the percentage of adolescents aged 12 to 17 who used marijuana in the past year decreased from 10.9 percent (or 2.8 million people) in 2021 to 8.7 percent (or 2.2 million people) in 2025.
- In 2025, the percentage of people who used marijuana in the past year was highest among young adults aged 18 to 25 (33.7 percent or 12.2 million people), followed by adults aged 26 or older (20.6 percent or 47.2 million people), then by adolescents aged 12 to 17 (8.7 percent or 2.2 million people).
- Marijuana can impair judgment and distort perception in the short term and can lead to memory impairment in the long term.
- Marijuana can have significant health effects on youth and pregnant women.

Emerging Trends in Substance Misuse:

Emerging drugs are mind-altering substances that have become more common in recent years. They may be sold in drug markets or at convenience stores and online. Since 2013, the United Nations Office on Drugs and Crime has identified more than 1,000 emerging drugs worldwide.

These substances, which include designer drugs and new psychoactive substances, come from many sources. Some were first developed as potential treatments or research chemicals. Others originate in illicit labs and are created to mimic the effects of drugs regulated under the Controlled Substances Act. These emerging substances often produce similar effects and/or are chemically similar to illegal or prescription opioids, stimulants, benzodiazapines ("benzos"), or other existing types of drugs.

People may seek out these drugs for recreation or use them to self-medicate without medical supervision. They may also be added to other drugs without a buyer knowing it. As a result, the health effects of emerging drugs are largely unknown, potentially posing a public health threat and contributing to the overdose crisis.

NIDA conducts research on specific emerging drugs through its Designer Drug Research Unit and through support for the National Drug Early Warning System (NDEWS), which detects early signals of potential drug epidemics. NDEWS uses traditional surveillance methods like drug-related emergency calls, and newer tools like wastewater analysis and tracking of social media trends.

Review and Distribution

This policy will be reviewed biennially (in even-numbered years) to determine its

effectiveness. During the review, an analysis of the effectiveness of the methodology will be reviewed in addition to the sanctions imposed therein. The policy will be distributed to employees and students on an annual basis by October 1st. Employees and students will receive email notification annually from the Campus President or their designee.

Facilities

The campus is located at 252 Chapman Road, Newark, Delaware, situated in Northern Delaware. The facility at DCI includes approximately 30,000 square feet of space. The facilities provide students access to a simulated work environment. All allied health programs are supported by a lab experience utilizing industry standard equipment and materials. The wellness programs are supported by a clinic and an esthetics lab, both of which are housed in the New Beginnings Spa. The Learning Resource Room is available to students for individual or group study during non-school hours and to promote group learning and research during school hours. The entire campus is Internet capable and promotes the use of multimedia learning through technology, including LCD projectors and networked computer systems in classrooms. Trades programs include an HVAC lab and lecture classrooms for the HVAC Technician program. DCI facilities also include lecture classrooms, a resource center, administrative offices, audio-visual equipment, and faculty and student lounges. The facility is a non-smoking facility. The DCI administrative offices can be reached by calling 302-273-3560.

Housing Assistance

DCI does not maintain dormitory or other housing facilities. Students are advised to consult commercial rental agents and/or the local listings. Admissions Associates may assist prospective students by providing names and/or addresses of locations of local off-campus housing areas.

Classroom Technology

DCI supports the use of classroom technology, specifically computer resources and the Internet, to enhance the learning experience. DCI provides Internet access to our students for legitimate classroom purposes, i.e. research for class projects, job searches, and planned classroom exercises only. Every student with access to these resources has a responsibility to use them in an ethical and productive manner; a manner reflecting well on themselves and the school. Use of all computer resources must be consistent with other DCI policies, including those related to sexual harassment, privacy, copyrights, trademarks, trade secrets, and the intellectual property of others.

Parking

Students are to park in spots within the DCI parking area. Handicap spots are also available.

Carpooling

DCI encourages students to coordinate ride sharing and can assist with the process. Any student interested in such an arrangement can speak with a DCI staff member to further discuss to aid in facilitating a carpool arrangement.

Bus Routes

DCI is serviced by two routes. Routes 10 and 34 include DCI in their paths. Route schedules can be picked up in the admissions department.

Administrative Office Hours

Regular business office hours are from 8:30 A.M. - 5:00 P.M., Monday through Friday. The extended hours are 5:00 PM to 8:00 PM, Monday through Thursday.

Web Address

www.dawncareerinstitute.edu

Emergency Policy and Procedures

The school does not offer any health services except first aid, if necessary. All emergencies, medical or otherwise, should be immediately reported to a school administrator who will call 911 for assistance. If necessary, the student will be transported to a medical facility by EMS and the student's emergency contact person will be called.

If a student is injured at the school or a clinical/externship site, any expenses are the responsibility of the student.

Crime Awareness

Students should report to the Campus President, or their designee, any criminal activities taking place in the campus or in the parking lot at the school. This does include any school-sponsored function. The Campus President will then report any criminal activity to the proper authorities.

Security Services

DCI does not have a campus police or security department.

Notice of Availability of Annual Campus Safety and Security Report

The annual report complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at: http://dawncareerinstitute.edu/Consumer-Information.php.

Visitors Policy (Children in the Classroom)

All visitors to the campus must check in at the front desk. Former students and employees must report to the reception desk in the main lobby prior to visiting any other classroom or workspace. To maintain an academic environment, DCI prohibits visitors in the classroom, the student lounges, and the Learning Resource Center without prior approval from the Dean of Education or designee. The policy applies to children of enrolled

students. Children are not allowed in the classrooms, student lounges, Learning Resource Center, or any area in the school during business hours to protect the children and eliminate distractions for other students.

Personal Property

Personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and all small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Smoking/Vaping Policy

DCI is a tobacco-free facility. Smoking/vaping is only allowed in designated outdoor areas of the school buildings. Use of tobacco of any kind is not permitted within the school. Smoking in non-designated areas is a violation of the school's code of conduct. Students may also not use electronic cigarettes or other vaping mechanisms while in the School.

Weapons and Firearms Policy

For the safety of everyone at DCI, weapons and firearms are prohibited on DCI's campus.

Weather Emergencies / Inclement Weather

In the event of inclement weather, information about school cancellation or a delayed opening will be emailed to students and posted on our Facebook page. The voice message system at DCI will have a recorded announcement. Information may also be found on wdel.com. Decisions for morning classes will be made by 6:00 a.m. If a delay has been announced for morning classes and conditions worsen, a final decision on morning class cancelations will be determined by 7:30 a.m. Afternoon classes will be determined by 10:30 a.m., evening classes by 3:30 p.m., and Saturday classes by 7:00 a.m. Classes will be rescheduled as needed. However, weather is a variable situation, and circumstances may dictate that decisions be made outside of the timelines identified in this section.

Identification Badge

To help ensure the safety of everyone on the DCI campus, all students must have and display a valid student ID badge. Students receive ID badges within the first two weeks of classes. Any student who loses his or her ID badge may request a replacement from the Registrar's Office. The replacement fee is $10.00.

Sale, Solicitation, Promotion, and Advertising

Sale, solicitation, promotion, and/or advertising of a commercial nature, whether by non-students or students, is strictly prohibited on the campus. The school allows the posting of official school notices in buildings on designated bulletin boards. No notices may be affixed to glass doors, windows, or on painted walls. Placing advertisements on vehicles is prohibited. Political announcements, campaign literature, banners, and other promotional materials may only be posted in the designated open announcement areas. No commercial or non-commercial materials outside of official school notices shall be posted on walls, on doors, in the foyers, on cars, or in non-designated areas.

Campus Directory

Staff Member	Title	Room	Extension
Shaun Carney	**Campus President**	**105**	201
Tracy Donahue	Receptionist	Lobby	101
Nancy Feher	Evening Receptionist	Lobby	101
Teresa Vassallo	**Business Office Manager**	**116**	105
Ruth Brumagin	**Director of Financial Aid**	**124B**	104
Kristen Walker	Financial Aid Administrator	118	111
David Trimble	Assistant Director of Admissions	105	202
Joe Aruffo	Admissions Associate		207
Alysah Patterson	Admissions Associate	104	204
Haley Novak	Admissions & Business Development Specialist	100	211
Joe Fortunato	Senior Nursing Admissions Associate	101	210
Ben Hamrick	Admissions Associate	102	209
Scott Simpson	**Director of Education**	**125A**	102
Ronald Hurst	HVAC Instructor	**130**	109
Joe Naimoli	HVAC Instructor	130	
Thomas Pankok	HVAC Instructor	130	
Kevin Fitzgerald	HVAC Instructor	130	
Steven Owens	HVAC Instructor	130	
Tamela Watson	**Esthetic Program Director**	**125**	412
Jennifer Dalponte	Esthetic Instructor	125	
Christina Brown	Esthetic Instructor	125	
Randee Ferrara	Esthetic Instructor	125	
Alison Park	Esthetic Instructor	125	
Lindsay Walters	Esthetic Instructor	125	
Tammy Taft	**Medical Assistant Program Director**	**125**	411
Penny Baker	Medical Assistant Instructor	125	418
Scott Birney	Medical Assistant Instructor	125	428
Mary Jo Warren	Medical Assistant Instructor	125	
Catherine Alcaraz	Medical Assistant Instructor	125	410
Summer Guthrie	Medical Assistant Instructor	125	
Bella Varone	Medical Assistant Instructor	125	
Sherri Hewlings - Kopec	**Dean of Nursing**	117	420
Julie Carter	Assistant Dean of Nursing	132B	
Albiona Bejta	Practical Nursing Instructor	132B	
Chrishon Bovell	Practical Nursing Instructor	132B	
Danielle Burke	Practical Nursing Instructor	132B	
Crystal Fassett	Practical Nursing Clinical Coordinator	132B	
Holly Heilner	Practical Nursing Instructor/Simulation Coordinator	132B	
Diane Griffith	Practical Nursing Instructor	132B	
Jill Jones	Practical Nursing Instructor	132B	
Sarah Knoll	Practical Nursing Instructor	132B	
Lori Randla	Practical Nursing Instructor	132B	
Christina Sorge	Practical Nursing Instructor	132B	
Sumyya Tahch	Practical Nursing Instructor	132B	
Amy Hladney	**Nursing Assistant Program Coordinator**	127A	421
Amanda Gorman	Nursing Assistant Instructor	127A	
Diane Fleischmann	**Director of Career Services**	115	108
Kim Harper	Career Services & Employer Relations Representative	123	118
Valerie Bradley	Education Administrative Asst/Student Services	124A	

To reach an extension, first dial 302-273-3560

Academic Calendar

DCI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas

Breaks

Breaks may occur around the first week of July (depending upon the day July 4 falls on) and around the last week of December each year. During this time, the school will be closed to students. Specific dates will be distributed in each program of study. Students are encouraged to take time away from school to enjoy family and friends.

Advanced Esthetician, HVAC Technician, Medical Assisting

2026-2027				
Term	**Start Date**	**End Date**	**Holidays**	**Class Break**
January 2026	1/26/2026	3/8/2026		
March 2026	3/9/2026	4/19/2026		
April 2026	4/20/2026	5/31/2026		
June 2026	6/1/2026	7/12/2026	6/19/2026 – Juneteenth 7/4/2026 - Independence Day	
July 2026	7/13/2026	8/23/2026		
August 2026	8/24/2026	10/04/2026	9/7/2026 – Labor Day	
October 2026	10/5/2026	11/15/2026		
November 2026	11/16/2026	1/03/2027	11/26-27/2026 - Thanksgiving 12/24-25/2026 - Christmas 1/1/2027 New Year's Day	12/21/2026 – 12/27/2026
January 2027	1/04/2027	2/14/2027	1/18/2027 Martin Luther King Day	
February 2027	2/15/2027	3/28/2027		
March 2027	3/29/2027	5/09/2027		
May 2027	5/10/2027	6/20/2027	5/31/2027 - Memorial Day 6/19/2027- Juneteenth	
June 2027	6/21/2027	8/01/2027	7/4/2027 - Independence Day	
August 2027	8/02/2027	9/12/2027	9/6/2027 – Labor Day	
September 2027	9/13/2027	10/24/2027		
October 2027	10/25/2027	12/05/2027	11/25-26/2027 - Thanksgiving	
December 2027	12/06/2027	1/23/2028	12/24-25/2027 – Christmas 1/17/2028 – Martin Luther King	12/20/2027 – 12/26/2027

Nursing Assistant

2026-2027				
Term	**Start Date**	**End Date**	**Holidays**	**Class Break**
January 2026	1/19/2026	3/1/2026	1/19/2026 – Martin Luther King	
March 2026	3/2/2026	4/12/2026		
April 2026	4/13/2026	5/24/2026		
May 2026	5/25/2026	7/5/2026	6/19/2026 – Juneteenth 7/4/2026 – Independence Day	
July 2026	7/6/2026	8/16/2026		
August 2026	8/17/2026	9/27/2026	9/6/2027 – Labor Day	
September 2026	9/28/2026	11/8/2026		
November 2026	11/9/2026	12/20/2026	12/24-25/2026	

Practical Nurse

2026-2027				
Term	**Start Date**	**End Date**	**Holidays**	**Class Break**
January 2026	1/05/2026	3/29/2026		
April 2026	4/6/2026	6/28/2026	6/19/2026 - Juneteenth	
July 2026	7/6/2026	9/27/2026	9/7/2026 – Labor Day	
September 2026	9/28/2026	12/20/2026	11/26-27/2026 - Thanksgiving	
January 2027	1/4/2027	3/28/2027		
April 2027	4/5/2027	6/27/2027	5/31/2027 – Memorial Day 6/19/2027 - Juneteenth	
July 2027	7/6/2027	9/26/2027	9/6/2027 – Labor Day	
September 2027	9/27/2027	12/19/2027	11/25-26/2027 - Thanksgiving	
January 2028	1/3/2028	3/26/2028	1/17/2028 – Martin Luther King	

Admissions

DCI reserves the right to use all information gathered, printed, or otherwise obtained during the admission process to determine an applicant's suitability for enrollment. DCI may deny admission or cancel a student's enrollment if information gathered includes conduct indicating an inability to meet program requirements, clinical requirements, licensure requirements, or institutional standards of professional behavior.

Admissions Process

Each applicant for admission is assigned to an admissions representative. The Admissions Representative will direct the applicant through the steps of the admissions process. The Admissions Representative will provide information on curriculum, policies, procedures, and services, and assist the applicant in setting necessary appointments and interviews.

To qualify for admission, each applicant must meet the requirements listed below. Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. If previous academic records indicate the School's education and training would not benefit the applicant, the School reserves the right to advise the applicant not to apply. It is the responsibility of the applicant to ensure the School receives all required documentation. All records received become the property of the School.

The Academic Catalog is available online at www.dawncareerinstitute.edu for review by the applicant prior to signing an enrollment agreement.

Admission Requirements

DCI programs/courses are open to all persons regardless of age, disability, political affiliation, race, creed, sex, or national origin. Applicants must be at least 17 years of age and possess a high school diploma, General Equivalency Diploma (GED), or higher education credential (earned associate degree or higher) and provide a valid State or Federal photo ID. Basic reading comprehension and strong verbal skills are recommended. Some programs have additional admissions requirements. Please see below for the individual program admissions requirements/procedures.

Applicants taking the Wonderlic Scholastic Level entrance assessment will be permitted only one attempt per assessment version. When retesting, the applicant will be administered a different version of the assessment. The test score will remain in effect and valid for a period of two (2) years from the test date. The applicants will have up to 3 attempts each enrollment cycle to meet the Wonderlic benchmark for their specific program.

All applicants must provide documentation of graduation in the form of an Official High School transcript, or other acceptable documentation confirming the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents submitted must be translated into English. High school diplomas/transcripts from other countries are acceptable if the diploma is equivalent to a U.S. high school diploma. To ensure compliance, all applicants with foreign transcripts must have the transcript reviewed by a U.S. credential evaluation service.

Practical Nursing

Applicants in the Practical Nursing program must meet the Dawn Career Institute admission requirements. Students must submit an active CPR certification and a negative drug screen. Applicants will also need to score an 18 or higher on the Wonderlic, or 50% or higher on the TEAS, or 70% or higher on the HESI, or a 105 or higher on the PAX. Students will be required to complete an FBI background check and obtain titers for their vaccinations prior to attending clinicals which will start in Term 2.

Practical Nursing Selection

Due to the unique nature of nursing programs and the overwhelming demand for a seat in the program, selection for these places will be determined based upon the following factors:

1. Completion of all admission requirements (CPR Card) and High School diploma/GED/associate's degree or higher.
2. Have the required score or higher on the Wonderlic Scholastic Level Entrance Assessment, or TEAS, HESI, or PAX.
3. Dawn Graduate (if applicable)
4. Health Care Professional (if applicable)
5. Completion of interview with admissions

Students who have completed all the above will be ranked based upon a point system. Failure to complete any of the above criteria will result in a zero for that item and may result in the candidate being removed from the list.

The top candidates will receive a seat in the class. New classes begin approximately every 12 weeks, or four times per year.

Practical Nurse Admissions Criteria

Admissions Testing	
TEAS Overall score (%)	50-60 = **5** 61-70 = **10** 71-80 = **15** >80 = **20**
OR	
HESI Score (%)	70-75 = **5** 76-80= **10** 81-85= **15** >85 = **20**
OR	
PAX Score	105-115= **5** 116-125= **10** 126-135 =**15** >135=**20**
OR	
Wonderlic	18-20 = **5** 21-23 = **10** 24-27 = **15** >28 = **20**
Dawn Graduate (GPA)	GPA: 3.5-4.0= **3**, 3.0-3.5= **2**, 2.5-3.0= **1**
Currently Working as Healthcare professional (CNA, MA, or Patient Care Tech)	**3**
Admissions Interview	_____/20
	Total: _____/46

Advanced Esthetician

Applicants must acknowledge, in writing, if (a) they have been convicted in any jurisdiction of a crime involving any felony or misdemeanor sexual offense or (b) they have abused drugs (including alcohol, narcotics, or chemicals) that they may not be issued a certificate or license to practice as an Advanced Esthetician in the State of Delaware (see title 24 Delaware Code, Chapter 53, Section 5313).

Nursing Assistant/Home Healthcare Program

Applicants must be at least 17 years of age and possess a high school diploma, or General Equivalency Diploma (GED). Applicants must pass a drug screen. A physician's exam/statement may be required in some instances. Applicants must also acknowledge the state requirement for a criminal background investigation, for employment as a Certified Nursing Assistant (CNA), prior to enrollment and acceptance into the program.

HVAC Technician

Applicants must be at least 17 years of age and possess a high school diploma, General Equivalency Diploma (GED), or higher education credential (earned associate degree or higher) and provide a valid State driver's license. In addition, applicants must score a 12 on the Wonderlic SLE Q Scholastic Level Exam.

Medical Assisting Program

Applicants must be at least 17 years of age and possess a high school diploma, or General Equivalency Diploma (GED). In addition, a passing score on the Wonderlic SLE Q Scholastic Level Exam is required for our online delivery of our Medical Assisting program, with a minimum score of 14. The applicants will have up to 3 attempts

each enrollment cycle to meet the Wonderlic benchmark. The online Medical Assisting applicants will be required to successfully complete a Distance Education Readiness & Technical Competency Assessment (DERTCA) in Canvas, our Learning Management System. The DERTCA scores are used to identify students who may need additional support for either the delivery method of instruction or technical literacy. The applicant must also complete an attestation that states they possess an operational computer or have access to one, as well as provide their internet provider to show they have access to Wi-Fi.

Distance Education Policy

Students may have the opportunity to complete a portion of their programs of study, subject to limits established by the institution's state licensure and accreditation, through distance education in some programs of study. Admission requirements for these programs may vary from admission requirements for programs of study offered entirely on campus. Online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. All distance education/online courses offered by the school have been deemed as equivalent in content and quality to the same courses offered via ground delivery methods. Under certain circumstances, such as a student getting out of sequence with course schedules or courses that may not be offered each term, students enrolled in a campus-based program may be required to take online classes to graduate.

The actual percentage of the program offered online will depend on the selected program and the educational delivery for each course. Students participating in hybrid or fully online programs are expected to complete the online orientation prior to the start of classes.

Authentication and Protection of Student Identity

Each student is provided with a unique username and password for authenticating each student's identity when entering the online classroom. Students are prohibited from providing their passwords and logins to any other individual. Furthermore, student identity is authenticated through a series of email, telephone interviews, and/or meetings with the campus staff. Each student's username, password, and email address are used to authenticate student identity to complete assignments within the Learning Management System. All testing is completed through the Learning Management System, and the unique username and password is used to verify student identity.

The school will not release any student's username and password to any individual which would violate a student's rights under FERPA.

Technology Specification for Online Courses

Each student enrolled in an online course(s) or program of study delivered through a distance education consortium is expected to have ***access*** to an internet connection, computer hardware and operating software as outlined below. Campus computer labs are available to access online course content and to meet the necessary technology requirements.

Note for those who may access courses from your place of employment: Employers often place restrictions on the content allowed through the organization's firewall or network security measures. Such measures may affect your ability to access your online courses from place of employment, or using employer-provided Internet access, and are beyond our ability to predict or control.

Admission Procedures

Applicants must submit a completed admissions application. Eligible applicants must also complete a Qualification Profile, in addition to being interviewed by one of DCI's Admissions Representative. DCI will review

the application and notify the applicant of approval or denial; or DCI may request more information or documents. In addition, the applicant and an authorized school official must sign an enrollment agreement prior to the student commencing a program**.** ***DCI reserves the right to cancel a class start or cohort.**

Orientation

Accepted applicants must attend a scheduled mandatory orientation.

Probationary Admission

The school does not offer probationary admission into any programs.

Enrollment Verification Letter

Any student requiring a verification letter from the school prior to starting classes should come to the receptionist's desk to request a form. Enrolled students who require official documentation of a program enrollment and/or attendance should report to the receptionist's desk to complete a request form. DCI strives to have all letters prepared for students within two business days.

Tuition and Fee Information

The Tuition expense includes uniforms, any related lab kits and other lab costs. The costs associated with the individual programs are given as an insert to this catalog.

Tuition charges are subject to change at the school's discretion. DCI's institutional policy is to give thirty (30) days' written notice to the students prior to any tuition increase other than those initiated on January 1st of each year. The written notice will be posted in the student lounge, and a copy will be placed in the appropriate student's mailbox.

Disclosure: Transfer or proficiency credits may reduce the cost of the program. Repeating a course or courses may increase the cost of the program. Textbooks are estimated, and any necessary adjustments to cover operating expenses may be made quarterly.

Other expenses, which the student must calculate into the cost of his/her program include, but are not limited to, room and board, personal expenses, textbooks, academic supplies, and transportation. Students are responsible for providing their own transportation for all learning experiences associated with the curriculum.

Tuition and Fee Charges – **Enrolled Prior to September 1, 2025**

Program	**Tuition[1]**	**Book[2]**	**Total Cost**
Advanced Esthetician	$14,558.40	$705.80	$15,264.20
Medical Assisting	$15,795.00	$557.56	$16,352.56
Nursing Assistant/Home Healthcare	$3,079.00	$134.00	$3,213.00
HVAC Technician	$16,302.30	$113.40	$16.415.70
Practical Nurse	$22,558.90	$1150.64	$23,709.54

Tuition and Fee Charges – **Enrolled After September 1, 2025**

Program	**Tuition[1]**	**ATI Fee**	**Book[2]**	**Total Cost**
Advanced Esthetician	$14,558.40	$0.00	$705.80	$15,264.20
Medical Assisting	$15,795.00	$0.00	$557.56	$16,352.56
Nursing Assistant/Home Healthcare	$3,079.00	$0.00	$134.00	$3,213.00
HVAC Technician	$16,302.30	$0.00	$113.40	$16.415.70
Practical Nurse	$20,220.20	$2,802	$1150.65	$24,172.85

[1] Tuition is charged on a per clock hour basis and can be calculated by taking the tuition cost divided by the number of clock hours in the program. This is the methodology used to calculate charges for course retakes after July 1, 2022.

[2] Enrolled students may purchase textbooks directly from DCI and the textbooks will be billed to their student account, or they may purchase textbooks from a vendor of their choice. A textbook list for the program, stating the title of the textbook along with the current edition and ISBN number, will be available so the student may purchase textbooks where they choose. Students are advised to purchase textbooks only for the currently enrolled courses as textbooks may change on a quarterly basis.

Students who drop or withdraw from a course or a program may return unopened and unused textbooks purchased through DCI within the first two (2) weeks of the quarter in which the student is registered for the course or courses. No textbooks will be accepted for return after the end of the second week.

Textbooks will only be accepted if they are unopened and unused. Textbooks are to be returned for inspection and return acceptance. Return credits will be posted to the student account by the end of week four (4). Questions regarding purchasing, returning, or ISBNs of textbooks should be addressed to the Registrar.

Additional Fees

Application (Only for HVAC Technician program)	$25

Uniforms Information

DCI students are required to wear the supplied approved uniforms. Substitutions are not permitted. Students are fitted for scrubs at the time of enrollment and orders are placed once students start their programs.

Return of school uniforms

Uniforms ordered from the campus supplier will be returned only for replacement or fitting adjustments. Students who have attended orientation, placed a uniform order, and then cancelled their enrollment before the first day of attendance will have the uniform order cancelled.

Students who start and withdraw, or are withdrawn prior to the receipt of the uniforms, will have the uniform order cancelled or returned. The student may be responsible for any re-stocking fees.

Refund and Cancellation Policies

If an applicant/student cancels or withdraws or is withdrawn by DCI for any reason, refunds will be made according to DCI's Refund Policy. If a refund is due to the student, the refund will be paid within thirty (30) days of the date the student either officially withdraws, or DCI determines the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees its receipt constitutes a full and complete release of DCI from all liabilities. All government and agency refunds will be made within the required time limits of the funding agency.

Cancellation/Rejection Policy

DCI will refund all monies paid by an applicant who is rejected for enrollment by the School, who enrolls in a program DCI cancels, or who cancels within five calendar days of signing the enrollment agreement.

Right to Cancel

An applicant to DCI may cancel his/her enrollment and receive a full refund of monies paid by mailing a written notice to DCI, postmarked no later than midnight on the third calendar day after the date the applicant's Enrollment Agreement with DCI was signed by the student and representative of the School. The applicant may use a copy of his/her Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement and adding name, address, and signature, and delivering or mailing it to DCI. If an applicant cancels his/her enrollment as noted above more than three calendar days after signing the Enrollment Agreement, but prior to the start of classes, the applicant is entitled to a refund of all payments, minus the Application Fee and any non-refundable admissions testing fees within thirty days.

Tuition Refund Policy

A student wishing to withdraw officially should inform DCI in writing at least five (5) calendar days, but no more than thirty (30) calendar days, in advance of withdrawal. A student who returns to DCI after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student's last date of attendance, as documented by DCI, will be used to calculate any money the student owes and to calculate any refund the student is due. DCI will refund unearned tuition and fees as set forth in the state regulations. The state refund policy states the school may retain $100.00 of the tuition and fees, and the minimum refund of the remaining tuition will be:

Proportion of Term Taught	**Refund Percentage**
9.9% or Less	90%
10.0% up to and including 19.9%	80%
20.0% up to and including 29.9%	70%
30.0% up to and including 39.9%	60%
40.0% up to and including 49.9%	50%
50.0% up to and including 59.9%	40%
60% and above	No Refund

*ATI Fees are non-refundable and charged when a student begins a term where the fee is applicable.

Financial Aid Information

The Financial Aid office maintains a staff of financial aid professionals to assist students in navigating the application process for federal, state, local, and institutional funding programs. The staff participate in routine training sessions and conferences provided by federal, state, and local funding agencies to ensure they have a full understanding of policy and regulatory updates.

Title IV Program Information

Dawn Career Institute (DCI) is authorized by the Department of Education to participate in Title IV funding for qualified students. To apply for Title IV funds, a student must complete the Free Application for Federal Student Aid (FAFSA) for that specific award year. The FAFSA is completed on- line at www.fafsa.ed.gov and the **DCI school code is 030258**. The financial aid programs are administered by the Director of Financial Aid under policies established by federal and state governmental guidelines.

The following financial aid programs are available to students **who qualify**.

Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. The amount of *Federal Pell Grant* funds a student may receive is limited by federal law to be the equivalent of six years, or 600% of a Pell Grant award. A student can monitor how much Pell Grant they have used by accessing www.nslds.ed.gov. Once a student reaches 600%, they are no longer eligible to receive a Pell Grant, regardless of the school they attend.

Note: Individuals who have obtained a bachelor's degree or higher are not eligible to participate in the Federal Pell Grant Program per Federal guidelines.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Work-Study (FWS) Program

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

Federal Direct Loan (FDL) Program

Federal loans must be repaid. To apply for a Loan, a student must file a FAFSA. Eligible students are also required to complete Loan Entrance Counseling and a Master Promissory Note with the Department of Education. Students must be enrolled at a minimum of half-time, and the loan funds are normally disbursed to the school in three equal quarterly disbursements. The loan must be repaid with payments beginning six months after the

student stops attending classes at least half time. A student may qualify for a subsidized and/or unsubsidized student loan depending upon the FAFSA results.

Direct Subsidized Loan: A need-based loan for which a student is not charged interest while attending school at least halftime. The maximum loan amount is $3,500 for first year students and $4,500 for second year students.

Direct Unsubsidized Loan: Unlike the subsidized loan, interest does accrue on the unsubsidized loan while the student is attending school. The interest will be capitalized (added to the principal of the loan) or the student can choose to pay the interest while in school. The maximum yearly loan amount is $6,000 for independent students and $2,000 for dependent students.

Federal Direct Parent PLUS Loan: The parents of dependent students can borrow funds to pay for the student's educational expenses. The student must be enrolled at least half time, and the parent must meet the Department of Education eligibility criteria which includes a credit check. The PLUS loan is normally disbursed to the school in three equal quarterly disbursements and interest is accruing on the loan while the student is attending school. Parents can begin repayment within 60 days after the loan is fully disbursed or can choose to begin repayment six months after the student is no longer enrolled at least half time.

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of noncompliance.

To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office. DCI has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the Financial Aid Office.

Return of Title IV Funds Policy

This policy is separate from the Tuition Refund Policy.

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

Credit Hour Programs: $\frac{\text{Number of Days Completed in the Payment Period through Last Date of Attendance}}{\text{Total Number of Days in the Payment Period}}$

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

Definition of the student's last date of attendance: If a student **officially** or **unofficially withdraws** from DCI, their last day of attendance is based on the instructors' attendance record (last day of educational activity) which reports the last day the student was in class. This includes classroom and lab instruction, examinations and clinical experience. If a student stops attending classes without officially withdrawing and has not attended classes for fourteen (14) consecutive calendar days, the student may be withdrawn from his/her program. The last day of attendance is determined by the instructor's attendance records.

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

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

Return of Unearned FSA Funds

The School must return the lesser of the following:

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

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

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

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

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

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

Non-Title IV Financial Aid Information

Other sources of financial assistance can come from various public agencies. Dawn Career Institute follows all guidelines set forth by outside agencies funding students' tuition. The following organizations offer tuition assistance to students attending Dawn Career Institute. Qualification requirements vary; please contact the appropriate agency for more information.

Veterans' Benefits: Veterans may be eligible to receive benefits through the Veterans Administration (VA). Each VA program has individual requirements for eligibility. Interested applicants should contact the VA at (800) 827-1000.

Students Receiving Veterans Affairs (VA) Funding: Students receiving this type of funding are required to show proof of all previous education earned for post-secondary study. When applying for VA benefits, these students must complete a transcript request for all post-secondary schools previously attended. The school will submit the request on behalf of the student at no cost to the student, and the student may then receive certification for the first term. The school should receive all requested transcripts within the student's first term for accurate scheduling and timely certification. If transcripts are not received within the state limit, the student may no longer be certified for future coursework. Exceptions to any limitations must be approved by the State Approving Agency and Campus President.

Delaware National Guard: Students who are enlisted in the Delaware National Guard may be eligible to receive a grant to pay for a percentage of their tuition. Interested applicants should contact their local guard unit for details.

AmeriCorps: AmeriCorps is a national service program providing tuition assistance in exchange for community service. For more information go to www.americorps.gov or contact the AmeriCorps National Service Office at 1-800-942-2677

Delaware Department of Labor: Students living in Delaware may qualify for funding from one of the programs offered through the Delaware Department of Labor's Division of Employment and Training (DET). The funds are generally for students who are permanently laid off due to workplace closings or cutbacks (dislocated workers) or students whose employment has been adversely affected by imports. Interested applicants should contact the Delaware Division of Employment and Training directly.

Delaware Division of Vocational Rehabilitation (DVR): Applicants with a disability may qualify for DVR services if the disability presents an obstacle to obtaining or maintaining employment, and the individual is capable of being employed with the help of services provided by DVR

Private Alternative Loans: Some lending institutions offer private alternative loans to students to help cover educational expenses. These loans typically require that the borrower has good credit and/or a credit worthy co-signer. Additional information on private alternative loan lenders can be obtained from the Director of Financial Aid. Students are encouraged to utilize all other funding sources before considering an alternative loan.

Union Education Trust: Bargaining unit employees use to receive money for college through their employer.

Tuition Payment Plan

Tuition and Fee payments are due at the beginning of each quarter. However, the School does offer 0% interest payment plans, and the terms of the Retail Installment Contract (RIC) will govern the terms of those payment plans. Tuition and fee payments may be made directly to DCI by check, money order, debit or credit card.

Student payments can be made in the Bursar Office located in Suite 110, Room 118, just off the main corridor of the school or in the Financial Aid Office. Failure to make payment as agreed upon may result in the student being unable to register for future classes. **Any questions should be directed to the Bursar or employees of the Financial Aid Office.**

Student Tax Forms and Information

1098T Tax Forms

The 1098 tax forms for tuition billed (box 2) are mailed to the student's current address on file on or before January 31st. The tuition billed is calculated on a calendar year basis.

Educational Tax Credits, Student Loan Interest Deduction, and Tuition and Fees Deduction

When you file your federal tax return, these tax credits may be available for certain college expenses. For information, contact the Internal Revenue Service or your tax advisor.

Questions regarding student accounts should be addressed to the Director of Finance/Student's Accounts Officer.

Academic Affairs

Academic Programs

Diploma Programs

Advanced Esthetician
Medical Assisting
HVAC Technician
Practical Nurse

Certificate Programs
Nursing Assistant/Home Healthcare

Educational Delivery

On ground lectures are delivered by experienced instructors in the traditional classroom with the assistance of text materials and Internet materials with high-speed internet access and computer projection devices. Labs are delivered in well-equipped traditional laboratories under instructor supervision. Clinical and externship experiences are delivered at area healthcare facilities.

Online courses are offered via a Learning Management System (LMS); students and instructors are enrolled in their respective online courses. Hybrid programs are taught both online using an LMS and on ground using a traditional classroom learning environment.

Student/Instructor Ratio – Typical Class Size

The maximum number of students in a typical classroom or laboratory setting of instruction is 30, resulting in a student/instructor ratio of 30 to 1. DCI complies with the Delaware Statute requiring the nursing assistant clinical rotation be limited to 8 to 1.

Clock Hour of Instruction

Each clock hour of instruction consists of 50 minutes of instruction in a 60-minute period.

Quarter Credit Hour Conversion

Select programs use a proprietary formula created by the accrediting body to calculate credit hours. In general:

1 Quarter Credit Hour (QCH) = 30 Units
1 Clock Hour Didactic = 2 units
1 Clock Hour Supervised Lab = 1.5 units
1 Clock Hour Externship = 1 unit
1 Clock Hour Outside Work = 0.5 units

All programs comply with Title IV funding: A maximum of 5.0 hours of out-of-class prep for every 20 clock hours in class. The school participates in the Federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, which are administered by the U.S. Department of Education (ED). The school has the appropriate policies and procedures in place to ensure its assignment of credit hours conforms to the definition of a credit hour for Federal purposes.

Students are also expected to complete an additional 25% of the total clock hours per course as homework or out-of-class hours. Students are expected to complete homework outside the classroom in addition to classroom requirements. The minimum outside clock hours is stated on each course syllabus and documented in each course

description in the catalog. Additional outside clock hours may be, but not limited to, required written assignments, book reports, required reading and homework assignments, oral presentation activities, hands-on practice sessions, etc. Grading for the outside preparation hours is published on each syllabus on a course-by-course basis.

Student Classification

Active Student: Any student taking credit-bearing courses, being charged/funded, and matriculating in an approved program. These students may be full or part-time.

Active Non-Earning Student: Is a student taking credit-bearing courses but not being charged/funded for the term.

Non-Matriculating Student: Students who enroll for single courses or those paying for courses but not wishing to enroll in a program of study. These students are not eligible for federal or state aid.

Auditing Student: Students taking previously passed courses for improving skills or knowledge. Audited courses receive a grade of AU and do not count toward Satisfactory Academic Progress or cumulative grade point average.

Attendance Policy

Students are expected to attend every class session for which they are registered. Attendance is taken by instructors, recorded, and maintained for each course by the Registrar. Students with excessive absenteeism may receive a reduced or failing grade for the course and/or be withdrawn from their program. In the event of any absences from class, the student assumes responsibility of immediately notifying the school and for arranging with the individual instructor for work missed. **Students missing fourteen (14) consecutive calendar days may be withdrawn from their program of study by the school.** If a student believes he/she has circumstances warranting special consideration, a written appeal may be submitted to the Dean of Education for review and final determination.

Tardiness/Early Departure

Students are required to be on time and stay for the duration of the class session. The student assumes responsibility for arranging with the individual instructor for work missed resulting from being late for class or leaving early. Time missed in class due to a student's tardiness or leaving early is recorded.

Attendance Policy for Online Courses

Attendance for online courses is measured by work submitted within the Learning Management System. Students enrolled in a hybrid program must maintain satisfactory attendance on campus and online to remain active.

Late Work and Make-Up Work

Arrangements to turn in late work and/or make-up assignments, projects, tests, and homework missed because of absence must be made with the approval of the instructor following the policy on the syllabus.

Leave of Absence

DCI does not grant Leaves of Absences (LOAs); however, students currently enlisted in the military service of the United States or the National Guard and who are currently in active-duty status may receive exceptions to this policy.

Students requesting such a leave must do so in writing, and must submit their request to the Dean of Education. Upon verification of active-duty status, DCI will grant the student a military LOA for the time they are in active-

duty status and for up to one (1) year after the conclusion of their service. During the time the student is on military LOA, the student shall incur no academic or financial penalties.

Withdrawal Due to Military Leave or National Emergency

Students who must withdraw due to military leave or national emergencies are entitled to a refund of all tuition and fees for any unfinished term(s). Credit will not be given for any unfinished courses; however, unfinished courses will not impact the student's Satisfactory Academic Progress. If the student is deployed or impacted by a national emergency at the end of a term and does complete all courses, tuition will not be refunded, credit will be earned, and SAP will reflect those credits. These students, however, will not receive any further financial obligations for future terms and may reapply in the future. Students impacted by either military leave or national emergency should confirm their request in writing and provide any supporting documentation as requested (may include official orders and/or letter from a superior). Impacted students, as well as spouses and dependents, include active-duty military serving during a war, military operation, or national emergency; members of the National Guard performing a qualifying duty; and people residing in or employed in an area declared a disaster by federal, state, or local officials.

Withdrawal

Students who want to discontinue their training for any reason must make every attempt to schedule a meeting with the Dean of Education. This meeting may help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the program can be resolved during this session.

Students who have attended a class but withdraw or stop attending classes before the 50% point will receive a grade of "W" for the purposes of calculating maximum timeframe and SAP. The course will count as credits attempted but not earned.

Students withdrawing from a module after 50% point in a term will receive a failing grade. This grade is part of a student's grade point average calculation unless the course is retaken and a higher grade is earned. The credits attempted will be counted toward determining maximum timeframe and SAP.

NOTE: Students who are contemplating withdrawing from a module or course should understand:

- the entire scheduled length of the course in which they are currently enrolled is counted in maximum timeframe;
- they may have to wait for the appropriate module / course to be offered;
- their graduation date will change;
- they must repeat all courses from which they elected to withdraw prior to receiving a final passing grade;
- their Financial Aid and/or tuition costs may be impacted; and
- there may not be seats available in the class upon their return.

Involuntary Withdrawal

The school is committed to helping every student successfully complete their education; every consideration will be given to assist students in completing their programs. However, a student may be placed on warning or withdrawn for unsatisfactory progress, poor attendance, academic misconduct, violation of school policies, or failure to pay tuition.

Any of the following shall immediately terminate a student's enrollment at the school:

- Any student exceeding the fourteen (14) day attendance policy; and
- Any student exceeding the 150% maximum timeframe for completing the program.

Course Withdrawals

Students should meet with the Dean of Education and/or Program Director before dropping any courses to review repercussions to schedule changes. Students may also be asked to meet with Financial Aid and/or Finance/Bursar to review financial implications. Dropping a course should be done prior to the first day of classes.

Re-Admission Policy (Restart)

Students may apply to be readmitted to the school after voluntarily withdrawing or being involuntarily withdrawn and will need to meet current admissions requirements. In some cases, students may not be eligible for financial aid and may incur additional charges to be readmitted into school. For more information, please contact the Admissions Department.

Graduation Requirements

To graduate, students must meet the following criteria:

- Complete all courses within the program requirements;
- Complete all program requirements within 150% of the published program length in credit hours;
- Overall cumulative grade point average of 2.0 or better;
    - Students enrolled in the Basic Nurse Assistant/Home Health Aide program must complete all required courses with a numerical grade of 75% or better;
    - Students enrolled in the Medical Assisting program and the Advanced Esthetician program must earn a "C" or higher in their clinical courses.
- No failing (F) grades in any courses. Courses with "F" grades must be repeated;
- Complete a financial aid exit interview;
- Complete a career services exit interview; and
- Complete all financial obligations.

Additional Advanced Esthetician Graduation Requirement

- A minimum of 600 hours of attendance must be completed.

Practical Nursing Graduation Requirements

To graduate, practical nursing students must meet the following criteria:

- Complete all courses within the program requirements with a 78% or better
- Complete all program requirements within 150% of the published program length in credit hours
- Overall cumulative grade point average of 2.0 or better
- Complete a financial aid exit interview
- Complete a career services exit interview
- Complete all financial obligations.
- Meet with Practical Nursing Dean/Faculty to formulate NCLEX success plan

Credentialing Requirements

All Dawn Career Institute Practical Nursing graduates are required to receive the VATI "Green Light" and/or complete the ATI Virtual Assessment Technology Institute (VATI) prior to their name being submitted to the Board of Nursing (BON).

For graduates after 7/1/2026

Graduating nursing students are strongly encouraged to complete the ATI VATI program and achieve the "green light" prior to sitting for their NCLEX-PN exam. Upon graduating, the Dean of Nursing will submit the required credentialing documents to the Delaware Board of Nursing within 4 weeks of the end date of the last quarter. The student must meet all the above graduation requirements for the documents to be submitted.

Upon graduation, students will be awarded a Diploma or Certificate depending on their program of study. A student will not receive a graduate credential or academic transcript until his/her account is paid in full.

Grading Scale

To be considered making satisfactory progress toward graduation, a student must maintain specified grade averages. Grades are assigned at the end of all scheduled courses. Students will receive a letter grade for each course attempted to which quality points are assigned (see table below). The GPA is calculated by the grade points received multiplied by the credit hours attempted to derive the quality points earned for the term. The Cumulative Grade Point Average (CGPA) is then calculated by using the quality points earned from all courses attempted.

Transcript Grade	Numeric Grade	Description	Quality Points
A	90-100	Excellent	4
B	80-89	Above Average	3
***C**	70-79	Average	2
****D**	60-69	Below Average	1
F	Below 60	Failing	0
P	0	Passing (Pass/Fail Courses)	Not calculated
I	0	Incomplete	0
W	0	Withdrawal	Not calculated
TR	0	Transfer Credit	Not calculated
R	0	Repeated Course	Not calculated
*****CR**	0	Advanced Standing Credit	Not calculated
AU	0	Audit course	Not calculated

*Students in the Nursing Assistant/Home Health Care program must earn a 75% numerical grade to earn a "C" letter grade.

*Students in the Medical Assisting program and the Advanced Esthetician programs must earn a "C" or higher in their clinical courses. The clinical courses are as follows for the Medical Assisting program: Intro to Medical Assisting, Clinical Examination Procedures, and Clinical Laboratory Procedures. The clinical courses are as follows for the Advanced Esthetician program: Hair Removal, Practical Applications, Make up and Color, Body Treatments, Exfoliation Applications, Clinical Applications, and Advanced Topics in Esthetics. For these courses in the Advanced Esthetician program, anything below 70 will be recorded as an F.

Nursing Program Grading

Transcript Grade	Numeric Grade	Description	Quality Points
A	93-100	Excellent	4
B	86-92	Above Average	3
C	78 – 85	Average	2
F	Below 78	Failing	0
P	0	Passing (Pass/Fail Courses)	Not calculated
I	0	Incomplete	0
W	0	Withdrawal	Not calculated
TR	0	Transfer Credit	Not calculated
R	0	Repeated Course	Not calculated
***CR**	0	Advanced Standing Credit	Not calculated
AU	0	Audit course	Not calculated

Passing Grades: A grade of "P" is awarded for students who successfully pass a proficiency exam or a pass/fail course.

Incomplete Grades: Students approved for an incomplete will be awarded an "I" grade, counting as 0 quality points for SAP calculations. Coursework must be completed within two (2) weeks of the end of the term to receive an appropriate letter grade. If extenuating circumstances exist, exceptions *may* be made for externship courses only (at the discretion of and by appealing to the Dean of Education) where the two (2) weeks may be extended for up to six (6) weeks.

Withdrawal Grades: A grade of "W" is awarded if a student withdraws or stops attending in the first 50% of the course or if withdrawn due to the Student Code of Conduct.

Repeated Courses: Courses previously taken and not successfully passed. The first attempt grade will be calculated in the quarter GPA. After the course is repeated, the first attempt course grade will **not** be calculated in the cumulative GPA. Only the highest grade earned will be indicated on the official transcript and calculated in the cumulative GPA. Students may repeat a course up to two times. If the student has not earned a passing grade in the course after the second attempt, the student may be dismissed from the program. In order for a student to be considered for a third attempt, the student must write an appeal letter describing the extenuating circumstances leading to the second failure and plans for success in the third attempt. An appeal committee will convene to review the appeal and approve or deny.

- If an appeal is denied, the student will be dismissed.
- If an appeal is approved, the student will remain enrolled and take only the approved course in the following quarter.

Practical Nursing Progression
Practical nursing students must achieve 78% in all courses to pass the course. A student may repeat the first class that is failed. Upon the second failure of a course, either a repeated course or a new course, the student will be

dismissed from the program. Upon dismissal for failure, a student may petition the Dean of Nursing in writing for readmission. This appeal must be received no later than 14 days after the end of the term of the course failure. The appeal must include documentation of any extenuating circumstances, rationale for failure, and a plan of action that the student will implement should the appeal be granted. Upon a failure or a granted appeal, there will be no guarantee that the student will be able to immediately repeat/return as it will be based upon seat availability.

Students must complete all pre-requisites for the course prior to taking the course. All laboratory, clinical, and didactic aspects of each course must be passed with a 78% or higher. A failure in lab or clinical will result in failure of the course.

Lab Competencies – Nursing Programs Only
In the event the student obtains a failing (unsatisfactory) grade for lab competency, the student will be allowed two (2) additional attempts to pass the competency, for a total of three (3) attempts. Prior to the second attempt the student must complete one hour of remediation in open lab, within one week and prior to the second attempt. Failure to complete remediation will result in competency and course failure. If the student fails to show for the scheduled first or second attempt lab competency and with no communication with the instructor, the student fails the lab competency and must repeat the entire course. ***refer to clinical/make up test policy for an excused absence***

Failure of a Course with a Lab Competency Component Nursing Program Only: In courses where there is a lab competency or clinical component of the grade, the didactic component must be passed with a 78 percent or better and the lab competency must be passed at a satisfactory level, or the student must repeat the course in its entirety. The student will be given the opportunity to repeat the entire course, the next time it is offered, to achieve a passing grade.

Awards and Honors

High-achieving students are recognized at the graduation ceremony. Students with a cumulative grade point average of 3.5 or higher are recognized.

Transfer Credit

Students who wish to have credits reviewed from another institution for transfer must submit transcripts from all postsecondary schools attended. DCI may accept transfer credits at the discretion of the Dean of Education and/or Program Coordinator using the following guidelines:

- Transcripts should be submitted at least ten (10) days prior to the start of the program.
- An official transcript of the student's coursework must be sent directly from the institution from where the coursework was completed to DCI.
    - Additional information may be requested to review comparability of program content including course descriptions or syllabi.
    - The student may have to complete additional competencies or hands-on assessments before transfer credit may be accepted for courses for which competencies may be required.
- Credits reviewed for transfer must have been earned in courses offered at institutions accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation at the time the credit was earned.
- Credits will be evaluated on a course-by-course basis, but in most instances, the coursework must have been completed in the past five (5) years for technical and core courses. General education courses and similar courses have no timeframe restrictions.
- A grade of "C" or better was earned.

- The content of the course is similar in scope, and the unit of credit is comparable.
    - Credits earned at institutions operating on quarter systems will be reviewed as direct equivalents.
    - Credits earned at institutions operating on a semester system will be multiplied by one and one half (1.5) to convert to quarter credits.
- Coursework completed at foreign institutions will be externally evaluated by a foreign credential evaluator (either NACES or AICE members).

Transfer credits are recorded as hours attempted and earned toward the program for pace or completion calculations but do not count toward the student's cumulative grade point average (CGPA).

Maximum Transfer Credits

The maximum number of credits transferred (transfer and proficiency combined) into a program is 25% of the total program credits.

Military Transfer Credits

For individuals with experience in the armed forces of the United States, the National Guard, or reserve component, the school will review the individual's documented military education and skills training to determine whether any of the education and training is equivalent to the program's curriculum. If the military education and skills training are equivalent, the school will award credit to the individual.

Experiential Learning/Advanced Placement/ Ability to Benefit

DCI does not accept credit(s) for prior life learning experience(s), advanced placement, and/or ability to benefit students.

Proficiency Credit

Students for whom transfer credits are not awarded due to age of credit, grade earned, or inability to substantiate equivalency may receive approval for proficiency testing. The student must fill out a Proficiency Testing Request form preferably as soon as the transcript review has been completed but at minimum by at least ten (10) days prior to the student beginning the equivalent coursework at the school. Students must earn a minimum score of 80% to earn a passing (P) grade and take the exam at least five (5) days before the scheduled course begins.

Transferring Credits to another Institution

A student wishing to transfer credits earned from Dawn Career Institute to another institution is advised to consult with the receiving institution on the credits that will be accepted towards the student's education at another institution. Acceptance of transfer of credits is based upon the receiving institution regardless of program, State, or accreditation status.

Grade Change Policy

Students wishing to contest a grade for valid reasons must do so in writing within seven (7) days immediately following end of the term in which the original grade was earned. These students must meet with their Program Director and/or Dean of Education, who will then investigate the original grade based on information provided by the student. The student will be notified of the outcome within 30 days of the original request.

Nursing Programs Policies

Nursing students are subject to all applicable policies in the Academic Catalog as well as those listed below. Please note that nursing program policies may change related to clinical site requirements and/or government and accrediting body requirements.

CLASSROOM, CLINICAL, LABORATORY, SIMULATION POLICIES

To minimize distractions to other students and to faculty teaching, cell phones are to only be utilized during breaks between classes only. During class, cell phones must be off and put away, they are not to be on the desk. During exams cell phones must be turned off, placed in a backpack, or given to the instructor.

Students are expected to attend and participate in all scheduled lectures, clinical, laboratory, and online activities. Attendance is checked and recorded for each class. Attendance is recorded as a percentage of the course grade in all courses. The attendance policy is found in the Dawn Career Institute Catalog: Attendance Policy. Absence may place a student in jeopardy of failing to learn or demonstrate essential content, thus failing the course. Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements. If a student cannot attend a lecture class, arrangements should be made with a fellow classmate to get notes from the missed class. Please be aware that it may not be possible to do makeup class exercises or assignments. A faculty member has the right to deny entrance to the classroom when students arrive after the start of class if it is disruptive to the learning environment. Frequently arriving late or leaving class early may negatively impact a student's success in the course. Instructors reserve the right to modify the syllabus and calendar based on the needs of the class. In the event a modification is required, faculty will inform the students of the modification in writing.

Consistent with DCI Practical Nurse Program Philosophy, it is expected that students will act in ways congruent with professional behaviors, such as being kind, considerate and respectful to fellow students, patients, faculty and staff at the college and clinical facilities. Ordering a delivery of food to the school or clinical site during class/clinical hours is not permitted. Circumstances that violate the Student Standards of Conduct may result in administrative actions up to and including dismissal from the program.

Communication:

- Students must bring any concerns directly to their course instructor by requesting a meeting or sending a professional email. Students are expected to allow a reasonable follow-up window of 24 to 48 hours for the instructor to respond. Communication sent after hours and on weekends will be addressed during regular business hours.
- All concerns must be addressed respectfully and professionally in writing, with the understanding that all faculty are working to support the needs of the students in a timely manner.
- Appointments should be requested to ensure that there is ample time to fully address concerns
- The chain of command should be followed. Students must first contact the instructor. If this does not resolve the issue, then a request to meet with the Assistant Dean of Nursing should be made. If the issue is still not resolved, then a meeting should be requested with the Dean of Nursing

- Failure to follow this communication protocol may result in disciplinary action and/or documentation of unprofessional conduct. Please reach out to your instructor if you have any questions.

Testing Policy

Academic integrity is always expected. During exams/quizzes all cell phones must be put away, bags are to be placed is the designated area, smart watches/glasses must be removed and no headphones/blue tooth/or ear pods are permitted. The instructor/proctor will provide each student with scrap paper if needed. When testing on the computer, the student may not open a browser/window/document of any type. The instructor/proctor has the sole discretion to remove a student from the testing area if reasonable suspicion of breach in testing procedures occurs.

Once the exam has begun, students may not enter the testing room late. During testing students are to remain in the testing room and may not exit and return unless there is an extreme emergency. Once the student completes the exam, he/she should exit the room quietly and is not permitted to re-enter until the exam is completed.

Missed exams and quizzes are subject to a 10% deduction in grade and are to be made up the day a student returns. The maximum time to make up an exam is 3 days. To waive the deduction, students must submit official documentation to the instructor within 24 hours of missing the assessment. This documentation must be approved by the instructor and Assistant Dean/Dean.

Take-home exams and quizzes must be submitted prior to the due date and time. Technical issues, glitches, internet outages, etc. are never excuses for not submitting. The student is responsible for notifying the instructor prior to the due date/time if there are technicalities. The due date/time will not be extended for any reason. It is highly recommended that students do not wait until the last minute to attempt submission.

Clinical, Simulation and Laboratory Expectations

Specific clinical, simulation, and lab expectations are found in the syllabus and/or provided by the clinical instructor. Clinical assignments are made based on learning objectives and scheduling availability at the clinical site. DCI does not honor requests for specific agency assignments or hours. Depending on the availability of required learning experiences, clinical shifts may occur during day, afternoon, evening, or weekend time periods.

Shifts may vary, but the school will attempt to provide as much notice as possible for students to make necessary arrangements.

Skills Lab/Simulation Lab Policy

- Attendance at all skills lab and simulation sessions is mandatory. Any time missed must be made up as scheduled by the faculty.
- No food/drinks are permitted in the skills lab or simulation suite.
- Lab Skills Checkoffs must be completed and passed as scheduled.
- If a student does not successfully complete the skill, they will be scheduled to attend an open lab session, must remediate, and then successfully retest. A student will have no more than 3 attempts to pass the skill. Failure to pass skills check offs will result in failure of the lab portion of the class which will result in failure of the course.

Attendance Policy

Students are expected to attend all course sessions for the entire scheduled session.

- Attendance will contribute to the students' final course grades as follows:

- **3-points** per day for arriving on time (in classroom by start) and being present for the entire scheduled class/lab time. There will be
- **1-point deduction** for lateness
- **1-point deduction** for leaving class early
- **3-point deduction** for absence

- Students missing more than 14 consecutive calendar days may be withdrawn.
- Students may be administratively withdrawn for non-attendance, not meeting satisfactory academic progress, or not following the student code of conduct.
- Consistent attendance and punctuality are expected to maintain eligibility for clinical and course progression.

Attendance Policy - clinical

In accordance with the nursing program philosophy, regular class, lab, and clinical attendance (including simulations) are considered necessary to meet course expectations in a satisfactory manner. To satisfactorily complete the course, a student is responsible for completing one hundred percent (100%) of the required clinical, simulation and laboratory hours in the curriculum approved by the Board of Nursing.

Students may miss one clinical day per term which must be made up. Missing additional days will put the student at risk of failing clinical and the course.

All clinical hours must be completed at the clinical site, simulation lab, or in virtual simulation. All laboratory hours must be completed in the nursing skills lab. Failure to complete 100% of clinical time, simulation, or lab hours for any reason will result in failure of the COURSE.

All missed clinical time will be made up. This will be scheduled at the discretion of the faculty and may result in a student receiving an incomplete for the course pending the make-up day which may fall on a break week, weekend, or evening.

Lateness and absence

As clinical experiences simulate employment, tardiness, absences, or leaving early from a clinical, lab or simulation experience may result in failure of the course. Students are expected to be present for the clinical, lab and simulation prepared for patient care and appropriately dressed at the time set by the instructor. Students are expected to be 10 minutes early at the clinical, prepared for patient care, and appropriately dressed. Students arriving late, 1-14 minutes beyond the start time of clinical, lab or Sim lab, will be counted as tardy. Students who arrive 15 minutes or more after the start time cannot remain unless the faculty member has given them permission in advance. Students must notify the instructor NOT fellow students with they will be absent or late.

Tardiness is defined as

- Reporting to the clinical unit, simulation lab or skills lab 1-14 minutes later than the start time. Any student with two [2] incidents of tardiness during the same course's clinical, simulation lab or skills lab will be assigned an absence.
- Reporting to the clinical unit, simulation lab or skills lab 15 minutes or later than the start time will be asked to leave the area, and an absence will be assigned for that day unless extenuating circumstances are present

Absence is defined as:

- Two [2] incidents of tardiness as defined above

- Reporting to the clinical unit or simulation lab 15 minutes or more later than the start time
- Failure to report to the clinical unit or simulation lab on an assigned clinical day
- Leaving the unit before the end of the clinical shift and before the instructor's dismissal

A pattern of tardiness, absences and/or leaving the education experiences listed above early will be considered a professional conduct concern, and students will be referred to the Dean

Notification of Absence/Lateness

In the event of an unavoidable clinical, lab or simulation absence, students must notify the instructor via telephone/email/text at least two [2] hours prior to the beginning of the assigned shift. If the instructor cannot be reached, the student must call the Dean and leave a voice mail message AND leave a voice mail message on the instructor's voice mail (cell phone when possible) or send an e-mail to the instructor.

- Failure to notify the clinical, lab or simulation instructor and/or Nursing Office, in the absence of extraordinary and verifiable circumstances, will result in a clinical absence for that day and is considered a "no call - no show."
- One "no call - no show" will result in course failure unless the absence is documented, and the extenuating circumstances are validated with proper paperwork and presented to the Dean within 48 hours of the student returning to campus.

Clinical/Lab/Simulation Make-up Opportunities

- All missed hours in lab, clinical and/or simulation must be completed to earn course credit. Documentation is required for absences. Documentation must be received within 24hrs of the absence
- When possible, the Nursing Program will ATTEMPT to provide an opportunity for clinical, lab and/or simulation make-up time. Due to the nature of the curriculum, scheduling conflicts, limited instructors, VERY limited clinical site availability and other unforeseeable obstacles, make-up time is NOT GUARANTEED during your current term!! Clinical, lab and simulation time may be denied during the current term based on the reasons listed above even if the absence was deemed "excused." Failure to complete 100% of clinical, lab or simulation time, for any reason, will result in the student being given an "incomplete" for the course. Make-up time MAY be completed after the end of the current term; however, the student can NOT progress to the next course until the current missed time is made-up. If the missed clinical, lab or simulation time is not completed, the student will fail the course.
- If missed hours cannot be completed before the end of the current term due to scheduling conflicts concerning ONLY the School (lack of instructor, lack of clinical facility, etc.), arrangements must be made for make-up hours by the end of the term in which the absence occurred, or the student will fail the course. It is the student's responsibility to contact the instructor and/or Clinical Coordinator to arrange make-up time. The make-up hours must be completed before the student can progress to the next course.
- A student who misses a lab, clinical or simulation make-up day is subject to course failure and may result in further disciplinary action at the discretion of the Dean.
- Clinical, lab and simulation make-up time are NOT guaranteed to adhere to the student's current schedule nor is it guaranteed to be at the same clinical location or unit. Clinical make-up will be scheduled to meet the course objective, and may be scheduled for any shift including day, evening, nights, holidays or weekends.

NOTE – ALL CLINICAL, LAB and SIMULATION MISSES MUST BE MADE UP, no matter the reason.

Criteria for attending clinical & simulation experiences:

- Clinical site orientation is MANDATORY. Failure to attend or complete a facility specific orientation or failure to meet any clinical site requirement as outlined in the affiliation agreement will result in the student being ineligible to start/continue at the assigned clinical site. Withdrawal from the course is required if an alternative clinical placement is not available. This will result in a delay in program completion.
- Students are expected to be at clinical and/or simulation prepared for patient care and appropriately dressed at the time designated by the instructor. A student in violation of any policy relating to student conduct will be asked to leave the area and assigned an absence for that day
- Clinical requirements must be completed in the Complio/American Data Bank system. At https://dawncareerinstitute.complio.com and/or with the Nursing Office
- Students must have ALL Clinical Requirements current and submitted prior to the start of clinical experience for each course [see Clinical Requirements for Nursing Students Policy]. If a student allows any clinical requirement to expire, the student will not be allowed to attend clinical rotations until updated documentation is provided to the Nursing Office. The missed day(s) will not count as "excused" absence(s) unless the expiration/noncompliance is unavoidable and proper documentation of the renewed requirement is provided within 48 hours of the absence.
- A medical release statement from a health care provider is required following a major injury/illness, hospitalization, surgery, or extended absence to indicate that the student meets all Essential Skills and Functional Abilities to return to clinical and/or simulation. This also applies to illnesses and/or surgeries which occur during breaks between academic terms.
- Students who are pregnant are required to sign the Pregnancy Waiver form and a medical release. If the release stipulates that there are limitations that will impede the student's ability to successfully complete the clinical or simulation requirements (including weightlifting limitations, etc.), the student will be required to withdraw from the course.

NOTE: Clinical agencies may have a different pregnancy policy. The more stringent of the two policies between the school and the clinical partner will be followed.

Student Work Policy Related to Clinical Experiences

Because patient safety and generally safe clinical performance require adequate mental and physical preparation, the number of hours a student spends in employment, or other commitments and activities should be balanced with the student's educational commitment. It is recommended that students receive at least 6-8 hours of sleep prior to a clinical experience. Students cannot work the shift immediately prior to clinical. Students who demonstrate a lack of alertness in the clinical area may be dismissed from the clinical area to the clinical library or nursing skills laboratory. This will be considered a clinical absence.

Dress Code

The rationale behind the uniform requirements comes from the belief that the patient/client is the central focus of the nurse-patient relationship. Therefore, it is expected the student nurse would be dressed plainly and simply in the clinical area. The purpose of this professional attire and appearance is to:

- Identify the person as a Dawn student nurse.
- Promote the safety of both the patient/client and student nurse.
- Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship.

Uniform Requirements

Students are expected to present a professional appearance when representing the school in any clinical setting, including during orientation or while researching clinical assignments. Students are expected to wear:

- Dawn scrubs include white scrub top with logo and navy-blue scrub pants while on campus for all classroom and laboratory experiences and in the clinical setting.
- Clean white closed-toe uniform shoes or white leather athletic shoes with minimal colored trim. Mesh, Flip flops, crocs, high-top gym shoes, sandals, etc. are not permitted.
- White socks or hose. Socks must cover ankles.
- White or navy-blue tops may be worn under the scrub top.
- If permitted by agency and clinical instructor, an approved lab coat or warm-up jacket may be worn.
- Scrubs must be neat, clean, and ironed. Pants should be hemmed and not drag on the floor.
- Clean plain underwear under the uniform should be worn.
- All students must have a watch with a second hand, stethoscope, bandage scissors, and penlight. Students are required to bring all these items to every clinical and lab experience.

Personal Appearance

- Students are to maintain a clean, neat appearance, free from body or tobacco odor. Scented body or hair products are not to be worn in the clinical setting.
- Hair must be clean and worn off the face. Hair longer than shoulder length must be tied back or pinned up. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Facial hair cannot be longer than 1" in length and must be well groomed. Extreme hairstyles and unnatural/exotic colors are not acceptable. No headwear is to be worn.
- Jewelry should be minimal (no necklaces, bracelets,) as it collects germs that may be transmitted to patients or to family members at home. Watches with a second-hand indicator are part of the uniform. Only wedding bands and one pair of small post-style earrings in the center of the earlobe will be allowed. No facial or tongue jewelry is permitted.
- Body and facial piercings and tattoos are to be covered. Ear lobe expanders must be covered with a neutral-colored cap.
- False eyelashes are not to be worn during nursing classes, labs or clinical.
- Fingernails must be short, clean, and unpolished. False nails of any type/overlays/gels/acrylic may not be worn.
- Smoking and gum chewing are not permitted while in uniform or representing Dawn Practical Nurse Program
- Students who have religious obligations or restrictions may request a waiver to the related personal appearance policies.

Examples of an Unprofessional Appearance include the following:

- Jeans or sweatpants
- Visible undergarments (while in any position)
- Visible abdomen, cleavage, or buttock area (while in any position)
- Tank tops or spaghetti straps
- Denim
- Un-tucked polo shirt
- Dirty shoes
- Untrimmed hair on head or face

- Acrylic, long, or painted nails
- Jewelry other than a wedding/engagement set; some areas in the inpatient setting will not allow any jewelry.

Nursing Student Criminal Records

If a student is convicted and sentenced to any type of probation by a court while the student is actively enrolled at DCI, all court papers must be shared with the Dean of Nursing immediately. Failure to disclose these papers within one week of conviction/sentencing will result in immediate termination from the Nursing program. Furthermore, these papers may be shared with clinical sites, who determine if the student is eligible to complete Clinical at the facility. If all clinical sites deny the student access, then the student will be withdrawn from the nursing program.

Nursing Program Exams/Quizzes

Exams and quizzes are given during class time. Students who are going to miss or be late for an exam/quiz must notify the instructor and/or the Dean of Nursing. Students who are late for an exam will not be admitted into the classroom once the exam has begun. The students who are late will be required to stay after class and complete the exam/quiz. A missed exam/quiz must be made up the first day the student returns or within 3 days. It is solely the responsibility of the STUDENT to arrange the make-up with the instructor. The make-up exam/quiz may be in a different format than the original exam/quiz. After 3 school days, the exam/quiz cannot be made up and the recorded grade will be a zero.

Transcript Requests

Official copies of transcripts may be obtained by students and alumni upon written request to the Registrar. Requests must contain the student's signature and authorizing release of this information. All financial and educational obligations must be met to obtain transcript copies. A fee will be charged for all copies. Transcript request forms may be found on the school website at http://www.dawncareerinstitute.edu/forms. **Copies of official transcripts and diplomas are available for a fee of $10.00 per copy.**

NOTE: Transcripts can only be mailed or picked up from campus. Faxing transcripts is prohibited.

Family Educational Rights and Privacy Act

Students have the right to inspect and review their educational records, request corrections or deletions, and limit disclosure of these records per the Family Educational Rights and Privacy Act (FERPA) of 1974 (also called the Buckley Amendment).

The Registrar is the keeper of the official academic records; students wishing to review their records must do so in writing to the Registrar, or designee. Such review will be allowed with appropriate supervision within 45 days of the request made in writing. Students may request a copy of records, but whenever grades are included, specifically transcripts, transcript fees will apply.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    School officials with legitimate educational interest;

    Other schools to which a student is transferring;

    Specified officials for audit or evaluation purposes;

    Appropriate parties about financial aid to a student;

    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; and

    State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Contact Information: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-8520. From the Department of Education website at: http://www.ed.gov/policy/gen/guid/fpo/ferpa/index.html

Health & Safety Exemption Requirement

DCI adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Dawn Career Institute is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

Academic Advising and Tutoring

Academic advisement is available to all students throughout the school year. Each student is assigned to an individual Faculty Member, generally the Program Coordinator. A student who does not maintain the necessary level of performance in each course must meet with the Program Coordinator to formulate a plan for remediation. All faculty assist students in meeting curriculum requirements by being available for advisement and individual help. Students are urged to take initiative in seeking advisement. The student is responsible for maintaining satisfactory academic status and meeting school requirements. Each student is responsible for scheduling an appointment with his/her Program Coordinator, as needed. When students present problems not within the realm of academic advisement, appropriate referrals are made. Information for counseling services is available, and student's confidentiality is maintained.

Students may also seek assistance through the Student Affairs department.

Students with Disabilities

The school complies with the Americans with Disabilities Act (ADA). Applicants or students who present documentation of a disability will have their case reviewed by the school's Section 504 Coordinator and the ADA Research Committee, and if applicable, reasonable accommodation will be given for the documented disability. The student is responsible for informing the school prior to needing reasonable accommodation (academic adjustment) in the classroom/lab/clinical. The school is not required to identify the applicant or student as having a disability or assess the student's needs.

The Section 504 Coordinator is the Dean of Education. The Section 504 Coordinator and the ADA Research Committee are responsible for the development of the reasonable accommodation plan for the student. The Dean of Education (DOE), along with the appropriate Program Director and the Campus President, form the ADA Research Committee; this committee will review the documented disability and the request for accommodation.

Applicants requesting academic adjustments and auxiliary aids and services should complete the following steps during their admissions process so that a Plan of Action (POA) can be completed prior to their first day of class.

However, already **enrolled students** may request academic adjustments and should do so at least ten (10) days prior to the needed academic adjustment. Once accommodation is approved, they are not retroactive.

Students who during their enrollment have a **newly developed disability** should begin the steps as soon as documentation can be provided to the ADA committee.

Complete **Accommodation Request Form**. This form may be obtained at the front desk, from an Admissions Representative, or by emailing a request for the form to DOE. Along with the request form, all documentation of disability and any documents supporting disability or assisting with the academic adjustments and auxiliary aids and services must be submitted. Supporting documentation must be dated within the last three (3) years.

The ADA Research Committee will review documentation and schedule a meeting with the student within five (5) business days of the request to discuss the student's disability. The committee may request additional documentation from the student or applicant. The committee will verify all documentation presented for authenticity.

If approved, the ADA Research Committee will develop a POA provided to the student on a timely basis but no longer than ten (10) days after the request. Appropriate faculty will receive notification of the accommodations for which the student has been approved.

The ADA Research Committee shall update and include in the student file the date(s) of request(s) for adjustments of services, the nature of each request and supporting documentation, the reason(s) for any denials, and a summary of the process that occurred between the school and the student.

If the student believes he or she has been discriminated against or otherwise wishes to challenge any denial of his or her requests for academic adjustments or services, said applicants and or student shall follow the Student Grievance Policy.

Student Computer Use

Unauthorized use of computing resources is prohibited. This includes using the school's computing resources for personal or financial gain; allowing unauthorized non-school personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the school's computers; or modifying or copying records or data belonging to the school.

The student is responsible for checking with his/her Program Coordinator for policies concerning the specific lab the student is using. Instructors may adopt a more restrictive policy for their areas but may not adopt a less restrictive policy. The computers are property of DCI and are operated under DCI supervision. Therefore, the student should have no expectation of privacy. DCI Computer Services can monitor activity on all DCI computers. Students need to be aware that network administrators record all student computer activities. Use of the DCI computers MUST be related to approved coursework or other instructor-authorized tasks.

Unauthorized tasks may include the following:

- Making changes to the configuration of the computer, including desktop backgrounds and screensavers, and installing or uninstalling software, unless authorized and supervised by an instructor in a classroom activity;
- Attempting to counter security measures for any purpose or to hack passwords to gain unauthorized access to a device or to data resources; and
- Installing or using peer-to-peer file sharing software. (Examples include the following: Kazaa, Napster, IMesh, BearShare, streaming video, and Internet radio).

Library Information

Students have access 24/7 to DCI's electronic library sponsored through the Library and Information Resources Network (LIRN). Students log in through the LMS or single sign on (SSO) in the student Microsoft platform. https://proxy.lirn.net/DawnCareerInst LIRN is a third party Library and Librarian Solution whom Dawn Career Institute partners with to provide comprehensive library resources and librarians to ensure that all faculty and staff are knowledgeable about library resources. LIRN has numerous online resources from a wide variety of vendors (inclusive of databases containing articles from periodicals [peer reviewed, academic and trade], eBook collections, video collections, or interactive applications. Dawn Career Institute has selected resources relevant to specific areas of study at our institution. All of LIRNs resources are intended for use in higher education to promote academic study, research and growth, including all areas of General Education. Dawn Career Institute is supported by a team of LIRN Librarians who have earned a master's degree in library science (MLS), Librarianship, or Library and Information Studies (MLIS) from a program accredited by the American Library Association (ALA). LIRN's librarians are not faculty and/or staff of the subscriber institution. LIRN Librarians provide library support for 118 hours of support each week. Monday through Friday, 6am to Midnight EST and Saturday and Sunday 10am to Midnight EST.

Room 124 is DCI's learning resource room. Resource room hours are Monday through Wednesday from 8:30 AM to 9 PM, Thursday from 8:30 AM to 8:00 PM, and Friday from 8:30 AM to 4:30 PM to all currently enrolled students and DCI graduates.

Extracurricular Activities

Throughout the year, activities encouraging school spirit and developing student leadership may be offered. DCI believes participation in these activities is an important part of the education process, and student involvement is encouraged.

Field Trips and Guest Speakers

DCI believes training is enriched by observing real-life applications and/or hearing from industry professionals. When appropriate, visits may be arranged to industrial or professional locations, or guest speakers may come into the classroom.

Externship/Clinical/Practicum

Students may be required to complete externship/clinical/practicum experiences. Please see individual program requirements in this catalog.

Transportation

Students are responsible for their own transportation for these experiences and any other off-campus educational experiences. Students may be required to drive up to 90 minutes to a clinical location.

Insurance

The school maintains general liability insurance on students for classroom, laboratory, and externship experiences. This is *not* health insurance.

Qualifying for Externship/Clinical/Practicum

Students may be required to complete requirements outside of those in the classroom and laboratory prior to being assigned externship/clinical experiences; these requirements may include CPR/First Aid certification. Students often must successfully complete all other courses prior to these experiences, unless they are a part of a course with lecture/lab attached. Students may have to have FBI/BCI background checks, certain immunizations, and/or drug screens completed prior to being assigned a site. With the addition of the COVID-19 vaccine, the possibility exists students may be required by the clinical site to be vaccinated.

Students are responsible for the costs of immunizations, drug testing, and background checks.

Externship/Clinical/Practicum Schedules
Students on externship/clinical may have schedules that vary as to the times and days of the week of the experiences. Students taking courses in the evening may be required to complete externships/clinicals during the day and/or on the weekend.

Remuneration
Students do not receive remuneration for externship or clinical experiences.

Student Responsibilities
- Arrive on time, in proper attire, with identification to the site.
- Fulfill all duties and responsibilities while on site.
- Protect the privacy and confidentiality of medical records following HIPAA.
- Meet with school representatives as needed/required.
- Participate in the evaluation of competencies while on site.
- Evaluate the effectiveness of the externship experience.
- Report to designated individuals when ill or unable to attend experiences (which may include sanctions/disciplinary action).
- Be courteous and professional always.

Advisory Boards
Each program has an advisory board or Program Advisory Committee (PAC). These committees meet to give the campus feedback on programs, curricula, facilities, equipment, and student learning outcomes.

Student Grievance Procedures
Students with a grievance or complaint need to raise their concerns as soon as possible to assure a resolution is made in a timely fashion. The grievance must be submitted within five (5) days of the incident. The policy below has been developed by the school to offer a systematic and equitable process to resolve student complaints regarding academic and non-academic matters.

Classroom and Other Academic Matters
Students with complaints or grievances related to academic matters, classroom policies regarding course-specific testing, classroom assignments, or grades must first discuss their concerns with the instructor and, if necessary, their Program Coordinator. If the matter is not resolved, students may bring their complaint to the attention of the Dean of Education within five (5) days of the incident.

Non-Academic Matters
Students with complaints or grievances concerning non-academic matters (i.e.: Financial Aid, Admissions, Career Services, etc.) should direct their concerns to the appropriate Department Manager and/or notify their Program Coordinator within five (5) days from the incident.

Additional Steps for Grievance
Should the grievance remain unresolved, students will be advised to submit the matter in writing to the Dean of Education within five (5) days of the unsatisfactory meeting with the Program Coordinator or Department Manager. The Dean of Education will review the matter with all the parties concerned and may meet with the student. The Dean of Education will respond to the grievance within five (5) days of notification.
If unsatisfied with the decision of the Dean of Education, students may submit the grievance to the Campus President; the written grievance should be sent to the office within forty-eight (48) hours of the unsatisfactory decision by the Dean of Education. The office will respond to the student within five (5) days of receipt of the written grievance.

If the complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Delaware Department of Education. All grievances may be directed to the Delaware Department of Education, John G. Townsend Building, 401 Federal Street, (Federal & Loockerman Streets), Dover, Delaware 19901

ACCSC COMPLAINT PROCEDURE
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.
Please direct all inquiries to:
Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting school administration or online at **www.accsc.org**.

Student Surveys and Suggestions
Students will evaluate instructors and courses for which they are registered at the end of each term. The Dean of Education and/or Program Coordinator will review these surveys and follow up with students and/or instructors as needed.

Students will also complete Student Satisfaction Surveys covering the student's total experience at the school. This survey is meant to assess student satisfaction with all services offered by the campus, plus that of individual departments, staff, and administration. Ultimately, the results from this survey are used to assist with annual evaluations of the school and programs.
Students may also turn in suggestions or complaints via email to campus leadership.

Student Code of Conduct

Students are expected to follow behavior and dress code policies in addition to those academic policies such as attendance and academic performance. Students are expected to be professional, courteous, and always show respect for persons, learning, and the learning environment.

Expectations

Academic Misconduct

All work submitted by a student is expected to be the student's own work. All the following are considered Academic Misconduct: cheating, plagiarism (the use of another's work without giving proper credit to that source, including cutting and pasting information from the Internet without properly citing the work), and unauthorized collaboration. Students may use generative AI tools for idea generation. However, all submitted work must reflect the student's own understanding and analysis. Full AI-generated submissions are not permitted and will be treated as plagiarism. Any AI use must be acknowledged with proper citation including ChatGPT, Grammarly, etc. Students who are found to be cheating or plagiarizing will first meet with the instructor and/or Program Director.

Students found in violation will receive a zero (0) for the impacted activity involved in the infraction. The violation will be reviewed by the Director of Education for further disciplinary review.

The following are some examples of Academic Dishonesty:

- Cheating on tests/quizzes/assessments – Cheating will not be tolerated. Cheating occurs when a student copies another student's work, uses notes during an assessment without approval of the instructor, takes a picture of an assessment, uses a picture of an assessment provided by someone else, or in any other way has assistance on an assessment not authorized by the instructor.
- Plagiarism – Plagiarism is the use of another's work without giving proper credit to that source, including cutting and pasting information from the Internet without properly citing the work. If a student needs assistance with proper citing of sources, the student should seek guidance from an Instructor, Program Director, the LIRN Librarian, or resource center point of contact.
- Unauthorized collaboration – All work submitted by a student is expected to be completed by the student alone, unless the instructor expressly indicates the assignment is a group project.

An occurrence of any of the above items constitutes a violation of the Academic Honesty Policy. Additionally, a student who assists another student in committing any kind of Academic Dishonesty is subject to the same consequences as the student who violates the policy directly.

Dress Code

Students must maintain a clean and professional appearance while in class, on site, or out on clinical/externship. Employers may visit the campus, so it is important for students to always show a professional image. Dress and grooming should be appropriate for the area of study. In general, students should refrain from wearing shorts, tank tops or other sleeveless tops, clothing showing obscenities, sandals or other open-toed shoes, ripped or torn clothing, visible undergarments, jeans, sweatpants, and leggings and/or other athletic attire. Hats, scarves, do-rags, and sunglasses are prohibited unless required for religious reasons or authorized as appropriate by a school official for a specific purpose.

Students should maintain clean personal hygiene, and make-up should always be complementary and not distracting. In lab classes, students with long hair may be asked to pull hair off the collar, and nails may need to be short, manicured, and without artificial or overlays. In addition, lab classes may require students to wear minimal jewelry and remove facial piercings or hoop earrings.

Students dressed inappropriately will not be permitted to attend school. Those who disregard the dress code will be warned. If the problem persists, the student may receive additional disciplinary action as a part of this Student Code of Conduct. Each program may have specific dress code guidelines. Questions should be addressed to the specific Program Coordinator.

Scrubs

Students are given two (2) pair of uniforms/scrubs, included in tuition and fees. Students should keep scrubs clean and well-fitting. Students should wear closed-toe shoes with scrubs. Sweaters and long-sleeved shirts may be worn under scrubs, but no bulky sweaters or coats will be worn in any class, lab, or clinical. Tattoos must be covered during the clinical portion of the program.

Cell Phone Usage
Cell phones must be turned off (vibrate only) while students are in the classrooms. In emergencies, the instructor may give a student permission to use a cell phone.

Food and Drink in the Academic Areas
No consumption of food or beverages is allowed in any area of the school except for designated faculty areas or student lounges. Vending machines are in the student lounge. Food and beverages are not allowed in labs or computer labs. Beverages in closed containers are permitted in lecture classrooms.

Drug-Free Schools and Communities Act of 1989
The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

A. The unauthorized and/or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all facilities of the school, in all places where its students/employees attend/work, including all vehicles, and as any part of the school's activities. The school reserves the right to conduct drug and/or alcohol testing for pre-employment/enrollment, reasonable suspicion, and post-accident. In the case of an employee or student with a prior violation for drugs or alcohol, the school will subject those individuals to random screening, but they will be notified of that condition.

B. A controlled substance is one which appears in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812). As a condition of employment/enrollment, all students/employees shall abide by this prohibition and notify the school of any criminal drug or alcohol statute conviction for a violation of this Policy as provided by paragraph (b) below. Violation of such prohibition shall result in action against the student/employee, as set out in section (g) below, which shall include action up to and including expulsion/termination, and/or satisfactory participation in an approved drug or alcohol abuse assistance or rehabilitation program. Participation in such a program shall not be paid for by the school but may be covered by a(n) employee's/student's health insurance policy. Federal and State penalties for unlawful use, possession, or distribution of drugs or alcohol are stated below.

   All violations of this Policy shall be reported to the Dean of Education, or their designee, who shall report the violation to the appropriate law enforcement authority. Action shall be taken in all cases of a chargeable offense under the provisions of the applicable State law or comparable Federal law; however, a conviction of the charged offense shall not be necessary to act against the student/employee for a violation of this Policy.

C. All students/employees shall notify the Dean of Education/Director of Human Resources, in writing, of any criminal drug or alcohol statute conviction for a violation occurring in any facility or on the property of the school, or at any school activity, no later than five days after such conviction. The failure of the student/employee to make such a notification shall lead to expulsion/termination from the school. Within ten days of receiving notice of any employee convicted as described above, the school shall notify the federal agencies providing grants to and through the school in accordance with the Drug-Free Workplace Act of 1988.

D. Within thirty (30) days of receiving notice of any student/employee convicted as described in section (B), the school will:

a. Take appropriate action against such a student/employee, up to and including expulsion; or
b. Request such student/employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency. **This action may be taken by the school prior to conviction.**

Other Violations

Other Student Code of Conduct violations, in addition to those listed above in more detail, include:

- Theft/stealing
- Unprofessional conduct
- Sleeping in the classroom
- Disruptiveness in the classroom
- Offensive touching
- Use of profanity or other unacceptable language
- Possession of firearms or other weapons
- Insubordination
- Noncompliance with safety rules,
- Use of/being under the influence of alcohol or illegal drugs
- Distributing alcohol or illegal drugs
- Threats of violence
- Bodily harm
- Vandalism of school property or equipment
- Harassment of any kind
- Sexual assault
- Furnishing false information to the school (forgery included)
- Any other misbehavior the school deems inappropriate or unprofessional

In less severe offenses, students may be given a warning before other penalties take effect.

Sanctions/Penalties

The Student Code of Conduct helps ensure that the learning process and learning environment are safe and supportive for students. In the event a violation of the Student Code of Conduct occurs, the school will impose fair and progressive sanctions. However, if a violation is severe, the school may impose the strictest sanctions on a student up to and including expulsion. The sanctions are described below. **Students may be sent home from a class session for a day by an instructor while the Dean of Education reviews for additional disciplinary sanctions.**

If the student is found to be in violation of unprofessional conduct/behavior, the instructor or staff member will communicate and identify the problem to the student, in writing, using the Code of Conduct Violation Form. The form will be reviewed by the Dean of Education for further disciplinary review.

Warning: A warning is an official conversation between the student and either the Dean of Education and/or Campus President. The conversation will be documented in the Student Information System but does not become a part of the student's permanent record. Further misconduct may result in more severe disciplinary sanctions.

Students who are found to be cheating or plagiarizing will first meet with the instructor and/or Program Coordinator. Students found in violation will receive a zero (0) for the impacted activity involved in the infraction.

Written Reprimand: A reprimand is the official written notification of unacceptable behavior and becomes a part of the student's permanent record. The student must sign the document. Further misconduct may result in more severe disciplinary sanctions.

Suspension: A suspension is the official loss of campus privileges for a specific period not to exceed 14 calendar days. During this time, the student is not allowed on campus, at campus functions, or on externship/clinical and will be marked as absent for any missed class sessions. Suspended students will not be allowed to attend any make-up labs, tests, exams, or competencies missed. Further misconduct may result in more severe disciplinary sanctions.

Expulsion: An expulsion is the official, permanent loss of campus privileges and results in the student being withdrawn from the institution and unable to complete the program of study. Students who are expelled receive a grade of W (withdrawal) for any courses in which they are currently enrolled.

*Violent, sexual, or drug-related incidents may be handled at the strictest sanction, expulsion, at the discretion of campus leadership.

Appeals

Students have the right to appeal sanctions/penalties given per the Student Code of Conduct policy. Students wishing to appeal should do so in writing within five (5) days of the decision. The Dean of Education and Appeal Committee (often comprised of the DOE, faculty, Program Coordinator, and Campus President) will review all documentation and make all final decisions within five (5) days of the written appeal being turned in by the student. If the appeal is not resolved, the student may review the Student Grievance Policy.

Arbitration/No Class Action

1) The Student and the Institute agree that all controversies, disputes, or claims arising out of or relating to this Agreement and any other disputes or claims of any kind or nature that in any way arise out of or relate to enrollment and/or attendance at the Institute, that are not first resolved through the Institute's internal student complaint process, shall be resolved by means of binding arbitration administered by the American Arbitration Association in accordance with its then existing Commercial Arbitration Rules.

(a) We agree that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to lawsuits concerning other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

2) Claims shall be heard by a panel of three arbitrators who shall be a practicing attorney or retired judge with at least 15 total years of working experience as such.

3) Each arbitration shall involve only a single student, unless otherwise agreed to by the parties. There shall be no class actions or any other type of claim asserted on behalf of more than a single student.

(a) We agree that this agreement cannot be used to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning our acts or omissions regarding the making of the Direct Loan or our provision of educational services for which the Direct Loan was obtained. We agree that the court has exclusive jurisdiction to decide whether a claim asserted in the

lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

4) The arbitration shall be held in Newark, Delaware, unless otherwise agreed to by the parties. The arbitration shall be governed by the laws of the State of Delaware, to the extent that the Federal Arbitration Act does not apply and control.

5) Each party shall pay its own attorney's fees, costs, and expenses and an equal share of the arbitrators' and administrative fees of arbitration, unless otherwise ordered by a court of law or by an arbitrator.

6) A party may apply to the arbitrator seeking injunctive relief until an arbitration award is rendered or the dispute is otherwise resolved. A party also may, without waiving any other remedy, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights of that party pending the arbitrator's appointment or decision on the merits of the dispute.

7) No demand for arbitration may be made after the date when the institution of legal or equitable proceedings based on such claim or dispute would be barred by the applicable statute of limitations.

8) Judgment upon the arbitrator's award may be entered in any court having jurisdiction. The arbitrator is not authorized to award punitive or other damages not measured by the prevailing party's actual damages.

9) The arbitration proceedings and arbitrator's award shall be maintained by the parties as strictly confidential, except as is otherwise required by court order or for disclosure in confidence to the parties' respective attorneys, tax advisors, and senior management and to family members of a party who is an individual.

Copyright Policy

Copyright infringement is a violation of federal law and subject to severe penalties and sanctions. It can also be a violation of federal criminal law. Under Federal Copyright Law, Copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

School Policies for Violating Copyright

Employees and students thought to be in violation of copyright law through illegal downloading or copying peer-to-peer file sharing while using the school network may be subject to disciplinary action under the employee or student code of conduct.

Satisfactory Academic Progress (SAP)

The School's Satisfactory Academic Progress (SAP) standards measure each student's progress toward the completion of the student's program of study. SAP standards determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, SAP standards are applied to all students and represent a minimum standard of academic achievement required by the School for continued enrollment in addition to eligibility for federal financial aid programs. Satisfactory Academic Progress (SAP) is required for all programs and all students, regardless of financial aid or full-time enrollment statuses. *Veteran Benefits will be terminated if the VA student does not meet the stated SAP policy.*

SAP Standards

Evaluation Points: All financial aid evaluations occur at the end of each payment period; evaluations are cumulative and based on both quantitative (pace) and qualitative (cumulative grade point average) measures. Students who return after a period of non-attendance will have the SAP status reviewed for the most recently completed period. All credits count in evaluation points regardless of whether the student receives federal financial aid or is on probation. At the end of any evaluation period, if a student's pace or CGPA falls below the thresholds below, the student's academic progress is considered unsatisfactory.

Thresholds: SAP is measured in both pace (credit hours earned/credit hours attempted) and cumulative grade point average (CGPA).

- Pace: Students must have a **66.67% cumulative completion pace** by graduation and after each quarter of enrollment.
    - Credit hours earned are those credits for which the student receives a passing grade at the end of the quarter.
    - Credit hours attempted are those credits for which the student is enrolled regardless of whether the student passes or fails the course.
- CGPA: Students must earn a **CGPA of 2.00** by graduation and after each quarter of enrollment.

Maximum Timeframe: In addition to the pace and CGPA requirements, students must complete the program within **150% maximum timeframe** of the published length and/or the quantitative measure (total number of credits required for completion of the educational program) for financial aid purposes.

- DCI does not offer non-credit remedial courses, nor does DCI have graduate programs.
- This standard applies to diploma and degree programs.
- Approved transfer credits count towards maximum timeframe calculations.

Maximum Timeframe is not to exceed 150% of the normal length of a program. To calculate maximum timeframe, take the published number of credit hours required to graduate and multiply by 1.5. If, at any time, the student is determined to be mathematically impossible to complete the program of study within the maximum timeframe, the student will be ineligible for additional Title IV funding and dismissed from the program.

Other Factors Impacting SAP

Transfer and Proficiency Credits: Both transfer and proficiency credits count as both hours attempted and earned for pace but do not count in the CGPA.

Program Changes: Students changing programs will have all applicable coursework from the previous program transferred into the new version of the program, including both passing and failing attempts. These credit hours count as attempted and earned for pace, and the grades count toward the CGPA.

Repeated Courses: Failing (grade of F) or withdrawn (grade of W) courses require repeating and are counted as credits attempted but not earned. Withdrawn grades do not count toward CGPA but failing grades do count toward CGPA until repeated. Once a course is repeated, the CGPA will use the highest grade. Students passing courses with a "D," may also repeat the course one time to earn a higher grade and use federal financial aid. When retaking courses, both originally failed and retaken course credit hours are calculated as attempted hours for maximum timeframe. *The VA will only pay for a repeat due to a failing grade and will not pay for attempting to improve a "D" or higher grade.*

Incompletes: Incomplete grades (I) not completed within the first two (2) weeks of the immediately following quarter will be changed to failing grades (F). The course should be repeated the next time it is offered. If extenuating circumstances exist, exceptions *may* be made for externship courses only (at the discretion of and by appealing to the Dean of Education) where the two (2) weeks may be extended for up to six (6) weeks.

Situations Leading to Loss of and Regaining Federal Financial Aid Eligibility

Unsatisfactory Academic Progress: At the end of any evaluation period, if a student's pace or CGPA fall below the thresholds above, the student's academic progress is considered unsatisfactory.

Financial Aid Warning: The first quarter a student has unsatisfactory academic progress, the student will be placed on Financial Aid Warning (FAW) status. Students are sent a letter to notify them of FAW status. Students may continue to receive federal financial aid while on this status. Students who meet both pace and CGPA standards at the end of the next quarter of attendance will return to a satisfactory academic progress status, and the FAW status will be removed.

Financial Aid Probation: Students who do not meet both pace and CGPA standards at the end of a Financial Aid Warning quarter are no longer eligible to receive federal financial aid and are dismissed. Students may appeal dismissal, as defined in the next section, and upon approval of an appeal, the student will be placed on Financial Aid Probation (FAP) and are eligible to continue receiving federal financial aid while on this status. Students who meet both pace and CGPA while on Financial Aid Probation will return to satisfactory academic progress status and the FAP status will be removed. Students may persist on Financial Aid Probation status for multiple quarters if sufficient progress is being made toward an Academic Plan, as defined in the next section. Progress will be reviewed at the end of each quarter to determine progress and federal financial aid eligibility.

SAP Appeals: Students who wish to appeal dismissal for Financial Aid Probation must submit a SAP Appeal Form to the Dean of Education. Once a SAP Appeal has been received, the appeal committee (Director of Financial Aid, Dean of Education, and Program Director), will convene to review the appeal. Any supporting documentation should be submitted with the appeal for review (i.e. medical records, court records, death in the family, etc.). The appeal documents must be received prior to the beginning of the next quarter.

- If an appeal is denied, the student will be dismissed and ineligible to receive federal financial aid.
- If an appeal is approved, the student will be placed on Financial Aid Probation.
- If an appeal is approved, a representative from the appeal committee will create an Academic Plan for the student, and the student will be considered eligible to receive federal financial aid. The academic plan will include a target GPA to reestablish SAP within a reasonable timeframe. The student's performance will be reviewed against this plan at the end of each subsequent quarter. If the student's progress is consistent

with the terms of the academic plan, the student will remain eligible to receive federal financial aid. If the student's progress is not consistent with the academic plan, the student will be dismissed.

SAP Progression: Students may meet requirements to go back through the SAP progression (FAW, FAP, etc.) if the student returns to meeting satisfactory academic progress but later has terms of unsatisfactory progress. In these instances, students may have more than one (1) appeal on file.

Career Services

Employment Assistance

DCI's goal is to have each graduate obtain employment in a career field related to his or her field of study. DCI does not, however, promise or guarantee students a job upon enrollment or graduation. The Career Services Department advises students on resume and letter writing, interviewing techniques, and personal development. A conscientious effort is made to match each student's capabilities and desires with the most appropriate jobs familiar to the department.

We offer individualized attention to students who are seeking career direction. Thorough assistance is provided for students who want to clarify career direction or determine occupations of interest by appointment with a Career Services Associate at the Career Services Office. Additionally, career assessments are available after an initial meeting. Career Services Associates are available to assist students with career planning and job/internship search strategies. Career Services will review the content and presentation of resumes and cover letters. We offer a wide range of assistance in preparing for interviews, including mock interviews. Students may drop by the Career Services office with quick questions or to have resumes reviewed by Career Services Associates: available each afternoon, Monday through Friday, between 1:00 and 4:30 P.M. More in-depth appointments with a Career Services Associate are typically available the next business day.

To set up an appointment with a Career Services Associate, please stop by Career Services, located in the LRC in Room 124, or call 302-633-4561.

DCI supports all students in the pursuit of entry-level jobs in their new professions. The Career Services Department will assist each student in learning and applying step-by-step specific strategies for a successful job search, including:

- Helping to prepare, review, and update resumes and other job search correspondence including cover letters and letters of recommendation;
- Role playing possible interviewing situations;
- Providing opportunities for on-campus interviewing and interview preparation;
- Conducting mock interviews and interview seminars;
- Locating, identifying, and posting employment opportunities; and
- Distributing student resumes to potential employers.

Students are responsible for working with the Career Services Department during their job search. Students can ensure success while working with their Career Services Associate by making their resume and cover letter unique, proactively using the job search techniques taught in class, and/or being open to moving for work or driving further to work. The greatest tool available to students for employment success is constant communication with the Career Services office. Students who keep in contact with their Career Services Associate, return phone calls, and keep appointments are the most successful during the job search.

Employment Disclosure

DCI cannot promise or guarantee employment of a specific salary to any student or graduate.

Employment Opportunities

Allied Health Programs

Medical Assisting program graduates qualify to work in facilities including but not limited to: hospitals, clinics, physicians' offices, outpatient clinics and other healthcare facilities. Their duties include administrative and clinical tasks and will vary with the location, specialty, and size of the practice.

Nursing Assistant/Home Healthcare program graduates will be prepared to enter employment in nursing and residential care facilities and hospitals. Nursing assistants play a critical role in the healthcare field, helping provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes.

Wellness Programs

Advanced Esthetician program graduates are prepared to work in salons and beauty and health spas; some are self-employed, providing services to cleanse and beautify the face and body to enhance a person's appearance.

Trades Programs

HVAC Technician program graduates are prepared to work in homes, schools, stores, hospitals, office buildings, or factories, installing, troubleshooting, and repairing heating, ventilation, cooling, and refrigeration systems controlling the temperature and air quality in those buildings.

Nursing Program

The Practical Nurse Program (PN) employment opportunities for LPNs are in a variety of facilities. Some of these settings consist of, but are not limited to long-term care facilities, skilled care facilities, hospitals and medical centers, outpatient clinics, occupational health care centers, community mental health centers, rehabilitation centers, hospices, doctors' offices, and private duty nursing.
The school does not guarantee any employment or minimum starting salary. To find the most current employment trends for all programs, go to the following websites: www.bls.gov and www.onetonline.org.

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Workshops and Events

Programs and workshops to assist with career planning, developing job search skills, and networking are offered on a regular basis. Additionally, larger events and programs include alumni/student networking lunches and guest speakers. DCI continually sponsors events and programs to help students make good career decisions and prepare for life after school. Workshop topics include resume and cover letter writing, interview techniques, and researching the industry, among other topics. For individual assistance, students may schedule an appointment with Student Affairs at any time during their educational experience with DCI.

Student Services

DCI offers a Student Affairs team to support students throughout their program of study to ensure they may achieve their educational goals. In addition to monitoring students' attendance and participation, the Student Affairs team guides students in crisis situations as how to contact providers of childcare, emergency shelter and crisis intervention assistance, or other services when appropriate.

Programs of Study - Active

The following programs of study are active as of July 2026.

Advanced Esthetician

Length: 720 Contact Hours/ 900 Effective Hours; 36 weeks
45.00 Credit Hours
Credential Awarded: Diploma

Program Description

Our philosophy on skin care embraces a blend of both European therapies and medical treatments designed to enhance the skin's natural beauty. Utilizing a hands-on approach to training, our students develop a working knowledge of a wide array of products designed to rejuvenate the skin while receiving practical experience working in a fully functioning salon setting The wellness industry continues to grow, and graduates of our Advanced Esthetician program can find entry-level employment as estheticians in hotel spas, on cruise ships, at health spas, at beauty salons, directly with cosmetic surgeons and dermatologists, or through self-employment. Upon successful completion of the program, students will be prepared to take the state examination for licensure as an Esthetician. The objective of the Advanced Training for Esthetician diploma program is designed to prepare students for entry-level positions as Estheticians.

Estimated Outside Work is approximately 6.0 hours per week.

Course Code	Course Name	Academic Credits	Course Clock Hours
COM1101	Professional Communications	3.5	50
EST1110	*Hair Removal	3.0	50
EST1120	*Practical Applications	6.0	100
EST1210	*Make Up and Color	3.0	50
EST2220	*Exfoliation Applications	6.0	100
EST2230	*Body Treatments	3.0	50
EST2240	*Clinical Applications	6.0	100
EST2310	*Advanced Topics in Esthetics	1.0	20
INT1101	Introduction to Esthetics	3.0	50
MED1101	Medical Terminology/Skin Foundations & Treatments	3.5	50
WEL2420	Wellness Business Management	3.5	50
WEL2430	Theory, Law, and Ethics	3.5	50
		45.00	**720**

*Students must earn a "C" or higher in their clinical classes.

HVAC Technician

Length: 735 Contact Hours; 36 weeks day
43.00 Credit Hours
Credential Awarded: Diploma

Program Description
The Heating, Ventilating, Air Conditioning, and Refrigeration program will train students in proper safety practices for designing, building, and maintaining various types of heating, ventilation, air conditioning, heat pump, and refrigeration accessories. The program prepares graduates with basic knowledge in residential HVACR careers. Students complete an externship practicing the skills learned throughout the program.

Estimated Outside Work is approximately 5.0 hours per week.

Course Code	Course Name	Academic Credits	Course Clock Hours
HVR1100	Theory of Heat	4.0	60
HVR1110	HVAC Concepts	3.5	60
HVR1120	HVAC Electrical Systems and Circuits	4.0	60
HVR1130	HVAC Mechanical Systems and Motors	3.5	60
HVR2250	Field Operations	4.0	60
HVR2260	Automatic Control Systems	3.5	60
HVR2210	Electric and Gas Heat	3.5	60
HVR2220	Oil and Water Based Heating Systems	3.5	60
HVR2230	Air Conditioning and Heat Pumps	3.5	60
HVR2240	Refrigeration Concepts	3.5	60
HVR2310	HVAC Capstone	3.5	60
HVR2320	HVAC Externship	3.0	75
		43.00	**735**

Medical Assisting

Length: 900 Contact Hours; 36 weeks
53.5 Credit Hours
Credential Awarded: Diploma

Program Description
Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrist offices running smoothly. The objective of the Medical Assisting Program is to prepare students to acquire satisfactory and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direction supervision of a physician. The medical procedures and lab techniques include injections, EKG's, vital signs, urinalysis, phlebotomy, assisting in minor surgery and emergency situations. Front office skills include patient date collection, scheduling patients, answering phone inquiries, insurance claims processing, bookkeeping, billing/collection, keyboarding, transcription, word processing and computer billing. The Medical Assisting diploma program is designed to prepare the student for an entry-level position in a medical office or clinical setting. Upon successful completion of the program, the student will be eligible to work in medical centers, doctors' offices, and hospitals as a medical assistant under the supervision of a physician or other healthcare provider in any medical setting in the healthcare industry.

Estimated Outside Work is approximately 6.0 hours per week.

Course Code	Course Name	Academic Credits	Course Clock Hours
COM1100	Professional Communications	3.5	50
MED1130	Basic First Aid and Infection Control	3.0	50
MED1100	Medical Terminology	3.5	50
MED1110	Anatomy and Physiology Foundations	3.5	50
MED1120	*Introduction to Medical Assisting	3.0	50
MED1150	Introduction to Medical Billing and Coding	3.0	50
MED1211	Pathophysiology	3.5	50
MED1220	*Clinical Examination Procedures	3.0	50
MED2220	*Clinical Laboratory Procedures	6.0	100
MED1230	Medical Office Procedures	3.0	50
MED1240	Electronic Health Records	3.0	50
MED1300	Medical Law and Ethics	3.5	50
MED2330	MA Capstone	2.5	40
MED2311	Pharmacology Principles	3.5	50
MED2320	MA Externship or **MA2325 MA Seminar	6.0	160
		53.5	**900**

*Students must earn a "C" or higher in their clinical classes.

**Students may complete the MA Seminar to replace MA Externship with prior approval.

Nursing Assistant/Home Healthcare

Length: 140 Clock Hours; 6 weeks
0.00 Credit Hours
Credential Awarded: Certificate

Program Description

The Nursing Assistant/Home Healthcare Aide is a trained medical professional who can work in a variety of settings. This certificate program is designed for students desiring training to become certified nursing assistants. This program prepares the student, upon graduation, to sit for the Delaware State Nursing Assistant Certification Examination and for an entry-level position as a nursing assistant. Students are required to participate in a clinical learning experience at an approved nursing facility under the supervision of an instructor. Classroom instruction is provided in theory and practical skills including anatomy and physiology, cardiopulmonary resuscitation, and professional career and development courses. Upon certification, the successful candidate may seek entry-level employment in one of the following positions: certified nursing assistant in a hospital setting assisted living facility, centers for the developmentally disabled, retirement home, long-term care facility private home, and/or other skilled or unskilled nursing facility or home healthcare company.

Course Code	Course Name	Academic Credits	Course Clock Hours
CNA0111	Nursing Assistant Theory and Skills	0.0	108
CNA0211	Nursing Assistant Clinical	0.0	32
		0.0	**140**

Practical Nurse (students enrolled after July 1, 2026)

Length: 980 Clock Hours 48 Weeks
56 Credit Hours
Credential Awarded: Diploma

Program Description

The Practical Nurse works under the direction of the physician or Registered Nurse to give direct patient care, assist with patient education, manage team nursing patient care delivery, and supervise unlicensed assistive personnel. Upon successful completion of the PN program, providing all requirements for graduation are met, the graduate will receive a diploma and will be eligible to sit for National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) developed by The National Council of State Boards of Nursing, Inc., to become a Licensed Practical Nurse (LPN).

Estimated Outside Work is approximately 7.0 hours per week.

Term 1

Course Code	Course Name	Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours
NUR 1111	Intro to Nursing Profession	4	55	0	0	25
NUR 1121	Basic Nursing Skills	6	50	45	0	30
BIO 1127	Anatomy and Physiology	3	45	0	0	15
MTH 1102	Basic Math and Dosage Calculation	3	45	0	0	15
	TOTALS	**16**	**195**	**45**	**0**	**85**

Term 2

Course Code	Course Name	Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours
NUR 2211	Fundamentals of Nursing	7.5	45	40	55	43
NUR2232	Pharmacology	3.5	50	0	0	25
NUR2222	Mental Health Nursing	3	35	0	15	25
	TOTALS	**14**	**130**	**40**	**70**	**93**

Term 3

Course Code	Course Name	Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours
NUR 2310	Medical-Surgical Nursing	8	40	40	90	45
NUR 2321	Pediatric Nursing	2	25	0	15	15
NUR 2331	Maternal Nursing	2	25	0	15	15
	TOTALS	**12**	**90**	**40**	**120**	**75**

Term 4

Course Code	Course Name	Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours
NUR 2420	PN Transitions to Practice	3.5	15	40	0	40
NUR 2430	PN Capstone	4.5	60	0	0	30
NUR 2410	Advanced Medical-Surgical Nursing	6	40	0	95	35
	TOTALS	**14**	**115**	**40**	**95**	**105**

TOTALS

	Course Name	Credits	Lecture Hours	Lab Hours	Clinical Hours	Outside Hours
	TOTALS	**56**	**530**	**165**	**285**	**358**

Practical Nurse (students enrolled before July 1, 2026)

Length: 910 Clock Hours 48 Weeks
51 Credit Hours
Credential Awarded: Diploma

Program Description

The Practical Nurse works under the direction of the physician or Registered Nurse to give direct patient care, assist with patient education, manage team nursing patient care delivery, and supervise unlicensed assistive personnel. Upon successful completion of the PN program, providing all requirements for graduation are met, the graduate will receive a diploma and will be eligible to sit for National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) developed by The National Council of State Boards of Nursing, Inc., to become a Licensed Practical Nurse (LPN).

Estimated Outside Work is approximately 7.0 hours per week.

Course Code	Course Name	Academic Credits	Course Clock Hours
NUR1110	Introduction to the Nursing Profession	3.0	45
NUR1120	Basic Nursing Skills	5.0	80
BIO1126	Anatomy and Physiology	2.0	30
MTH1101	Basic Math and Dosage Calculations	2.0	30
NUR2211	Fundamentals of Nursing	7.5	140
NUR2231	Pharmacology	3.0	40
NUR2221	Mental Health Nursing	2.5	45
NUR2310	Medical-Surgical Nursing	8.0	170
NUR2321	Pediatric Nursing	2.0	40
NUR2331	Maternal Nursing	2.0	40
NUR2420	PN Transitions to Practice	3.5	55
NUR2430	PN Capstone	4.5	60
NUR2410	Advanced Medical-Surgical Nursing	6.0	135
		51	**910**

Course Descriptions

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
BIO1126	Anatomy and Physiology	2	30	0	0	15	None
This course introduces the basic structures and functions of the human body. Topics include examination of the body, cell structure and function, body tissues and membranes, and basic chemistry principles. Instruction focuses on anatomy systems including integumentary, skeletal, and muscular. The composition and functions of the blood are also included.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
BIO1127	Anatomy and Physiology	3	45	0	0	15	None
This course introduces the basic structures and functions of the human body. Topics include examination of the body, cell structure and function, body tissues and membranes, and basic chemistry principles. Instruction focuses on anatomy systems including integumentary, skeletal, and muscular. The composition and functions of the blood are also included.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
COM1100	Professional Communications	3.5	50	0	0	12.5	None
This course teaches students the basics of written and oral communication while utilizing the fundamentals of psychology as the content by which students practice communication skills. Students will review basic writing concepts including grammar, punctuation, and word usage. Students will practice oral communication skills through presentations. Students will be introduced to psychology concepts relevant to aspects of life, specifically linked to individual and group behavior, and how these impact stress, coping, and health in their personal and professional lives.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
COM1101	Professional Communications	3.5	50	0	0	12.5	None
This course provides a comprehensive foundation for personal and professional success in the beauty and wellness industry. Students will explore essential life skills, develop mission statements, set goals, and master time management and learning tools to enhance productivity. Topics include building a professional image, and employing effective communication strategies, including client consultations and overcoming barriers. Students will examine the principles of ethics, cultivate a positive personality, and learn social media best practices. Health and wellness are emphasized, covering nutrition, hydration, immunity, and body mechanics, along with guidance on workplace expectations, financial management, and career advancement. The course also delves into the business aspects of the industry, including marketing and entrepreneurship, equipping students with the tools needed to thrive in their careers							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
CNA0111	Nursing Assistant Theory and Skills	0.0	64	44	0	0	None
This course is designed to provide the student with the necessary skills and training to be a Nursing Assistant/Home Health Aide emphasizing on the emotional, mental and physical well-being of both the patients' and their families. The theory and skills cover essential topics including: anatomy and physiology, medical terminology, infection control, nutrition, safety and emergency procedures, personal care, patient's rights, medical law and ethics, and basic nursing principles.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
CNA0210	Nursing Assistant Clinical	0.0	0	0	32	0	CNA0111
This course introduces the clinical portion of the nursing assistant. The student will implement basic nursing care to geriatric residents at a nursing and rehabilitation center. The course introduces the importance of rehabilitation and restorative care, as well as care of the confused or aging resident.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST1110	Hair Removal	3	30	20	0	12.5	None
Presented is the morphology of hair, hair growth, hair removal techniques as well as the tools and supplies needed to perform hair removal. This course introduces basic concepts while students learn and discuss advanced methods for both temporary and permanent hair removal for the entire body. Waxing methods for each area of the body are demonstrated and practiced in a spa clinic setting.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST1120	Practical Applications	6	40	60	0	25	None
Students learn and perform the European facial on fellow students in a spa clinic setting. Students are exposed to a variety of customized facials to practice each phase of the facial to become proficient in the delivery of a quality service. Students perform client consultation, skin analysis, client communications, and record keeping.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST1210	Make Up and Color	3	20	30	0	12.5	EST1120
This course introduces students to color theory, face proportions, and standard face shapes. Makeup applications, tools, and corrective and camouflage techniques are discussed and demonstrated to expand the understanding of application following specific cosmetic procedures.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST2220	Exfoliation Applications	6	40	60	0	25	EST1120
Students learn about physical and chemical exfoliation techniques supported by professional protocols for optimal skin care results through skin analysis. These protocols provide options for client preference with service type and ingredients in the skin care industry.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST2230	Body Treatments	3	20	30	0	12.5	EST1120
Students learn the techniques and types of body treatments supporting wellness and skin care goals. Students are introduced to aromatherapy, body scrubs, and spray tanning treatments to enhance knowledge in whole body skin care.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST2240	Clinical Applications	6	40	60	0	25	EST1120
Students become familiar with machine units by practicing skin care procedures. The course places an emphasis on safety and sanitation during the operation of machines through practical application.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
EST2310	Advanced Topics in Esthetics	1	10	10	0	5	EST2220
This course expands students' confidence in educating clients on post treatment consultation and home care planning as part of advanced skin care services. Treatment concepts for mature and actinic damaged skin are							

covered. Students are introduced to UVA and UVB to become skin care advocates for client goals through advanced treatments and skin protection. Students practice the chemical exfoliation process to support the skin care goals of advanced topics.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR1100	Theory of Heat	4.0	45	15	0	15	None
This course introduces students to theories of heat including concepts such as temperature, the British thermal unit, heat flow, transfer of heat, pressure, and matter and energy. Students also practice basic mathematics in relation to course content such as conversions and measurements.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
HVR1110	HVAC Concepts	3.5	30	30	0	15	None
Students are introduced to a variety HVAC Concepts including the basics of refrigeration, refrigerant chemistry, EPA mandates as they pertain to recovery and proper disposal of refrigerant chemicals, as well as introduction and practice in working with materials such as, hard and soft copper tubing, iron and plastic pipe, and several refrigerant compounds.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
HVR1120	HVAC Electrical Systems and Circuits	4.0	45	15	0	15	None
This course includes basic theory of electricity as it applies to the program with an emphasis placed on safety. Students will be introduced to the following concepts: Ohms' Law, AC and DC electrical circuits, electron theory, volts, ohms, circuits, electrical measurements, magnetism, solenoid coils, relays, and induction motors. Students will trace electrical circuits, operate electrical simulator boards, and make thermostat adjustments.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
HVR1130	HVAC Mechanical Systems and Motors	3.5	30	30	0	15	None
HVAC Mechanical Systems Students are introduced to types of electric motors and their applications. Students also learn about motor controls and how to troubleshoot electric motors. This course includes information on blowers, controls, duct work, and air flow.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
HVR2210	Electric and Gas Heat	3.5	30	30	0	15	HVR1100; HVR1110; HVR1120; HVR1130
This course covers furnace applications, specifically with electric and gas heat. Students will learn to check, operate, and install control and power wiring systems, controls, and components. Students will apply load calculation, duct sizing, and related information to properly design a residential heating and cooling system.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
HVR2220	Oil and Water Based Heating Systems	3.5	30	30	0	15	HVR1100; HVR1110; HVR1120; HVR1130

Students will continue study in heating systems through oil and water-based systems. This course includes continued application of calculation, duct sizing, and related information to properly design a residential heating and cooling system.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2230	Air Conditioning and Heat Pumps	3.5	30	30	0	15	HVR1100; HVR1110; HVR1120; HVR1130

This course includes theory and application of air conditioning and heat pumps.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2240	Refrigeration Concepts	3.5	30	30	0	15	HVR1100; HVR1110; HVR1120; HVR1130

Students continue study in refrigeration concepts by discussing both commercial and residential refrigeration. This course includes information on evaporators, condensers, compressors, and expansion devices.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2250	Field Operations	4.0	45	15	0	15	HVR1100; HVR1110; HVR1120; HVR1130

This course includes information on safety, tools and equipment, and basic practices. Students learn about customer service, writing up service orders, and other applications of field work.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2260	Automatic Control Systems	3.5	30	30	0	15	HVR1100; HVR1110; HVR1120; HVR1130

Students learn about automatic controls, their components and applications, and basic troubleshooting of basic controls. This course includes information on Direct Digital Controls and Pneumatics.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2310	HVAC Capstone	3.5	30	30	0	15	Final Term or Permission of PD

This course covers both job readiness and service call preparedness. Students practice job seeking skills including cover letters, resumes, references, employment applications, and job interview skills. Students also prepare for their externship through service call simulations and scenarios and take EPA certification.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
HVR2320	HVAC Externship	3.0	15	0	60	18.75	Final Term or Permission of PD

Students are placed with an HVAC company to practice technical skills for a total of 60 hours. Students have oversight from both a campus and externship site representative, including the evaluation of the student on site. Students do not receive remuneration for externship/clinical, as this experience is a part of their education and cannot be used in place of a staff member on site.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
INT1101	Introduction to Esthetics	3	30	20	0	12.5	None
This course provides a comprehensive overview of the esthetics profession, highlighting the importance of its history, career opportunities, and industry advancements. Students will explore the evolution of skin care practices, examine diverse career paths available to licensed estheticians, and analyze the current and future state of the industry. The curriculum covers essential topics in chemistry and chemical safety, including the structure of compounds, pH scale applications, and proper handling of products. Additionally, students will learn about cosmetic regulations, ingredient sources, and how to select and recommend skin care products tailored to various skin types and conditions. By integrating foundational knowledge with practical skills, this course prepares students to confidently navigate the esthetics field and provide effective, safe skin care solutions.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1100	Medical Terminology	3.5	50	0	0	12.5	None
This course covers basic techniques of medical word building, including basic medical concepts and terms and structures of all body systems. This course concentrates on building a basic foundation and framework of the language of medicine. Through memorization and practice in spelling and pronunciation of medical root words and the prefixes and suffixes presented, the student will be able to analyze numerous medical terms; gain a solid base on which to build a larger vocabulary; spell medical terms correctly; recognize these terms in dictation; and understand the context in which that word will be applied.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1101	Medical Terminology/Skin Foundations & Treatments	3.5	50	0	0	12.5	None
This course teaches students a basic foundational understanding of anatomy, physiology, and skin science to enhance their professional expertise. Students will explore the structure and function of cells, tissues, organs, and body systems. This course emphasizes the physiology and histology of the skin, identifying factors influencing skin health, recognizing skin conditions, and understanding disorders such as acne, dermatitis, pigment disorders, and vascular conditions. Students will learn to differentiate skin types, including Fitzpatrick and genetic types, and develop skills in skin analysis, consultation, and identifying treatment contraindications. Through this comprehensive approach, students will gain the knowledge to perform effective treatments and provide personalized care while advancing their expertise in esthetics.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1110	Anatomy and Physiology Foundations	3.5	50	0	0	12.5	None
This course presents the study of body systems including the structure, function and diseases of each body system. A foundation of nutrition principles is introduced, and the application of those principles in daily dietary practice is explored.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1120	Introduction to Medical Assisting	3	30	20	0	12.5	None

This course introduces students to the theory, skills, and tasks performed by a Medical Assistant. Students will gain an understanding of infection control, medical/surgical asepsis, and the importance of Universal Precautions. Students will learn how to create and maintain a medical record and how to properly document the patient assessment and interview process into the medical record. In addition, students will learn to accurately obtain and record vital signs, symptoms, and mensuration. Students will also learn to assist the physician with physical examination as well as maintaining the examination room.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1130	Basic First Aid and Infection Control	3	30	20	0	12.5	None

This course introduces students to basic skills, and tasks performed by a Medical Assistant. Students gain an understanding of infection control, and the importance of Universal Precautions. Students learn how to properly document and understand the SOAP in the medical record. In addition, students learn about visual acuity and how to perform visual assessment. Students will become certified in cardiopulmonary resuscitation and be trained in OSHA and Bloodborne Pathogens.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1150	Introduction to Medical Billing and Coding	3	30	20	0	12.5	None

This course presents a basic knowledge of the theory and principles of ICD-10 and CPT coding. Students will be introduced to insurance terminology and regulations and will learn about the various types of health insurance offered in the United States. Students will learn the official coding rules and guidelines and apply those rules when assigning valid diagnostic and/or procedure codes.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1211	Pathophysiology	3.5	50	0	0	12.5	MED1100; MED1110

This course is designed to identify abnormal pathologic changes that occur within the human body. Students will be provided with a basic introduction of the cause of common diseases and disorders that effect each body system. An emphasis will be placed on etiology, signs and symptoms, diagnosis and treatment.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1220	Clinical Examination Procedures	3	30	20	0	12.5	MED1120

This course exposes the student to skills, tasks, and procedures performed by the Medical Assistant. An emphasis will be placed on the preparation and assistance needed by the physician for various office examinations including ophthalmology and otolaryngology, pediatrics, minor office surgery, cardiopulmonary procedures, and the administration of medication.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1230	Medical Office Procedures	3	30	20	0	12.5	None

This course presents general alphabetizing rules and computer operation using medical computer software. The student will learn to perform many administrative tasks of the medical office, including scheduling appointments, creating patient charts, utilizing a basic knowledge of patient's charges and payments, and practicing correct telephone procedures and etiquette. This course also simulates a medical office with the keeping of a manual appointment book, patient files, and answering incoming patient calls. Students will also obtain a firm grasp of the daily duties including time management, professional expectations, and the importance of good communication between the office staff, the doctor, and the patient. A section is taught on basic calculations using a fee schedule, ROA (received on account) payments, NSF (non-sufficient funds) entries, insurance adjustments, professional

courtesy, refunds, and write-offs. Instruction is given on how to complete weekly payroll cards: calculating gross income and federal deductions such as FICA and state taxes.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1240	Electronic Health Records	3	30	20	0	12.5	None

This course contains real-life examples of how electronic health record systems are being used to improve healthcare and how they might be used in the future. In this course, students discuss common issues often arising during the conversion of paper to electronic health records. Students will also explore issues of security and patient privacy as pertained to EHR systems. Students will learn how to enter data into an EMR through hands-on assignments utilizing electronic simulations. The course will also focus on both the electronic health record and the administrative procedures used.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED1300	Medical Law and Ethics	3.5	50	0	0	12.5	None

This course introduces students to the legal principles and ethical issues affecting all healthcare professionals in the United States. Issues covered in this course include: the importance of personnel having knowledge of the law, what constitutes a standard of care, parameters of responsibility, and functioning within the legal system. Medical malpractice, divisions between criminal and civil law, formation of a contract, breach of contract and how to terminate a contract, as well as negligence of malpractice, informed consent, practicing preventive medicine and malpractice insurance are covered in this course. This course also discusses the responsibilities of practice and what constitutes privacy, confidentiality, and privileged communication.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED2220	Clinical Laboratory Procedures	6	40	60	0	25	MED1120

This course acquaints students to the duties performed in the clinical laboratory by Medical Assistants. Topics will include lab safety, quality control, collecting and processing specimens, and performing CLIA waived tests as well as procedures related to colon, obstetric, and gynecology. Guidelines for handling, transporting, and recording of lab specimens will be reviewed. Students will learn the venipuncture procedure, along with basic hematology testing. An overview of Occupational Safety and Health Administration (OSHA) and Clinical Laboratory Improvement Amendments (CLIA) regulations will be discussed. The basics of hematology, blood and urine chemistries, and microbiology will be introduced.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED2311	Pharmacology Principles	3.5	50	0	0	12.5	MED1110; MED1211

This course is designed to provide students with an understanding of pharmacology principles. Drugs will be explained according to their effect on the human body. Topics to be covered include drug names, laws, categories, sources, forms, classifications, immunizations, abuse and misuse of substances. An emphasis will be placed on the fifty most commonly prescribed medications.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED2320	MA Externship	6	0	0	160	40	Final Term or Permission of PD

Students are placed in a healthcare facility to practice clerical and clinical skills for a total of 160 hours. Students have oversight from both a campus and externship site representative, including the evaluation of the student on site. Students do not receive remuneration for externship/clinical, as this experience is a part of their education and cannot be used in place of a staff member on site.

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
MED2325	MA Seminar	6	0	0	160	40	Final Term or Permission of PD
This course applies knowledge learned throughout the program by reviewing case studies and completing projects whereby students show understanding of healthcare concepts. Students practice critical thinking skills and complete a research project covering current healthcare topics. **Students may take this course to replace MA Externship with approval.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
MED2330	MA Capstone	2.5	20	20	0	10	Final Term or Permission of PD
This course covers both job readiness and certification preparedness. Students practice job seeking skills including cover letters, resumes, references, employment applications, and job interview skills. Students also prepare for their certification exams through practice tests and review. The student will review updated OSHA regulations along with discussion on Hepatitis B and the HIV virus.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
MTH1101	Basic Math Dosage and Calculation	2	30	0	0	15	none
This course presents a review of basic mathematic calculations, drug measurements using the metric system, apothecary and household measurements, reading medication labels and syringe calibrations, dosage calculations, medication administration systems, dosage calculation from body weight (adult and pediatric), and pediatric medication conversion and calculations.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
MTH1102	Basic Math Dosage and Calculation	3	45	0	0	15	none
This course presents a review of basic mathematic calculations, drug measurements using the metric system, apothecary and household measurements, reading medication labels and syringe calibrations, dosage calculations, medication administration systems, dosage calculation from body weight (adult and pediatric), and pediatric medication conversion and calculations.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
WEL2420	Wellness Business Management	3.5	50	0	0	12.5	All other EST courses; EST2310 concurrent
Students learn the importance of first impressions and professionalism in the spa setting. Set-up and supply of treatment, dispensary, and retail area are presented. Students learn assigned duties in the following areas: appointment scheduling, inventory management, customer service, merchandising, and client treatments. Emphasis is placed on the students applying learned skills in all aspects of daily clinic operations.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
WEL2430	Theory, Law, and Ethics	3.5	50	0	0	12.5	All other EST courses;

							EST2310 concurrent
This course introduces students to Delaware and surrounding state laws as well as governing bodies to best support wellness students' post-graduation. The licensure process is discussed to prepare students for a smooth transition to the professional wellness industry.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR1111	Introduction to the Nursing Profession	4.0	55	0	0	25	none
The nursing process and communication skills are introduced. The history of practical nursing and nursing trends are discussed as well as the role of the practical nurse as a member of the health care team. Professional, cultural, moral, ethical, and legal issues are explored. An introduction to pharmacology principles is included in this course. Medical terminology is embedded throughout the course.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
NUR1110	Introduction to the Nursing Profession	3.0	45	0	0	25	none
The nursing process and communication skills are introduced. The history of practical nursing and nursing trends are discussed as well as the role of the practical nurse as a member of the health care team. Professional, cultural, moral, ethical, and legal issues are explored. An introduction to pharmacology principles is included in this course. Medical terminology is embedded throughout the course.							
Code	**Course Name**	**Academic Credits**	**Lecture Hours**	**Lab Hours**	**Extern/ Clinical**	**Outside Hours**	**Pre – requisite(s)**
NUR1120	Basic Nursing Skills	5.0	40	40	0	30	none
This course assists the student in gaining knowledge concerning the holistic care of adults using the nursing process, NLN and QSEN. Emphasis is placed upon fundamental nursing care principles, performing safe nursing interventions, developing basic procedural skills, and documentation. Basic microbiology is explained as it relates to infection control. The nursing process, and communication skills are introduced. Nursing trends are discussed as well as the role of the practical nurse as a member of the health care team. The student will spend time in the lab setting learning basic nursing skills and competencies. Terminology is embedded throughout the course.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR1121	Basic Nursing Skills	6.0	50	45	0	30	none
This course assists the student in gaining knowledge concerning the holistic care of adults using the nursing process, NLN and QSEN. Emphasis is placed upon fundamental nursing care principles, performing safe nursing interventions, developing basic procedural skills, and documentation. Basic microbiology is explained as it relates to infection control. The nursing process, and communication skills are introduced. Nursing trends are discussed as well as the role of the practical nurse as a member of the health care team. The student will spend time in the lab setting learning basic nursing skills and competencies. Terminology is embedded throughout the course.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2211	Fundamentals of Nursing	7.5	45	40	55	43	NUR1111, NUR1121, BIO1127, MTH1102
This course builds on the information gained from the Introduction to Nursing Profession and Basic Nursing Skills Courses and focuses on fundamental and Medical-Surgical nursing care principles necessary for safe, patient centered nursing care for a diverse patient population with consideration of the legal and ethical responsibilities of the Practical Nurse. Emphasis is placed on learning holistic care of adults using the nursing process. The student will spend time in the lab setting learning basic diabetes management, nasogastric tube insertion and management, foley insertion and management, and safe medication techniques. The student will apply learned skills in the clinical setting.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR 2231	Pharmacology	3.0	40	0	0	25	NUR1111, NUR1121, BIO1127, MTH1102
This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classification. For each therapeutic drug classification, basic mechanism of drug actions, side effects, routes of administration, and common indications will be reviewed. Students will become familiar with common abbreviations and vocabulary terms related to drug therapy. Additionally, the course will prepare students to recognize the top 200 drugs (generic and brand name)							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR 2232	Pharmacology	3.5	50	0	0	25	NUR1111, NUR1121, BIO1127, MTH1102
This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classification. For each therapeutic drug classification, basic mechanism of drug actions, side effects, routes of administration, and common indications will be reviewed. Students will become familiar with common abbreviations and vocabulary terms related to drug therapy. Additionally, the course will prepare students to recognize the top 200 drugs (generic and brand name)							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2221	Mental Health Nursing	2.5	30	0	15	23	BIO1126, NUR1110, NUR1120, MTH1101
This course assists the student in acquiring knowledge regarding the holistic care of patients experiencing mental health and psychological problems in childhood through late adulthood. The nursing process is utilized to assist patients with health alteration in cognition, perception, and role relationships. Self-awareness and empathy are emphasized when caring for patients with altered/impaired communication. Skills will be adapted in working with patients experiencing deficits in cognition, perception, and role relationships. The role of advocate will be explored relating to professional issues involving legal, moral, and ethical concerns.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2222	Mental Health Nursing	3	35	0	15	25	BIO1127, NUR1111, NUR1121, MTH1102
This course assists the student in acquiring knowledge regarding the holistic care of patients experiencing mental health and psychological problems in childhood through late adulthood. The nursing process is utilized to assist patients with health alteration in cognition, perception, and role relationships. Self-awareness and empathy are emphasized when caring for patients with altered/impaired communication. Skills will be adapted in working with patients experiencing deficits in cognition, perception, and role relationships. The role of advocate will be explored relating to professional issues involving legal, moral, and ethical concerns.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2310	Medical-Surgical Nursing	8.0	40	40	90	45	NUR2211, NUR2222 NUR2232
In this course, students learn how to care for patients. The content builds upon fundamental concepts in previous nursing courses. The principles of intravenous (IV) therapy for the practical nurse are explored in this course with a lab portion enhancing learning. Successful completion of the IV curriculum will result in the student being authorized by The Delaware Board of Nursing to provide limited intravenous therapy after passing the NCLEX-PN and obtaining their license. The lab and clinical portion reinforce skills of a practical nurse, which use Orem's Selfcare Deficit theory. Simulations are utilized in the lab for a better synthesis of content.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2321	Pediatric Nursing	2	25	0	15	15	NUR2211, NUR2222 NUR2232
This course focuses on the health care needs of the newborn infant through adolescent years, and their families. Students recognize normal and abnormal growth and development, and the signs and symptoms of pediatric specific diseases and conditions.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2331	Maternal Nursing	2	25	0	15	15	NUR2211, NUR2222 NUR2232
This course focuses on the health care needs of women during childbearing years with an emphasis on pregnancy, labor, and birth, as well as the health care needs of the newborn infant through adolescent years, and their families. Students recognize normal and abnormal growth and development, and the signs and symptoms of pediatric specific diseases and conditions. Student focus areas include identifying their role while caring for women during pregnancy, labor, birth and care of the neonate. Students spend time in the simulation lab as well as the clinical setting.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2410	Advanced Medical-Surgical Nursing	6	40	0	95	35	NUR2310; NUR2321; NUR2331
This course prepares the student for an understanding of advanced medical-surgical principles for the practical nurse. Emphasis is placed upon complex principles of nursing care while performing safe and effective patient care. Students are prepared for graduation as practical nurses for employment in a variety of health care settings. This course includes a clinical portion in which the student synthesizes learned content to develop entry-level clinical reasoning skills.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2420	PN Transitions to Practice	3.5	15	40	0	40	NUR2310; NUR2321; NUR2331
This course prepares the student for practice by further developing critical thinking skills at a higher level through weekly simulations in the lab. The course content and lab are combined to provide a deeper understanding of issues, trends, and leadership concepts. The simulations provided in this course align with content taught in the advanced medical-surgical course to reinforce understanding. This course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with a variety of health concerns.							

Code	Course Name	Academic Credits	Lecture Hours	Lab Hours	Extern/ Clinical	Outside Hours	Pre – requisite(s)
NUR2430	PN Capstone	4.5	60	0	0	30	NUR2310; NUR2321; NUR2331
This course prepares the student for both job readiness post-graduation, as well as reinforces concepts for NCLEX success. Students practice job seeking skills including cover letters, resumes, employment applications, and job interview skills. The students also explore a variety of health care settings where LPNs are employed. Students focus on learning strategies to prepare them for certification exams through practice tests and utilization of ATI modules. Students will recognize the practical nurse's role in the nursing process to help identify appropriate nursing care.							