



## **2021 Student Catalog**

**Effective May 31, 2021 – January 31, 2022**

THIS DOCUMENT INCLUDES THE SCHOOL'S CURRENT **ANNUAL SECURITY REPORT** INCLUDING CRIME STATISTICS AND POLICIES REQUIRED BY 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 (VAWA)  
(See Addendum A, Page 82)

**Lamson Institute**  
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**San Antonio, TX 78238**  
**210-520-1800**  
[www.lamson.edu/](http://www.lamson.edu/)

*You are invited to visit our campus. Campus tours are conducted daily.*  
Additional electronic or paper copies of this catalog are available upon request.

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## **A Message from the President**

Dear Student:

It is with great pleasure that I take this opportunity to welcome you to Lamson Institute. Pursuing higher education and training to improve one's quality of life takes courage and is to be commended.

For nearly 50 years, IBT as the forerunner of Lamson Institute has had the privilege of helping people get trained in new professions and achieving their goals. We have accomplished this by maintaining modern facility utilizing equipment and tools used in the professions, the latest instructional materials, and a faculty with real world experience. Lamson curriculum is also reviewed on a regular basis by industry professionals to ensure that students are learning relevant information in their chosen fields of study.

We would like to extend a cordial invitation to you to visit our facility, talk with our students, and meet our instructors. Our staff and faculty are dedicated to your success.

Sincerely,

Peter Mikhail  
President/CEO

# 2021 Academic Calendar

Allied Health (4 week module)	
<i>Start Date</i>	<i>Graduation Date</i>
1/11/2021	8/19/2021
2/8/2021	9/16/2021
3/8/2021	10/14/2021
4/5/2021	11/12/2021
5/3/2021	12/9/2021
6/1/2021	1/20/2022
6/28/2021	2/17/2022
7/26/2021	3/17/2022
8/23/2021	4/14/2022
9/20/2021	5/12/2022
10/18/2021	6/9/2022
11/15/2021	7/8/2022
12/13/2021	8/4/2022

Electrical Technician (6 week module)	
<i>Start Date</i>	<i>Graduation Date</i>
1/4/2021	9/9/2021
2/15/2021	10/21/2021
3/29/2021	12/3/2021
5/10/2021	1/27/2022
6/21/2021	3/10/2022
8/2/2021	4/21/2022
9/13/2021	6/2/2022
10/25/2021	7/14/2022
12/6/2021	8/25/2022

HVAC (6 week module)	
<i>Start Date</i>	<i>Graduation Date</i>
1/25/2021	11/12/2021
3/8/2021	1/6/2022
4/19/2021	2/17/2022
6/1/2021	3/31/2022
7/12/2021	5/12/2022
8/23/2021	6/23/2022
10/4/2021	8/4/2022
11/15/2021	9/15/2022

Cloud Computing & Cybersecurity Associate (Quarter-Based Program)	
<i>Start Date</i>	<i>Graduation Date</i>
7/19/2021	3/26/2023
10/11/2021	6/18/2023
1/17/2022	9/24/2023
4/11/2022	12/17/2023
7/5/2022	3/10/2024
10/3/2022	6/9/2024
1/9/2023	9/15/2024

**Class Schedule:**

Classes for all traditional in-classroom programs meet Monday through Thursday for 5 hours each day or evening. Whenever a holiday falls on a Monday, classes will meet Tuesday through Friday for that week to makeup. For holidays that occur on a fixed numerical date (i.e. Independence Day, etc.), consult the school for the corresponding makeup date. Please refer to the hybrid online program descriptions for individual hybrid online program class schedules.

**Classes are scheduled as follows:**

<b>Morning Session: 8:00 am-1:00 pm</b>	<b>Evening Session: 5:45 pm-10:45 pm</b>
<b>8:00 am – 8:50 am (Class time)</b>	<b>5:45 pm – 6:35 pm (Class time)</b>
8:50 am – 9:00 am (10 min break)	6:35 pm – 6:45 pm (10 min break)
<b>9:00 am –9:50 am (Class time)</b>	<b>6:45 pm – 7:35 pm (Class time)</b>
9:50 am – 10:10 am (20 min break)	7:35 pm – 7:55 pm (20 min break)
<b>10:10 am –11:00 am (Class time)</b>	<b>7:55 pm – 8:45 pm (Class time)</b>
11:00 am – 11:10 am (10 min break)	8:45 pm – 8:55 pm (10 min break)
<b>11:10 am – 12:00 pm (Class time)</b>	<b>8:55 pm – 9:45 pm (Class time)</b>
12:00 pm – 12:10 pm (10 min break)	9:45 pm – 9:55 pm (10 min break)
<b>12:10 pm – 1:00 pm (Class time)</b>	<b>9:55 pm – 10:45 pm (class time)</b>

<b>2021 Holiday &amp; Break Schedule</b> <b>School is closed on the following days:</b>	
May 31, 2021	Memorial Day
July 5, 2021	Independence Day
September 6, 2021	Labor Day
November 11, 2021	Veterans Day
November 25, 2021 and November 26, 2021	Thanksgiving Weekend
December 20, 2021 – December 31, 2021; First Day Back in Class is January 3, 2022	Winter Break (Students Only)

# 1. ABOUT THE SCHOOL

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## History

Lamson Institute (also referred to in this catalog as Lamson, or School, or Institution) has been a branch campus since 2007 of the Institute for Business and Technology, Inc. The Institute for Business & Technology (IBT) was started in 1965 as the California Academy of Drafting to provide vocational training in drafting and design technology. Lamson as a branch campus of IBT is recognized as a local community leader in vocational training. Lamson also contracts with various local, county, state and federal agencies to train their personnel.

In 1981, the Institute for Business & Technology (sometimes referred to as "IBT" or "Institute" or "School") expanded its training program to include computer programming. State-of-the-industry equipment was purchased to introduce students to the most modern equipment available. In 1982, the first Secretarial Science program was added emphasizing the "Office-of- the-Future."

In 1988, IBT expanded further by adding new programs, which included Travel & Airlines, Optical Technician and Commercial Refrigeration, Heating, and Air Conditioning. Included in the new programs was state-of-the-industry equipment in each of these areas to give the students the best possible introduction to these fields.

In 1989 IBT moved to a new, larger location in Santa Clara, at 2550 Scott Blvd. New programs were introduced to include Electronics Technology. National Career Education opened as an affiliated campus of IBT in 1989 located in Citrus Heights, California. In 1989 and a few years thereafter, National Career Education identified the need for quality education in the medical field by adding programs in healthcare at its campus in Citrus Heights as well as at the main campus in Santa Clara. In the years that followed, IBT continued to offer quality education in the medical and technical fields. In February 2004 IBT moved to a new, larger location in Santa Clara located at 2400 Walsh Avenue. Also in 2007 another affiliated campus, Lamson Institute, was opened in San Antonio, Texas and began its first classes in August 2007.

Lamson offers diploma programs in Lab Assistant, EKG Technician/Phlebotomist, Medical Assistant, Medical Biller/Coder/Office Assistant, Commercial Refrigeration, Heating and Air Conditioning, Optical/Optometric Assistant and Electrical Technician.

## Location and Facilities

Lamson Institute is conveniently located in the Exchange Plaza located at NW Loop 410 and Bandera Road, occupying approximately 30,000 square feet. The campus is fully air-conditioned and fully compliant with the Americans with Disabilities Act. The facility contains classrooms, lecture rooms, a learning resource center, computer labs, medical labs, and other specialized instructional areas based on the programs that are offered. The campus is conveniently located and provides a quiet environment for study. Ample parking is available directly in front of the campus.

Prospective enrollees are encouraged to visit the school and tour the facility, and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

## Affiliated Campuses

Lamson Institute is a branch campus of the Institute for Business & Technology and has the following affiliated campuses:

### Main Campus

#### **Institute for Business and Technology**

2400 Walsh Ave., Santa Clara, CA 95051

408-727-1060 or 800-548-8545

[www.ibt.edu](http://www.ibt.edu)

### Affiliated Campus

#### **National Career Education**

6249 Sunrise Boulevard

Citrus Heights, CA 95610

916-969-4900 or 800-441-4623

[www.nce.edu/](http://www.nce.edu/)

### **Class Size**

Classrooms are furnished with student chairs, tables and white boards. Traditional class size is up to 30 students depending on which classroom is being referenced. The maximum student-teacher ratio in a laboratory class is 20 to 1. Lecture classes may be larger but will remain conducive to a positive learning environment. When needed, an instructor assistant is provided to further enhance the learning situation. Computer labs are equipped to accommodate 18-20 students with one-to-one equipment to student ratio.

### **Mission Statement**

Lamson Institute prepares students for career-focused employment by delivering relevant career training.

### **OBJECTIVES:**

1. To provide an educational environment that promotes the relationship between career preparation and employment opportunities.
2. To recruit and retain qualified instructors who are effective in the classroom and knowledgeable of current industry trends.
3. To graduate students who are prepared to enter their chosen career fields in entry level jobs.
4. To assist graduates in becoming gainfully employed in their chosen career fields.
5. To maintain an organizational model that is responsive to its constituents.

### **Hours of Operation**

The School is open from 7:45 am to 10:45 pm on Monday through Thursday, and from 8:00 am to 5:00 pm on Fridays. School facilities and equipment are available for student use at posted times. Administrative offices are generally open from 8:00 am to 7:00 pm, Monday through Thursday and from 8:00 am to 5:00 pm on Fridays.

### **Accreditation & Approvals**

The School and its affiliated campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency.

The School and its affiliated campuses are also accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Accreditation and licensing materials are on display in the schools' lobbies. Additional program information related to the School's tuition and program length is available through the Accrediting Commission of Career Schools and Colleges (ACCSC) located at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, telephone number (703)247-4212, and through the Accrediting Council for Continuing Education & Training (ACCET) located at 1722 North Street, NW, Washington, DC 20036, telephone number (202) 955-1113.

Lamson is approved and regulated by the Texas Workforce Commission (TWC), Career Schools and Colleges Section, Austin, Texas.

The School is approved by the Texas Veterans Commission to train veterans and other eligible persons under the provisions of Title 38 United States Code.

Lamson is an eligible institution for students who qualify to receive United States Department of Education Title IV Aid (Pell) and for participation in the Federal Family Education Loan Program and Federal Direct Loan Program.

Documents describing the School's accreditation and approvals are available for review by any interested party by contacting the office of the Campus Director.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at the School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your area of study at the School is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at Lamson

is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at Lamson will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Lamson to determine if your diploma will transfer.

### **Student Loans**

Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees, less the amount of any refund issued to student.

### **Statement of Ownership**

Lamson is an independent, co-educational, postsecondary institution, and is a wholly-owned school of the Institute for Business & Technology, Inc. a privately owned, California corporation. The Institute for Business and Technology, Inc. also owns and operates affiliated campuses in Santa Clara, California and in Citrus Heights, California. The Institute for Business and Technology, Inc. is a wholly owned subsidiary of Mikhail Education Corporation.

The address of the principal corporate office is 2400 Walsh Avenue, Santa Clara, CA 95051-1303; telephone number 408-727-1060, 1-800-548-8545, <http://ibt.edu/>.

The affairs of the Institution are managed by the Board of Directors of the Institute for Business and Technology, Inc., and the Campus Director.

### **The Board of Directors of Lamson Institute is as follows:**

Sally Mikhail Bemis, Chair  
Peter Mikhail, Vice Chair  
Nermine M. Shivers, Board Member

### **Corporate Officers**

Peter Mikhail, President/Chief Executive Officer and Chief Financial Officer  
Sally Mikhail Bemis, Chief Operating Officer, and Secretary

## 2. Admissions Information

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Lamson Institute offers programs on a semester credit hour basis with monthly class starts.

### Admissions Requirements

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the individual's career preferences, training needs, and individual motivations.

**To be considered for admission, the applicant must provide one of the following documents as evidence that they are a high school graduate or the equivalent:**

- A copy of the student's high school diploma. (See footnote 1.)
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded. (See footnote 1.)
- A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State in which the student took the examination recognizes as the equivalent of a high school diploma. This includes tests similar to the GED such as HiSET, TASC, as well as State established examinations.
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document, accompanied by an evaluation from a third-party, professional document evaluation service that clearly identifies the document's equivalence to a U.S. high school diploma. (The School does not self-evaluate foreign secondary school credentials or other similar documents.)
- An academic transcript or credential from an accredited institution indicating that the student has successfully completed one of the following:
  1. An associate's degree;
  2. At least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
  3. Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

<sup>1</sup> For all US-based schools, the school must be state approved, accredited by a regional accrediting association, or accredited by CITA (Commission on International and Trans-Regional Accreditation).

**A student who is unable to obtain the documentation listed above** must contact the financial aid office. When documentation of high school completion is unavailable (e.g., the school has closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased) Lamson will accept alternative documentation, such as a military *DD Form 214 Certificate of Release or Discharge from Active Duty*.

**Students that are still in high school at the time of application** must also provide an official high school transcript upon completion of their senior year of high school and prior to enrollment at the School.

**To qualify for admission to Lamson, all applicants must be at least 18 (or 17, with written parent or guardian approval, and must turn 18 before their expected Lamson graduation date) and meet the following general requirements:**

1. Visit and tour the School.
2. Complete a personal interview with a School admissions representative.
3. Provide documentation of high school graduation GED, or the equivalent as described in the Admissions Requirements above.
4. Show a valid Social Security Card.
5. Show a valid government issued photo Identification card or driver's license.
6. Complete an enrollment agreement and other required enrollment paperwork.
7. Attend a financial aid interview and complete required financial aid paperwork (if appropriate).
8. Pay the applicable one-time registration fee.
9. Students applying to programs offering distance education classes will complete a Distance Education Applicant Readiness Assessment and will receive the school's Distance Education System/Technology Requirements.
10. Take the Wonderlic Scholastic Level Exam (SLE) and achieve the minimum acceptable score for their program. The minimum acceptable score is 18 for applicants to the Cloud Computing & Cybersecurity Associate program and 12 for applicants to all other programs. If a minimum score is not achieved, two re-tests may be given using an alternate test form. When extenuating circumstances occur, applicants scoring within one point of the minimum score after the re-tests may still be admitted at the President's discretion. In such cases the President may require additional information from the student which may include but is not limited to the form of an interview, written statement, and/or other means of explaining the student's extenuating circumstances and demonstrating their aptitude for the program.

### **Interview and Tour**

It is essential that the applicant visit the School for a personal interview to tour the facility and to discuss the selection of a program most suited to the applicant's needs and objectives. Admissions Representatives are available for day and evening appointments. High school applicants should be accompanied by a parent or legal guardian.

### **Re-Admission**

Students who have withdrawn from the School, and who wish to be readmitted should contact the Director of Education to update their applications. Prior tuition balances and student loan status must be clear before re-admission application forms will be processed. Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled. Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, student services formerly offered, and curriculum changes.

### **Facts for Veterans**

Programs at Lamson are approved for training of veterans in accordance with the Code of Federal Regulations. To check eligibility for benefits, call 1-800-GIBILL-1. Applications can be complete on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Please print out a copy of your application and bring it to the certifying official at Lamson as far in advance of enrollment as possible. **GI Bill**® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

### **Distance Education Programs and Additional Requirements**

Lamson offers not only traditional in-classroom programs, but also hybrid online programs (otherwise known as blended), which are taught partially online and partially in-classroom. Students should refer to the program descriptions in this catalog and consult the Admissions Representative and their Academic Director for details and availability.

In a hybrid online program, part of the face-to-face on-site classroom instruction is replaced with online interaction to allow greater flexibility and to increase active learning. The online component of the program will

be delivered completely through the school's learning management system with instructor support. All courses which include this type of distance education are supported with access to on-campus facilities and equipment during campus operating hours. Lamson's Learning Resources Center, which includes access to 40 online databases and a digital collection of over 135,000 scholarly titles on a variety of subjects, is available both at the campus during regular business hours, and online at any time through a school-issued user name and password.

Instructors are available to students for additional assistance during their posted office hours, in person, over email accessed through the online directory in the student's school-issued account, and by phone. Lamson staff, including financial aid, career services, and the campus registrar, are available to assist students in achieving their learning objectives in person, by phone and over email during the school's regular business hours.

Lamson has specific technology requirements for students enrolling in hybrid online programs, which will be provided during the admissions process. These requirements include but are not limited to: students are required to own a computer, tablet, or a smartphone (android or iPhone) that meets the school's minimum technology standards (as explained during admission) and, as a condition of enrollment, are required to download specific apps or programs provided by the school for programmatic, attendance, and student services purposes, and/or set up specific electronic accounts, in order to fully utilize the electronic support system for their hybrid online program. Please see the Admissions Representative or your Academic Director for details.

### **Campus Technology Requirements for In-Classroom Programs**

In order to ensure that students succeed in their program of study and in their career, Lamson requires all students, including those students enrolled in traditional in-classroom programs, to meet certain technology requirements established by academic and technology leadership. Lamson uses software apps, such as CourseKey or similar, to help the student and the school successfully track attendance, participation, and progress through the student's program. All students are required to own a smartphone (android or iphone), tablet or laptop, and as a condition of enrollment, are required to download specific apps or programs provided by the school and/or set up set up specific electronic accounts, in order to fully utilize this electronic support system.

### **Requirements for Continued Compliance for Certain Programs**

#### Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student's "Personal and Medical Information"). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student's Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

#### Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs Requiring Licensure/Certification

Students enrolling in a program requiring a license, permit, registration, or certification from a governmental entity or other certifying organization in order to obtain an entry-level position in their field of study may also be required to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests, and proof of immunizations.

#### Externships

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed

without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

## **Advanced Standing**

### **Advanced Standing by Transfer Credit**

Lamson, upon a student's timely request during the enrollment process, will conduct an evaluation of all previous education and training, and grant transfer credit where Lamson deems it appropriate. Requests must be made in writing using Form CSC-010, which is included in the enrollment packet. Previous educational experiences pertaining to a student's planned program of study are recognized through examinations of skill and subject matter and/or evaluation of transcripts by the Director of Education and the Program Director to determine the course's comparability in level and in subject matter. Courses must be from an institution accredited by a national or regional accreditor recognized by the United States Department of Education or the Council for Higher Education Accreditation. Students should provide Lamson with a copy of their official transcript and a course description in the form of their school catalog, a syllabus or course outline. The evaluation may result in a change of a student's program completion time. In such cases, tuition and book costs will be adjusted by module and these adjustments will be reflected on the enrollment agreement.

Students receiving Title IV financial aid should be aware that any adjustments in program completion time and cost may affect their award amount. No more than forty-nine percent (49%) of the total semester hours, including forty-nine percent (49%) of the total required semester hours in the major study area, may be credited by advanced standing. All transfer, standardized testing, and proficiency testing must be completed prior to the end of the first module of attendance. VA students need to provide copies of all prior postsecondary transcripts to the School for evaluation. Copies of the transcripts and the evaluation will be kept in the student's VA file.

### **The school accepts academic university and college-level courses for transfer credit with the following additional criteria:**

- Individual must have an earned grade of "C" or higher, and
- the course number must be 100 or higher, and
- the course is not considered remedial, pre-college, or developmental, and
- The course does not duplicate a course that is offered as part of the School's Associate Degree core program.

At the discretion of the Director of Education and Program Director, credit may be awarded for courses completed more than seven (7) years before the date of admission, if those courses are part of a completed Associates, Bachelors, Masters, or Doctorate degree.

Appeals of advanced standing decisions should be made in writing, within five days of the original decision, and will be considered by the Director of Education and the Program Director on a case by case basis.

### **Advanced Standing by Proficiency Testing**

Lamson does not offer proficiency testing for advanced standing.

### **Credit for Nationally-Recognized Testing Programs**

Lamson does not award credit for nationally-recognized testing program such as College-Level Examination Program (CLEP), General and Subject Examinations, DANTES Subject Standardized Tests (DSST), and Excelsior College Examination (ECE). Lamson's programs are vocational in nature and do not fit the standard design of these examinations.

**Credit for Military Training and Experience:** Lamson recognizes and uses *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* in evaluating and awarding academic credit for military training and experience:

- a. [Army/ACE Registry Transcript System \(AARTS\)](#). The AARTS is a computerized transcript system that produces transcripts for eligible Soldiers and Veterans upon request by combining a Soldier's/Veteran's military education, training and experience with descriptions and credit recommendations developed by the [American Council on Education \(ACE\)](#).
- b. [Sailor/Marine/ACE Registry Transcript \(SMART\)](#). Marine Corps and Navy Personnel have an official document certifying military training and education for recommended college credit called the Sailor/Marine American Council on Education Registry Transcript (SMART). SMART is an official transcript endorsing and recommending college credit for military education and training and recognized by the American Council on Education (ACE). The Marine Corps and the Navy have developed SMART jointly.
- c. [Community College of the Air Force \(CCAF\)](#). Is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force. All enlisted personnel are automatically enrolled in CCAF and credits earned through the military and through civilian education are added to their degree plan.

### **Transferability of Credits**

The school is an accredited institution that is designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Upon written request, Lamson will provide a student with a copy of their transcript within five business days. Additionally, the school will provide guidance and catalog with course descriptions for any student interested in transferring to another institution. Students who have not satisfied their financial obligations to the school are not eligible to receive or request transcripts. Please see the Transcripts section later in the catalog for more details.

Acceptance of credits earned at Lamson is determined solely by the receiving institution. Students wishing to transfer credits should first consult with those institutions concerning acceptance. Accreditation alone does not guarantee that credits and/or a diploma from Lamson will transfer to a new institution. ***The School cannot and does not guarantee credits and/or a diploma from Lamson will transfer to any other school or institution.***

### **Articulation Agreements**

Lamson is not currently party to any articulation agreement with any other institution, college, or university.

**Catalog Updates**

Lamson reserves the right to make changes to its catalog in accordance with the needs of its students or to be in compliance with applicable requirements of the TWC, ACCSC, ACCET and the USDE.

**English as a Second Language**

Lamson does not currently offer ESL classes (English as a Second Language). All instruction is provided in English.

**International Students**

Lamson does not provide visa or other immigration services for students. The school does not issue I-20s for foreign students.

**Application for Individual Subjects**

An application may be made for an individual subject by meeting with an Admissions Representative who will provide the class hours and the days or evenings on which the class meets as well as any prerequisites necessary for particular subjects.

## 3. FINANCIAL INFORMATION

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### Tuition and Fees

A student's total tuition and fees for a given program are set forth in the Tuition and Fee Schedule accompanying this catalog and is made of part of this catalog. All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment.

### Guaranteed Tuition Pricing

Students once enrolled will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect at the time of their initial class start date. Students who leave School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. This Guaranteed Tuition Pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale.

***Please refer to the Tuition and Fees Schedule provided in this catalog for specific program tuition information.***

### Payment Plans

Tuition, fees, and books and supplies, and uniform charges are due and payable in full at registration. All payment arrangements must be discussed with the Business Office prior to registration.

Arrangements may be made for students to pay the portion of charges not met by financial aid, scholarships, or other sources on an installment basis. No interest is charged if payments are made as agreed. Late payment fees will apply.

Students who qualify for state or federal financial assistance programs are able to use certain loan and grant funds to meet their financial obligation to the School even though the aid may not yet have been disbursed to them or credited to their accounts. Students expecting to use loan and grant funds must realize that it is their responsibility to provide all information and documentation necessary to obtain all forms of financial aid by the deadlines imposed by the School and the funding sources. Failure to do so may result in the student being required to provide immediate payment of all applicable charges to the School.

Working students who are eligible for company-sponsored tuition reimbursement should advise the Business Office.

### Past Due Accounts

Any student who is delinquent in payments due to the school is subject to exclusion from School privileges including, but not limited to, continuing enrollment, attending class, receiving grade reports, awarding of course credit, issuing of transcripts, being graduated, and using career placement services. Student accounts that are over ninety (90) days old may be referred to collection at the discretion of the School. Collection costs and attorneys' fees will be added by the School to any outstanding balance.

## REFUND AND CANCELLATION POLICY

### CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement. If a student accepted by the school never attends class (no show) or cancels prior to the start of class, the school will refund to the student all the money he/she has paid, minus the registration fee. For

students whose program is cancelled by the school subsequent to a student's enrollment, the school shall refund all monies paid by the student. Applicants rejected for enrollment at the school shall receive a full refund of all monies paid, including the registration fee paid.

## **REFUND POLICY**

- 1) Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
- 2) The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Fourteen calendar days following the last date of attendance.
- 3) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
- 4) If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>

<sup>1</sup> *More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.*

- 5) Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
- 6) A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
- 7) A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

## **8) REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student

being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 9) The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **Financial Aid**

All students are encouraged to meet with a Financial Aid Officer in order to determine financial aid qualifications. The Financial Aid Office administers federal financial aid and assists students receiving benefits such as those offered through Vocational Rehabilitation, the Workforce investment Act, and other agencies. The office assists those students with calculated financial need, as determined by the U. S. Department of Education. The operation of the office is based upon the Department of Education's concept of "needs analysis," which expects a student and his/her family to meet educational expenses as completely as possible.

All students applying for financial aid are asked (and may be required) to submit copies of appropriate federal income tax returns to help ensure the accuracy of the information provided. Students classified by the Department of Education as "dependent" may also be required to submit copies of their parents' federal income tax returns.

## **Financial Aid – Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, the school provides this Student Disclosures Schedule as means to disseminate required student consumer and "Right-To-Know" Act information. The School's Financial Aid Office offers assistance to students seeking financial aid for their educational costs while complying with all federal, state and institutional regulations. Anyone seeking financial aid information or assistance, or seeking consumer information at the School will be provided with access to the required financial aid forms and disclosures, this Student Disclosures Schedule and the School catalog which provides a brief description of the Financial Aid process and explains how financial aid information and assistance may be obtained.

### **Financial Aid Office**

The Financial Aid Office's mission is to provide optimal customer service while helping students secure financial assistance to cover as much of their educational expenses as possible. The School's Financial Aid Representative is available in person or by telephone during normal business operating hours to help students determine an affordable way to pay for school.

## Student Financing Options

The School offers a variety of financing options and payment terms to help students finance their education.

### Primary Financing Options

#### Cash Payment

The Cash option allows students to either pay their program costs in full prior to the start date of the program or in payment installments, with financing options to be discussed with the business office. Documents required for full Cash paying students are:

- Enrollment Agreement and Disclosure Statements

#### Employer/Agency Contract Billing Program

Students who are eligible to receive tuition assistance from their employer, workforce agency or the Veteran's Administration will submit an approved tuition authorization form or tuition voucher completed and signed by an official employer, agency or VA representative. The authorization form, voucher or Military form must be submitted to the school's Financial Aid Office prior to the first class session in order for the School's Financial Aid Office to bill the employer or agency for the student's program costs. Documents required for students participating in the Employer/Agency Contract Billing Program are:

- Enrollment Agreement and Disclosure Statements
- Approved Tuition Authorization Form, Tuition Voucher or Military Form(s)

#### Financial Aid Programs

Financial aid consists of funding provided through federal and state governments and institutional sources to help cover educational expenses. This funding consists of grants and scholarships that do not have to be repaid and loans that have a variety of repayment options. Financial Aid is available for those who qualify and there are different types of Financial Aid Programs. The School Financial Aid Representative can assist students in determining if they qualify for any of the following types of Financial Aid:

**Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students and it does not require repayment.

**William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans (PLUS) and Direct Consolidation Loans. These long-term loans are available to students who are enrolled at least half- time in school:

**Direct Subsidized Stafford Loan:** The Direct Subsidized Stafford Loan is a need-based loan and has a fixed interest rate, which is paid by the government while students are in school at least half-time and during any periods of deferment. Repayment begins six months after students graduate, leave school or drop below half-time enrollment status.

**Direct Unsubsidized Stafford Loan:** The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest rate is fixed and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Repayment begins six months after students graduate, leave school or drop below half-time status.

**Direct Parent Loans for Undergraduate Students (PLUS):** For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate is fixed and loan interest begins to accrue at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Students whose parents are applying for a PLUS loan will require additional documents such as credit approval and a PLUS Master Promissory Note. Students who are selected for verification will require additional documents upon the school's request.

### **Admissions Disclosure Statement**

(Only for Recipients of Stafford Student Loans)

The School is required by Federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution, does not excuse you (the borrower) from repayment of any Stafford loan made to you (the borrower) for enrollment at this institution. Student remains responsible for all incurred charges regardless of the amount of any actual financial aid received. Student agrees that if Student obtains a loan to pay for a course of study, Student will have the responsibility to repay the full amount of the loan, plus interest and any applicable loan fees.

### **Documents required for students applying for any type of Federal Financial Aid are:**

- Enrollment Agreement and Disclosure Statements
- Free Application for Federal Student Aid (FAFSA)
- Federal Student Loan Entrance Counseling
- Direct Loan Master Promissory Note
- Understanding Disbursements of Federal Financial Aid Funds
- Title IV Credit Balance Authorization
- Other Documents as Required

### **Institutional Payment Plans**

If one of the primary financing options does not fully cover the student's program costs, the School offers institutional payment plans that can help bridge that financial gap. The School's institutional and alternative loan programs are convenient and affordable. The first payment is due 30 days from the day the student begins school and the interest rate is fixed throughout the term of the note/contract. (If the balance owed exceeds a certain cost, a down payment may be required during the first week of school.) In addition, where available, students may have their monthly payments automatically debited against a credit card or checking account. Consult the business office for availability.

Documents required are:

- Enrollment Agreement and Disclosure Statements

### **Other Sources of Financial Assistance**

Students may choose to seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veterans Assistance, community groups, and private organizations that offer scholarships and special awards. Ask the School Financial Aid Representative for more information.

### **Corporate Reimbursement Programs**

An employed student maybe eligible for tuition reimbursement through their employer's benefits program. Employer reimbursement amounts vary and are usually made payable directly to the student upon the student providing a program schedule, tuition invoice or receipt, and an official "passing" grade card to their employer. In turn, the student may use their reimbursement checks to make cash payments or pay off loans related to educational expenses.

Students who receive corporate reimbursement are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses. All payments must be made in accordance with the school's financial policies and procedures.

### **AmeriCorps**

AmeriCorps provides full-time educational awards in return for community service work. To learn more, visit [www.americoprs.gov](http://www.americoprs.gov) or call 1-800-942-2677.

### **The Division of Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. For more information, contact a local Division of Vocational Rehabilitation.

### **Work force Investment Act (WIA)**

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To learn more, contact the local community Department of Labor.

### **State Grants and Scholarships**

Many states provide grants and scholarship programs to promote post-secondary education. To find out which grants and scholarships are available, consult your state government's website.

### **Community Organization Funds**

Many charities and community, civic and religious organizations offer grant and scholarship opportunities that can help students finance their education if they meet specific eligibility requirements. Students can inquire with local community organizations to find out what is available and how they can qualify.

### **Private Organizations**

Students may seek financial support through donations and scholarships from private clubs, businesses and ethnic organizations. Students may also ask parents, relatives and friends to help support their decision to return to school.

### **Veterans Assistance and Loans (VA)**

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

The school does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL-1 (1-888-442-4551). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB) [http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) [http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill ® – Active Duty (Chapter 30) [http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill ® – Selected Reserve (MGIB-SR / Chapter 1606) [http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Veterans Educational Assistance Program (VEAP / Chapter 32) <http://www.benefits.va.gov/gibill/veap.asp>

- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35)  
[http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS)  
[http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Vocational Rehabilitation (Chapter 31)  
[http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)

## **Financial Aid Process and Information**

### **Applying for Financial Aid**

Students who are interested in applying for Federal Financial Aid assistance are required to complete and sign a Free Application for Federal Student Aid (FAFSA) and several forms (electronic and/or hard copy) to begin the process. All documents must be submitted in a timely manner to allow the Financial Aid Office adequate time to process an application for Financial Aid. To apply for Financial Aid, the student must complete the following steps 1-4 by accessing the website <https://studentloans.gov>:

1. Create a federal student user ID and password
2. Complete and submit the Free Application for Federal Student Aid (FAFSA)
3. Complete a Federal Student Loan Entrance Counseling Session
4. Complete and submit the Direct Loan Master Promissory Note

In addition, the student must complete and submit other required forms or documentation as requested by the School's Financial Aid Office.

### **Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified in the event the disclosure of their social security number is mandatory. Students' social security numbers are used to verify students' identities and to process the awarding of funds, collection of funds, and tracing of individuals who have borrowed funds from Federal, State or private programs.

### **Student Eligibility for Financial Aid**

The Free Application for Federal Student Aid will ask a series of questions that will determine a student's eligibility and dependency status. If a student is considered a dependent, the student will need to provide their parents' information as well.

Federal eligibility requirements to apply for Financial Aid include:

- Being a U.S. citizen or eligible non-citizen such as a permanent resident, or in the United States for other than temporary purposes.
- Having a valid social security number.
- Having a valid form of identification.
- Being registered for the draft with the Selective Service, for males who are at least 18 years old and born after December 31, 1959.
- Having a high school diploma, GED or equivalent.
- Not owing a refund on a federal grant or being in default on a federal educational loan.
- Being enrolled or accepted for enrollment as a regular student in an eligible program.
- Making satisfactory academic progress (refer to the school catalog for the definition of satisfactory progress).
- Not having previously received a Bachelor's degree for the Federal Pell Grant
- Opportunity Grant (FSEOG) and Federal Pell Programs.

Note: For the purposes of applying for Financial Aid, a dependent student is an undergraduate who is under the age of 24, not married, has no legal dependents, is not an orphan or ward of the court, and is not a Veteran of the U.S. Armed Forces.

### **Submitting the FAFSA**

Once a student completes and submits a FAFSA, the information contained on the FAFSA is reviewed by the Department of Education's Central Processing System (CPS). An estimated family contribution (EFC) will be

calculated using a formula approved by Congress, which is based on the student's (and/or spouse or parent's) income and asset information. The student's EFC will determine the amount of Federal Pell Grant funds the student may be eligible to receive. In certain cases, verification of information submitted may be required. If the student's FAFSA is selected by the Department of Education's CPS, the school will be required to complete additional steps to ensure the information the student provided on the FAFSA is correct.

### **Determining Financial Need**

The student's financial need is the difference between the actual cost of their education and the amount that the student (or parents) will contribute (the EFC). Financial Aid is then used to cover the gap between these contributions and the total cost of the student's education.

Here's how it works:

$$\begin{array}{r} \text{Cost of Attendance (COA)} \text{ (tuition, fees, books, supplies, room \& board,} \\ \text{transportation, \& miscellaneous personal expenses)} \\ \text{— The student's expected family contribution (EFC)} \\ \hline \text{= The student's financial need} \end{array}$$

Each program within the school has a different student expense budget. The specific expense budget will depend upon the tuition, course length, books, fees, supplies, etc. for that program, as well as certain indirect costs. These indirect costs represent an estimated student budget for living expenses, including room and board, personal expenses and transportation, both for students living on their own and with their parents. Students will not be charged for these estimated indirect costs – the school does not offer housing, meal plans, or transportation for students – they will be used to determine a student's financial need only. Actual tuition, books, fees, and supplies for the program in which the student enrolls, as well the indirect costs used by the Financial Aid Office, can be obtained from the school's Financial Aid Office and are listed in the Tuition and Fees section of this catalog.

### **Verifying FAFSA Information**

A student applying for Financial Aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as Verification and is required by the Department of Education. If a student's application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing Financial Aid:

- Adjusted gross income (AGI) for the base year
- U.S. income taxes paid for the base year
- Number of family members in the household
- Number of family members attending post-secondary education as at least half-time students
- Any child support received
- Any food stamps received
- Other untaxed income and benefits

All of the required information must be submitted by the due date in order for the student applying for Financial Aid to be eligible for federal assistance. In cases where this is not possible, the student will be required to pay cash or set up a satisfactory payment arrangement to maintain their regular enrollment status.

### **Receiving an Award Notification**

After careful evaluation of a student's Financial Aid application, the student's eligibility for Financial Aid is determined and the school issues an Award Letter detailing the student's estimated Cost of Attendance, the Financial Aid awards by fund type, the estimated disbursement dates and estimated disbursement amounts of aid. The school's Financial Aid Representative will discuss the contents of the Award Letter with the student and the student will acknowledge receipt of the Award Letter.

### **Maintaining Regular Enrollment Status and Satisfactory Academic Progress**

After the student's eligibility is determined, the amount of Financial Aid and the receipt of funds are contingent upon the student's (a) enrollment status and (b) ability to meeting satisfactory academic progress:

#### A. Maintaining Enrollment Status

- To receive benefit of a grant, a student must be enrolled as a full time student, as defined by the school for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled in at least half-time, as defined by the school for financial aid purposes.
- The amount of certain federal grants and loans may be adjusted or prorated, depending on the student's enrollment status. The School must administer federal aid in accordance with Federal regulations.
- A student's financial aid award may be adjusted up through the last day of attendance for tuition adjustment due to enrollment changes.
- A student who registers for classes but does not attend at least one class session is not eligible to receive federal, state, or institutional funds.

#### B. Meeting Satisfactory Academic Progress

A student receiving Financial Aid must maintain certain standards of academic progress toward graduation, and the school is required to have and enforce a policy to check Academic progress throughout the course of the student's program of study. Therefore, an eligible student applying for Financial Aid must maintain the School's standards of academic progress in order to be eligible to receive Financial Aid funds. Please refer to the Satisfactory Academic Progress policy in the Academic Resources, Policies and Procedures section of this catalog for academic progress standards, evaluation checkpoints, probation and other consequences of not meeting Satisfactory Academic Progress, and other policy details.

#### **Disbursing Financial Aid Funds**

Funds from the Direct Loan program will be utilized to cover institutional charges via a direct credit entry to the student's account. The student must authorize the institution (in writing) to credit their account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available; those funds will be paid directly to the student to cover additional education-related expenses (i.e., housing, transportation, etc.). Students will be required to sign a Promissory Note for any loan program received, stating their repayment obligations. All funds awarded to students are subject to the submission of required documentation, compliance with the school Satisfactory Academic Progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous eligibility of the student and the institution, as well to the continuous appropriations of funds from the U.S. Department of Education. Students should be and will be fully informed of loan obligations prior to authorizing the institution to credit their account with any available FSA funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided by the institution and assessed to the account; and a maximum of \$200.00 for direct institutional charges incurred in the prior academic year/loan period. If any FSA disbursements from loan funds are considered late disbursement and post withdrawal disbursements, the student will be informed and requested to approve those disbursements. This institution does not provide room and board accommodations.

#### **Receiving a Disbursement Notification**

The School must notify a student (or parent) of when Financial Aid funds are disbursed and credited to the student's account by issuing a Disbursement Notification. The student (or parent) will be notified by the School no earlier than 30 days before and no later than 30 days after crediting funds to the student's account. The Disbursement Notification will include (a) the anticipated disbursement date, (b) the amount of the disbursement, and (c) the source of the Financial Aid funds disbursed to the student's account. If the fund source includes any Direct Stafford Loan funds, the notification will indicate which portion of the funds disbursed are subsidized loans and/or unsubsidized loans.

Note: The Disbursement Notification indicates a close approximation of the net disbursement amount received by the School since the actual loan disbursements received may differ slightly from the amount expected to be receive due to loan fees and rounding differences.

#### **Changing Enrollment Status after Receipt of Financial Aid**

A student's decision to drop or change a program of study is based on academic and personal considerations and should be made in consultation with the Campus Director and the Financial Aid Office. Changing program

schedules, dropping coursework, withdrawing from school has implications for student eligibility of Financial Aid funds and may result in a balance owed to the school.

### **Returning Title IV Funds (R2T4)**

A student earns their Financial Aid (Title IV) funds on a prorated basis over the first 60% of the scheduled hours for each payment period. After attending 60% of scheduled hours of the payment period, the student is eligible to retain 100% of the Title IV funds scheduled for that payment period.

As a result, the School is required to return Financial Aid (Title IV) funds, if a student receiving Financial Aid withdraws during the first 60 percent of the scheduled hours for that payment period. The refund calculation and process is governed by federal regulation, and the school is required (a) to determine the portion of aid earned by the student up until the date of withdrawal and (b) to refund or repay the amount of unearned aid.

Note: For the purposes of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the School of their intention to withdraw. In the event of an unofficial withdrawal, the School determines the student's last date of attendance that is documented in the School's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

If a student withdraws, the School is required to calculate and return all unearned financial aid for that payment period and is subject to the Return of Title IV policy. As a result, the School must (a) complete the refund calculation in a timely manner, (b) adjust the awards, (c) refund/repay the unearned aid, and (d) notify the student in writing of the refund calculation results. If a refund of Title IV funds is required, funds are returned to the appropriate Federal Aid Program(s) in the following order:

1. Federal Unsubsidized Direct Loan Program
2. Federal Subsidized Direct Loan Program
3. Federal Direct PLUS Program
4. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other federal, state, private, and institutional programs
9. Student

### **Institutional Refund Calculation**

Please refer to the school's cancellation and refund policy earlier in this section.

### **Reapplying for Financial Aid**

As eligibility for Financial Aid is evaluated at the beginning of each academic year, a student must submit a new financial aid application for each academic year of their enrollment. Many programs can be completed within one academic year and will not need to reapply for financial aid. If a student is enrolled in a program which is longer than one academic year, however, financial assistance may change and the student will need to reapply for Financial Aid by submitting a new financial aid application.

### **Seeking Additional Information**

Students (and/or parents) who wish to seek additional information about Financial Aid and the Financial Aid process can refer to:

- The school's Financial Aid page located on the school home page via the intranet
- The Department of Education's guide to Funding Your Education, which can be downloaded from the websites [www.studentloans.gov](http://www.studentloans.gov) or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- The School's Enrollment Agreement
- The Federal Student Aid Information Center: 1-800-4-FED-AID (1-800-433-3243)
- The Department of Education websites: [www.studentaid.ed.gov](http://www.studentaid.ed.gov), <https://studentloans.gov> or [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## 4. STUDENT SERVICES AND REGULATIONS

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### **Career Services Department**

The Career Services Department assists graduates in finding entry level employment in their field of study. Neither the Career Services Department nor any Lamson employees can guarantee graduates a job or a specific salary level. Much of the graduate's ability to find employment has to do with good grades and attendance, attitude, motivation, and working closely with the Career Services Department. The student's ability to pass a background check may also be a job qualifying factor, especially in the medical field.

The Career Services staff provides assistance with job leads before and after graduation, resume preparation, cover letter development, job applications, and scheduling interviews. All candidates for graduation are required to complete a placement information form designed to assist the Career Services staff in matching graduates with job leads. Students are notified when a matching job is available and the Career Services staff assists the student in scheduling an interview. Graduates are also welcome to scan recent job announcements and job postings by visiting or emailing the Career Services Department.

### **School Graduate Employment Gift**

Upon the completion of their program of instruction every graduate of the School on or after June 30, 2015 becomes eligible to receive that School's Graduate Employment Gift. The Gift is a \$100 check. A graduate of the School is eligible to receive one Gift only. In order to receive their Gift, the graduate needs to provide to the Career Services Department a copy of their paystubs showing at least 30 days of consecutive employment with their current employer along with salary information. The graduate's employment position must be career related to the graduate's completed program of instruction at the School. The check will be issued to the graduate two weeks after the date of their employment verification by the Career Services Department.

### **Advising Services**

Advising services are available to assist students in resolving educational, career, and vocational issues. The Director of Education can help students plan their educational program. The Director of Career Services can assist students with vocational and career issues. The Campus Director and the Director of Education maintain a list of referral agencies for use in the event that a student requires other types of advising/counseling.

### **Orientation**

The School provides a new student orientation program each term for all new students. The orientation acquaints new students with the faculty, administrators, and academic life at the School. An agenda is prepared that provides the opportunity for counseling on academic matters, registering for classes, purchasing textbooks and materials, receiving student identification cards, and having any questions addressed. All new students are required to participate in the orientation.

### **Tutorial Assistance**

The School provides assistance for students experiencing academic difficulties. Faculty will make every effort to identify students in need of assistance. Students are urged to take the initiative in seeking out-of-class help and to discuss their difficulties and seek help from their instructors. Tutors are available to work with students on an "as needed" basis at no charge to the student.

### **Hours of Operation**

The School is open from 7:45 a.m. until 10:45 p.m. on Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Friday.

### **ID Cards**

All students, staff, and faculty are issued an ID Badge. This badge must be visibly worn when inside the School. The first badge is issued at no charge. The cost of issuing additional ID badges is \$5.00 each.

### **Publications and Announcements**

Announcements and updates are posted on the bulletin boards throughout the corridors, classrooms, student lounge, and on Facebook at <http://www.facebook.com/lamsonSanAntonio>.

### **Learning Resource Center**

The Learning Resource Center (LRC) offers reference sources and a collection of books and materials related to curricula. The primary function is to provide students with the materials that may be used for study. Any registered student in regular attendance may utilize the LRC and its resources. These materials provide the students with additional resources above and beyond that which is assigned to the respective classes. Students also have internet access as well as access to on-line library resources.

### **Housing**

As most students reside within commuting distance, Lamson Institute does not maintain dormitory facilities. The school maintains a list of available housing to aid students who are relocating and must arrange their own housing. Students may request additional assistance from the Director of Career Services.

### **Campus Visitors**

Visitors to the School must check in at the reception desk upon arrival. Students are invited to have their parents, relatives, or friends tour the campus. If visitors have questions, they are welcome to meet with the staff.

### **Children on Campus**

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the School policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Campus Director or other administrator should be notified. The parent should then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

### **Care of Facilities**

Smoking, eating, and drinking are prohibited in the classrooms and hallways of the School. Lamson provides a student lounge for eating and drinking and an outside area for smoking. The campus maintains a smoke-free environment.

### **Campus Health Services and School Vaccination Policy**

The School does not have onsite health services available at its campus. However, there are local hospitals, clinics, and physicians in the vicinity of the School. Lamson does not have a required vaccination policy for enrollment as a student at the School. However, applicants or students with communicable diseases may be prohibited from registering for classes in cases where health records indicate that a student's attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact. Students who have significant health problems or limitations are encouraged to inform their instructors before they start a program at the School and to keep their Instructors informed if their status changes. The School seeks to assist students who have special health problems or limitations in the attainment of their educational goals.

In the event of accident or illness on campus, campus staff should notify the Campus Director immediately. The School maintains a first aid kit at the reception desk. Students who become ill, are injured, or develop health problems requiring professional attention are referred to an urgent care facility or the emergency room of the hospital closest to the School and/or the student's home. In an emergency situation that requires immediate attention, a student may be taken directly to the hospital or an appropriate emergency medical resource may be called.

### **Emergency Information**

In the event of a fire or other disaster that requires evacuation of the School, students should vacate the building in an orderly fashion and gather at the designated locations so that instructors may take attendance. Re-entry into the building is allowed only when the all-clear signal has been given. Students will find evacuation routes posted in each classroom.

### **School Closings**

When inclement weather causes the possible delay or closing of the school, Lamson will follow the lead of the Northside Independent School District. NISD information will be announced on local radio and TV stations. Closings for day and evening classes will be announced separately. School closings will also be posted on

Facebook at [www.facebook.com/lamsonSanAntonio](http://www.facebook.com/lamsonSanAntonio). When the school closes under these circumstances, required make-up classes will be announced. The regular attendance policy applies to all such make-up classes.

### **Changes in Address/E-mail Address/Telephone Numbers**

Students should report any change in home address, phone number or email address promptly to the registrar's office.

### **Loss of Personal Property**

The School does not assume responsibility for the loss of books or other personal property. However, all instructors and students are requested to give the receptionist any articles found so that the owner may claim them.

### **Electronic Device Policy**

Because of proprietary and regulatory compliance issues, electronic recording devices may be used only with permission from the instructor.

### **Internet Policy**

Because the Internet contains an unregulated collection of resources, the School cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, usage of the School's on-line resources constitutes an agreement between the user and the School that a student agrees to not hold the School responsible for materials acquired by the student on the system, for violations of copyright by a student, users' mistakes, or negligence, or any costs incurred by users.

### **Administrative Prerogatives**

The School reserves the right at any time to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or to withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable and consistent with appropriate approvals or notification of its accrediting and approving agencies, and to withdraw or re-sequence subjects, courses, and programs based on enrollment.

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

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). See the Student Disclosures Section of this catalog for student rights under FERPA.

### **Equal Educational Opportunity**

See the Student Disclosures Section of this catalog for the School's Equal Educational Opportunity Policy.

### **Student Conduct**

The academic and student policies of this catalog are contained in the Student Disclosures Section.

### **Campus Security**

Lamson provides a safe and secure academic environment for all students, staff, and faculty. Any criminal activity within campus grounds is reported directly to the Campus Director. The Campus Director (or designee) will then notify the proper authorities as necessary. Since the School's campus is located within city boundaries, the local police department is responsible for patrolling on a regular basis. Campus buildings are secured nightly following completion of classes. Parking is available in lighted areas.

### **Student Consumer Information**

Students should contact the following staff members for the information listed below:

- **Director of Admissions** – Admission requirements and procedures, cost of attendance, including tuition and fees, and refund policy.
- **Director of Education** – Description of academic programs, facilities, and faculty; data on student retention; numbers and percentages of students completing programs; academic standards of progress; transfer credits from other institutions; and students with disabilities.

- **Career Services Staff** – Assistance with securing employment upon graduation including preparation of resumes, completion of application materials, and preparation for interviews; assistance with locating part-time employment while in school; information on graduate placement, and employment demographics of the region.
- **Financial Aid Staff** – Description of financial assistance programs, rights and responsibilities of financial aid recipients, means and frequency of payments, financial aid awards, terms and schedules of student loan repayment, and general terms and conditions of employment provided as financial aid.
- **Business Office Administrator** – Payments for tuition and other school costs. Payment plans.
- **Campus Director** – Information regarding the overall operation of the campus. The Campus Director is the principal administrator for the school.

## 5. ACADEMIC RESOURCES, POLICIES, AND PROCEDURES

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This catalog is an official publication of Lamson and is subject to revision at any time. Lamson reserves the right to change, withdraw, or supplement this catalog as it deems necessary or appropriate in its policies and operating procedures, curricula, class schedules, course content, training equipment, tuition and fees, faculty, and staff without notice at any time. Students are individually responsible for being aware of information contained in the School catalog and any amendments thereto. Failure to read and comply with School regulations will not exempt students from penalties that they may incur. Students are advised to read and fully understand the rules, regulations, and policies stated herein and to retain this catalog for use as a reference.

### **Class Schedule**

The class schedule is based on the student's selected program schedule. Classes begin on a monthly basis. The School is closed on most legal holidays as well as Thanksgiving and Christmas. Refer to the Academic Calendar in the front of this catalog for specific calendar information.

The School offers its programs through both day and evening classes. Program lengths may vary for students enrolled in some programs and in evening classes. Students must complete all courses as required in their programs of study. Students who fail courses or interrupt their studies will complete required courses as they become available.

Day classes are conducted Monday through Thursday from 8:00 am to 1:00 pm. All evening classes are conducted Monday through Thursday, between 5:45 pm and 10:45 pm. Occasionally, due to holidays or other School closings, Friday classes are scheduled. Individual schedules may vary by program.

### **Schedule Changes**

The drop/add period is the time frame in which students may make adjustments to their schedules without being penalized academically. The drop/add period is the first five days of the term.

### **Program Changes**

Permission must be obtained from the Director of Education for a change in program of study or schedule.

### **Withdrawal Procedure**

To withdraw from an individual course or all courses, students are requested to contact the Director of Education to obtain the necessary forms and procedures for official withdrawal.

Students who leave the school either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to school following completion of the deployment can re-apply as returning students.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for fourteen (14) consecutive calendar days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for fourteen (14) consecutive calendar days, the fourteenth (14th) day then constitutes the date of

withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.

### **Leave of Absence (LOA) Policy**

A Leave of Absence (LOA) is a temporary break in a student's attendance in which the student is still considered to be continuously enrolled. An LOA may be granted for unforeseen or emergency situations, including but not limited to a serious illness, a debilitating injury, military deployment, or a debilitating injury, serious illness or death in the immediate family. No additional charges are assessed for a student on an authorized a Leave of Absence.

A student must make an LOA request in writing in advance of the LOA start date unless unforeseen circumstances prevent the student's timely request. If the student's leave request is not within the time frame of the consecutive days of absence policy, the student's enrollment will be terminated instead. An LOA, together with any additional leaves of absence, must not exceed a total of 180 days, or one-half the program length, whichever is shorter, in any 12-month period. Multiple leaves may be permitted provided the total days of leave do not exceed this limit which begins on the first day of the student's initial LOA and must be reasonable within the context of the School's curriculum.

For an LOA to be approved by the School there must be a reasonable expectation that the student will return from an approved LOA. By signing the School's LOA request form the student will confirm their understanding of the procedures and implication for returning or failing to return to their course of study. Additionally, if a student requesting an LOA has a Title IV loan, the School, prior to granting an LOA, shall explain the effects that the student's failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

In order for the School to authorize an LOA, the student must request the LOA in writing, to include the reason for the student's request and the return date from the LOA, and must date and sign the School's LOA request form.

There may be unforeseen circumstances preventing a student's timely request. For example, but not by way of limitation, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. The School may grant an LOA under such circumstances provided the School documents the reason for its decision and collects the request from the student at a later date. In such cases, the beginning date of the approved LOA would be the first day the unforeseen circumstances prevented the student from attending school.

Collecting the request from the student at a later date due to unforeseen circumstances may be accomplished by:

1. The student completing, dating and signing the School's LOA request form specifying the reason for the LOA request and the return date; or
2. As a substitute for using the School's LOA request form, the School may, at the campus director's discretion, approve a student's LOA request from written communications received from a student's email(s), letter(s), fax(es), or text(s), provided that these communications confirm the student's identify by use of the student's first and last name and specify the student's reason for the LOA and expected return date.

For an LOA approved due to unforeseen circumstances where the School's LOA request form is not used, the School as soon as reasonably practicable, will provide the student written confirmation of the student's LOA status and return date. In the same confirmation or in another writing, the School shall explain the effects that the student's failure to return from an LOA may have on any Title IV loan repayment terms, including the expiration of the grace period to include the procedures and implication for returning or failing to return to their course of study. Such confirmations by the School may be accomplished by letter, email, fax, or text.

An approved LOA can be extended for an additional time period provided that the extension request meets all of the above requirements and the total days of leave do not exceed a total of 180 days or one-half the program length, whichever is shorter, in any 12-month period. Any course being "attempted" (and with attendance) will be used in the Maximum Time Frame calculation. Students who do not return on or before their scheduled return date will be considered to have withdrawn from the School.

## **Re-Admission**

Students who have withdrawn from the School in good academic standing and who wish to be readmitted should contact the Registrar's Office to update their applications. If the application for re-admission is for a different curriculum, the standard requirements for a change of program will apply. Students who have withdrawn while on academic probation, or, who have been suspended or dismissed for lack of academic progress, non-attendance, or misconduct must reapply through the Director of Education's office and submit the required application for re-admission. Prior tuition balances and student loan statuses must be cleared before re-admission application forms will be processed.

Students granted re-admission may have course load restrictions, specific grade and attendance requirements, and/or required advising sessions in order to remain enrolled.

Students applying for re-entry agree that they may fall under any new changes that have been implemented since they last attended the School. This includes, but is not limited to, tuition increases, changes in services formerly included in tuition that are no longer included, and curriculum changes.

A student wishing to re-enter who was withdrawn due to not making satisfactory progress cannot be readmitted until a minimum of one grading period has passed. Any student reentering for a second time must meet with the Director of Education prior to attending classes.

## **Attendance Policy**

The School is committed to the principle that class attendance is an essential part of its educational programs and in its goal to prepare all students for the responsibilities of their chosen career fields. Regular class attendance is mandatory in all classes and attendance is recorded for every regularly scheduled class.

All absences, late arrivals, and early departures are recorded and become a part of the student's permanent record. No distinction is made between excused and unexcused absences. Students arriving after their scheduled start time will be marked as tardy. Students leaving before their scheduled conclusion time will be marked as early departures. In both cases, all class time missed will be recorded in real time. Students must maintain a minimum of 80% attendance in each module in order to pass that module. Tardiness, early departures and other failures to comply with the attendance policy can result in reduction of the final grade, course failure, suspension, or dismissal.

When a student has reached 20 percent absenteeism in any module, his/her course instructors will evaluate that student's potential for academic success. If it is determined that the student is unable to pass the module, and does not have extenuating circumstances, he/she may be dropped from the module. If the student is currently passing the module, the student will be counseled on his/her absenteeism and academic and attendance guidelines will be set for the student to continue in module.

Externship and clinic courses and programs which are considered clock hour programs for Title IV purposes, have their own specific attendance criteria and may require make-up of all hours missed as detailed below.

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Makeup of missed classes does not erase an absence from a student's record.

Students surpassing the maximum number of absences allowed in either the module, or the program, will be dismissed from the school. Students absent for 14 consecutive calendar days will be dismissed from the school.

## **Online Attendance Policy**

Students enrolled in an online program are subject to the same attendance policies and procedures as students enrolled in a traditional in-classroom program. The traditional attendance measurements apply to all scheduled in-classroom class sessions and live online lectures. This means that a student must be physically present in the classroom or actively participating in live online lectures. Online participation and attendance in other activities that are not being delivered live online by the instructor (nonsynchronous) must be defined and measured in a different manner, as described in this policy. Merely logging into an online course without active participation

does not constitute attendance. Online program students are expected to actively participate in their program online each week through Academically Related Activities (ARA), all of which contribute to the students' overall academic goals.

Students must attend online class sessions and turn in required assignments on a daily and weekly basis in order to receive credit for online attendance and grading purposes.

ARAs are used to determine a student's official last date of attendance and corresponding enrollment status at the School. ARAs are also used to determine the effective date of active and withdrawn enrollment statuses. The online class week runs for seven (7) calendar days beginning Monday, 12:00 a.m. to Sunday, 11:59 p.m. in the School's time zone, unless otherwise indicated. Students must submit at least four (4) ARAs for each scheduled week of the module. Students who do not meet the minimum ARA requirement for the week will only be given partial attendance credit. Work submitted outside the online learning management system does not count toward attendance.

The following activities that occur after the course start date and on or before the course end date will be considered Academically Related Activities:

1. Submission of a gradable assignment, such as a paper, test, exam or quiz.
2. Participating online in an interactive tutorial, or other computer-assisted instruction.
3. Online attendance of a study group that is assigned by the School.
4. Initiating contact with a faculty member to ask a question about the academic subject studied in the course or responding to a faculty member's inquiry.
5. Participation in a gradable online discussion, with classmates and/or the instructor, in a way that is substantively and academically related to the enrolled course. The purpose of substantive interaction in an online discussion forum or thread is to promote comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves a sustained, interactive communication. A substantive post adds to the discussion and encourages a response from fellow students. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others, perceptions of each student's experience of facts may also vary based on the student's perception. In some cases, the values of an outcome may be explored that further expands on the discussion thread. By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper academic understanding of the topics discussed in the course, which will contribute to student academic achievement.
6. Some examples of substantive posts that will be considered an ARA:
  - Making associations between coursework readings and the interactive discussion.
  - Apply lessons from students' coursework or profession, clinical rotations or externship and/or life to the interactive discussion.
  - Ask additional questions of your classmates.
  - Explain why you agree or disagree, offering specific examples to support your perspective.
  - Create and expand on comprehensive academic thoughts on the academic topic in comments that are at least 50 words long.
- Some examples of non-substantive posts that will not be considered an ARA:
  - Discuss topics unrelated to the academic coursework (e.g., the plot line of your favorite television show).
  - Mocking or insulting classmates for their opinions.
  - Asking questions of the instructor that are not academically substantive in nature or related to the specific course (e.g., "will this test be hard?")
  - Offering a two-word response like "I disagree," without further explanation.

### **Make-up Work**

As stated previously, attendance in class is essential. Students are expected to attend class as scheduled. Title 40 of the Texas Administrative Code §807.244 permits schools to have a make-up work policy. It is the policy of the School to allow students to complete make-up work within two weeks of the end of the grading period within which the absence occurred. No more than 5% of the total clock hours for a program may be made up. Students

must make up the hours before exceeding 20% of the total clock hours of the program. Scheduled time during which a student may complete their make-up work will be provided by the instructors.

### Grading System

Grades measure the degree to which students master the competencies in their coursework and are one measure of a student's ability to meet employment standards in the fields for which he/she is preparing. Upon the completion of each term, the student is given a letter grade in each class based upon written examinations, practical exercises, projects and other submitted work, as defined in the course syllabus. Reports showing the final grade in each course, the term summary and CGPAs are furnished to each student at the end of each term. Every course for which a student officially registers will appear on the student's official transcript unless the student cancels his/her enrollment prior to the commencement of classes or prior to the end of the drop/add period. All courses entered on a student's official transcript are assigned a letter-grade evaluation.

The following grades are used on grade reports and count as credits attempted for both CGPA and pace calculations of academic progress:

LETTER GRADE Hour	DEFINITION	QUALITY POINTS		
		per	Quarter	Credit
A	90-100 Excellent		4	
B	80-89 Above Average		3	
C	70-79 Average		2	
F	0-69 Failing		0	
I	Incomplete		0	

### Incomplete Grades

The grade of Incomplete (I) is given only when the student is making satisfactory progress in a class, but for valid reason is unable to complete all the work in the class by the time the class ends. The student must have successfully completed a minimum of 75 percent of the class work assigned at the time the Incomplete is requested. Students must initiate arrangements with instructors and receive approval of the Director of Education to make up the required work before the end of the first week of the succeeding term. At that time the grade will be calculated based on the work submitted and will replace the Incomplete. Incomplete grades count as credits/hours attempted but not completed. When the Incomplete is converted to a letter grade, it will be computed as credits/hours completed or failed, depending on the grade assigned.

With approval from the Director of Education, classes may be repeated in order to obtain a higher grade. The grade earned in the repeated class will replace the original grade for the class.

The following grades are used on grade reports and are calculated in a student's maximum timeframe for course completion requirements and also count as credits attempted for pace calculations, but they are not used in the determination of a student's grade-point average:

LETTER GRADE Hour	DEFINITION	QUALITY POINTS		
		per	Quarter	Credit Hour
R	Repeated Course		Not applicable	
W	Withdrawal before Mid-term		Not applicable	
WP	Withdrawal Passing after Mid-term		Not applicable	
S	Satisfactory (A, B or C level)		Not applicable	
U	Unsatisfactory (F level)		Not applicable	
P	Passed by Examination		Not applicable	
T1	Transferred grade from other school		Not applicable	

### Repeated courses

F, U, W, and WP grades require repeating and are retained on the transcript. Repeated courses will appear on the transcript with the new letter grade earned and the previous attempts of the course will be

assigned a grade of R to indicate Repeated. The new grade will replace the original grade for the purposes of calculating the CGPA. Courses which have been repeated (grades of R) will count as credits attempted for the purposes of calculating pace. Students in non-term credit hour programs or clock hour programs may not receive financial aid for repeated courses. Students in term-based credit hour programs may receive financial aid to repeat failed courses. Other than Foundations courses, which can only be repeated a single time, there is no fixed limit to the number of times a particular course may be repeated as long as a student is making Satisfactory Academic Progress. As of July 1, 2011, a student's enrollment status in a term-based, credit hour program for Title IV purposes may include coursework being repeated that was previously taken in the program, but may not include more than one repetition of a specific, previously passed course. The original grade will be replaced with an R and the repeated grade will be used in calculating the CGPA. All attempts count in the pace of the program.

### Audited courses

Audited courses are assigned a grade of AU. Audited courses do not count as credits attempted or credits earned for any purposes and do not have any effect on calculations of pace or GPA.

### Grade Point Average

The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the semester credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term. Note the following example of determining a grade-point average.

Course	Credit Hours Attempted	Grade	Quality Points	Product
Course 1	3	A x	4.00	= 12.00
Course 2	3	B x	3.00	= 9.00
Course 3	3	F x	0.00	= 0.00
Course 4	3	C x	2.00	= 6.00
<b>SUM OF PRODUCT</b>	<b>12</b>			<b>27.00</b>

$$\text{Grade Point Average (GPA)} = \frac{27.00}{12} = 2.25 \text{ GPA}$$

### Clock Hour to Credit Hour Conversion

For academic purposes, a clock hour is a period of 60 minutes with a minimum of 50 minutes of instruction, in a lecture, laboratory or externship. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. One semester credit hour is equivalent to 15 hours of classroom contact or at least 30 hours of supervised laboratory/shop instruction; or at least 30 hours of documented independent study activities or not fewer than 45 hours of externship or work-related experience.

For Financial Aid purposes, Lamson Institute uses the USDE conversion for clock to credit hours of 37.5 clock hours of instruction (including both in classroom instruction and outside prep hours) = 1 semester credit.

### Grade Challenges

Students have the right to contest grades assigned to them. Grades posted to transcripts must be challenged before the end of the first week of the module immediately following the module for which the grade was received. Students who desire to contest a grade must follow this procedure:

1. Schedule an appointment with the instructor who has assigned the grade. Discuss the matter with him/her asking him/her to review the basis for assigning the grade. If the disagreement about the grade is resolved in this discussion, the instructor should initiate any needed change in the grade.
2. If not resolved in Step 1 above, schedule an appointment with the Director of Education to review the basis for assigning the grade. The Director of Education may wish to consult individually with the student and instructor. If the disagreement about the grade is resolved in this discussion, grade change action (when needed) should originate through the instructor and be approved by the Director of Education.

EXCEPTION: In a situation where the grade in question involves a dispute between a student and the Director of Education, the appeal may move directly to Step 3.

3. If the matter is not resolved, the student must inform the instructor and the Director of Education that the case is being presented to the Campus Director for review.
4. A final review will be made by the Campus Director who will consult with all individuals involved. The grade in question may be upheld, or it may be declared invalid by the Campus Director. If declared invalid, the Campus Director may take the following action:
  - a. Ask that the student be given a comprehensive examination by the Program Director to establish a grade of record.
  - b. Assign an "Incomplete" or other grade (each with the Campus Director's signature rather than the Instructor's).

The right to contest a grade expires at the end of the first week of the module immediately following the module for which the grade was received. After that time, no changes will be made in recorded grades. The Campus Director may waive this time limit only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the institution, Step 1 above does not apply.

### **Grade Reports**

Grades are one measure of a student's ability to meet employment standards in the fields for which s/he is preparing. Reports showing the final grade earned in each course and grade point averages are issued to students upon completion of each module.

Students demonstrating unsatisfactory work at the mid-point of a module are notified by instructors through mid-term reports. Students are encouraged to discuss their progress with their instructors throughout each course. Students with questions about grades should contact their instructor immediately upon receiving the grade.

### **Graduation Requirements**

Candidates for graduation must:

- Complete successfully all courses and credits required for the diploma or certificate program
- Earn a cumulative overall grade point average of at least 2.0
- Complete each module with a minimum of 80% positive attendance
- Complete all competency and skill performance testing required for the program
- Attend any required graduation meeting(s) and seminars
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services Department and submit an approved resume, cover letter, and three references
- Be free of all indebtedness to the School

### **Diplomas**

Upon satisfactory completion of course requirements, the School will issue a diploma certifying course completion. The school reserves the right to withhold distribution of the diploma if the student has a financial indebtedness to the School.

### **Transcripts**

A full and complete record of every course for which a student registers is maintained on a secure, computerized student records system that is backed up systematically. The record of all credits attempted and earned is posted to this record concurrent with the issuance of grade reports to students.

One unofficial transcript will be provided to the student at no charge, upon request. Upon graduation, the first three copies of an official transcript will be supplied free upon request of the student. Subsequent copies of the official transcript will carry a \$10.00 charge. Students who have not satisfied their financial obligations to the School are not eligible to receive or request transcripts. A written authorization by the student is required for the School to release an Official Transcript.

## **Refresher Courses**

Graduates have the opportunity to retake any course they have completed, provided there is space available, and with the approval of the Campus Director and instructor at no charge, except for books and supplies. Graduates are subject to school rules and regulations at all times. A written request for a refresher course should be submitted to the Director of Education at least thirty (30) days prior to the beginning of the desired course. Graduates are encouraged to return to the School to take course in their field of study.

## **Satisfactory Academic Progress**

All students must meet the following standards of academic achievement and successful course completion while enrolled at Lamson. Lamson's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the classroom and lab hands-on environment. Each student enrolled at Lamson must:

1. Grades: Maintain for each module of instruction an academic grade of C or better; and
2. Attendance: Maintain an attendance level of 80% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

### **Probation due to Poor Grades**

If a student at the end of a module does not receive at least a C- for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

**EXAMPLE:** if a student was attending Module A and received a grade of D for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next opportunity when Module A is offered again.

If for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module when the module is next offered, then the student's enrollment will be terminated for their program and the student will be dismissed from the School.

Lamson will allow a student, while on probation for grades, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous grade received from the unsatisfactory module will not be used in the calculation of the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

### **Probation due to Poor Attendance**

Attendance is extremely important to the success of the student at Lamson. If a student at the end of a module has not maintained an attendance level of at least 80% for that module then the student will receive a mandatory "F" for that module regardless of any other academic factors attained by the student in that module. Further, the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module.

If the unsatisfactory module is not available to repeat immediately, the student may take another module in his or her program prior to repeating the unsatisfactory module. However, the student must retake the unsatisfactory module at the next available opportunity when the same module is offered again and meet Satisfactory Academic Progress. The student remains on probation until Satisfactory Academic Progress is met.

**EXAMPLE:** if a student was attending Module A and did not maintain at least 80% attendance for Module A, the student is automatically placed on probation. Due to the fact that Module A might not be continuously offered by the School, the student is authorized to take another module in their program of instruction that is being offered by the School, for example, Module B. However, the student must successfully repeat Module A at the next opportunity when Module A is offered again.

Once again, if for any reason the student does not retake the same module or meet Satisfactory Academic Progress for the repeated module when the module is next offered, then the student's enrollment will be terminated for their program and the student dismissed from the School.

Lamson will allow a student, while on probation for attendance, to repeat a module, at no additional tuition cost to the student. If the student is successful in the repeated module and meets Satisfactory Academic Progress then that grade for the repeated module will be used in the calculation of the student's Cumulative GPA (CGPA) and the previous "F" grade received from the unsatisfactory module will not be used in the calculation on the student's CGPA. If the student is unsuccessful in the repeated module and does not meet Satisfactory Academic Progress then the grade received from the repeated module will be the only one used in the calculation of the student's CGPA.

Students who wish to challenge a decision relative to termination of their enrollment from their program for failure to maintain Satisfactory Academic Progress may appeal to the School Director. Please see section under **Satisfactory Academic Progress "Appeal Process"** for further information.

#### **Satisfactory Academic Progress (SAP) "Appeal Process"**

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Campus Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the Campus Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained. The student reinstated after dismissal and appeal is not eligible for Title IV financial aid until he or she regains Satisfactory Academic Progress status.

#### **Module Repeat**

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module.

Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of Lamson, but upon

re- enrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

**Maximum Time Frame**

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

**Financial Aid Warning**

Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during a Warning payment period. However, the student's progress will be assessed after the payment period is over. If the student does not meet the SAP standards then the student will be ineligible from receiving any additional financial aid.

**Financial Aid Appeal/Probation**

If a student is denied their financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can request an appeal by completing an appeal form and submitting the form to the Financial Aid Department. The student must have extenuating circumstances that prevented him/her from meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting ALL standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student's appeal is approved the student will be given an academic plan and is placed on financial aid probation. Financial Aid is reinstated during the probation payment period.

**Limit on Reinstatement Appeals**

Financial Aid Students who have become disqualified due to lack of Satisfactory Academic Progress will be considered one time only for an appeal. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are clearly documented, extenuating circumstances presented.

**Evaluation Checkpoints**

Title IV Evaluation of Satisfactory Academic Progress will be made at the end of each term for degree programs and at the end of the following checkpoints (Note: An academic year is 30 semester credits) for diploma programs:

Medical Assistant	Optical/Optometric Assistant	Lab Assistant, EKG Technician/Phlebotomist
15 Semester Credits	15 Semester Credits	15 Semester Credits
24.5 Semester Credits	24.5 Semester Credits	24.5 Semester Credits
Medical Biller and Coder/Office Assistant	Electrician	Commercial Refrigeration, Heating and Air Conditioning
15 Semester Credits	15 Semester Credits	15 Semester Credits
24.5 Semester Credits	30 Semester Credits	30 Semester Credits
		35 Semester Credits

**Other Policy Considerations**

The Satisfactory Academic Progress Policy will include all periods of attendance and will be counted toward the Maximum Time Frame and the qualitative component.

Transfer and re-admitted students will be evaluated by the program Academic Director or School Director at the time the student either transfers to another program or is re-admitted to the School, to assure that Satisfactory Academic Progress can be achieved or maintained.

**Maximum Time Frame/Maximum Program Length:**

A student must complete an academic program in no more than one and one-half (1.5) times the published normal program length. A student cannot exceed the Maximum Time Frame and still receive his or her original diploma. If a student feels that there was an error in the calculation of his or her ability to graduate within the Maximum Time Frame, the student may discuss it with the registrar and appeal the calculation through the appeal process as described elsewhere in this section. A review of Maximum Time Frame will occur after every course attempt. Maximum Time Frame calculations include all attempted courses, passed courses, failed courses, dropped courses with attendance, and all courses with attendance failures or uncompleted courses. The Maximum Time Frame is reduced for students with transfer or exam credit courses based upon the remaining length of their program.

To determine the maximum timeframe for programs measured in credit hours (for financial aid purposes), take the published number of credit hours necessary to graduate and multiply by 1.5. Example:

$$\begin{array}{r} 96 \text{ Published Program Credits} \\ \times 1.5 \text{ Maximum Timeframe} \\ \hline 144 \text{ Maximum Attempted Credits Permitted to Complete Program} \end{array}$$

The Maximum Time Frame for programs measured in clock hours (for financial aid purposes) will vary, depending on a student's status as a full-time or part-time student. The Maximum Time Frame will have both a clock hour limit and a calendar time limit. For all programs and all enrollment statuses the clock hour limit is 1.5 times the published length of the program in clock hours. For calendar time limits, the program listing in the catalog will list separate program lengths in weeks for full-time students and, if applicable, for part-time students. In a clock hour program, a full-time student is a student scheduled for at least 24 clock hours per week. To determine the Maximum Time Frame for programs measured in clock hours (for financial aid purposes), take the appropriate (full-time or part-time) published length of the program in weeks and multiply by 1.5. Fractions of a week should be rounded up to the next whole week.

**Example:**

48 Published Program Length  $\times$  1.5 Maximum Time Frame  
72 Maximum Weeks permitted to Complete Program Clock Hours or

1200 Published Clock Hours  
X1.5 Maximum Timeframe  
1800 Maximum Clock Hours attempted permitted to complete the program

If, at any time, a student cannot complete his or her program of study within the Maximum Time Frame, he or she is immediately considered mathematically unable to continue and will be dismissed from his or her program of study. This action may be appealed by following the appeal procedure outlined below in this section.

**Incompletes, Withdrawals, Repetitions**

If a student receives an Incomplete, the course work must be completed within one week and a grade earned. If the work is not completed the "I" will be changed to an "F" and the course must be repeated. When a student withdraws from a course, that course must be repeated at a later time to satisfy program requirements. Withdrawals count as hours attempted but do not count in the calculation of the cumulative GPA.

A student who fails any course must retake that course in order to complete the program. If repeating the training is required, the length of the program shall not exceed one-and-a-half times the planned program length.

When a student repeats a course, the last grade received for that course replaces the original grade (even if the original grade was higher), and this new grade is used along with the student's other grades to calculate the cumulative GPA. Although the original grade is not counted in the cumulative GPA, each attempt counts as credits attempted in the calculation of the maximum time frame and completion rate.

Students with course incompletes, withdrawals, and repetitions can continue receiving financial aid if they are otherwise maintaining satisfactory academic progress.

Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory

Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to School following completion of the deployment can re-apply as returning students.

If the military student is enrolled in a **non-term** program that will allow him or her to withdraw and re-enter at the same point, the student may request a leave of absence, which will be granted provided that the School is able to ensure that the student will be able to return to the program at **exactly the point at which he or she withdrew**.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment. Military students are also encouraged to consider taking courses on-line whenever possible during deployments, so that they can continue to progress toward completion of their programs.

The following table summarizes the effect of specific grades on the calculations of pace and CGPA:

<b>Grade</b>	<b>Count as Credits Attempted for Pace?</b>	<b>Count as Credits Attempted for Cumulative GPA?</b>	<b>Count as Credits Earned?</b>	<b>Quality Points per credit</b>
A	Yes	Yes	Yes	4
B	Yes	Yes	Yes	3
C	Yes	Yes	Yes	2
F	Yes	Yes*	No	0
S	Yes	No	Yes	N/A
U	Yes	No	No	N/A
W	Yes	No	No	N/A
WP	Yes	No	No	N/A
WF	Yes	Yes*	No	0
T1	Yes	No	Yes	N/A
A1	Yes	Yes	Yes	4

<b>Grade</b>	<b>Count as Credits Attempted for Pace?</b>	<b>Count as Credits Attempted for Cumulative GPA?</b>	<b>Count as Credits Earned?</b>	<b>Quality Points per credit</b>
B1	Yes	Yes	Yes	3
C1	Yes	Yes	Yes	2
F1	Yes	Yes*	No	0
W1	Yes	No	No	N/A
WP1	Yes	No	No	N/A
WF1	Yes	Yes*	No	0
S1	Yes	No	Yes	N/A
U1	Yes	No	No	N/A
I	Yes	Yes	No	0
P	Yes	No	Yes	N/A
R	Yes	No	No	N/A
AU	No	No	No	N/A

\* Until course is retaken to successful completion, at which point, these credits no longer count as credits attempted for the purposes of calculating CGPA.

## 6. PROGRAMS OF STUDY

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### Diploma Programs:

Electrician Technician  
Commercial Refrigeration, Heating and Air Conditioning  
Lab Assistant, EKG Technician/Phlebotomist  
Medical Assistant  
Medical Biller and Coder/Office Assistant  
Optical/Optomeric Assistant\*

### Degree Programs:

Cloud Computing & Cybersecurity Associate

All required disclosure information regarding Lamson Institute and its programs is available online at <https://lamson.edu/about/student-consumer-info/>.

*\*Lamson is not currently accepting enrollments for this program.*

## Electrical Technician

Semester Credit Hours Required: 30

Expected Minimum Completion Time: 36 weeks

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of this program, the graduate will be prepared with the necessary skills for entry-level employment as a residential, commercial or industrial electrical helper. At least half of this course shall be “hands on” with the student taking an active role in actually wiring of residential and commercial electrical installations. Graduates will still need to meet the licensing requirements in the state to become licensed.

Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

<b>Course Selections</b>	<b>Clock Hours</b>				<b>Semester Credit Hours</b>
	<b>Lec</b>	<b>Lab</b>	<b>Ext</b>	<b>Total</b>	
*ELC 101 Introduction to Electrical Theory	60	60	0	120	5
*ELC 201 Intro to National Electrical Code and Blue Print Reading	60	60	0	120	5
ELC 301 Basic Residential Wiring Methods I	60	60	0	120	5
ELC 401 Basic Residential Wiring Methods II	60	60	0	120	5
ELC 501 Basic Commercial Wiring Methods I	60	60	0	120	5
ELC 601 Intermediate Commercial II & Basic Industrial Methods	60	60	0	120	5
Total	360	360	0	720	30

\*Completion of ELC 101 and ELC 201 is a pre-requisite for taking ELC 301, ELC 401, ELC 501, and ELC 601. ELC 301, ELC 401, ELC 501, and ELC 601 may be taken in any order after completion of the pre-requisites.

## Electrical Technician Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

### **ELC 101 Introduction to Electrical Theory**

**120 Clock Hours/5 Semester Credit Hours**

This course introduces the novice electrical student to basic electrical concepts. It establishes a thorough lecture and hands-on experimentation and learning, a student will learn about of electron theory, voltage, current (both AC and DC), resistance, inductance, capacitance and common units of electrical measurement. Basic circuit design, switching and troubleshooting will be learned in a laboratory setting. This course shall also include lectures on the principles of electrical generation, common circuit requirements, harmonics, power factor, ohms law, magnetism, mathematical concepts, load calculations and formulas will also be taught. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (60-60-0-30, 5)*

### **ELC 201 Introduction to National Electrical Code and Blue Print Reading**

**120 Clock Hours/5 Semester Credit Hours**

This course is designed to teach the student how to read, understand and use residential and commercial blueprints through the study of symbols and specifications associated with the electrical field. This course is an introduction to the National Electric Code. The student will be instructed on the history and evolution of electrical codes in United States. In addition to being an introduction to the proper use and implementation of the NEC, this course shall include the relationship of the NEC to local, state and federal codes. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (60-60-0-30, 5)*

### **ELC 301 Basic Residential Wiring Methods I**

**120 Clock Hours/5 Semester Credit Hours**

This course teaches the students about the process of how they will wire a single family residence from issue of permit to final inspection. The students will do a variety of hands on wiring projects which they will do as working electrical helpers following graduation. This course focuses on the use of hand tools, power tools, and basic installation techniques. This course is the starting point for hands on residential installations. It gives the electrical student a practical manipulative introduction to the use of the National Electrical Code requirements for residential wiring as well as understanding the role of inspection at the local levels. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

### **ELC 401 Basic Residential Wiring Methods II**

**120 Clock Hours/5 Semester Credit Hours**

This course will continues building the student's knowledge and practical skills associated with basic residential wiring methods. It includes underground and overhead electrical service installations, lighting design as well as wiring for heating and air conditioning systems. In this course the student shall be introduced to troubleshooting residential electrical faults. Additionally, this course shall discuss structured media systems as well as introduce the student to "smart house" technology. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

### **ELC 501 Basic Commercial Wiring Methods I**

**120 Clock Hours/5 Semester Credit Hours**

This course gives the student an introduction to commercial wiring methods. The course will teach the student to read and understand blueprints used in commercial applications. It shall cover the proper use and identification of materials associated with commercial electrical work. It teaches the student specific code requirements related to commercial applications as well as the ability to calculate service, feeder and branch circuit requirements. It provides hands on skills that the student shall need in the field to properly bend and install conduit and associated electrical equipment. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

**ELC 601 Intermediate****Commercial II & Basic Industrial Methods****120 Clock Hours/5 Semester Credit Hours**

This course introduces the student to three phase electrical distribution systems. It shall include intermediate principles and concepts commonly used by electricians using calculations, hands on hook up techniques and code requirements for properly installing transformers and motors. It also establishes the principles of proper maintenance and troubleshooting. This course also teaches the student about A.C. and D.C., single phase and three phase motor operation with emphasis on operational theory, design, sizing, characteristics and code requirements. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: ELC 101 and ELC 201 (60-60-0-30, 5)*

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
13-1051	Cost Estimators
17-3023	Lighting Conductor Engineer, Lighting Technician
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
43-5041	Meter Reader
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2061	Construction, Construction and Building Inspector
47-2111	Electrician
47-2231	Solar Panel Installer
47-3013	Electrician Apprentice, Electrician Helpers
47-4011	Data Processing Equipment Repairer
47-4021	Elevator Installer and Repairers
49-2021	Radio Mechanic
49-2022	Communication and Equipment Mechanics, Communications Equipment Technician
49-2091	Avionics Technician
49-2092	Electric Home Appliance and Power Tool Repairer
49-2094	Electrical Fitter, Electrical Parts Repairers, Industrial Machinery Mechanics, Industrial Machinery Repair
49-2095	Power Plant Electrician
49-2096	Auto Electrician
49-2097	Audio and Video Technicians, Satellite Systems Technician
49-2098	Security Alarm Fitter, Security and Fire Alarm Installer, Security Systems Installer
49-3011	Aircraft Electrician
49-9011	Mechanical Door Repairer
49-9012	Electric Meter Installer and Repairer
49-9051	Line Installers and Repairers, Powerline Technician
49-9062	Medical Equipment Repairer
49-9070	Building Electrician
49-9071	Maintenance Electrician, Maintenance and Repair Worker, Maintenance Repairer
49-9097	Signal and Track Switch Repairer
51-2023	Electro-Mechanical Technician
51-8010	Electric Power Plant Operator
51-9061	Inspectors, Testers, Sorters, Samplers, Weighers

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

# Commercial Refrigeration, Heating and Air Conditioning

Semester Credit Hours Required: 35

Expected Minimum Completion Time: 42 weeks

Clock Hours Required: 840 Instructional Clock Hours and an additional 210 Outside Prep Hours

Upon successful completion of this program, the graduate will have the knowledge and skills needed towards a rewarding career in the Commercial Refrigeration and Air Conditioning field. Graduates will be prepared with the necessary skills for entry-level employment as a residential and commercial Refrigeration and HVAC technician working in various businesses, property management facilities, contracting services, etc. At least half of this course shall be “hands on” with the student taking an active role in actually troubleshooting and installing commercial refrigeration and HVAC systems.

Job titles include HVAC Technician, Maintenance Technician, and Field Service Technician. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

## Course Selections

		<b>Clock Hours</b>	<b>Semester Credit Hours</b>
		<b>Lec / Lab / Ext / Total</b>	
HV 301	Mechanical Refrigeration Principles	72 / 48 / 0 / 120	5
HV 302	Applied Electricity for HVAC	72 / 48 / 0 / 120	5
HV 303	Gas Fired Heating Systems & Boiler Operations	72 / 48 / 0 / 120	5
HV 304	Air Conditioning Systems	72 / 48 / 0 / 120	5
HV 305	Commercial Refrigeration & Ice Machines	72 / 48 / 0 / 120	5
HV 306	Troubleshooting Startup and Installation	72 / 48 / 0 / 120	5
HV 307	Heat Pump Systems	72 / 48 / 0 / 120	5
Total		504 / 336 / 0 / 840	35

Day classes meet from 8:00 AM until 1:00 PM, Monday through Thursday for seven modules. Each module is six weeks in duration, for a total of 42 weeks.

Evening classes will meet from 5:45 PM until 10:45 PM, Monday through Thursday for seven modules. Each module is six weeks in duration, for a total of 42 weeks.

## Course Descriptions

### **HV301 Mechanical Refrigeration Principles**

#### **120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours**

This course introduces the student to the field of refrigeration and air conditioning. This course will provide instruction on thermodynamics, heat transfer, pressure and temperature relationships, and the fundamentals of refrigeration. The student will learn the major components and accessories of the sealed system including metering devices, evaporators, compressors and condensers. In this course the student will also learn the core section of EPA regulatory under section 608 of the Clean Air Act, as they relate to refrigerants and refrigerant handling. Emphasis is placed on principles of safety practices and the identification and purpose of the hand and power tools utilized in the field by HVAC/CR technicians. The practices for oxy acetylene torch safety are emphasized along with different techniques for connecting tubing such as brazing and soldering copper refrigerant lines and the proper procedures for cutting, bending, swaging and flaring in the air conditioning field.

**Prerequisite:** None

### **HV302 Applied Electricity for HVAC**

**120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours**

This course introduces the beginning HVAC/CR student to basic electrical concepts. It establishes a thorough understanding of electron theory, voltage, current, resistance, ohms law, magnetism, mathematical concepts and common units of electrical measurement. It also covers basic circuit design of series, parallel and combination circuits. This course also introduces the student to the different electrical symbols used in electrical wiring. Through these symbols, the student will be able to interpret, read electrical diagrams and the use of different types of meters for troubleshooting. Also this course will provide instruction on the various types of electric motors and their applications. Topics consist of single and three-phase motors, capacitor start/run motors, and variety of different controls to start and stop these motors application. **Prerequisite:** None

### **HV303 Gas Fired Heating Systems & Boiler Operation**

**120 Clock Hours (72 Lecture + 48Lab) 5Semester Credit Hours**

The purpose of this course is to provide students with the basics of gas fired heating. The topics covered in this course are geared toward the residential and commercial package unit forced air heating systems. The student will be exposed to the central heating system mechanical and electrical safety, types of gas and fuel used, function of controls, combustion efficiency tests, gas pressure adjustment and proper ventilation. The class will familiarize the student with different boiler room design and hydronic heating systems, focusing on controls and the safe operation of support equipment. Extensive hands on troubleshooting and electrical wiring diagrams are used to prepare the student for field service.

**Prerequisite:** HV301 and HV302

### **HV304 Air Conditioning Systems**

**120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours**

This course covers Air Conditioning split systems and roof top package units. It will teach the students the normal refrigeration cycle for air conditioning units and their various components. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning systems using mechanical and electrical troubleshooting techniques and electrical wiring diagrams interpretation, and specialized system components. Upon completion the student should be able to service and repair residential air conditioning systems.

**Prerequisite:** HV301 and HV302

### **HV305 Commercial Refrigeration & Ice Machines**

**120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours**

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. This course covers the installation and startup of common commercial refrigeration systems. Topics include display/storage boxes or cases, walk-in systems, supermarket racks. In addition to that this course introduces the students to commercial ice machines. Emphasis is placed on dispensing machines, ice making equipment, electrical and mechanical operation sequences, control adjustment procedures, preventive maintenance, repairs, and installation procedures using variety of refrigerants and blends. **Prerequisite:** HV301 and HV302

### **HV306 Troubleshooting, Start-Up & Installation**

**120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours**

This course provides instruction on general service and installation of all HVAC systems. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. The student will be able to perform an actual service call and diagnose a simulated real life troubleshooting call. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs. Also this course introduces the students to residential and commercial air conditioning systems installation procedures. Emphasis is placed on proper installation techniques required by code, and duct installation. Upon completion the student should be able to properly install and start up an air conditioning unit.

**Prerequisite:** HV301 and HV302

## HV307 Heat Pump Systems

### 120 Clock Hours (72 Lecture + 48 Lab) 5Semester Credit Hours

Instruction received in this course centers around the basic theory and application of heat pump systems and components. The student will learn how the reverse cycle for air conditioning units is applied in heat pump and their various components. The student also learn what is C.O.P., E.E.R., S.E.E.R rating. This course teaches the student various defrost methods including time, temperature, demand, air switch and other defrost integrated circuit board controls. Upon completion, students will be able to install and service heat pumps in wide variety of applications. Charging methods will be covered which include superheat, sub-cooling, weigh-in and dial-a-charge. This course will also include service and repair of air conditioning and heat pump systems using mechanical and electrical troubleshooting techniques, electrical wiring diagrams interpretation, and specialized system components. Electric heat and control sequencers for auxiliary and emergency heat are covered. The student will be able to describe how sequencers operate in an electric furnace and troubleshoot their electric circuitry. **Prerequisite:** HV301 and HV302

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

*Standard Occupational Classification (SOC)	Employment Position
17-3029	Engineering Technicians, Except Drafters, All Other
49-9021	Heating, Air Condition, and Refrigeration Mechanics and Installers
49-9071	Maintenance and Repair Workers, General
49-9099	Installation, Maintenance, and Repair Workers, All Other

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

## Lab Assistant, EKG Technician/Phlebotomist

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks\*\*

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon completion of the Laboratory, EKG Technician/Phlebotomist course, the graduate will be able to obtain an entry level position as an EKG Technician/Lab Assistant or Phlebotomist, performing several laboratory procedures in hematology, bacteriology, urinalysis, electrocardiography, fecal analysis and phlebotomy. In addition, the student will be able to take vital signs. The graduate will have appropriate communication skills and be CPR certified.

Job titles upon graduation will include EKG Technician, Laboratory Assistant and Phlebotomist. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

<b>Course Selections</b>		<b>Clock Hours</b>				<b>Semester Credit Hours</b>
		<b>Lec</b>	<b>Lab</b>	<b>Ext</b>	<b>Total</b>	
LA 101	Module A	25	55	0	80	3
LA 201	Module B	25	55	0	80	3
LA 301	Module C	25	55	0	80	3
LA 401	Module D	25	55	0	80	3
LA 501	Module E	25	55	0	80	3
LA 601	Module F	25	55	0	80	3
LA 701	Module G	25	55	0	80	3
*EXT 801	Externship	0	0	160	160	3.5
Total		175/ 385 / 160 / 720				24.5

\*Student must complete LA 101, LA 201, LA 301, LA 401, LA 501, LA 601, and LA 701 to be eligible for participation in the externship class EXT 801.

\*\*The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externships are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

### Lab Assistant, EKG Technician/Phlebotomist Course Descriptions

**(AA-BB-CC-E, DD)** at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

#### LA 101 Module A

#### 80 Clock Hours/3 Semester Credit Hours

Students will receive an orientation and develop an understanding of laboratory safety and universal precautions. This module will include anatomy and physiology on the integumentary system. Students will learn through lecture and laboratory practice about nosocomial infections, and the proper way of handling body fluids, specimen requisitions, and specimens. Students will be taught about various instruments used in gathering specimens and proper sterilization of same. Students will be taught the "chain of infection" and factors influencing diseases. As part of the training of the laboratory setting students will be able to identify and describe various types of glassware, as well as the use of the microscope and centrifuge. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 201 Module B****80 Clock Hours/3 Semester Credit Hours**

As students' progress through this MOD they will learn the various characteristics of blood and its various functions. The individual students will describe the various diagnostic tests associated with red blood cell and white blood cells, and platelets, and the components of the urinary and reproductive systems. There will be instruction on various sexually transmitted diseases and the tests and treatments involved. Students will be taught through lecture and laboratory practice about homeostasis and the components of the urinary system. They will also be taught routine urinalysis and proper procedure for collecting urine sample. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 301 Module C****80 Clock Hours/3 Semester Credit Hours**

Students enrolled within this MOD will be taught about the Respiratory and Cardiac systems. Students will be taught through the use of lecture and visual aids about various diseases and their corresponding treatments which impact the heart. Students will also learn the EKG process and how to read basic EKG strips. In addition to these topics students will also learn about cardiac rhythms. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 401 Module D****80 Clock Hours/3 Semester Credit Hours**

Students will be instructed on the differences between serum and plasma. As part of this students will also learn about lipids (and different tests associated with them), how fasting effects blood sugar, post prandial and glucose tolerance tests. Students will also learn about the various aspects of time and measurement with regards to specimens. Students will learn about the anatomy and physiology of the Endocrine and Digestive systems. Students will also be trained on the interdependence of hormones and pregnancy. Laboratory procedural training will continue with additional methods of classifying microorganisms and associated disease issues relative to a laboratory setting. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 501 Module E****80 Clock Hours/3 Semester Credit Hours**

Within this module students will learn about the Nervous System and basic psychology of how attitudes and interests influence human behavior and the challenges of being a health care provider. Students will learn therapeutic drug monitoring, the more common therapeutic drugs and the different reasons for drug testing and types of specimens used. The CLIA chain of custody and levels of complexity will also be discussed. Instruction will also cover how attitude and interest influence human behavior and challenges of being a health worker. Following this unit, students will be able to recognize behavior patterns and how to devise goals for improving work habits, attitudes and problem solving. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 601 Module F****80 Clock Hours/3 Semester Credit Hours**

Within this course the students will define Phlebotomy and the professional qualities of a phlebotomist. Students will be instructed on the importance of informed consent, patient confidentiality, and legal issues for the phlebotomist. This will include the study of immunology. Continued training on safety procedures, universal precautions, and identification veins will also occur. The course will train the student on the "order of draw" and the proper blood collection procedure. Complications with patients and the issues associated with the field of phlebotomy will also be discussed. Training will continue as to the various aspects of basic ABO groups and Universal Donors/Universal Recipients. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**LA 701 Module G****80 Clock Hours/3 Semester Credit Hours**

In this course the student will identify body planes and positions, describe the body cavities. This MOD will further teach the student's about the anatomy and physiology of the muscular and skeletal systems. Instruction will be provided concerning the diseases specific to the nervous system. Students will apply all information presented in a hands-on laboratory setting under instructor supervision. *Prerequisites: None (25-55-0-20, 3)*

**\*EXT 801 Externship****160 Clock Hours/3.5 Semester Credit Hours**

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A

student must complete the externship to successfully complete the program. *Prerequisites: Student must complete LA 101, LA 201, LA 301, LA 401, LA 501, LA 601, and LA 701 to be eligible for participation in the externship class EXT 801. (0-0-160-40, 3.5)*

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

**Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships:**

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student's "Personal and Medical Information"). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student's Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
19-4021	Biological Technicians
29-2012	Medical and Clinical Laboratory Technicians
29-2031	EKG Technician
31-9092	Medical Assistant, Medical Assistant/Phlebotomist
31-9093	Medical Equipment Preparers
31-9096	In Vivo Technologist, Animal Care Trainee
31-9097	Phlebotomist, Rep, Phlebotomy Svcs., Rep, PS 1, Mobile Phlebotomist, Mobile Examiner, Paramedical Examiner, Examiner
31-9099	Laboratory Assistant, Specimen Processor, Specimen Technician, Lab Aide, Med Tech, Medical Technician, Patient Care Technician, Dialysis Technician, UA Tester, UA Technician, Healthcare Support Workers, All Other

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

## Medical Assistant

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks\*\*

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of the Medical Assistant course, the graduate will be able to obtain an entry level position as a Medical Assistant, assisting the physician in medical office examinations; perform basic laboratory skills and procedures; perform back office procedures, such as, to record, monitor, and mount electrocardiograms, complete physical examinations, tray set-ups, injections, positioning and draping, and charting a patient's medical history. In the front office, the Medical Assistant will perform the administrative duties of the office including bookkeeping, record management, appointment scheduling, insurance, and medical practice management. Job titles upon graduation will include Medical Assistant and front office personnel.

Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### Course Selections

		<b>Clock Hours</b>	<b>Semester Credit Hours</b>
		<b>Lec / Lab / Ext / Total</b>	
MA 101	Module A	25 / 55 / 0 / 80	3
MA 201	Module B	25 / 55 / 0 / 80	3
MA 301	Module C	25 / 55 / 0 / 80	3
MA 401	Module D	25 / 55 / 0 / 80	3
MA 501	Module E	25 / 55 / 0 / 80	3
MA 601	Module F	25 / 55 / 0 / 80	3
MA 701	Module G	25 / 55 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		175/ 385 / 160 / 720	24.5

\*Student must complete MA 101, MA 201, MA 301, MA 401, MA 501, MA 601, and MA 701 to be eligible for participation in the externship class EXT 801.

\*\*The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externships are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

### Medical Assistant Course Descriptions

**(AA-BB-CC-E, DD)** at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

#### MA 101 Module A

#### 80 Clock Hours/3 Semester Credit Hours

This course deals with the study of Pharmacology along with the different methods of administration of medications. Students will learn different techniques of Injections and why some are used in certain contexts. Students will also be trained in the area of the Anatomy and Physiology of Cells, Tissues and Skin. Students will also be instructed on the broad concepts of Law and Ethics as they pertain to the medical field. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 201 Module B****80 Clock Hours/3 Semester Credit Hours**

The unit deals with the critical area of medical asepsis and the proper procedures to reduce the risk in this area. Students will be trained on the proper selection of specific instruments associated with a variety of “trays”. Various draping and positioning procedures will be discussed. The Anatomy and Physiology of the Eye and Ear will be covered as part of the ongoing body systems training. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 301 Module C****80 Clock Hours/3 Semester Credit Hours**

In this course students will be instructed on the various tasks associated with a medical office, specifically appointment setting, scheduling and proper telephone techniques within a medical office. Students will also be introduced to basic bookkeeping and payroll accounting. Students will continue their lecture and laboratory instruction in the areas of anatomy and physiology with special attention on the Digestive System, Nutrition and the Endocrine System. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 401 Module D****80 Clock Hours/3 Semester Credit Hours**

In this MOD students will be instructed in both instructor lead and hands on learning in the subject areas of the respiratory and cardiovascular systems. Students will be trained on the importance of and how to take vital signs. Electrocardiography as a field of medicine will be taught and students will be trained on how to perform the basic electrocardiogram, as well as Spirometry techniques. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 501 Module E****80 Clock Hours/3 Semester Credit Hours**

In this unit the students will study the different steps involved in the payment process of an insurance claim. The different common insurance policies and procedures encountered in the field will be covered as well. Basic CPT and ICD coding system and how to apply them to various conditions are also included in the instruction within this module. The Anatomy and Physiology of the Musculoskeletal System and its corresponding bone, muscle and joint injuries and disorders will be taught as well. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 601 Module F****80 Clock Hours/3 Semester Credit Hours**

In this module students will be instructed on proper laboratory safety measures as well as how to perform basic Phlebotomy procedures. Laboratory testing procedures will be part of this unit's instruction too. The field of Microbiology will be introduced as will the concept of Radiation protection. The system of color coded vacationers and the “order of draw” are taught as well. As part of the regular training and education of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**MA 701 Module G****80 Clock Hours/3 Semester Credit Hours**

In this module students will learn in the laboratory setting how to perform physical and chemical analysis of urine as part of their study of the urinary and reproductive systems. There will also be discussions on the importance and wide variety of research in area of medicine. There will also be instructional discussions on the importance of interpersonal communications and human behavior. As part of the section on communication, students will learn about Maslow's Hierarchy of Needs. The use of the Microscope will also be taught. As part of the regular training and instruction of the course, the students will apply the information they receive in the lecture part of the class in hands-on supervised practice. *Prerequisites: None (25-55-0-20, 3)*

**\*EXT 801 Externship****160 Clock Hours/3.5 Semester Credit Hours**

After completing the required classroom centered course work, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills

learned in the classroom. Externs perform their work under the supervision of assigned personnel at the site. Timesheets signed by the supervisor are submitted weekly to the school to document attendance at the externship site. All externship hours must be completed to fulfill the requirements of the externship module. A student must complete the externship to successfully complete the program.

*Prerequisites: Student must complete MA 101, MA 201, MA 301, MA 401, MA 501, MA 601, and MA 701 to be eligible for participation in the externship class EXT 801. (0-0-160-40, 3.5)*

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student's explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site's rules, regulations and scheduling.

**Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships:**

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student's "Personal and Medical Information"). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student's Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
11-9111	Medical and Health Services Managers
29-2072	Medical Records Specialists
29-9021	Health Information Technologists and Medical Registrars
31-9092	Medical Assistant, Medical Assistant – Front Office, Medical Assistant – Back Office, Clinical Assistant, Back Office Clinical Assistant (BOCA), Front Office Clinical Assistant (FOCA)
31-3099	Medication Technician, Patient Registration Representative, Medical Benefits Specialist, Behavior Technician, Rehabilitation Technician, Medical Translator, Healthcare Support Workers, All Other
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

## Medical Biller/Coder/Office Assistant

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks\*\*

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

### Hybrid Online Program

This hybrid online program prepares graduates to work as entry-level medical billing specialists. When a health care professional treats a patient, a record is made describing observations and medical treatment. The Medical Coder Specialist assigns a code to each diagnosis and procedure. Various software programs are used to prepare and process medical claims for the patients, the physicians, and the insurance carriers. Students enrolled in this program will learn medical billing/coding and medical terminology. They will demonstrate an understanding of current medical software and trends in the insurance industry. They will learn to code and prepare insurance claims. The MBC courses can be taken in any order with the exception of the Externship. When course rotations are completed, the student is eligible for Externship under the supervision of the Externship Coordinator.

Upon completion of the program, the student will be prepared to enter the health care field in entry-level positions such as Medical Biller/Coder, Medical Administrative Assistant, and Medical Records Clerk in a medical office, hospital, insurance company, or private billing company. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

<b>Course Selections</b>		<b>Clock Hours</b>	<b>Semester Credit Hours</b>
		<b>Lec / Lab / Ext / Total</b>	
MBC 101	Module A	40 / 40 / 0 / 80	3
MBC 201	Module B	40 / 40 / 0 / 80	3
MBC 301	Module C	40 / 40 / 0 / 80	3
MBC 401	Module D	40 / 40 / 0 / 80	3
MBC 501	Module E	40 / 40 / 0 / 80	3
MBC 601	Module F	40 / 40 / 0 / 80	3
MBC 701	Module G	40 / 40 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		280 / 280 / 160 / 720	24.5

\*\*Students must complete MBC 101, MBC 201, MBC 301, MBC 401, MBC 501, MBC 601, and MBC 701 to be eligible for participation in the externship class EXT 801.

\*\*The student has 8 weeks, or the equivalent of two modules to complete the externship. Most externship classes are scheduled at 40 hours per week and can be completed in one module. Therefore, students may complete the program as early as 34 weeks.

**Weekly Online Commitment:** Students should assume a weekly online time commitment of 20 hours of lecture, lab, and related activities. Students may have the opportunity to complete some of their online lectures, assignments, and discussions at their own pace, but only during the same designated week in which they are assigned.

**Traditional In-Classroom Commitment:** Students are required to attend one traditional in-classroom class session per module at the Lamson campus. In-classroom class sessions are held on the first Saturday of each module from 10 a.m. to 1 p.m., or as scheduled by the instructor.

### Medical Biller/Coder/Office Assistant Course Descriptions

(AA-BB-CC-E, DD) at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

#### MBC 101 Module A

#### 80 Clock Hours/3 Semester Credit Hours

This course provides instruction in medical terminology and anatomy & physiology. Terminology related to the body in health and disease, muscular and skeletal systems, nervous system, special senses, and integumentary

system. Anatomy and Physiology related to directional terms, cellular structure and function, muscular and skeletal systems, nervous system, special senses, and integumentary system will also be provided. Basic keyboarding skills will also be provided. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 201 Module B**

**80 Clock Hours/3 Semester Credit Hours**

This course provides instruction in medical terminology and anatomy & physiology. Terminology related to the endocrine, cardiovascular, blood and lymphatic, respiratory, and digestive systems will be studied. Anatomy & Physiology corresponding to the systems studied in terminology will also be provided. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 301 Module C**

**80 Clock Hours/3 Semester Credit Hours**

This course provides instruction in medical office procedures/practice management software. Topics of study include: records management, office management, appointment scheduling, written communications, practice finances, billing, reimbursement, and collections. Knowledge of concepts will be further enhanced by hands on application using Medical Manager. Medical law and ethics, compliance and Health Insurance Portability and Accountability Act as well as Occupational Safety and Health Act regulations will also be covered. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 401 Module D**

**80 Clock Hours/3 Semester Credit Hours**

Course provides in-depth instruction in Current Procedural Terminology in Medical Coding. Using the CPT manual will be taught as well as coding instruction and practice in Evaluation & Management codes, anesthesia coding and modifiers. Surgical coding in the integumentary, musculoskeletal, respiratory, & cardiovascular systems will be provided. Students will also code from general surgery sections I & II along with radiology, pathology/laboratory and the medicine section. Additional instruction will include: Level II National Codes - Health Care Common Procedure Coding System. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 501 Module E**

**80 Clock Hours/3 Semester Credit Hours**

This course provides in-depth instruction in International Classification of Diseases, Tenth Revision, Clinical Modification medical coding. Instruction includes volumes 1 & 2 of the current ICD-10-CM manual, format and conventions are taught along with general coding guidelines for diagnosis. Students will be instructed in and receive hands on application in late effects, infectious and parasitic diseases, endocrinology, immunity disorders, body systems, hypertension & neoplasm tables, congenital anomalies, burns, adverse effects and poisonings. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 601 Module F**

**80 Clock Hours/3 Semester Credit Hours**

This course provides comprehensive training in the use of Microsoft Office/Word 2007. Students will learn document editing, formatting text and paragraphs, creating tables, working with styles and templates as related to the healthcare industry. Additional instruction will include terminology and anatomy and physiology related to the Urinary and Reproductive systems, maternity care and delivery, and professional development. Students will learn work ethic, interviewing skills, resume writing, job search skills and professional dress through hands on development of a portfolio which will be utilized when seeking employment. *Prerequisites: NONE (40-40-0-20, 3)*

**MBC 701 Module G**

**80 Clock Hours/3 Semester Credit Hours**

Course provides a comprehensive study of medical health insurance. Topics of study include healthcare claim preparation and transmission, hospital billing, patient billing and collections. Additional instruction in Remittance Advice/Explanation of Benefits, secondary claims, HIPAA, Worker's Compensation, Medicare, Medicaid, and private payers is provided. Students will use the concepts learned in a hands-on approach by preparing claims, working with EOBs and filing deadlines. *Prerequisites: NONE (40-40-0-20, 3)*

**\*MBC 801 Externship**

**160 Clock Hours/3.5 Semester Credit Hours**

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of the assigned personnel at the externship site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship. *Prerequisites: MBC 101, MBC 201, MBC 301, MBC 401, MBC 501, MBC 601, MBC 701. (0-0-160-40, 3.5)*

**NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:**

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site’s educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

A student declining an externship location must provide in writing to their Externship Coordinator the reason(s) for declining the externship location. This written document will be reviewed by the Externship Coordinator and the Director of Education to determine if the student’s explanation is reasonable and if so, to then develop a plan to determine how the student will fulfill the externship requirement. A refusal by a student to conscientiously attend their externship location may delay their graduation, delay their ability to obtain their state or other required licensing, or jeopardize their continuing enrollment at the School. A student will be required to find their own externship site in the event a student refuses a reasonable site selected by the School, or is removed from the externship site for failure to attend or for excessive absences, or for failure to abide by the site’s rules, regulations and scheduling.

**Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships:**

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student’s “Personal and Medical Information”). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student’s Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

*Standard Occupational Classification (SOC)	Employment Position
29-2072	Medical Records Specialists
29-9021	Health Information Technologists and Medical Registrars
43-0000	Medical Claims Biller, Office Assistant
43-6013	Medical Receptionist, Medical Administrative Assistant, Medical Spa Receptionist, Medical Office Assistant, Medical Office Services Coordinator (MOSC), Unit Secretary, Medical Office Representative, Health Office Aide

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

## **Optical/Optometric Assistant** (*Lamson is not currently accepting enrollments for this program.*)

Semester Credit Hours Required: 24.5

Expected Completion Time: 36 weeks\*\*

Clock Hours Required: 720 Instructional Clock Hours and an additional 180 Outside Prep Hours

Upon successful completion of this program, the graduate will possess all the necessary skills to be an entry-level technician who can prepare eyeglasses to fill a Doctor's prescription. Concepts of contact lenses will be introduced. This program provides the graduate with the knowledge and skills for a variety of entry-level positions assisting ophthalmologists, opticians, optometrists, and other eye care professionals.

Job titles upon graduation will include Optical Assistant, Optometric Assistant and Lab Technician. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

### **Course Selections**

		<b>Clock Hours</b>	<b>Semester Credit Hours</b>
		<b>Lec / Lab / Ext / Total</b>	
OP 101	Module A	25 / 55 / 0 / 80	3
OP 201	Module B	25 / 55 / 0 / 80	3
OP 301	Module C	25 / 55 / 0 / 80	3
OP 401	Module D	25 / 55 / 0 / 80	3
OP 501	Module E	25 / 55 / 0 / 80	3
OP 601	Module F	25 / 55 / 0 / 80	3
OP 701	Module G	25 / 55 / 0 / 80	3
*EXT 801	Externship	0 / 0 / 160 / 160	3.5
Total		175/ 385 / 160 / 720	24.5

\*Students must complete OP 101, OP 201, OP 301, OP 401, OP 501, OP 601, and OP 701 to be eligible for participation in the externship class EXT 801.

\*\*The student has 8 weeks, or the equivalent of two modules to complete the externship.

Most externship classes are scheduled at 40 hours per week and can be completed in one module.

Therefore, students may complete the program as early as 34 weeks.

### **Optical/Optometric Assistant Course Descriptions**

**(AA-BB-CC-E, DD)** at the end of each course description where AA is Lecture Hours, BB is Lab Hours, CC is Externship Hours, DD is Outside Hours, and E is total Semester Credit Hours.

#### **OP 101 Module A**

#### **80 Clock Hours/3 Semester Credit Hours**

This course focuses on the primary part of the human eye and explains its function and common disorders. It also includes the theory of light, reflection and refraction as well as identifying various lens materials and their uses. Frame materials and their use are also discussed as well as making proper recommendations for lens styles according to people's lifestyles.

#### **OP 201 Module B**

#### **80 Clock Hours/3 Semester Credit Hours**

This course describes prisms and their use in relation to optics. Terms relating to Optical centration & interpupillary measurements are also discussed. Also included are the uses of ophthalmic equipment as well as ANSI standards for spectacles. Mathematic calculations related to Optics are also discussed. Manufacturing processes for spectacles are discussed and practiced as well.

**OP 301 Module C****80 Clock Hours/3 Semester Credit Hours**

This course focuses on low vision aids as well as terminology related to dispensing and problem solving. Proper use of ophthalmic hand tools are also discussed and practiced as well as frame repairs and adjustments. Laws pertaining to the field of Optics are also discussed in this course. Also, proper telephone techniques as well as handling difficult patients are discussed.

**OP 401 Module D****80 Clock Hours/3 Semester Credit Hours**

The physiology of the cornea is the focus of this course. The history and evolution of the contact lenses are discussed. Also explained are the advantages and disadvantages of contact lenses. Terms relating to soft and hard contact lenses are discussed as well. Ophthalmic equipment used for contact lenses as well as proper care and cleaning of contact lenses are discussed and demonstrated.

**OP 501 Module E****80 Clock Hours/3 Semester Credit Hours**

The science of Perimetry and Tonometry is discussed in this course. Terminology related to eye diseases are discussed and explained. Bookkeeping rules as well as basic computer functions related to appointment scheduling are discussed as well. Basic insurance types and coverages are defined and explained.

**OP 601 Module F****80 Clock Hours/3 Semester Credit Hours**

This course focuses on bookkeeping, payroll, appointment scheduling and other office functions. Also explained are accounts payables and sales. Pharmacology law and low vision aids are further discussed in this course. National Standards for the field of Optics are also covered in this course.

**OP 701 Module G****80 Clock Hours/3 Semester Credit Hours**

The focus of this course includes knowledge of basic ophthalmic photography and iridology. Also covered in this course is basic knowledge of ocular pharmacology Basic illuminations of the slit lamp and other prescreening devices for common eye diseases are discussed as well. An introduction to ocular medical procedures is also provided. In relation to this, knowledge on the use of ICD and CPT coding books for insurance billing is also covered.

**\*EXT 801 Externship****160 Clock Hours/3.5 Semester Credit Hours**

After completing the required coursework, students proceed to an externship at an approved site. The externship provides the student with a realistic work environment in which to apply the skills learned in the classroom. Externs perform their work under the supervision of the assigned personnel at the externship site. Timesheets signed by the supervisor are submitted weekly to the school to document externship attendance. All externship hours must be completed to fulfill the requirements of the externship.

***NOTICE: RULES AND CONDITIONS ABOUT EXTERNSHIPS:***

Some Courses of Study require up to eight weeks of hands-on applied training at an offsite third-party externship. Students entering an externship must make arrangements to be available at the times required by their site's educational coordinator or instructor. The student understands that all externships are performed without payment of compensation or any other benefit, and if travel is required, it is the responsibility of the student to secure transportation. The student understands that the student is never an employee or independent contractor of the externship site or of the School at any time. The student is and always remains a student at the externship site. The student further understands that an externship is provided solely for the benefit of the student as a part of their Course of Study in order for the student to obtain the clinical and observational experience needed to apply for a governmental or other entity license/permit/ examination, and/or gain the requisite hands-on experience to qualify for an entry level position in their chosen career field. Students are expected to treat the externship as a hands-on classroom setting, to attend all required externship hours, and to abide by the rules and regulations of the externship site. Hours at externship sites can vary from day to day and from week to week depending on the needs, rules, regulations and scheduling of the location. Excessive absences from the externship may result in failure of the Course and the inability to graduate at the planned time. Externships are held in a variety of settings and locations. The student is strongly advised to accept the assigned externship site provided by the School, otherwise there may be a delay in student

completing their externship and finishing their Course of Study. The student understands that neither the School nor the externship site guarantees, represents, or warrants that the student can apply, be considered for, will obtain or be entitled to any job position at the externship site where the student had their externship.

**NOTE: School is only responsible for obtaining one externship site location for a Student.**

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**Required Criminal Background Checks, Medical/Lab Exams, Drug Tests, and Immunizations for Programs with Externships:**

Students enrolling in a program requiring completion of an externship should understand that externship locations may require the student to successfully pass and/or provide all criminal history background checks, medical/physical/lab exams and drug tests results, and proof of immunizations (collectively Student’s “Personal and Medical Information”). If the student does not pass or provide their Personal and Medical Information then the student will be disqualified from taking their externship at such location and is then subject to being immediately dismissed, failed or withdrawn from their program of study as solely determined by the school. Upon signing their Enrollment Agreement, Lamson students authorize the school under all applicable federal, state, and local laws and regulations, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), to provide the student’s Personal and Medical Information to any externship location and further, to any governmental and non-governmental entity that may require such Personal and Medical Information in order to apply for a license/permit/examination.

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
29-2080	Optometric Assistant, Lab Technician (Optical Lab)
29-2081	Optician, Optical Assistant, Assistant Optician
29-2057	Ophthalmic Assistant
31-9099	Healthcare Support Workers, All Other
41-3091	Retail Optical Associate, Optical Sales Representative

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

# Cloud Computing & Cybersecurity Associate

*Associate of Occupational Studies (AOS) Degree, 74 Semester Credits, 88 Weeks*  
Hybrid Online Program

## Program Overview:

The Cloud Computing & Cybersecurity Associate program resulting in an Associate of Occupational Studies degree prepares the student for entry to the field of computer network support and administration. The student will learn, engage, and practice skills in operating systems, applications, on-premise networks, cybersecurity, and cloud computing. In addition, students will learn to plan and carry out security measures to protect an organization's computer networks and systems. The program is dedicated to training students on the various facets of the professional network support specialists' duties including analysis, troubleshooting, testing, maintenance, and evaluation of existing on-premise local area networks (LAN), wide area networks (WAN), and on-cloud virtual private networks. The program is delivered in a blended format.

## Educational Objectives:

- Prepare students to manage computer hardware and software installation and support
- Provide students with the opportunity to practice and evaluate local, wide, and cloud network design, implementation, administration, security, and support
- Provide students with on-premise and cloud information technology education, which includes coursework in various IT modalities including network server installation, network design, configuration, support, and security applications
- Prepare students for successful entry into the Information Technology administration field
- Provide students with the communication and interpersonal skills required to work effectively within work teams
- Develop the tools to conduct job searches and learn effective interview techniques

Potential job titles include Computer User Support Specialists, Computer Network Support Specialists, Information Security Analyst, Network System Administrator, Cloud Technologist, and Computer Network Architects. DOTCODE: 033.362-010. Please see the end of this program description for a list of other possible job titles with their assigned Standard Occupation Classification (SOC) Codes. Graduates of this program may want to consider these other SOC job titles as potential entry-level job opportunities to pursue upon graduation.

## Program Length Information:

The Cloud Computing & Cybersecurity Associate program is 88 weeks in length.

**Full-time students** – normal program length is 88 weeks – Maximum Time Frame is 132 weeks.

**Part-time students** – Lamson does not offer part time programs.

**Hybrid Online Time Commitment:** Students should assume a weekly time commitment of 20 hours. The lecture portion of the 12 technical modules is delivered fully online, with a traditional on-campus requirement for the lab portion. Lab work requires students to be on campus three times per module – on Saturdays. The four general education courses are delivered online with no on-campus requirement. This program takes advantage of the various methods and forms of learning through online content delivery and on-ground lab work to create a multi-layered environment for student interaction, teacher/student interaction and expert insight.

## Course Listings:

Course Number	Course Title	Classroom Clock Hours	Lab Clock Hours	Total Instructional Clock Hours	Semester Credit Hours
CMST 1310	Introduction to Communications	80	0	80	5
MATH 1314	College Algebra	80	0	80	5
PSYC 1318	General Psychology	80	0	80	5
ENGL 1301	English Composition	80	0	80	5
<b>Total General Education</b>		<b>320</b>	<b>0</b>	<b>320</b>	<b>20</b>

IT 1101	Computer Hardware & Troubleshooting	60	15	75	4.5
IT 1102	Computing Concepts & Applications	60	15	75	4.5
IT 1103	Computer Networking Concepts	60	15	75	4.5
IT 1104	Linux System Administration	60	15	75	4.5
IT 1105	Network Resource Administration	60	15	75	4.5
IT 1106	Computer Security Fundamentals	60	15	75	4.5
IT 2201	Routing & Switching	60	15	75	4.5
IT 2202	Data Management and Security	60	15	75	4.5
IT 2203	Network Security	60	15	75	4.5
IT 2204	Architecting on the Cloud	60	15	75	4.5
IT 2205	System Operations on the Cloud	60	15	75	4.5
IT 2206	Security on the Cloud	60	15	75	4.5
<b>Total Core</b>		<b>720</b>	<b>180</b>	<b>900</b>	<b>54</b>
<b>PROGRAM TOTAL</b>		<b>1040</b>	<b>180</b>	<b>1220</b>	<b>74</b>

## Course Descriptions:

### General Education Courses

#### **CMST 310 Introduction to Communications**

This course is designed to introduce students to the study of human communication. Students will explore theories and models of communication and examine human communication in a variety of contexts including interpersonal relationships, groups, intercultural and gender contexts, public speaking, and public communication. By the end of this course, students should also be able to identify and describe significant features of human communication scholarship in both the academic and broader social arena. **Credit hours:** 5, **Clock hours:** 80, **Prerequisites:** None

#### **MATH 1314 College Algebra**

In this course, students will identify and operate with absolute value equations and inequalities, will acquire graphing skills, inverse functions, logarithmic and exponential functions, polynomial and rational functions, piecewise defined functions, theory of equations and matrices. Course prepares students for an intermediate algebra course by covering the fundamental concepts, operations, and applications of basic algebra. Algebraic topics include systems of linear equations and inequalities, polynomial operations, graphing equations and inequalities in two variables, and systems of equation. Course surveys algebraic and exponential functions. **Credit hours:** 5, **Clock hours:** 80, **Prerequisites:** None

#### **PSYC 1318 General Psychology**

This course is a broad survey of the major topics in psychology including, but not limited to, research methodology, biological and social factors influencing behavior, development, learning, memory, personality and abnormal psychology. This course introduces students to psychology as a systematic and scientific way to think about the biological and social aspects of behavior and mental processes. **Credit hours:** 5, **Clock hours:** 80, **Prerequisites:** None

#### **ENGL 1301 English Composition**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing reading, and practicing writing for personal and professional applications. **Credit hours:** 5, **Clock hours:** 80, **Prerequisites:** None

### Core Courses

#### **IT 1101 Computer Hardware & Troubleshooting**

This course provides a comprehensive foundation in understanding PC desktop components. Students will learn how the components work together, how to troubleshoot, install and replace them. These skills are expected

from any PC desktop, helpdesk, and network support technician. The covered material of this course is related to the industry certification CompTIA A+. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** None

### **IT 1102 Computer Concepts and Applications**

This course provides foundation in information technology concepts, operating system functions and computer applications. The course also includes topics in computer ethics, computer security and HTML (Creating a Website). **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101

### **IT 1103 Computer Networking Concepts**

This course provides a comprehensive foundation in networking concepts and technologies. Students will learn how to use, install and configure basic networking technologies as would be expected from a network support technician or network administrator. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102

### **IT 1104 Linux System Administration**

This course focuses on the installation, configuration and administration of the Linux operating system. It emphasizes the use of Linux as a network client and workstation in a secure environment. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103

### **IT 1105 Network Resource Administration**

This course focuses on the management of local area network servers. Teaches proper structuring of security systems. Explains print queues, disk management, and other local area network (LAN) issues. Presents concerns and issues for the purchase and installation of hardware and software upgrades. The course can be taught using any network operating system or a range of operating systems as a delivery tool. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104

### **IT 1106 Computer Security Fundamentals**

This course provides instruction in the basics of computer and network security. It includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. It also includes instruction on security keys, confidentiality, integrity, availability, accountability and auditability. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1105

### **2201 Routing & Switching**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, participants will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

### **IT 2202 Data Management and Security**

This course provides the foundational information, concepts, and background knowledge that students need to understand the basic underlying infrastructure that database storage systems are running on. Students learn how database servers work with operating systems. Explore hardware, from CPU to drives, strengths and weaknesses of different types of storage, and memory options. The course also provides foundational knowledge of Big Data systems and data security concepts. **Clock hours:** 75, **Credit hours:** 4.5  
**Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

### **IT 2203 Network Security**

This course provides students with in-depth study and practice of advanced concepts in applied systems and networking security, including security policies, access controls, IP security, authentication mechanisms, and intrusion detection and protection. It provides students with an in-depth view on strategies of communication and network and cybersecurity. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

### **IT 2204 Architecting on the Cloud**

This course provides students with the fundamentals of building IT infrastructure on the cloud. Student will learn how to optimize cloud technologies by understanding cloud services and how they fit into cloud-based solutions. Student will explore cloud best practices and design patterns to architect optimal IT solutions on popular cloud platforms. Student will also examine case studies that show how organizations have designed their infrastructures and the strategies and services they implemented. Student will build and explore a variety of

infrastructures through a guided, hands-on activity. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

**IT 2205 System Operations on the Cloud**

This course teaches students how to create automatable and repeatable deployments of networks and systems on popular cloud platforms. Course will explore the cloud features and tools related to configuration and deployment and common techniques for configuring and deploying systems in the cloud. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

**IT 2206 Security on the Cloud**

This course provides students with the opportunity to learn how to efficiently use cloud security services to stay secure and compliant in the cloud. Course will focus on recommended security best practices that students can implement to enhance the security of data and systems. Course will explore security features of popular cloud services providers, key services, including compute, storage, networking, and database services. Course will also consider common security control objectives and regulatory compliance standards and examine use cases for running regulated workloads across different verticals, globally. In this course, student will learn how to leverage cloud services and tools for automation and continuous monitoring—taking security operations to the next level. **Clock hours:** 75, **Credit hours:** 4.5, **Prerequisites:** IT 1101, IT 1102, IT 1103, IT 1104, IT 1105, IT 1106

**Job titles (with SOC codes) to possibly consider as potential entry-level job opportunities to pursue upon graduation:**

<b>*Standard Occupational Classification (SOC)</b>	<b>Employment Position</b>
15-1151	Computer User Support Specialists
15-1152	Computer Network Support Specialists
15-1122	Information Security Analyst
15-1142	Network & Computer System Administrator
15-1299	Cloud Technologist
15-1241	Computer Network Architects
15-1211	Computer Systems Analysts
11-3021	Computer and Information Systems Managers

\* All SOC codes are accurate for the 2018 system and are available at: <http://www.bls.gov/soc/#classification>

## 7. STUDENT DISCLOSURES SECTION

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This Student Disclosures Section contains those policies and procedures that students need to know and follow in order to successfully obtain the knowledge and training that they will be receiving in their program of study. This Section is a part of the Lamson catalog and provides additional information to students on Lamson school policies pertaining to their student enrollment including admissions, financial aid, and program and graduation requirements.

### **Tardiness and Clock-In**

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being “on-time” for class and appointments. Please be aware that class will begin whether you are there or not. If you arrive after your scheduled start time, you will be marked as tardy. If you are tardy, all class time missed will be recorded in real time. Tardy students may or may not be allowed into class at the discretion of the instructor or Campus Director. If you are going to be late, you need to contact the school staff. If you are allowed to arrive in late to class, when you arrive you must enter the class as quietly and discretely as possible so you do not disturb the instructor or your fellow students.

### **Student Appearance**

Your dress and appearance must be in compliance with the following standards at all times:

1. Gender specific clothing is required at all times.
2. Clean hygiene (including use of deodorant and breath mints) is essential.

### **Academic Achievement**

Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your instructor, Director of Education or the Campus Director.

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your assignments. Students who do not come prepared with the books and materials they need to fully participate in that day’s lessons may be required to leave class until they return with the necessary books and equipment.

### **Change in Status**

It is important that you notify the administrative office and your instructor of any changes in status, including your address, phone number, email address, emergency contact information, etc. The School needs to have your most current information on file.

### **Standards of Conduct**

#### **Academic Misconduct Policy**

Students may be disciplined for acts of academic misconduct. These include, but are not limited to: cheating and plagiarism.

Cheating is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another’s test or examination; allowing another to copy from one’s test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, “cheat sheets,” or other information devices without the consent of

the instructor; allowing someone other than the officially enrolled student to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures of another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever: Directly quoting another person's actual words, whether oral or written; using another person's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; or offering materials assembled or collected by others in the form of projects or collections.

Students who are accused of academic dishonesty have the right to due process. The full policy and procedure is available in this Student Disclosure Section.

### **Student Code of Conduct**

The School seeks to provide the best educational environment for its students, faculty, and staff. The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event.

Therefore, in furthering the educational aims of the School, rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Lamson Institute, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

These standards include:

1. Display professional behavior at all times. The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the School, extreme and willful disruption of the School environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. The School will not tolerate threats, harassment, bullying, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by the School.
2. Always treat School and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
3. Alcohol and drugs have no place at the School or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
4. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
5. Eating and drinking is not permitted in classrooms or in the labs. You may only eat and drink in the student lounge or outside of the building.

6. Headphones, personal radios, CD players and iPods are not permitted during class or while performing work on a lab floor.
7. Refrain from entering staff offices without a staff member present. Make sure you have permission to enter these areas.

The School provides postsecondary vocational education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible adult manner. We put the Standards of Conduct in place to address unprofessional behavior, but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action against a student, as determined in the School's sole discretion, including any one or more of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and termination of enrollment.

## **Facilities**

### **Student Break Room**

The student break room is available to all students during your lunch and break times only. You are expected to help keep it clean. Smoking is not permitted anywhere in the campus building or around the entrance door. Smoking is only allowed in designated areas outside of each campus. Please follow the guidelines for your campus as well as the city ordinances where your campus is located.

### **Parking**

The School does not provide a designated parking space for each student. Therefore, you must abide by all of the parking rules and regulations of your specific campus location and the community in which your campus is located.

## **Notice of Student Rights Student Grievances and Complaints Under School, Accreditor, State, and Federal Policies and Regulations**

### **Student Grievance Policies and Procedures**

The School's student grievance procedures are designed to handle complaints and grievances concerning the actions, decisions, or inactions of faculty or staff members.

#### **1<sup>st</sup> Step: Attempt to Resolve the Situation Directly**

The student should first attempt to resolve the situation with the person whose action is being questioned. Any questions or concerns regarding the School's enrollment agreement or the meaning, interpretation, and application of any of the provisions set forth in this catalog for any other reason, may be brought forth for resolution.

If a student is unable to resolve a situation directly with the person whose action is being questioned, they should proceed to the next step and use the campus complaint procedure below.

#### **2<sup>nd</sup> Step: Lamson Student Complaint Procedure**

When a grievance occurs, the student should first attempt to resolve the situation with the person whose action is being questioned. If the student does not believe the matter has been resolved, he or she may proceed through the following steps:

1. The student may file in writing, within three working days of the incident, the following information:
  - A. A statement of the specifics involving the grievance.
  - B. The dates of the occurrence.
  - C. A listing of policies and procedures involved.

- D. The names of the individuals affected.
- E. The interpretation or remedy sought.

The Director of Education will investigate the complaint, and may conduct a conference with all involved parties in an attempt to resolve the grievance. The student will receive a written response from the Director of Education within ten (10) working days of receipt of the student's grievance.

- 2. If the grievance remains unresolved, it may be appealed within five working days of the decision to the Campus Director. The Campus Director may take whatever steps are deemed necessary to resolve the matter. The Campus Director or his/her representative will render a decision, which is final and binding upon all parties.

### **3<sup>rd</sup> Step: Accreditor and State Complaint Procedures**

If a student is unable to resolve a situation through the campus complaint procedures and appeals, they may utilize one of the external complaint procedures listed below, though the school's accreditors or the state.

#### **ACCET Student Catalog Notice - ACCET Student Complaint Procedure**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the school's written complaint procedures published in this catalog in the Student Disclosures section under Notice of Student Rights. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

- 1. Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
- 2. The letter of complaint must contain the following information:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
- 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

- 4. **SEND TO:** ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

### **ACCSC Student Catalog Notice - ACCSC Student Complaint Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be submitted in written form and should grant permission for the Commission to forward a copy of the complaint to the School for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the ACCSC Complaint Form is available at the School and may be obtained by contacting the Campus Director or online at [www.accsc.org](http://www.accsc.org).

### **Texas Workforce Commission Complaint Procedure**

Students dissatisfied with this school's response to their complaint, or who are unable to file a complaint with the school can file a complaint with the Texas Workforce Commission, Career Schools and Colleges Section.

**Texas Workforce Commission  
Career Schools and Colleges Section  
101 East 15th Street, Room 226-T  
Austin, Texas 78778-0001  
Phone: (512) 936-3100**

Information on filing a complaint with TWC, including the form, can be found on TWC's website at [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents).

## **Federal Complaint Policies and Regulations:**

### **TITLE IX POLICY & PROCEDURES**

Lamson Institute (The School) does not discriminate on the basis of sex in the education programs or activities that it operates, and it is required by Title IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, *et. seq.*) not to discriminate in such a manner. The requirement not to discriminate in any education program or activity extends to admission to the School and employment opportunities with the School.

Pursuant to this policy and the procedures stated in the school's Title IX policy, the School must respond to alleged incidents of sexual harassment, as defined in the Title IX policy, that occurred in the School's education program or activity, against a person in the United States. The School's Title IX Policy is fully set forth in Addendum A to this catalog, and are posted on the Lamson website at <https://lamson.edu/about/title-ix-information/>.

#### **Contacting the Title IX Coordinator**

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the School's Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The School's Title IX Coordinator can be contacted at:

JoAnn Navarro, Campus Director  
5819 NW Loop 410, Suite 160  
San Antonio, TX 78238  
(210) 520-1800  
[joann.navarro@lamson.edu](mailto:joann.navarro@lamson.edu) or [TitleIXCoordinator@lamson.edu](mailto:TitleIXCoordinator@lamson.edu)

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education  
Assistant Secretary for Civil Rights  
Kenneth L. Marcus  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
1-800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

## **Notice of Binding Arbitration and Class Action/Collective Arbitration Waiver**

### **A. Binding Arbitration**

Your enrollment agreement with Lamson contains includes your agreement to resolve certain disputes that may arise between Lamson and yourself through a process called BINDING ARBITRATION. Arbitration is an alternative to litigating a dispute in a court of law. It is a private process where the parties to a dispute agree that one or several individuals can make a decision about the dispute after receiving evidence and considering arguments.

As a condition of your enrollment, you have agreed to GIVE UP YOUR RIGHT TO GO TO COURT to assert or defend your rights under the enrollment agreement (EXCEPT for matters that may be taken to a SMALL CLAIMS COURT with jurisdiction over you and the LAMSON).

This means, in most cases, that any claims that you or Lamson may have will be heard by a NEUTRAL ARBITRATOR instead of a judge or jury.

Under the arbitration process you are entitled to a FAIR HEARING, BUT the arbitration procedures are designed to be SIMPLER AND MORE LIMITED THAN RULES THAT APPLY IN A COURT OF LAW.

You are entitled (but not required) to be represented by an attorney during arbitration, if you so choose.

The decision of the Arbitrator is enforceable just as any order issued by a court of law.

The Arbitrator's Decision Is Final, And As Such, Can Be Reviewed By A Court Of Law Only In Very Limited Circumstances.

The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by Lamson.

### **B. Class Action/Collective Arbitration Waiver**

Your enrollment agreement with Lamson also contains a further condition for enrollment, that requires you to agree that any dispute or claim that you may bring against LAMSON will be brought solely in your individual capacity. THIS MEANS YOU MAY NOT BE A PLAINTIFF OR PARTICIPATE AS A CLASS MEMBER IN ANY PURPORTED CLASS ACTION, REPRESENTATIVE PROCEEDING, MASS ACTION OR CONSOLIDATED ACTION, WHETHER IN A COURT OF LAW OR IN ARBITRATION.

### **C. Effect on Borrower Defense To Repayment Applications**

Nothing in your enrollment agreement requires you to participate in arbitration or any internal dispute resolution process offered by Lamson prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR § 685.206(e);

Lamson does not, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR § 685.206(e) at any time; and

If you go to arbitration with Lamson per the requirements of the pre-dispute arbitration agreement provision in your enrollment agreement this will pause the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR § 685.206(e)(6)(ii).

### **D. How to Commence Arbitration**

Binding arbitration is conducted according to the American Arbitration Association (the “AAA”), under its Supplementary Rules for Consumer Related Disputes (“Consumer Rules”). You can access a copy of the AAA Rules Consumer Rules by visiting the AAA’s website at: <https://www.adr.org/sites/default/files/Consumer-Related%20Disputes%20Supplementary%20Procedures%20Sep%2015%2C%202005.pdf>

You may start an arbitration proceeding as set forth in the AAA Consumer Rules by filing a “Demand for Arbitration” with AAA along with the filing fee and a copy of your enrollment agreement that contains the pre-dispute agreement to arbitrate.

The AAA’s Demand for Arbitration in a Consumer Dispute form is available at:

[https://www.adr.org/sites/default/files/Consumer\\_Demand\\_for\\_Arbitration\\_Form\\_3.pdf](https://www.adr.org/sites/default/files/Consumer_Demand_for_Arbitration_Form_3.pdf)

Lamson will reimburse you for the filing fee. The Demand for Arbitration must contain the following: 1) a brief explanation of the dispute; 2) your name and current address and the name and address of the School, and, if known, the names of any person who is representing you in the arbitration; 3) the amount of money in dispute, if applicable; 4) the requested location for the hearing if an in-person hearing is requested; 5) a statement explaining what you want to resolve the dispute.

You may file your Demand for Arbitration with the AAA in the following ways:

- Online: <https://apps.adr.org/webfile>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Fax to: 1 877-304-8457 or +1 212-484-4178 (if fax number outside the US)

When you have filed a Demand for Arbitration with the AAA you must also deliver a copy to Lamson at: Lamson Institute, 5819 N.W. Loop 410, Suite 160 San Antonio, TX 78238, ATTN: Campus Director

If you have any questions regarding how to start the arbitration process, you may contact the Campus Director for an additional information at Lamson Institute, 5819 N.W. Loop 410, Suite 160 San Antonio, TX 78238, ATTN: Campus Director, [campusdirector@lamson.edu](mailto:campusdirector@lamson.edu), 210-520-1800.

## **Additional Important Policies and Disclosures**

### **Voter Registration Disclosure**

In order to ensure that all students are made aware of their opportunity to participate in local, state and national elections, voter registration forms are available online at the following websites. Please visit the website for your state to print the correct forms:

<http://www.dmv.org/tx-texas/voter-registration.php>

<http://elections.bexar.org/Registration/registration.html>

## **Constitution Day Policy**

The U.S. Assistant Deputy Secretary for Innovation and Improvement announced that, pursuant to legislation passed by Congress, educational institutions, such as the School, are mandated to hold an educational program pertaining to the United States Constitution on September 17<sup>th</sup> of each year.

This commemorates the formation and signing of the Constitution on September 17, 1787 recognizing all who are born in the U.S. or by naturalization, have become citizens. On September 17, 1787 the delegates to the Constitutional Convention met for the last time to sign the document they had created. Students and instructors will honor the constitution through discussion, learning activities, a video/ CD and handouts with information on the history of the constitution. Verification of this day is maintained in the campus location for review as required by the Department of Education.

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

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The Registrar oversees the disposition of educational records. Students may request a review of their records by writing to the Registrar or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular School office hours under appropriate supervision and within 45 days of the date the request is received by the School. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies.

A student may request the School to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he/she wants changed and specify why it is inaccurate. The Registrar, together with other involved School personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the School will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by the student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;

- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The School will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the School in writing within ten (10) days after the first date of attendance if he/she does not wish to have any or all of such information released by the School. Such directory information includes some or all of the following data: student's name, address (es), telephone number, e-mail address, program, dates of attendance, photograph, credential awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The School also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of any disciplinary action taken against the alleged perpetrator of the crime.

The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5901  
Additional information on FERPA is available from the Registrar's office.

### **Copyright Policy**

Lamson students must follow the Federal Copyright Act which prohibits the unauthorized distribution of copyrighted materials. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the owner of the copyright under the Federal Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Acknowledging the source of the copyrighted material is not a substitute for obtaining permission from the copyright owner. Therefore use of the copyrighted materials of others should only be done by following the outlined procedures below:

1. Students should refer any questions about the Federal Copyright Act to their Instructors and/or Campus Director.
2. While Lamson expects students to strictly abide by all clauses of the Federal Copyright Act in their interactions with and on behalf of the Institution, the following list covers those aspects of the Federal Copyright Act which students are most likely to encounter in their tenure with the School:

**A. Photocopying, Electronic and/or Other Copying of Copyrighted Materials:** Students may make and share copies of copyrighted materials on a limited basis for research or academic purposes strictly in accordance with the Federal Copyright Act.

**B. Use of Images from Online or other Sources:** Students may use images from copyrighted sources for their individual classroom projects and assignments, but must limit their use of such images to individual educational purposes. For non-classroom projects, however, if you did not create the image yourself, did not obtain the image from your computer's clipart or from a website that creates images specifically for free public usage (such as Microsoft images), you or Lamson do not own the image and have not paid for use of the image, consequently you should not use the image in your work.

**C. Peer to peer file sharing.** Peer to peer sharing of electronic files is not an illegal act. However, peer to peer sharing of copyrighted electronic files, including but not limited to movies, music, computer software and video games can be a violation of the Federal Copyright Act. Students must avoid peer to peer sharing of copyrighted material and should be aware that educational institutions, such as Lamson, are under no obligation to accept responsibility for or to help defend students caught illegally sharing files.

**D. Software.** All software used by Lamson has been appropriately licensed in order to comply with the Federal Copyright Act and all requirements of the software's owner. Lamson students are not allowed to use any personal software with Lamson technology.

3. Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities including the possibility of fines, financial liability for damages and court fees, and confiscation of the copyrighted materials and any devices used to copy and/or distribute them. 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. Such illegal sharing may also subject students to disciplinary action including termination of their student enrollment at Lamson.

## **Drug-Free Schools/Drug-Free Workplace Annual Disclosure to Students and Employees**

It is the policy of the School to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 as amended for all students and employees. As noted in the Annual Security Report, the School supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. As **AN EXPRESS CONDITION OF ACCEPTANCE AS A STUDENT TO THE SCHOOL**, students agree to random and for-cause drug testing throughout their attendance at the School in accordance with the School's Substance Abuse Policy set forth below. A violation will result in the School taking appropriate action up to and including termination from School or termination of employment. Accordingly, the following information regarding the use of illegal drugs and alcohol is provided annually to each student and employee of the School.

### **Objectives of the School's Substance Abuse Prevention Policy**

The unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous to the individual and society. Alcohol and drug abuse not only have an adverse effect on safety, but also have cascading ill effects on the health and welfare of the entire student body. The School's objectives with its Substance Abuse Policy include the following:

- To establish and maintain a safe, healthy educational environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help both students and employees;
- To reduce the number of accidental injuries to persons or property;
- To preserve the reputation of the School within the community and industry at large;
- To enhance the student's and the School's ability to achieve a high employment placement rate; and
- To reduce absenteeism and tardiness of its students.

### **Standards of Conduct**

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on School premises, while involved in a School-related activity off campus, or in an employee workplace is strictly prohibited and subject to the disciplinary sanctions noted below.

#### **1. THE SCHOOL CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS AND EMPLOYEES.**

The School will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Individuals are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on School property or at any of its officially sponsored activities. This includes all forms of marijuana and synthetic marijuana, regardless of the legality of the substance. Individual state legalization of marijuana and/or the possession of a legitimate medical marijuana card are not accepted as exceptions to this policy. Under federal law marijuana remains classified as a Schedule I drug and its possession and use by any individual, regardless of age, are prohibited. As a Title IV institution, the School will follow all applicable federal laws and regulations. Note: Officially sponsored off-campus activities include field trips and student-sponsored social activities if they are considered sponsored by the School.

## 2. REPORTING OF VIOLATIONS TO LOCAL AND/OR STATE LAW ENFORCEMENT

The School will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking.

## 3. DISCIPLINARY SANCTIONS

Illegal possession or use of drugs or alcohol can have penalties, including loss of Title IV eligibility, community service, suspension or loss of driver's license, jail time and fines. Students who violate the School's prohibitions against drugs and alcohol are subject to disciplinary action up to and including termination of their enrollment at the School. For state-specific statutes and penalties on drug and alcohol offenses, please reference the state of the applicable campus location. Additionally, employees who violate the prohibitions against drugs and alcohol are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation for prosecution. For more information, employees should contact the Human Resources Department.

## 4. LOSS OF TITLE IV ELIGIBILITY

A student is ineligible to receive Title IV financial aid if the student has been convicted of an offense involving the possession or sale of illegal drugs for the period described below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense:	1 year from the date of conviction	2 years from the date of conviction
2nd Offense:	2 years from the date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

## 5. LEGAL SANCTIONS

**State Drug Laws:** State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first time violations of these laws range from fines to lengthy terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. There may also be civil consequences which result from the violation of state drug and alcohol statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment and lose their right to vote.

**Federal Drug Laws:** Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance a serious crime. Appendix A provides a summary of the criminal sanctions for violations of federal drug statutes. For the most up to date Federal Trafficking Penalties information, visit the web site of the U.S. Drug Enforcement Administration at: <https://www.dea.gov/>.

## 6. HEALTH RISKS

Drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death. The following is a summary of the various health risks associated with alcohol abuse and use of specific types of drugs, and is not intended to be an exhaustive or final statement of all possible health consequences of substance abuse.

**Alcohol:** Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol is an especially dangerous drug for pregnant women.

**Marijuana:** Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

**Cocaine/Crack:** Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

**Methamphetamine/Amphetamines:** Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances, and serious physical effects, including sudden death.

**Narcotics:** Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

**Ecstasy:** “Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphorants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**GHB/Rohypnol:** Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and disinhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

**Inhalants:** Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butyl nitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.

**Steroids:** Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

## 7. DRUG AND ALCOHOL PROGRAMS

Students requiring or requesting information about drug abuse treatment should contact the Campus Director for the contact information of local agencies and programs. Employees requiring information about drug abuse treatment should contact the Human Resources Department at (702) 658-7900.

Additional helpful information and resources may be found by contacting the following organizations:

**U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration** 1-800-662-HELP (1-800-662-4357) <https://www.samhsa.gov/find-help/national-helpline>  
**National Council on Alcoholism and Drug Dependence** 1-800-NCA-CALL (1-800-622-2255)

**California** – <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

**Texas** – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

**Nevada** – <https://www.leg.state.nv.us/law1.cfm>

## 8. APPENDIX A

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40 - 399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100 - 999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5 - 49 grams pure or 50 - 499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10 - 99 grams pure or 100 -999 grams mixture	100 gm or more pure or 1 kg or more mixture		

### Substance Abuse Policy and Procedures

The School will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student’s mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of marijuana and synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Additionally, any physician-prescribed drug that might result in a positive drug test must be reported to his or her instructor or the Director of Education or Campus Director as soon as the student begins using the medication. Failure to provide such notification in a timely manner may subject the student to all the actions, requirements and conditions described in the Drug Testing Procedures of this policy.

When the School becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Policy, the School will immediately investigate. Such investigation may include appropriate drug and/or alcohol testing. As a result of such investigation and at the School’s sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:

- verbal warning/advisement
- written warning/advisement
- immediate screening test
- referral to an approved rehabilitation/counseling agency
- attendance failure
- termination
- referral for prosecution

Students should be aware that the School may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the School supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:

- |   |   |
|---|---|
| ● slurred speech  | ● other unexplained behavioral changes  |
| ● red eyes  | ● dilated pupils  |
| ● erratic behavior  | ● incoherence   |
| ● inability to perform job/task                               | ● unsteadiness on feet  |
| ● inability to carry on a rational conversation               | ● increased carelessness  |
| ● smell of alcohol or marijuana emanating from student's body | ● receipt of information by the School indicating a violation of this policy has occurred |

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the School will provide students and employees with a copy of this Substance Abuse Policy. Students and employees are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE POLICY IS MANDATORY. IN ORDER TO ENSURE COMPLIANCE, THE SCHOOL MAY ENGAGE IN DRUG AND/OR ALCOHOL SCREENING TESTS UNDER THE FOLLOWING CIRCUMSTANCES:**

- After an accident occurring at the School.
- If the School believes an individual has been observed possessing or using a prohibited substance on campus.
- When the School believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
- When the School believes an individual is impaired during school/business hours or while engaged in School externship or School sponsored activities.
- When the School receives a written report from another party with a relationship to the individual (e.g., roommate, parent, landlord) alleging, with documented reasonable grounds, the individual has abused drugs or alcohol.
- Upon notification by proper authorities of alleged violations of the Substance Abuse Policy.
- In addition, periodic random drug screening tests will be administered and any individual who has had a positive drug or alcohol impairment test may be subjected to further testing for the duration of his or her program of instruction.

**Sacramento Employment Training Agency (SETA) Certification Supplementing the Drug-Free Schools/Drug-Free Workplace Annual Disclosure**

The Sacramento Employment Training Agency (SETA) has additional requirements for employees of National Career Education supplementing this Drug-Free Schools/Drug-Free Workplace Annual Disclosure. With this notification you are hereby advised that, per SETA requirements and as a condition of your employment with NCE, should you be convicted for the violation of a criminal drug statute occurring in the workplace, you must notify NCE in writing of your conviction no later than five (5) calendar days after said conviction.

**Drug Testing Procedures (Random and For Cause)**

As part of the School's efforts to ensure a drug- and alcohol-free environment, random drug tests may be conducted on a regular basis as determined by the School. The School reserves the right every three to six

weeks to have a reasonable number of students from the student body be randomly tested for illegal substances. The School also conducts “for cause” drug tests based upon the finding of reasonable grounds as listed earlier.

In the absence of extraordinary circumstances, any student who tests positive or admits to illegal drug or alcohol use as a result of either random selection or selection for cause, will be subject to at least the following school actions, requirements and conditions, at the School’s discretion:

- Immediate dismissal from School for the remainder of the current module or for the student’s remaining program of study. The student will also be subject to any additional actions that may occur as a result of the course dismissal, including, but not limited to, repeat fees or being placed on probationary status.
- The student must be assessed by a certified evaluator from one of the drug treatment programs approved by the School and enrolled in a program prior to resuming School enrollment.
- The student must follow the assignments of the evaluator and provide evidence of completion of those assignments, if applicable.
- The student must sign a release form at the treatment center giving the School access to information regarding his or her progress in the treatment program.
- The student must earn and submit a certificate of completion, if applicable, or submit similar documentation to the School prior to receiving any official graduation documents.

Failure to complete a recommended drug treatment program in a timely manner, as determined by the School, may be cause for withdrawal from the School until proof of completion of the program.

Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a “positive” test and may result in the same actions and requirements identified above.

For students who have entered an approved program and returned to the School, the following stipulations apply:

- The student must agree to cease drug use and destroy all drug-related paraphernalia.
- The student is required to meet with the Director of Education or Campus Director on a regular basis (frequency determined by the Director of Education or Campus Director) and show proof of continued attendance or completion of the drug education program at each meeting, if applicable.
- The student is subject to on-demand drug testing as determined by the School.
- The student must pay all expenses involved in assessment and drug education.
- The student must pay all costs associated with any suspension, including but not limited to tuition cost resulting from module retakes.

Any student who tests positive for or admits to drug or alcohol use a second time will be immediately terminated from the School. A student who has been terminated from training must utilize as an appeals process the Student Grievance Policy and Procedures as an appeals process to determine the possibility of returning to the School.

Except in certain situations, students will not be terminated for voluntarily seeking assistance for a substance abuse problem. However, repeated incidents or continued performance, attendance or behavior problems may result in termination.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The School declares and affirms a policy of equal educational opportunity, equal employment opportunity, and nondiscrimination, where applicable, in the provision of its admissions processes and educational services to the public. The School reaffirms its policy of administering all its educational programs, admissions processes, and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for provision of such services. Further, the School commits itself to a program of Affirmative Action/Equal Opportunity.

The School recognizes its responsibilities under Section 504 of the Rehabilitation Act of 1973 to provide equal access to students with disabilities. Students with disabilities are encouraged to participate in school-related activities. When requested by the student and approved by the School as a reasonable accommodation, special resources may be provided to a requesting student. Regular School procedures for application and admission apply to students with disabilities. For further information, contact the Director of Education.

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, physical or mental handicap, or other factors which cannot lawfully be the basis for an employment decision.

The School is obligated by and adheres to the provisions of: Section 493 A, Title IV, Higher Education Act of 1965, United States Code, Veterans' Benefits Title IX, Educational Amendments of 1972 Section 504, Rehabilitation Act of 1973, Family Educational Rights and Privacy act of 1974 as amended.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus Director of the School.

## **Lamson Annual Safety and Security Report and Sexual Harassment, Assault and Violence Policy and Grievance Procedure**

### **Equal Educational Opportunity**

The School is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission the School designates the Campus Director as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act (ADA). Students who feel that they have been harassed or discriminated against or who feel that the School has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures set forth in the attached Lamson Annual Safety and Security Report incorporated as Addendum A to this catalog.

# ADDENDUM A: 2020 LAMSON INSTITUTE ANNUAL SAFETY AND SECURITY REPORT

Including Clery Act Disclosures of Campus Security Policy and Crime Statistics  
(San Antonio, Texas)

Including Calendar Year 2017, 2018 and 2019 Crime Statistics

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and in an effort to continuously promote and improve safety and security measures on campus, Lamson Institute (“Lamson”) collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report (“Report”) to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the Lamson Campus Director, JoAnn Navarro at (210) 520-1800, joann.navarro@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.**

## **I. COMPLETION AND DISSEMINATION OF THE REPORT**

Prior to October 1 of each year, Lamson compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to Campus Director JoAnn Navarro, who also serves as the Title IX Coordinator, and can be reached at **(210) 520-1800, joann.navarro@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.** Director of Education Rose Hernandez serves as Lamson’s Campus Security Authority and can be reached at **(210) 520-1800, rose.hernandez@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238.** All crime statistics contained in this Report are for Clery Act reportable crimes occurring on Lamson’s campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. Lamson’s physical campus includes approximately 32,000 square feet of dedicated space within a building shared by several businesses, located at **5819 NW Loop 410, Suite 160, San Antonio, TX 78238,** and the surrounding parking lot shared by all of the businesses. The Report also includes Lamson’s current policies required pursuant to the current version of 34 C.F.R. § 668.46 and 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 (VAWA), Pub. Law 113-4.

Lamson annually distributes this Report and/or provides a notification to all enrolled students and current employees that the current version of the Report has been posted to <https://lamson.edu/about/student-consumer-info/> and that a paper copy of the Report will be provided at no cost upon request. Distribution methods for the Report and/or the notification include classroom/office distribution, U.S. Postal Service delivery, and/or electronic mail or text. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is available to the public on Lamson’s website at <https://lamson.edu/about/student-consumer-info/>. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under Lamson’s name in the Department of Education’s Campus Safety and Security Data located at <https://ope.ed.gov/campussafety/#/>.

## **II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES**

### **A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES**

#### **1. Reporting Emergencies**

“Emergency” includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any

type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director, JoAnn Navarro, who can be reached at **(210) 520-1800, joann.navarro@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238** and/or to other available Lamson staff for purposes of expediting Lamson's Emergency Response and Evaluation Procedures as set forth in Section II.B.3 of this Report.

## **2. Reporting Crimes**

Crimes that should be reported to the Campus Director, Director of Education, or his/her designee by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Incidents involving sexual harassment or a sexual offense should be reported to the Title IX Coordinator. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director, Director of Education, or his/her designee for assistance in determining the nature of the incident. Witnesses or victims of crimes may report crimes on a voluntary, confidential basis for inclusion in Lamson's annual crime statistics reporting by contacting the Campus Director.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director, Director of Education, or nearest available Lamson staff member. All Lamson faculty and staff are trained to notify the Campus Director, Director of Education, or his/her designee immediately of all crimes reported to them by students.***
- ***Faculty and staff should immediately notify the Campus Director, Director of Education, or his/her designee.***

Lamson strongly encourages individuals to report all crimes in an accurate and timely manner to local law enforcement agencies or campus authorities. Upon written request, Lamson will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Lamson against a student who is accused of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **B. INSTITUTIONAL RESPONSE PROCEDURES**

### **1. Response to Reports of Crime or Emergency**

Upon receipt of a report of a crime or emergency, the Campus Director, Director of Education, or his/her designee will:

- Immediately assess, based on his/her own judgment or after consultation with other Lamson employees as needed, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3 of this Report.
- Immediately assess, based on his/her own judgment and/or after consultation with other Lamson employees and/or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning Policy in Section II.B.2 of this Report.
- With regard to a reported incident that is or may be sexual harassment or sexual offenses, the Campus Title IX Coordinator will also evaluate and respond to the reported sex offense in accordance with Lamson's Sexual Harassment Policies and Procedures contained in Lamson's Title IX policy.
- For all reported crimes, the Campus Director, Director of Education, or his/her designee will, within 24 hours of notification of the incident, document all then-available and relevant information including the date, time, location, and description of the incident for purposes of maintaining an accurate record of events and compiling this annual Report. Documentation will be updated as more information becomes available.

## **2. Timely Warning of Reported Crime**

All decisions concerning the issuance of a campus wide “timely warning” will be made on case-by-case basis. In the event that Lamson receives notice of a crime reportable pursuant to the Clery Act, either on campus or on public property within the campus or immediately adjacent to or accessible from the campus, that, in the judgment of the Campus Director, Director of Education, or his/her designee, constitutes an ongoing or continuing threat to students and employees, a timely warning will be issued as soon as pertinent information is available and/or confirmable. Depending on the particular circumstances of the crime/situation, especially in all situations that could pose an immediate threat to students and employees, Lamson will post the timely warning via one or more of the following means of communication: classroom notification, email or text message, the Lamson website, social media, and/or verbal or written notice. The specific mean(s) of communication used will be those determined to be the most effective at reaching the campus community quickly given the nature and timing of the warning, as determined by the Campus Director, Director of Education, or his/her designee. The warning will withhold as confidential the names and other identifying information of the victims.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Director, Director of Education, or his/her designee by phone at (210) 520-1800 or in person.**

## **3. Emergency Response and Evacuation Procedures**

In the event the building needs to be evacuated or locked down due to any emergency or any other dangerous situation involving an imminent threat to the health and safety of students and employees (an “Emergency”), Lamson will initiate its emergency and evacuation procedures. Maps of the evacuation route have been posted in each office, common area and classroom. The Campus Director, Director of Education, or his/her designee will, without delay, and taking into account the safety of students, faculty and staff, and guests, determine the content of the notification and initiate the notification system. The notification will not be initiated if, in his/her professional judgment, a notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Lamson has developed a process to confirm that there is an Emergency, determine who to notify, determine the content of the notification, and initiate the notification system. The Campus Director, Director of Education, or his/her designee will contact local law enforcement, campus personnel, and local news sources to obtain as much information as possible. Upon the confirmation of an Emergency, Lamson will issue a warning via one or more of the following means of communication: classroom notification, email or text message, the Lamson website, social media, other spoken or written verbal announcement, and/or other appropriate means to immediately inform individuals on campus of the need to evacuate and procedures to follow. As necessary, the Campus Director, Director of Education, or his/her designee will contact specific sections of the campus and take steps to inform the larger community of the Emergency. The front desk personnel and Campus Director or his/her designee will notify the local police, fire or other appropriate first responder(s) to assist with the Emergency.

Lamson publishes maps of the campus showing the school's emergency evacuation routes in every classroom and at other gathering places for students, faculty, and staff. The school tests its fire sprinklers and alarms on an annual basis.

## **III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY**

All decisions to close a campus or delay opening for any reason, including for a weather related reason, will be made by the Campus Director or his/her designee after consultation with other Lamson officials as appropriate. Lamson will announce the decision and any related information as it deems appropriate given the circumstances, by email, text, the Lamson website, social media, classroom notification, other spoken or written verbal announcement, and/or on local radio or TV stations on a timely basis for the day classes and for the evening classes respectively. Closings for day and evening classes will be announced separately. When school closings are excessive, or as determined by applicable law and regulations, make up classes may be required.

#### **IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES**

There are no Pastoral or Professional Counselors on Campus. Crisis, mental health and victim resource hotline numbers are available from the Campus Director. Section IX of this policy addresses Lamson's policies with respect to support services and confidentiality for victims of sexual violence.

#### **V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

Lamson does not maintain residential facilities and does not have any officially recognized student organizations with noncampus locations. The campus building is open to staff, faculty and/or students during business hours (8 am to 10:45 pm daily, Monday-Friday). During non-business hours access to the campus building is by key fob and a security code only or through admittance by a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes. Lamson evaluates its security policies regarding campus facilities annually.

#### **VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES**

Lamson does not employ security personnel or campus police and Lamson employees have no authority to arrest or detain any individual. Lamson does not have a written memorandum of understanding or other agreement with local police agencies. Lamson faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A of this Report and to notify local police when the victim of a crime elects to do so, or is unable to make such a report.

If you are a victim of or witness to a crime and do not want to pursue action through Lamson's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting Lamson to include the incident in its crime statistic reporting without revealing your identity. With such information, Lamson can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Lamson will make its best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and Lamson cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX of this Report.

#### **VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

During new student and new employee (faculty and staff) orientations, students and employees are informed of Lamson's safety and security practices and procedures, given this Report, and are encouraged to be responsible for their own security and the security of others. Such orientations and trainings may include an informational handout, a Power Point presentation and/or review of the policies contained in this Report and in the school catalog.

Campus crime statistics are also disclosed on an annual basis (for the previous three calendar years) within this Annual Security Report. The topics of crime prevention and security awareness as they relate to preventing and responding to sexual harassment/violence (specifically, bystander intervention and risk reduction strategies), are also covered during these orientations and trainings.

#### **VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

All Lamson property has been designated "drug free" and the School is committed to full compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. Lamson does not permit the sale, possession or consumption of alcoholic beverages on School

property and adheres to and enforces all state underage drinking laws. A complete copy of Lamson's six page Drug-Free Schools/Drug-Free Workplace Annual Disclosure containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is included in both the School Catalog and on Lamson's website at <https://lamson.edu/about/student-consumer-info/>. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current School Catalog, annual distribution with this Report, and material posted on campus. Current faculty and staff are provided this information with a copy of this Report.

The consumption and/or possession of any alcoholic beverage by any person younger than 21 years of age is forbidden as provided by state law. Lamson prohibits the use, possession, manufacture, sale or distribution by its students, faculty and staff of any illegal drug. Students, faculty and staff are reminded that unlawful possession, distribution or use of alcohol or illegal drugs may subject individuals to criminal prosecution. Lamson may refer violation of prescribed conduct to the appropriate authorities for prosecution in connection with federal and state laws.

## **IX. POLICY REGARDING SEXUAL HARASSMENT AND SEX OFFENSES**

Lamson policy prohibits harassment or discrimination based on race, religion, creed, national origin, ethnicity, ancestry, color, sex, military or veteran status, physical or mental disability, mental condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, the School prohibits discrimination based on sex, which includes harassment and sexual violence, and the Institution has jurisdiction over Title IX complaints. To the extent that an employee or contract worker is not satisfied with Lamson's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Lamson is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual offenses of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. Lamson prohibits dating violence, domestic violence, sexual assault, and stalking as defined below. To fulfill its educational mission, Lamson has designated JoAnn Navarro, Campus Director, as its representative to coordinate Lamson's compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual offenses should contact the Title IX Coordinator at (210) 520-1800, joann.navarro@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238, and follow the procedures outlined in this section (IX).** For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the School Catalog.

### **Confidentiality**

All proceedings and records concerning sexual harassment or sexual offense complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. In coordination with Lamson's executive management and its legal counsel, a victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. Lamson will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, Lamson may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with Lamson's legal counsel and the School's executives. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to Lamson sharing the information.

No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the Lamson community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

## Sexual Harassment and Sexual Offenses

Sexual harassment and other sexual offenses, including sexual assault, domestic violence, dating violence and stalking are prohibited by Lamson and will not be tolerated. All members of the Lamson community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows Lamson to quickly respond to the allegations and offer immediate support to the victim. Lamson is committed to protecting the confidentiality of victims, will work closely with individuals who wish to obtain confidential assistance regarding an incident of a sexual offense, and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the respondent will be afforded equitable rights during the investigative process. Lamson will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment or a sexual offense has the right to seek redress of the grievance pursuant to the Lamson Title IX Policy. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment or a sexual offense in bad faith may be subject to equivalent disciplinary action.

### Key Definitions

#### a. For Clery Act campus crime reporting purposes, Lamson uses the following definitions:

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, and/or the promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not prevent the school from conducting an investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at Lamson as such acts are inappropriate and create an environment contrary to the goals and mission of Lamson. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes any offense that meets the definition of rape, fondling, incest and statutory rape as used in the Federal Bureau of Investigation's

Uniform Crime Reporting<sup>1</sup> program and as set forth in Appendix A to Subpart D of Title 34 of the Code of Federal Regulations, Part 668, which defines each offense as follows:

**Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

Sexual assault is defined in the Texas Sexual Assault statute (Penal Code, Title 5, Chapter 22, Section 22.011). A person commits an offense if the person intentionally or knowingly (1) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; (2) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or (3) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor. A person also commits an offense if, regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly (1) causes the penetration of the anus or sexual organ of a child by any means; (2) causes the penetration of the mouth of a child by the sexual organ of the actor; (3) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; (4) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or (5) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

**Domestic violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Texas does not define "Domestic Violence." However, Texas Family Code, Section 71.004 defines "Family Violence" as an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself. Texas Family Code, Title 4, Section 71.005 defines "household" as a unit composed of persons living together in the same dwelling, without regard to whether they are related to each other.

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse, and dating violence does not include acts covered under the definition of domestic violence.

Dating Violence is defined in Texas Family Code, Section 71.0021 as an act, other than a defensive measure to protect oneself, by an actor that is against a victim with whom that person has or has had a dating relationship, or because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage, and that is intended to result in physical harm, bodily injury, assault, or

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<sup>1</sup> The FBI's UCR definitions are used to describe all crimes reported in the Clery Act Crime Statistics section of this Report.

sexual assault or that is a threat that reasonably places the individual in fear of imminent physical harm, bodily injury, assault, or sexual assault. Under this same Section “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of: (1) the length of the relationship; (2) the nature of the relationship; and (3) the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship”.

**Stalking** means “engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with his or her property) that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.” Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is defined in Texas Penal Code Section 42.072. A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) constitutes the offense of Harassment under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person’s family or household or for an individual with whom the other person has a dating relationship; or that an offense will be committed against the other person’s property; (2) causes the other person, a member of the other person’s family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person’s property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and (3) would cause a reasonable person to; fear bodily injury or death for himself or herself; fear bodily injury or death for a member of the person’s family or household or for an individual with whom the person has a dating relationship; fear that an offense will be committed against the person’s property; or feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Texas Penal Code, Section 1.07 defines “consent” as assent in fact, whether express or apparent. Further, under Texas Penal Code, Section 22.011, a sexual assault is without the consent of the other person if (1) the actor compels the other person to submit or participate by the use of physical force, violence, or coercion; (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat; (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; (6) the actor has intentionally impaired the other person’s power to appraise or control the other person’s conduct by administering any substance without the other person’s knowledge; (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; (8) the actor is a public servant who coerces the other person to submit or participate; (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person’s emotional dependency on the actor; (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person’s emotional dependency on the clergyman in the clergyman’s professional character as spiritual adviser; (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code; or (12) the actor is a health care services provider who, in the course of performing an assisted

reproduction procedure on the other person, uses human reproductive material from a donor knowing that the other person has not expressly consented to the use of material from that donor.

- b. For the purposes of Lamson’s Title IX Policies and Procedures, including the formal investigatory and disciplinary procedures outlined below, the following definitions will be used:**

**Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education programs or activities; or
3. As defined below, sexual assault, domestic violence, dating violence, or stalking.

**Sexual Assault** means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

**Dating Violence** means violence committed by a person—

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

**Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined above.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, as defined above.

**Formal Complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the recipient investigate the allegation of sexual harassment.

**Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on

contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures are available to the Complainant and Respondent regardless of whether the Complainant files a formal complaint.

**Business Days** means Monday through Friday, except for federal or state holidays and any day in which the School is closed due to inclement weather, emergency, or scheduled breaks in the School's academic calendar.

#### **A. If You Are the Witness or Victim of a Sexual Offense**

Upon observing or involvement in any type of sexual offense on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, Lamson encourages students, faculty and staff to promptly report the incident to the local police and/or Lamson's Title IX Coordinator at **(210) 520-1800, joann.navarro@lamson.edu, 5819 NW Loop 410, Suite 160, San Antonio, TX 78238**. A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for Lamson's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual offenses. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of a Sexual Offense:** If you are a victim of a sexual offense, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Victims of sexual violence may also wish to seek support services from organizations trained in providing counseling and support services to victims. Lamson refers victims of sexual offenses to a number of organizations, including The Rape Crisis Center at (210) 349-7273 and [www.rapecrisis.com](http://www.rapecrisis.com), Community Counseling Service of Our Lady of the Lake (OLLU) at (210) 434-1054, and Rape, Abuse & Incest National Network's (RAINN) National Sexual Assault Hotline at 800.656.HOPE (4673).

It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Time is a critical factor for evidence collection and preservation. You don't have to decide if you want to file charges right away, but preserving the evidence helps if you decide to file charges against the perpetrator at a later date. If at all possible:

- Document the details of the incident, such as dates, times, locations, and witnesses.
- Save clothing worn during the offense in separate paper bags.
- Save digital evidence such as harassing or threatening emails, voicemails, text messages, social media posts, etc.
- Take pictures of any injuries or damages and have any injuries looked at and documented by your doctor.

Victims of a sexual offense are also encouraged to preserve DNA evidence by obtaining a forensic examination from a medical professional. Victims are not required to file a police report in order to receive a sexual assault forensic exam. These exams are always free and do not require the use of medical insurance. In order to ensure the greatest chance of collecting DNA evidence, a forensic examination should be done as soon as possible after an assault.

Lamson strongly advocates that a victim of a sexual offense report the incident to police in a timely manner. If requested to do so by the victim, Lamson will assist the victim in contacting the police. However, the victim is not required to contact the police, and may pursue the Grievance Procedure contained in this policy or request Lamson to conduct an independent investigation under this section regardless of whether the police are contacted.

Lamson does not issue orders of protection. However orders of protection and restraining orders are issued by criminal, civil or tribunal courts in Lamson's local area upon the application of a complainant and upon a showing of appropriate cause against the respondent. Lamson will assist in referring a complainant to the appropriate court or other government office. Further, Lamson will strictly comply with and enforce the terms of a protective/restraining order when it becomes aware of such order using such means as requiring the respondent

to stay away from the School pending any court hearing, transferring the respondent to other classes or transferring the respondent to different class attendance times.

#### **B. Role of the Title IX Coordinator:**

The Title IX Coordinator and has primary responsibility for receiving, evaluating and overseeing the investigation and resolution of reports of sexual harassment and sexual offenses and for assisting in the maintenance of accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual harassment or a sexual offense, or have witnessed an act of sexual harassment or a sexual offense should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. The Title IX Coordinator also has the following responsibilities:

1. Provide the complainant with a copy Lamson's Title IX policies and procedures, and written information about local victim support resources (off-campus) for victims including existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to victims.
2. Maintain the confidentiality of the personally identifying information ("PII") of the victim or other necessary parties by ensuring PII is not included in the Annual Security Report and related disclosures.
3. Provide written notification of options to facilitate changes to academic, externship, and/or transportation situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. Lamson is obligated under federal law to give reasonable accommodations to a victim. Upon the victim's request to the Title IX Coordinator, Lamson will facilitate reasonable accommodations, which may include changes to classes, attendance times, parking arrangements, and/or externship location where applicable, as well as extensions of time or other course related adjustments. The respondent may also request reasonable interim accommodations. Lamson does not rely on one fixed set of rules regarding interim accommodations. Any specific measures taken will be individualized and determined based the Title IX Coordinator's assessment of the specific situation, the severity and pervasiveness of the allegations, and his/her best judgment of which available measures will reasonably accommodate the requestor's needs and specific requests, while making every effort to avoid depriving any student of his or her education. The Title IX Coordinator may choose to alter the interim measures taken or offer different reasonable accommodations at any point as their understanding of the situation and the needs of the parties involved evolve throughout the investigation. Lamson will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Lamson to provide the accommodations or protective measures. These steps will be taken by Lamson regardless of whether the victim chooses to file a formal complaint.
4. Inform the complainant of their right to file a separate criminal complaint for allegations relating to a sexual offense. Lamson will comply with a victim's request for assistance in notifying authorities.
5. Unless the allegations of sexual harassment or sexual offense involve conduct by a Lamson employee towards a student, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance in writing that the complaint has been filed; seek to find out the facts; and, if both parties and Lamson desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the respondent, complainant or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant, respondent, or Lamson deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

### C. Formal Investigatory and Disciplinary Procedures for Students and Employees

All reports of sexual harassment or sexual offenses received by the Title IX Coordinator must be resolved through its Title IX policies and procedures. Lamson is committed to providing a fair, prompt and impartial proceeding from investigation initiation to final result that is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, Lamson must weigh that request against its obligation to maintain a safe campus environment. When Lamson honors the complainant's request for confidentiality, the complainant must understand that Lamson's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. In the case of sexual violence, Lamson may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If Lamson determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. Lamson may not require a victim to participate in a formal investigation or hearing that it has initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or a sexual offense has taken place has the right to seek redress of the grievance by means of the Lamson Title IX policies and procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all reports should be made as promptly as possible after the alleged discriminatory conduct. Informal resolution of the conflict is always an option if all parties involved voluntarily agree to participate. However, an attempt at informal resolution is never a prerequisite to filing a formal complaint. Even if the parties agree to informally resolve a complaint, Lamson may nonetheless determine that informal resolution is not appropriate and initiate the formal investigation and grievance procedures discussed below.

Lamson's Title IX Policy details the process for reporting incidents of sexual harassment and sexual offenses and also the procedures Lamson will follow in its formal grievance process. Those procedures are described below. The full version of Lamson's Title IX Policy can be found on the school's website at <https://lamson.edu/about/title-ix-information/>.

#### a. **REPORTING AN ALLEGATION**

**Title IX Coordinator** - Any individual – student, employee or third party - may make a report concerning sexual harassment or sex discrimination whether or not they are the victim of that behavior. Complainants and third parties are encouraged to report sexual harassment as soon as possible to allow the School to respond promptly and effectively. **Reports must be directed to the Title IX Coordinator. In cases where the allegation is against the Title IX Coordinator, the report may be made to the Chief Executive Officer. Only the campus Title IX Coordinator or Chief Executive Officer has authority to issue corrective measures for an incident of sexual harassment or sex discrimination.** Students and employees should not expect any action taken with respect to a complaint or report directed to any other employee or faculty of the School other than a Title IX Coordinator or Campus Director. The Title IX Coordinator at the School is the Campus Director, and can be contacted at:

JoAnn Navarro, Campus Director  
5819 NW Loop 410, Suite 160  
San Antonio, TX 78238  
(210) 520-1800  
[joann.navarro@lamson.edu](mailto:joann.navarro@lamson.edu) or [TitleIXCoordinator@lamson.edu](mailto:TitleIXCoordinator@lamson.edu)

The School has designated the Title IX Coordinator to oversee the intake of complaints of sexual harassment at the School. An individual who has experienced sexual misconduct has the right to choose whether or not to report the incident to the Title IX Coordinator for investigation. The Title IX Coordinator is trained to assist individuals who report sexual misconduct and can provide information about resources and services available to students and employees, both on and off campus, including the availability of supportive measures.

**Confidentiality** - The Title IX Coordinator is not a confidential source of support. While he or she will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. The Title IX Coordinator will treat as confidential all information related to the provision of supportive measures, to the extent that such confidentiality does not interfere with the ability of the School to provide the supportive measures.

**Report vs. Formal Complaint** - Making a **report** is different from filing a **formal complaint**. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) the initiation of the formal complaint process; and/or (4) a request to initiate an informal resolution process. Informal resolution can only occur after a formal complaint is filed. Filing a formal complaint initiates the School's formal Title IX grievance process.

**Criminal Complaint/Civil Actions** - A person who has experienced sexual harassment, as defined in Section II, above, or a person who witnesses sexual harassment, has the right to simultaneously file a complaint with the School and to pursue a criminal complaint with law enforcement in the event that the individual believes in good faith that the alleged conduct of the Respondent constitutes a criminal violation of law. Victims and witnesses of sexual harassment have the right to be assisted by the School in notifying law enforcement authorities of sexual harassment or they can decline to notify such authorities. The School may, however, have a statutory reporting obligation when it becomes aware of certain factual allegations. Parties may also have options to file civil actions in court or with administrative agencies.

**How to Make a Report** - If a student, employee or third party wishes to report an allegation of sexual harassment, he or she should submit any relevant information to the Title IX Coordinator in person, via email, via regular mail or by phone.

The Title IX Coordinator will take the Complainant's wishes into account when determining whether to file a formal complaint. However, if the Title IX Coordinator determines that pursuing an investigation into the allegations is necessary for the safety of the community or other reasons, he or she may sign the formal complaint to initiate the grievance process notwithstanding the Complainant's decision not to pursue a formal complaint.

b. **HOW TO FILE A FORMAL COMPLAINT:**

To file a formal complaint, the Complainant must submit, in writing, allegations of sexual harassment against a Respondent and must request that the School investigate the allegation of sexual harassment. Only the Complainant or Title IX Coordinator may file a formal complaint. Any person wishing to make formal complaint must submit it to the Title IX Coordinator in person, via email, via regular mail or by phone to the attention of:

JoAnn Navarro, Campus Director  
5819 NW Loop 410, Suite 160  
San Antonio, TX 78238  
(210) 520-1800  
[joann.navarro@lamson.edu](mailto:joann.navarro@lamson.edu) or [TitleIXCoordinator@lamson.edu](mailto:TitleIXCoordinator@lamson.edu)

c. **SCHOOL'S RESPONSE TO ACTUAL KNOWLEDGE OF SEXUAL HARRASSMENT**

**Supportive Measures** - Upon receiving a report, a formal complaint or notice of allegations of sexual harassment in an educational program or activity, the Title IX Coordinator will promptly respond to the Complainant/Alleged Victim to discuss the availability of supportive measures, consider the his/her wishes with respect to the supportive measures and explain the process for filing a formal complaint.

The School will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures

**Preliminary Inquiry/Actions** -The Title IX Coordinator, in consultation with others as necessary, will conduct an initial assessment of the alleged conduct, the reporting party's desired course of action, and interim measures to protect the safety of the Complainant or the community. The goal is to prevent any hostile educational or workplace environment from developing at the School. If a report made to the Title IX Coordinator involves a

serious or immediate threat to the campus community, the School will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

If a Complainant chooses to pursue a formal complaint, the School must follow the grievance process outlined below, unless the Title IX Coordinator determines, after this preliminary inquiry, that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy for one of three reasons:

1. The alleged conduct did not occur in scope of the School's education program or activity, or
2. The alleged conduct does not meet this policy's definition of sexual harassment, or
3. The alleged conduct did not occur to a person located in the United States

**Scope of Education Programs or Activities** - For the purposes of the Title IX Coordinator's determination under Section VI of this policy statement, the scope of the School's education program or activity includes locations, events, or circumstances over which the School has exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and shall also include any building owned or controlled by a student organization that is officially recognized by the School.

**Dismissal of Formal Complaint** - If the Title IX Coordinator determines that the alleged conduct, even if proven, would not rise to the level of conduct prohibited by this policy, the formal complaint will be dismissed, and the Complainant will be provided written notification of that decision, which will include the reasons for the dismissal. A determination that the alleged conduct does not warrant initiating the grievance process does not preclude the School from taking action to address any prohibited conduct/actions under another provision of its Code of Conduct.

If the Complainant or Respondent is an employee of the School or one of its affiliates, the Title IX Coordinator will notify the Director of the Human Resources department who is responsible for overseeing the School's compliance with Title VII of the Civil Rights Act of 1964.

d. **REMOVAL OF A RESPONDENT FROM EDUCATION PROGRAM OR ACTIVITY -INTERIM ACTION**

The Title IX Coordinator may remove a Respondent from his or her educational program or activity if the Title IX Coordinator determines that an immediate threat to the physical health or safety of any student or other individual arising from allegations of sexual harassment justifies removal.

If the Title IX Coordinator determines that allegations of sexual harassment justify removal, he or she will provide the Respondent with notice of the removal to the Respondent's School-provided email address and the Respondent must immediately cease participation in campus activities and may not return to the campus at any time pending the resolution of the complaint. Within three (3) Business Days after the Title IX Coordinator sends the notice, Respondent may challenge the removal decision provide a written explanation of why the sexual harassment allegations do not justify removal. The Title IX Coordinator will notify the Respondent within three (3) Business Days whether the challenge is successful and whether any alternative interim measures are warranted. A Respondent who has been removed from his/her programs or activities as an interim measure may not attend any activity or program of the School while his/ her challenge to removal is pending.

The Title IX Coordinator may also place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

e. **INFORMAL RESOLUTION**

After a formal complaint is filed and as an alternative to completing the School's formal Title IX grievance process, the Complainant and Respondent may agree to resolve a formal complaint through an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. Informal resolution is not available to resolve allegations that any employee of the School sexually harassed a student.

Participation in an informal resolution process is entirely voluntary, and requires written consent from all parties, including the School. The School will not require a Complainant or Respondent to participate in informal resolution. However, once the parties and the School agree to informal resolution, the School will suspend its obligation to pursue the grievance process except to the extent necessary to facilitate the informal resolution process as agreed to by the parties and the School.

At any time prior to the parties reaching an agreement on the resolution of the allegations, any party may withdraw from the informal resolution process and initiate or resume the grievance process.

If the parties and the School agree to an informal resolution process, the Title IX Coordinator will provide the parties with a written notice disclosing (1) the allegations; (2) the requirements and procedures of the informal resolution process; (3) the circumstances under which the parties will be precluded from resuming a formal complaint arising from the same allegations; (4) notice that at any time prior to the parties' agreeable resolution of the allegations, any party has the right to withdraw from the informal resolution process and initiate or resume the grievance process; and (5) the records that will be maintained or could be shared during and after the informal resolution process.

In the event that the parties reach a mutually agreeable resolution of the complaint through the informal resolution process, the Title IX Coordinator will close and dismiss the Complaint.

f. **RETALIATION**

The School or any other person is prohibited from intimidating, threatening, coercing, discriminating, or retaliating in any way against any individual for the purpose of interfering with any right or privilege secured by Title IX or the Regulations of the Department of Education (34 C.F.R. § 106, et. seq.), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any aspect of the grievance process.

Complaints alleging retaliation may be submitted to the Title IX Coordinator in the same manner as a report of sexual harassment. Or, if the allegations of retaliation are against the Title IX Coordinator, the complaint should be directed to Peter Mikhail, the School's Chief Executive Officer, at:

Peter Mikhail, Chief Executive Officer  
5150 S. Decatur Blvd.  
Las Vegas, NV 89118  
(702) 658-7900  
[pmikhail@mikhailed.com](mailto:pmikhail@mikhailed.com)

g. **CONFIDENTIALITY**

The School understands that those involved in the sexual harassment reporting and grievance process, including the parties, witnesses, and individuals who have made reports or complaints of sex harassment, have privacy rights, including rights governed under the Family Education Rights and Privacy Act. The School will not disclose information relating to the reporting of sexual harassment and the grievance process unless it is pursuant to a lawful purpose, such as:

1. Where information is necessary to give fair notice of the allegations and to conduct the investigation, hearing, and appeal;
2. Where other School officials have a need to know of the information in performing the School's business;
3. Where the School determines the information should be shared with law enforcement;
4. Where sharing information will reduce the risk of an immediate threat to the health and safety of others;
5. Where sharing information is necessary for the School to comply with requests from government agencies and accreditors who review the School's compliance with federal law, state law, and accreditation requirements;
6. As necessary to respond to a lawfully issued subpoena or legal request for information;
7. Where disclosure of the information is otherwise permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

h. **CONFLICTS OF INTEREST**

No investigator or hearing decision-maker will make findings or determinations in a case in which they have a conflict of interest or bias that would prevent that individual from being able to discharge their duties with impartiality. A party wishing to raise the issue of a potential conflict of interest or bias must notify the Title IX Coordinator of the bias or conflict of interest within two (2) Business Days of being advised of the identity of the investigator or decision-maker. The Title IX Coordinator will determine whether a conflict of interest exists. If a

party believes that the Title IX Coordinator has a bias or conflict of interest, the party must notify Peter Mikhail, the School's Chief Executive Officer, who will determine whether a conflict of interest or bias exists. Mr. Mikhail can be contacted at:

Peter Mikhail, Chief Executive Officer  
5150 S. Decatur Blvd.  
Las Vegas, NV 89118  
(702) 658-7900  
[pmikhail@mikhailed.com](mailto:pmikhail@mikhailed.com)

i. **GRIEVANCE PROCESS**

Once the Title IX Coordinator determines that allegations in a formal complaint could, if proven, constitute sexual harassment, the School will initiate its Title IX grievance process. The Title IX grievance process is designed to fairly investigate allegations of sexual harassment, determine responsibility for any alleged violations, and provide remedies designed to restore or preserve equal access to the School's education programs and activities. The School's Title IX grievance process will:

1. Treat Complainants and Respondents equitably;
2. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness;
3. Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Timeline for Resolution** -The School will resolve all cases in a prompt and timely manner, however, the timeline will vary based on the circumstances of the case, including scheduled and unscheduled breaks in the academic calendar, availability of the parties and witnesses, scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case.

Stated timing requirements in this policy will be strictly enforced. Requests for extension are disfavored and will not be granted absent a showing of extraordinary circumstances. However, if a party believes circumstances require an extension of deadlines, he or she must notify the Title IX Coordinator before the passing of the deadline, in writing, explaining why the deadline must be extended. The Title IX Coordinator will decide whether the deadline should be extended. If a deadline is extended, it will be extended for all parties.

**Responsibility to Check Email** -Throughout the Title IX grievance process, the School will send important notices and information to the parties' School-provided email accounts. It is each party's responsibility to frequently check his or her School-provided email account. Important deadlines are based on when the School sends certain notices and/or information to a party's email account, and a party's failure to check his or her email is not a valid excuse for a missed deadline.

If a party is unable to access his or her School-provided email account, he or she must immediately notify the Title IX Coordinator to arrange for an alternate method of receiving notices and information. Unless and until the Title IX Coordinator receives such notice, a party will be deemed to have received all emails and attachments on the day they were sent.

**Standard of Proof** -The School uses the preponderance of the evidence standard in investigations of complaints of sexual harassment. This means that the investigation and hearing determine whether it is more likely than not that a violation of the policy occurred.

**Role of Advisors** -All parties may have an advisor of their choice to accompany them through the grievance process. A party's advisor may be, but is not required to be, an attorney. A party may have his or her advisor present at any meeting, interview, or other appearance the party is entitled to attend. Advisors are expected refrain from interfering in the investigation and resolution of a formal complaint and are required to act ethically, with integrity, and in good faith throughout the grievance process. If the Title IX Coordinator, an investigator, hearing decision-maker, or other campus official determines that an advisor is acting in a manner intended to improperly disrupt or interfere with the grievance process, the advisor will receive a warning. Any subsequent attempt to disrupt or interfere with the grievance process will result in the advisor's immediate removal from the proceedings, and he or she will be barred from further participation in the Title IX

grievance process. Unless the Title IX Coordinator, investigator, decision-maker, or other campus official determines that an advisor's misconduct is part of a party's deliberate attempt to disrupt or delay the grievance process, the proceedings will be suspended to allow a party to replace his or her advisor.

Each party must have an advisor present at the hearing. As discussed in the Hearing Procedures, below, only advisors may ask a party or witness questions at a hearing. In advance of the hearing, a party may request that the School provide him or her with an advisor of the School's choosing. Absent a showing of bias or a conflict of interest, a party has no right to object to an advisor provided by the School.

**Consolidation of Formal Complaints** - The School may consolidate formal complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where the grievance process involves more than one Complainant or more than one Respondent, references in this policy to "party," "Complainant," or Respondent" include the plural, as applicable.

**Notice of Formal Complaint** -Once a Title IX Coordinator determines that a formal complaint alleges a potential violation of this policy, the parties will receive notice that a formal complaint has been filed and that the School has initiated its grievance process. The notice will include:

1. The identities of the parties involved in the incident, if known;
2. The conduct allegedly constituting sexual harassment, as defined in this policy, if known;
3. The date and location of the incident, if known;
4. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
5. An explanation of the parties' right to have an advisor present throughout the grievance process; and
6. An explanation of the School's prohibition against knowingly making false statements or knowingly submitting false information during the grievance process.

**Investigation** -After notifying the parties of the formal complaint and the initiation of the grievance process, the School will appoint one or more trained investigators to interview the parties and gather evidence as necessary. Investigators will have received training on the following:

1. The definition of sexual harassment, as defined in this policy;
2. The scope of the School's education programs and activities;
3. How to conduct an investigation pursuant to this policy;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Issues of relevance to create an investigative report that fairly summarizes the relevant evidence.

During the investigation, the parties will have an equal opportunity to present witnesses, including expert witnesses, and other inculpatory and exculpatory evidence.

When a party's participation in the investigation is invited or expected, the School or the investigator will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings. The written notice will be given at least three (3) Business Days in advance of the party's expected participation. Pursuant to the limits on the role of advisors, discussed above, each party will be entitled to have an advisor of his or her choosing present at any meeting or interview to which the party is invited or expected to attend.

Neither the investigator nor the School may access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to that party, unless the School or the investigator obtains that party's voluntary, written consent to do so. If the party is under 18 years old, written consent must be given by the party's parent or guardian.

The School or the investigator may modify the list of allegations based on additional information learned during investigation. In that event, the parties will receive prior notice of the new allegations prior to any investigation of the new allegations.

Prior to the conclusion of the investigation, the School will provide the parties and their advisors the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations in the formal complaint. The parties will then have ten (10) Business Days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completing his or her investigative report.

At the conclusion of the investigation, the investigator will prepare an investigative report that fairly summarizes relevant evidence. The report will be simultaneously provided to all parties and their advisors at least ten (10) Business Days prior to the hearing, if a hearing is required. The parties may submit a written response to the investigative report for consideration by the hearing decision-maker. However, a response to the investigative report must be received by the Title IX Coordinator no later than five (5) Business Days before the hearing. Responses received after that deadline will not be considered by the hearing decision-maker. The Title IX Coordinator will simultaneously provide all submitted written responses to the parties at least three (3) Business Days before the hearing.

**Dismissal of a Formal Complaint** - If at any time during the investigation, the School determines that any conduct alleged in the formal complaint (1) would not constitute sexual harassment, as defined in this policy, even if proved, (2) did not occur in a program or activity of the School, or (3) did not occur against a person in the United States, the School must dismiss the formal complaint with regard to that conduct. If other conduct is alleged in the formal complaint, the grievance process will continue with regard to those allegations only.

The School may also dismiss the formal complaint, or any allegations in the formal complaint, if at any time during the investigation or hearing (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations in the formal complaint; (2) the Respondent is no longer enrolled at, or employed by, the School; or (3) specific circumstances prevent the School or the investigator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the School dismisses a formal complaint, or any allegations in a formal complaint, it will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties.

#### **Live Hearing - *Decision-Maker*:**

Following the conclusion of the investigation and the parties' opportunity to review the investigative report, the School's grievance process provides for a live hearing. The hearing will be conducted by a decision-maker, who will have received training on the following:

1. The definition of sexual harassment, as defined in this policy;
2. The scope of the School's education programs and activities;
3. How to conduct live hearings pursuant to this policy;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; and
6. Any technology to be used at the live hearing.

The School will be responsible for appointing the decision-maker for the hearing, who may or may not be an employee of the School. The decision-maker will be free of any conflicts of interest, pursuant to the conflict of interest requirements of this policy. The identity of the decision-maker will be provided to the parties at least ten (10) Business Days prior to the hearing. If any party believes that the decision-maker is subject to bias or a conflict of interest, he or she must submit a written objection to the Title IX Coordinator within two (2) Business Days of notification of the identity of the decision-maker, stating the basis for the objection. If the Title IX Coordinator determines that the decision-maker is subject to bias or a conflict of interest that justifies removal of the decision-maker, the Title IX Coordinator will name a new decision-maker. In that event, the hearing may be rescheduled to allow for a reasonable time to ensure proper training and an opportunity for the parties to object to the new decision-maker on the grounds of bias or conflict of interest, pursuant to the requirements above.

### **Live Hearing - *Time and Location:***

The hearing will be conducted at a location within the county where the School is located. The Title IX Coordinator will notify the parties of the time and location of the hearing at least ten (10) Business Days prior to the hearing. Parties and their advisors are expected to adjust their schedules to attend the hearing. Hearings will not be rescheduled absent emergencies or extraordinary circumstances.

Within two (2) Business Days of the hearing, either party may request that the hearing be conducted with parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

The School may also, at its discretion, allow any or all parties, witnesses, or other participants appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.

### **Live Hearing - *Hearing Procedure:***

**Advisor** - Each party must have his or her own advisor present at the hearing. The role of the advisor is to ask relevant questions of the other party and other witnesses as described below. Advisors may counsel the party they represent during the hearing, however, advisors may not make opening or closing statements on behalf their represented party or raise or make objections on the record. Failure to comply with these requirements may be deemed by the hearing officer as interference with the orderly conduct of the hearing and may subject the advisor to removal. If a party does not have an advisor present at the hearing, the School will provide an advisor of the School's choosing at no cost to the party.

**Cross Examination** - Each party will have the opportunity to have his or her advisor cross-examine the other party and any witnesses by asking relevant questions and follow-up questions, including those challenging credibility. Only the parties' advisors may ask questions of testifying witnesses, and the questioning must be conducted orally, and in real time. The decision-maker will preside over the hearing, and he or she will determine the order of witnesses.

**Relevancy of Questions/Evidence** - Before a party or witness answers a question, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Advisors may not present arguments in favor or against the exclusion of any proposed question. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If Respondent intends to introduce evidence of the Complainant's past sexual behavior, Respondent must provide notice to the Title IX Coordinator and decision-maker at least five (5) Business Days in advance of the hearing accompanied by a written motion that specifically describes the evidence and states the purpose for which it is to be offered. The Title IX Coordinator will provide a copy of the notice and motion to the Complainant. Before admitting evidence under this rule, the decision-maker must conduct an in-camera hearing on the motion and give the parties a right to attend and be heard, through their advisors. The motion, related materials, and the record of the motion hearing must be and remain confidential. All evidence provided to the parties prior the investigator's completion of the investigative report will be available at the hearing. Each party may refer to such evidence during the hearing, including for purposes of asking questions to other parties or witnesses.

**Recognized Privileges** - The decision-maker will recognize all legally recognized privileges, such as the attorney-client and work-product privilege, unless the holder of the privilege has waived the privilege. It is the responsibility of a party's advisor to invoke any privileges at the hearing. Failure to timely invoke a privilege will constitute a waiver.

**Effect on Non-Participation** - If a party or witness does not submit to questions at the hearing, the decision-maker must not rely on any prior statement of that party or witness in reaching a determination about responsibility. The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

**Record of Hearing** - Hearings will be recorded with an audio recording, audiovisual recording, or by transcript. The recording or transcript will be made available to all parties for inspection and review.

***Determining Responsibility:***

Following the hearing, the decision-maker will issue a written determination deciding whether the Respondent is responsible for the allegations of sexual harassment. The decision-maker will base his or her determination on a review of the relevant and admissible evidence obtained during the investigation or hearing, the investigative report, and hearing testimony. The written determination will be sent to each party's School-provided email account. Important appeal deadlines will be based on when the written determination is sent by the School, so the parties are strongly encouraged to carefully monitor their email correspondence for the determination.

The decision-maker will apply the preponderance of the evidence standard in reaching his or her determination. The written determination will include:

1. An identification of the allegations potentially constituting sexual harassment as defined in this policy;
2. A description of the procedural steps taken, from receipt of the formal complaint by the School through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the recipient's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the Complainant; and
6. The procedures and permissible bases for the Complainant and Respondent to appeal.

The written determination will be simultaneously provided to the parties' School-provided email accounts. The parties will then have seven (7) Business Days to notify the Title IX Coordinator if they wish to appeal the determination regarding responsibility (see Appeal, below). The determination regarding responsibility becomes final either (1) seven Business Days after issuance of the written determination regarding responsibility, if no appeal is filed, or (2) if an appeal is filed, on the date the School provides a written determination on the results of an appeal.

**Appeal**

Both the Complainant and the Respondent may appeal the determination regarding responsibility, the dismissal of any allegation(s) of a formal complaint, and/or sanctions. All appeals will be decided by a decision maker appointed by the School, who cannot be the same person who rendered a determination at the hearing or presided over the hearing. Once the decision maker issues [his/her] written determination on the results of the appeal, all matters are considered final and no further appeals will be considered.

If a party wishes to appeal, he/she must send a notice of his/her intent to appeal, by email, to the Title IX Coordinator within seven (7) Business Days after the School sends the determination to the parties' School-provided email accounts. If a party does not submit notice of appeal within the seven-day deadline, he or she will lose any right to appeal the written determination. The notice of intent to appeal must state the specific ground(s) for the appeal.

An appeal is not intended to be a rehearing of the allegations in the formal complaint. Disagreement with the findings or sanctions is not a valid ground for an appeal. The School will only consider an appeal on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;
2. New evidence, that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

4. Ineffective assistance of an advisor. For the purposes of an appeal, a claim of ineffective assistance of counsel must assert (1) “that representation provided by the party’s personal advisor fell below an objective standard of reasonableness,” ... and (2) that any such deficiency was “prejudicial to the party.”

If a notice of intent to appeal does not reference one or more of these four grounds for appeal, the appeal will be not be considered.

A timely appeal will stay the imposition of sanctions. Any interim measures imposed before or during the grievance process will remain in effect pending the resolution of the appeal.

Once the Title IX Coordinator receives a valid notice of intent to appeal, the Title IX Coordinator will notify all parties of the appeal, the ground(s) on which the appeal is sought, and the procedures for the appeal. Once the parties receive notice of the appeal from the Title IX Coordinator, the parties will have seven (7) Business Days to submit a written statement and any new evidence to the decision maker on appeal in support of, or challenging, the outcome. Any party who does not timely submit his or her written statement or new evidence will be barred from doing so absent a showing of exceptional circumstances. It will be in the sole discretion of decision maker on appeal whether to allow any extensions in the time to submit a written statement or new evidence.

The decision maker on appeal will review the timely submitted written statements, any new evidence and the record as appropriate. Only facts or arguments concerning the above-listed grounds for an appeal will be considered in rendering his/her decision. Once a decision is made, he/she will contemporaneously send written decision to each party’s School-provided email account, describing the result of the appeal and the rationale for the result.

Once the decision maker on appeal sends his/her decision to the parties, all matters will be final. No further appeals will be considered.

#### **D. Disciplinary Options**

**Penalties:** Substantiated accusations of sexual violence or sexual harassment may result in disciplinary action against the offender, up to and including termination of the employee’s employment or the student’s enrollment. Other potential penalties include: suspension for up to 6 months, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

**Remedies:** As determined appropriate by the Grievance Committee, substantiated accusations of sexual violence or sexual harassment may result in remedies for the complainant in addition to or in lieu of disciplinary action for the respondent. Remedies are intended to restore or preserve equal access to Lamson’s education program or activity, and include the same individualized services described as supportive measures under the Role of the Title IX Coordinator earlier in this Report, such as changes to classes, attendance times, parking arrangements, and/or externship locations where applicable, restrictions on contact, as well as extensions of time or other course related adjustments. However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**Complaint Record and Notice of Outcome:** All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified concurrently in writing about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

#### **E. Education and Training**

In an effort to promote a safe environment and to prevent acts of sexual misconduct, Lamson engages in primary prevention and awareness training regarding sexual violence, including dating violence, domestic violence, sexual assault and stalking. The programing will cover the following subjects:

- identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

- defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- defines what behavior and actions constitute consent to sexual activity;
- provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, options for involving law enforcement, services and protective measures available to victims;
- reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

Lamson educates the student community about this policy, sexual violence prevention programs and related school policies during all group orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all school faculty and staff about Lamson's Title IX policies and conducting the new student training.

#### **F. Bystander Intervention and Risk Reduction**

Lamson urges all members of the campus community to help prevent crimes, including crimes of sexual violence, and promote a safe campus environment for themselves and others by practicing bystander intervention and risk reduction.

**Bystander Intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Members of the campus community can help prevent dating violence, domestic violence, sexual assault, and stalking by identifying potentially harmful situations and intervening on a potential victim's behalf when the intervention is not likely to put the bystander themselves in danger. A concept known as the three Ds of Bystander Intervention provides several useful strategies for intervention:

**Direct:** In some situations, you may feel comfortable intervening directly by asking the potential victim if they are okay, expressing concern, or telling the potential offender(s) to stop their behavior.

**Distract:** Another strategy is to interrupt the situation without direct confrontation by providing a distraction. Cut off the conversation with a diversion: you're about to leave the party, would the potential victim like a ride? Or, we're about to order pizza do you want any? Or just say that you or someone else needs to speak to the potential victim urgently.

**Delegate:** If you are too wary or shy to intervene directly, notify someone who might be in a better position to intervene, for example friends of the potential victim, or someone who has the authority to intervene, such as a school official or manager.

In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, Lamson urges all members of the campus community to call 911 or to contact an Lamson employee immediately.

**Risk Reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Lamson urges members of the campus community to take steps to reduce the chances of themselves or another person becoming a victim of a crime, including but not limited to the following:

- Lock doors and secure items of value.
- Walk in pairs at night and travel to events or parties with others rather than attending by yourself; check in with one another frequently and leave together.
- Avoid impairment caused by alcohol or drugs and/or offer to call a cab for someone if you see they are intoxicated.
- Keep your cell phone charged and with you at all times in case you need to call for help, for yourself or for someone else.
- Be aware of your surroundings and avoid isolated or dimly lit places.
- Trust your own intuition and don't be afraid to call for help or let someone know if you are worried about your safety or the safety of another.

Lamson urges all members of the campus community to work together to promote a safe campus environment for everyone. Lamson includes training on bystander intervention and risk reduction in all student orientation training.

### G. Additional Information

Questions regarding this policy should be directed to the Title IX Coordinator. In addition, the U.S. Department of Education Office of Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with all parties involved. For more information, visit the OCR website at: <https://www2.ed.gov/about/offices/list/ocr/index.html>.

### X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.

The local Police Department provides a link to the Texas Sex Offender Registry. Lamson is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Texas, information about convicted sex offenders is available at <https://records.txdps.state.tx.us/SexOffender/>.

### XI. CLERY ACT CRIME REPORT STATISTICS

#### LAMSON INSTITUTE – San Antonio, TX Campus:

OFFENSE	PROPERTY	2017	2018	2019
Murder and Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus Property	0	0	0
	Public Property	0	0	0
Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-Campus Property	0	0	0
	Public Property	0	0	0

Incest	On-Campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-Campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	2	0	2
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Domestic Violence	On-Campus Property	0	0	0
	Public Property	0	1	0
VAWA Offense: Dating Violence	On-Campus Property	0	0	0
	Public Property	0	0	0
VAWA Offense: Stalking	On-Campus Property	0	0	0
	Public Property	0	0	0
Hate Crimes: Related to any of the above listed crimes, and/or involving simple assault, larceny-theft, intimidation or destruction/damage/vandalism of property, within one/more of the following bias categories: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-Campus Property	0	0	0
	Public Property	0	0	0

Arrests: Drug Abuse Violations	On-Campus Property	0	2	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-Campus Property	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On-Campus Property + Public Property	0	0	0
Lamson Institute does not have any noncampus property.				

## Schedule of Student Charges, Tuition and Fees

Program	Tuition	Books, Supplies & Uniforms	Fee	Total
Lab Assistant, EKG Technician/Phlebotomist	\$14,450.00	\$1,000.00	\$40	\$15,490.00
Medical Assistant	\$13,750.00	\$805.00	\$40	\$14,595.00
Medical Biller/Coder/ Office Assistant	\$13,650.00	\$1,510.00	\$40	\$15,200.00
Optical/Optometric Assistant*	\$14,566.00	\$424.00	\$40	\$15,030.00
Electrical Technician	\$14,650.00	\$1,295.00	\$50	\$15,995.00
Commercial Refrigeration, Heating and Air Conditioning	\$15,995.00	\$845.00	\$50	\$16,890.00
Cloud Computing and Cybersecurity Associate	\$31,450.00	\$3,925.00**	\$75	\$35,450.00

*\*Lamson is not currently accepting enrollments for this program.*

*\*\*There are no uniforms associated with this program.*

### Estimate of Annual Indirect Costs While Attending Lamson

Lamson Institute does not offer housing, meal plans or transportation for students. In order to help you better plan your budget, the following is an estimate of the annual expenses students may expect for these indirect costs while attending Lamson.

	Room & Board	Personal Expenses	Transportation	Total
Living Off Campus	\$11,172.00	\$2,868	\$8,460.00	\$22,500.00
Living with Parents	\$7,488.00	\$2,868	\$5,580.00	\$15,936.00

## **Faculty and Staff**

JoAnn Q. Navarro	Campus Director
Rosemary (Rose) Hernandez	Director of Education
Damita Nunally	Director of Career Services
Andrew Cardenas	Director of Financial Aid
Jacob Garcia	Business Officer
Linda Contreras	Placement Coordinator
Dan Martick	Registrar
Veronica De Los Santos	Administrative Assistant
Liana Vasquez	Front Desk (Eve) /Placement Coordinator
Kenya Thomas	Externship Coordinator
Rochelle Parker	Allied Health Program Chair/Instructor
Kejin Dorsett	Allied Health Instructor
Stanlie Murray	Allied Health Adjunct Instructor
Krystal Kendall	Allied Health Instructor
Carol Hill	Allied Health Instructor
Sandra Walsh	Allied Health Part-time
Misty Aguilar	Allied Health Instructor
Liquesa Jackson	Allied Health Instructor
Miguel Rico	Medical Billing Coding Instructor
Richard Gamboa	Electrical Program Chair/Instructor
Steven Kotzur	Electrical Part-time Instructor
John Lewis	Electrical Part-time Instructor
James Stallings	Electrical Part-time Instructor
Jose Garcia	Electrical Part-time Instructor
Robert Rodriguez	Electrical Adjunct Instructor
Frank Garcia	HVAC-R Program Chair/Instructor
Jerry Daywood	HVAC-R Adjunct Instructor
Richard Moreno	HVAC-R- Adjunct Instructor
Jack Overman	HVAC-R Adjunct Instructor
James Sedillo	HVAC-R Instructor
Robert J. Rodriguez	HVAC-R Instructor
Tim Taylor	HVAC-R Instructor
Yolanda Lopez	Sr. Financial Aid Officer
Christopher Munoz	Financial Aid Officer
Dorothy Pacheco	Associate Director of Admissions
Yvonne Carrasco	Admissions Representative
Bianca Angulo	Admissions Representative

You may contact staff at: (210) 520-1800 or 5819 N.W. Loop 410, Suite 160, San Antonio, TX 78238

## **EDUCATION DEPARTMENT**

### **Rose Hernandez, Director of Education**

Ms. Hernandez has over 35 years of leadership and management experience in adult vocational education. Various titles Ms. Hernandez has held include, Chief Operating Officer, Executive Vice President of Operations overseeing schools and providing leadership to Campus Presidents in multiple states, Campus Executive Director and Regional Director of Career Services, and Campus President. Ms. Hernandez earned a Master's Degree in Educational Leadership from Concordia University in Portland, Oregon, and a Bachelor's degree in Liberal Arts from Mt. St. Mary's University in Los Angeles, California. Courses/subjects Ms. Hernandez has taught include Business Management, Business Ethics, Morality Classes for Youth, and Professional Development.

**Angie Garza, Director of Nursing**

Ms. Garza is an accomplished director of Nursing, and who 'enjoys using [her] skills to contribute to educating and training vocational nurses to contribute to the betterment and care of my community.' Ms. Garza graduated from the University of Texas Health Science Centre in San Antonio in 2008 with a Bachelor of Science Degree in Nursing. While in school, she earned the 2009 Carlos Alvarez Scholarship Award for exemplary academic performance and leadership skills as well as graduating Cumme Laude. In 2014 she graduated from Kaplan University with a Master of Science degree in Nursing with a Specialization in Nursing education. She began a Family Nurse Practitioner program in 2018, but due to Covid-19 clinical restrictions it was placed on hold. Ms. Garza plans on pursuing a Doctorate of Nursing degree with a continued specialization in Nursing education to which I should start in January of 2021.

**Rochelle Parker, Allied Health Program Chair**

Rochelle Parker comes to Lamson Institute with many years of experience with a demonstrated history working in the Higher Education. Her career started in healthcare career as a Certified Medical Assistant and Certified Phlebotomist working at various places Polly Ryan Hospital, Sadler Clinic, reference laboratories and Gulf Coast Blood Center in Houston Texas. She is also a Certified BLS CPR Instructor with experience in Management, Coaching, Classroom Management, Curriculum Development. She enjoys meeting new people while helping them reach their goals in the healthcare field of choice.

**Kenya Thomas, Externship Coordinator**

Ms. Thomas coordinates, facilitates and oversees externship for all allied health students. She has been an allied health instructor, teaching medical billing and coding, medical assistant and lab/EKG and Phlebotomy. Ms. Thomas worked as a Medical Assistant/Lab Tech for the South Texas Blood and Tissue Center where she regularly supervised anywhere from 3 to 20 phlebotomists performing phlebotomy. She oversaw the set up and break down of the screening rooms and beds for drawing areas and ensured compliance and quality assurance of all equipment used. Ms. Thomas earned an associate degree in Health Care and Medical Administration, and bachelor's degree in health care Professions from the College of Health Care Professions. Ms. Thomas is also a Lamson Institute graduate from the Medical Assistant program and is MedCa certified.

**Misty Ann Aguilar, Allied Health Instructor, Medical Assistant**

Ms. Aguilar is a Certified Medical Assistant with an extensive 16-year history in the medical profession. Mrs. Aguilar did her externship at a Pediatric Oncologist office where her compassionate heart was exposed to the beautiful victims of cancer. She then spent the following 9 years in an extremely large Endocrinology office. Mrs. Aguilar thrived on the excellent service she provided. When it came time for a change, Mrs. Aguilar refocused herself and moved up the ladder at a General Surgery practice where she spent the next 3 years. Most recently, as the Corona Virus Pandemic reared its ugly head, Mrs. Aguilar spent working to keep the surgery schedule flowing at a Bariatric surgeon office. When you reflect on the career Mrs. Aguilar has built for herself, you can see she has a diverse background in the medical office and is now wanting to pass this experience on to you, the new generation of Allied Health workers. The next goal in her career path is to help YOU become the BEST Allied Health worker YOU can be.

**Kejin Dorsett, Allied Health Instructor, Lab/EKG/Phlebotomy and Medical Assisting**

Mr. Dorsett proudly served in the U.S. Army as a Combat Medical/EMT21 years. He worked for the Federal Government and Department of Defense for 10 years where he taught and was the SME/EMT/Combat Medic and Electronic Health Records. He attended several school's courtesy the 9/11 G.I. Bill and is presently proudly employed as a Medical assistant instructor with Lamson Institute for higher learning in san Antonio, Tx. Mr. Dorsett has over 35 years of Medical experience.

**Carol Hill, Allied Health instructor, Medical Assistant and Lab Assistant/EKG Technician/Phlebotomist**

Ms. Hill is a dedicated professional with 7 years of comprehensive experience in Medical Assisting, EKG and Phlebotomy, as well as 6 teaching medical assistants. Ms. Hill has a Bachelor of Science degree in Psychology, and an Associate's degree in Healthcare Administration. Ms. Hill is a certified Clinical Medical Assistant, Certified Phlebotomist Technician and a certified billing and coding specialist.

**Liquesa Jackson, Allied Health Instructor**

Ms. Jackson has worked in the healthcare profession as a coder/biller, Phlebotomist, and as a Medical Assistant. Ms. Jackson gets great satisfaction from helping others learn. She attended Southern Careers institute's Medical Assistant program and Medical Billing & Coding at Career Quest. Ms. Jackson's previous

work experience includes Medical Coding at Gonzaba Medical, Medical Assistant and Medical Billing & Coding at San Antonio low vision clinic, and Phlebotomy at Biomat plasma center.

**Kristel Kendall, Allied Health instructor, Lab Technician Instructor**

Ms. Kendall carries a B.S. in Elementary Education from Mid-America Christian University, which is her first love ... Teaching. An Associate of Arts in Business Administration from Davenport University, and her certification as a Medical Assistant and Phlebotomy Technician from NHA. She graduated from Career Point College with a 4.0 and a member of the National Honor Society. Mrs. Kendall has worked in the healthcare profession since 2004 where she began this journey with Dr. Jerry Lewis a Pain Management Specialist in Norman, Oklahoma, where she served in front office management. She has also worked for Dr. Mina, Pain Management and Dr. Robert Schnitzler, Cardiologist during her externship. She then began working for Health Texas, San Antonio as a Medical Assistant and later with Dr. Louis Esquivel, Alternative Medicine as Lab Technician, Medical Assistant and front office.

**Stanlie Murray, Allied Health Instructor, Lab/EKG/Phlebotomy.**

Ms. Murray brings 23 years' of experience working in various capacities in health care. She teaches Medical Law & Ethics, Health Communication and Medical Terminology at Alamo Colleges, and has been a Medical Assistant instructor/Program Chair and a Childbirth Education Program Coordinator. She has a Master of Science degree in Public Health and a Bachelor of Arts in Communication Studies in Health Communication. Ms. Murray is passionate about teaching and believes that 'respect for the learner and continuous modification of the teaching process are essential elements of her educational perspective.

**Sandra Walsh, Allied Health Instructor, approved to teach Medical Assistant and Lab/EKG/Phlebotomy**

Ms. Walsh holds an Associate of Science/Major in Nursing, is a Certified Medical Assistant approved in CPR/AED/First Aid Certified Instructor with American Heart Association. Ms. Walsh has over 35 years' experience working in the health care field.

**Miguel Rico, Medical Biller/Coder/Office Assistant/Allied Health Instructor**

Mr. Rico holds a bachelor's degree from Southwest Texas State University. He joined in the United States Air force and retired in 1988. Mr. Rico has over 14 years I medical billing and coding, medical information management, health information technology and human resources. He has successfully taught his students over these many years and prepared his graduates to become successful in their new careers.

**Richard Gamboa, Electrical Program Chair/Instructor**

Mr. Gamboa brings over 38 years of experience in the electrical field. Mr. Gamboa is a licensed Master Electrician and a Certified OSHA 500 Trainer. He maintains knowledge of federal, state, and local electrical safety laws, rules ordinances, codes and regulations and has experience in residential, commercial and industrial wiring. Mr. Gamboa is also an owner/operator of his own Electrical company. He is a hands-on owner/contractor and brings that characteristic trait to his work as a Program Chair and as an Instructor in the classroom.

**Steven Kotzur, Electrical Instructor**

Steven Kotzur is an Electrical Instructor at Lamson Institute with over 40 years of electrical construction experience. He is a licensed master electrician in Texas, Wyoming and Kentucky. He also holds electrical contractor licenses in four other states that allows him to operate as a master electrician. He is currently a professional electrical engineer in Texas, New Mexico and California.

**John Lewis, Electrical Technician Instructor**

Mr. Lewis has over 20 years of experience as a Commercial Electrician specializing in troubleshooting control circuits and PLCs. While in the United States Navy, Mr. Lewis worked aboard ships as an electrician/educational Petty Officer. Mr. Lewis holds his Master Electrician license and is also a certified CPR instructor.

**Robert Rodriguez, Electrical Technician Adjunct Instructor**

Mr. Rodriguez has over 20 years of experience as a Commercial Electrician Contractor specializing in troubleshooting control circuits and PLCs. Mr. Rodriguez holds his Master Electrician License and is also a certified OSHA 500 Trainer. Mr. Rodriguez has maintained business operations of major contracts in the San Antonio Community for over 15 years.

### **Frank Garcia, HVAC Program Chair**

Mr. Frank Garcia's 20 plus years' experience in the HVAC-R industry, include being a successful business owner dual certified with the state of Texas; licensed to repair-service or sell air conditioning systems ranging up to twenty tons as well as selling, repairing/servicing or selling commercial systems up to twenty tons (walk-in cooler and walk-in freezers and any system that cools or freezes product). Mr. Garcia has twelve years of experience with schools in Texas teaching, directing, writing curriculum, and overseeing HVAC programs as Program Chair. He is approved by TWC to teach all the HVAC-R courses offered by Lamson Institute.

Mr. Garcia's certifications in HVAC-R include:

- Texas Department of Licensing and Regulation-License #TACLB27196C
- ESCO HVAC Excellence in – Electrical and A/C Technology
- ESCO HVAC Excellence in - Air Conditioning
- ESCO HVAC Excellence in – Gas Heat
- ESCO HVAC Excellence in – Basic Refrigeration and Charging Procedures
- ESCO HVAC Excellence in – Heat Pumps
- RSES - Hydrocarbon Refrigerants
- Universal EPA

### **Jerry Daywood, HVAC Adjunct Instructor**

Mr. Daywood brings a rich history that includes over 30 years' experience working in the HVAC and Refrigeration industry. His background includes diagnosis and installation of mini-splits, roof top package units, and air handlers in hospital mechanical rooms, servicing repairs, working refrigeration; ice makers, and walk in coolers.

His certifications in HVAC-R include:

- Journeyman license
- EPA Universal certification
- Registered Technician – Contractors License

### **Juan Gonzalez, HVAC instructor**

Mr. Gonzalez is a San Antonio Native and a graduate of Holmes H.S. Mr. Gonzalez served 6 Honorable years in the US Marine Corps as a Criminal Investigator. Duty stations included Camp Lejeune, Camp Pendleton, and Zagreb Croatia. He graduated HVAC School in 2011 and is experienced in Residential/Light Commercial. Positions held include Maintenance Service Tech, Comfort Consultant and Management positions. Hobbies include Volunteer Community Service Work, Traveling, and Fishing

### **Jack Overman, HVAC-R Adjunct Instructor**

Mr. Overman has over 10 years of experience working in the HVAC-R industry. He holds a contractor's license with TDLR and is owner and president of Service First Air Conditioning and Heating, a 24-hour emergency AC repair company in San Antonio.

### **Robert J. Rodriguez, HVAC instructor**

Mr. Rodriguez attended South West Texas Jr. collage from 2000-2002 where he completed a 2-year HVACR program. He worked for a small startup company in Uvalde from 2002-2003 where he worked on equipment ranging from residential refrigerators and small appliances to 350-ton chillers. After moving to San Antonio in 2008 he transitioned to residential air conditioning and worked for 2 of the biggest plumbing and air conditioning businesses in the city. In 2015 he joined the Coca-Cola company where he excelled as a service tech specializing in McDonalds beverage equipment and freestyle dispensers. In late 2020 he decided to change careers and joined Lamson Institute as an instructor to be able to make a difference in the lives of others.

### **James Sedillo, HVAC-R Instructor**

Mr. Sedillo has over 15 years of experience working for many large companies and sub-contracting in the HVAC-R field. He earned an AAS degree in Heating Ventilation Air Conditioning and Refrigeration from St. Philips College in San Antonio and holds the following HVAC certifications believes his passion for teaching was inherited from his father who was a high school teacher and a college professor teaching HVAC-R. Mr. Sedillo is a retired veteran who proudly served 4 years with the US Marine Corps and 9 years with the US Army before receiving his honorable discharge.

- Universal EPA (12 years),
- TDLR Certified Technician (11 years),
- Certified Master Educator – Heat Pumps through Esco Institute HVAC Excellence

**Richard Moreno, HVAC-R Instructor**

Mr. Moreno, HVAC instructor, has more than 11 years of experience working in the HVAC field. His experience includes diagnostic troubleshooting, preventive maintenance, full installations, and quality inspections on various equipment. Mr. Moreno holds the following certifications:

- Air Conditioning/Refrigeration Contractor      Type AE - TDLR

**Timothy Taylor, HVAC-R Instructor**

A native Floridian, Mr. Taylor has resided in Texas since 1981, and in the San Antonio area since 1989. His background includes US Navy Submarine Service, office equipment service, and industrial maintenance. He began his current career in HVACR in 2001 here in San Antonio. He has worked for several local contractors, performing residential, commercial, refrigeration and appliance service and maintenance. He served as a test and field technician with Munters Drycool. His last position prior to joining Lamson's faculty, was a maintenance technician for 25 retail stores in the area. He holds the Texas Air Conditioning Contractors Class A Combined license.

**Certification:**

The information contained in this catalog is true and correct to the best of my knowledge.



JoAnn Q. Navarro, Campus Director