



ORION
TECHNICAL
COLLEGE

2024/2025
Academic Catalog

3940 Elmore Avenue
Davenport, Iowa 52807
563-674-6633
www.orion.edu

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DISCLOSURES

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied, has been accepted, and/or who is attending Orion Technical College education program described in this Catalog. The words "College" or "Orion" means Orion Technical College.

This catalog is written in English and all instruction in the academic undergraduate and graduate degree programs at Orion Technical College is delivered in English.

This catalog is published to inform students and others of Orion Technical College s academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Orion Technical College cannot assure that changes will not occur that will affect this information.

Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog.

Orion Technical College expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of the current graduation requirements of their program.

Orion Technical College reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

Orion Technical College affirms its policy of administering all educational programs and related supporting student services and benefits in a manner that does not discriminate against an applicant or student on the basis of race, color, creed, religion, gender, sexual orientation, age, national origin, or ability/disability.

Reservation of Rights

Orion Technical College reserves the right to:

- Modify existing or new programs by addition, deletion, or variation
- Re-schedule or consolidate classes
- Change faculty members by replacement or substitution
- Relocate facility, within reasonable distance
- Change tuition and fees, with a 30-day notice to current students

Information contained in this catalog is subject to change as deemed necessary and without written notification.

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ABOUT ORION TECHNICAL COLLEGE

Mission

The Orion Technical College mission is to “To Educate for a Rewarding Career.”

Vision

To achieve our mission, Orion Technical College:

- Provides quality education that emphasizes practical skills
- Employs a highly skilled and dedicated faculty
- Prepares students with a strong knowledge base and the experience needed to succeed in their chosen field.

We strive to:

- Evaluate and update educational programs on a continual basis through feedback from our Program Advisory Committee and industry
- Provide modern facilities and equipment
- Help students realize their full potential through motivation and encouragement

Our programs emphasize real-world training that is tailored to meet the needs of potential employers. The fields of study focus on industries that offer solid, long-term career opportunities.

History

Orion Technical College is proud to be providing the Quad City area with quality technical training since 1969. From our humble beginning as the Academy of Radio and Television (ART) in Bettendorf, IA, and then changing to become Hamilton Technical College (HTC) to continue to develop to meet the needs of the employment community as we continue to train students in technical and allied health fields.

Founder Charles Hamilton, Jr., began the college by preparing students to take the Federal Communications Commission examination for broadcasting. While teaching students around their kitchen table, they envisioned going beyond test preparation to training students to be broadcasters. Soon, their vision expanded with the needs of the employers in the community, and they developed an electronics program in 1978. In 1980, as the program grew, they changed the name to Hamilton Technical College.

In the 1990s, HTC established the Medical Assisting Technology program in response to community demand. Again, in 2006, HTC supported the growing needs of the medical community by offering the Medical Billing and Coding program. To define the two distinct program areas, HTC created the School of Technology (i.e., Electronics Engineering Technology Associate of Science and Mechatronics Electronics Technology Bachelor of Science programs) and the School of Allied Health (i.e., Medical Assisting Technology, Medical/Insurance Coding Specialist Programs, and Massage Therapy).

To further clarify the mission, in June 2020, the Board of Directors approved a name change to Orion Technical College intended to better reflect a relationship between Orion Education Group’s two campuses, highlight the broader programs and services offered. In celebrating over 50 years of accomplishments, Orion Technical College continues to move forward with their mission by serving to elevate students toward their highest career potential through in-demand, industry-focused education delivered by highly qualified experts.

Programs of Study

Orion Technical College offers the following programs. Program descriptions and outlines are in the Academic Programs section of this Catalog.

School of Graduate Studies

- Artificial Intelligence, Master of Science, 30 semester credits
- Business Analytics, Master of Science, 30 Semester credits
- Computer Science, Master of Science, 30 semester credits

School of Technology

- Electronics Engineering Technology Associate of Science, 75 semester credit hours
- Mechatronics Electronics Technology Bachelor of Science, 120 semester credit hours

School of Allied Health

- Massage Therapy, Diploma, 720 clock hours
- Medical Massage, Diploma, 900 clock hours
- Medical Assisting, Diploma, 32 semester credit hours
- Medical Billing and Coding, Diploma, 34 semester credit hours (*online only*)
- Health Information Management, Associate of Science, 63 semester credits (*online only*)

Integrated Business Processes in SAP S/4HANA (280 clock hours)

Schedules

15 Week Terms	Start Date	End Date
	12/11/2023	4/2/2024
Graduate and Undergraduate Degree Programs	4/8/2024	7/23/2024
	7/29/2024	11/12/2024
	11/13/2024	3/13/2025
	3/17/2025	6/30/2025
	7/1/2025	10/14/2025
	10/15/2025	2/11/2026

10 Week Terms	Start Date	Start Date
	4/15/2024	6/23/2024
Massage Therapy	7/1/2024	9/8/2024
	9/16/2024	11/24/2024
	12/2/2025	2/16/2025
Medical Massage Therapy	2/24/2025	5/4/2025
	5/12/2025	7/20/2025
	7/28/2025	10/5/2025
	10/13/2025	12/21/2025

10 Week Terms	Start Date	Start Date
	3/4/2024	5/9/2024
Medical Assisting	5/13/2024	7/23/2024
	7/29/2024	10/7/2024
	10/10/2024	12/20/2024
Medical Billing and Coding	1/6/2025	3/17/2025
	3/18/2025	5/27/2025
	5/28/2025	8/5/2025
	8/6/2025	10/15/2025
	10/16/2025	1/7/2026

9 Week Terms	Start Date	Start Date
	4/15/2024	6/16/2024
Integrated Business Processes in SAP S/4HANA	5/20/2024	7/21/2024
	6/24/2024	8/25/2024
	7/29/2024	9/29/2024
	9/2/2024	11/3/2024
	10/7/2024	12/8/2024
	11/11/2024	1/12/2025
	12/16/2024	2/16/2025
	1/20/2025	3/23/2025
	2/24/2025	4/27/2025
	3/31/2025	6/1/2025

18 Week Terms	Start Date	Start Date
	4/15/2024	8/18/2024
	6/24/2024	10/27/2024
Integrated Business Processes in SAP S/4HANA	7/29/2024	12/1/2024
	9/2/2024	1/5/2025
	10/7/2024	2/9/2025
	11/11/2024	3/16/2025
	12/16/2024	4/20/2025
	1/20/2025	5/25/2025
	2/24/2025	6/29/2025
	3/31/2025	8/3/2025

Orion Technical College Break Schedule

Classes are not scheduled on the following days:

May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 11, 2024	Veteran's Day
November 28/29, 2024	Thanksgiving
December 21, 2024 – January 6, 2025	Winter Break
January 20, 2025	Martin Luther King, Jr. Day

Constitution Day Observance

Orion Technical College proudly observes Constitution Day (September 17th) and holds an annual educational program for all staff and students. This program is held on campus on the actual day of observance or the following Monday if the day of observance occurs on a weekend.

College Closing

If the college must be closed due to severe weather conditions or other unavoidable circumstances, students should tune in to local radio and television stations for more information. For questions about the college being open or closed, or delayed start, call the main switchboard at (563) 674-6633 or check the Orion Technical College Facebook page.

Operating Approvals

Documents verifying accreditation and approvals may be reviewed in the Campus Director's Office, by appointment, during regular business office hours.

Institutional Accreditation

Orion Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC Contact Information:

ACCSC
 2101 Wilson Boulevard, Suite 302
 Arlington, VA 22201
 703-247-4212
<https://www.accsc.org/>



ACCSC is recognized by the Secretary of the U.S. Department of Education as a reliable authority concerning the quality of education or training offered by the institutions it accredits.

The purpose of accreditation includes:

- Assessing and enhancing the educational quality of an institution
- Assuring consistency in institutional operations
- Promoting institutional improvement
- Providing for public accountability

State Authority

Orion Technical College is registered with the Bureau of Iowa College Aid.

The Bureau of Iowa College Aid authorizes postsecondary schools (Iowa Code Section 261B.2(5)) to operate in Iowa and to offer postsecondary education programs to Iowans. Iowa College Aid ensures that nonpublic schools adopt additional consumer protections for students attending Iowa schools and Iowa resident students attending

online programs. Additional information: <https://educate.iowa.gov/highered/authorization>

Additional Approvals and Authorizations

Programmatic Accreditation

The Diploma program in Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (“CAAHEP”)

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org



What does it mean that Orion Technical College holds a programmatic accreditation? Programmatic accreditation is a distinction granted to a specific specialized or professional program.

The purpose of CAAHEP programmatic accreditation includes:

- Supports alignment with industry and professional standards
- Supports quality education preparedness for students to successfully act within a profession
- Protects public interests as connected to health-related disciplines

Iowa Board of Massage Therapy, Department of Inspections, Appeals, and Licensing

Orion Technical College’s Massage Therapy and Medical Massage Therapy program curriculum are approved by the Iowa Board of Massage Therapy, Department of Inspections, Appeals, and Licensing.

Iowa Board of Massage Therapy
6200 Park Ave. Suite 100
Des Moines, IA 5032
515-281-0254

US Department of Education

Orion Technical College is authorized by the United States Department of Education, Federal Student Aid, to participate in financial aid programs for qualifying students. Federal Student Aid is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965.

Iowa Vocational Rehabilitation Services

Orion Technical College is an approved provider with the Iowa Vocational Rehabilitation Services, a division of Iowa Workforce Development.

200 Army Post Road, Suite 44
Des Moines, IA 50315
1-800-532-1486

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Orion Technical College is registered to operate in Iowa by the Iowa College Student Aid Commission and approved the Iowa College Student Aid Commission (ICSAC) to participate in the National Council for State Authorization Reciprocity Agreements.

NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education; it allows Orion Technical College to offer programs and courses to residents of member states without seeking state-by-state approval and is intended to make it easier for students to take distance education courses offered by

postsecondary institutions based in another state. A list of participating states and institutions can be found at National Council for State Authorization Reciprocity Agreements.

Iowa College Aid is the state portal agent for SARA and accepts a student's questions, concerns, or complaints related to a SARA participating postsecondary school. To file a complaint, go to [Student Complaint Form](#). A student may also contact Iowa College Aid toll-free at 877-272-4456.

U.S. Department of Veterans Affairs

Orion Technical College is approved by the Iowa Department of Education in its capacity as the State Approving Agency for veterans programs. The Department approves programs for veterans and other eligible persons.

Professional Organizations

Orion Technical College realizes the importance of collaborative efforts. We hold representative membership in the following professional organizations:



AMTA is the largest nonprofit, professional association serving massage therapists, massage students and massage schools.

For information on massage therapy state licensing requirements in each state, please see: <https://www.amtamassage.org/state-regulations/>



Associated Bodywork & Massage Professionals (ABMP) is a national membership association that goes above and beyond great liability insurance to make it easier for massage and bodywork practitioners and students to succeed.

For information on massage therapy state licensing requirements in each state, please see: <https://www.abmp.com/practitioners/state-requirements>



Established in 1956, the American Association of Medical Assistants (AAMA) continues to be only association devoted exclusively to the medical assisting profession. The AAMA administers the Certified Medical Assistant (CMA) Certification Exam. The CMA (AAMA) exam is the only medical assisting examination that uses the National Board of Medical Examiners to construct and administer the exam. The CMA (AAMA) credential must be recertified every 60 months by the continuing education or exam method in order to use the credential.



Orion Technical College is an approved testing site by the National Center for Competency Testing

Community Organizations

- Quad City Chamber of Commerce, Quad Cities Metropolitan Community
- Quad City Hispanic Chamber of Commerce

Facilities

Orion Technical College consists of 28,000 square feet of floor space at 3940 Elmore Ave., Davenport, Iowa. The College offers adequate student parking at no additional cost.

The campus includes classrooms used for lectures and labs, instruction, offices, Learning Resource Center, student commons, storage, and a spa for its allied health programs. There are 11 multipurpose classrooms that can accommodate class sizes ranging from 20 - 70 students. Multimedia equipment is available for all classrooms. There are 3 large, dedicated student lab environments that have been constructed to provide cross-functionality for classroom learning as well.

The facility concept design included dedicated space for student engagement with staff and faculty, community, and fellow student interaction which includes:

- A Relaxation & Information Center located at the student entrance
- The Academic Resource Center or "ARC"
- Student Technology Center (Free printing, direct access to the "Electronic Career Board")
- Café Orion

Program Specific Equipment

School of Allied Health and Wellness

In the Medical Massage Therapy and Massage Therapy courses, the following equipment is available for use in designated areas: Massage Tables and Chairs, Linens/Bolsters, and Disinfection Carts.

In the Medical Assisting Technology courses, the following equipment is available for use on campus in designated areas: medical instruments, EMR/EHR software, microscopes, Holter monitor, ECG machines, QBC centrifuge system, urinometers, unimeter, hemocytometers, stethoscopes, sphygmomanometers,, monitors, calculators, transcribers, and hemoglobinometers.

School of Technology

In the Electronics Engineering Technology and Mechatronics Electronics Technology courses, the following equipment is available for use on campus in designated areas: Audio frequency generators, experiment boards, computer training systems, frequency counters, microprocessor training devices, pulse generators, signal generators, analog and digital multi-meters, single and dual trace oscilloscopes, volt-ohm meters, and printer access.

Learning Resource Center

The Learning Resource System contains technical journals, periodicals, books, reference materials, and Wi-Fi internet access throughout the entire building. Students are encouraged to use the facilities and consult with their instructor or the Director of Learning Resources for additional needs or questions concerning resources.

Orion Technical College utilizes online journals through LIRN (Library Information Resources Network). This provides students an opportunity to expand their in-class research capabilities.

Parking

Parking is provided at no additional charge under the following conditions. Students must park only in designated parking areas. Parking is made available on a first-come-first-serve basis. Orion Technical College cannot accept responsibility for damage or loss to vehicles while parked in college parking lots.

Class Size

The maximum class size for lecture and laboratory classrooms is 30 students.

Administration & Staff

The current list of Orion Technical College administration and staff is found on the College's website: [Employee List](#)

Faculty

The current list of Orion Technical College faculty is found on the College's website: [Employee List](#)

Governance

Orion Technical College is governed and under control of the following Board of Directors:

- Troy Harris, CEO and Chairman of the Board
- Patricia McCracken, Recording Secretary/Board Member
- Gary Cesaro, Board Member
- Hari Motupalli, Board Member
- Lavanya Nyak, Board Member
- Katherine Weed, Board Member

Program Advisory Committee (PAC)

A Program Advisory Committee (PAC) is maintained by Orion Technical College. The purpose of the PAC is to review the established curricula of the program, instructional related program materials, equipment and facilities, and student achievement outcomes to provide the college with an external review of its programs. PACs must be comprised of appropriately qualified representatives external to the institution (i.e., non-college employees) who can provide a meaningful review of the college's programs and supporting resources and materials. Additional information concerning the PAC can be found here:

Orion Technical College has a PAC for the School of Technology and the School of Allied Health. The Committee includes representatives from the employment community and others as appropriate.

The PAC meets once per year on campus and over Zoom. Written and detailed minutes of each meeting are maintained and include a description of all members in attendance, the date, time, and location of the meeting; and a comprehensive and clear description of the review of information presented by college representatives and feedback collected from the PAC members.

The PAC reviews and comments annually on Orion Technical College's academic programs and provides input as to the appropriateness and adequacy of the program objectives, program length, curriculum content, learning resources, and the adequacy of facilities and equipment. Additionally, the PAC reviews and comments annually on student graduation and employment.

ABOUT DAVENPORT AND THE QUAD CITIES

Welcome to Davenport, Iowa

Davenport, Iowa is located along the Mississippi River on the eastern border of the state, it is the regional epicenter and largest of the Quad Cities metropolitan area. Davenport is home to several successful Fortune 500 companies including Kraft Heinz, Sterilite Corporation, Nestle Purina, Sears Manufacturing, and John Deere.

Davenport is a vibrant and progressive community that has been declared "The Most Livable Small City in America." It boasts a thriving downtown and business-friendly environment, with a focus on development and revitalization. Davenport is served by three interstates (80, 74 and 280) and two major United States highways.

Geographically defined by the path of the Mississippi River, the only place where the Mississippi runs from east to west, residents like to say that the sun always shines on their city. Davenport offers some of the nation's best schools, friendliest neighborhoods, highest quality public services and a distinguished reputation for the arts, entertainment and especially music. Davenport, "Where the Mississippi Celebrates", is a great place to live, work, play, raise a family and visit.

Living in Davenport

Davenport boasts a diverse network of housing and neighborhoods, from lofts in the vibrant downtown to modern subdivisions, older established neighborhoods, historic areas steeped in character, and more rural settings. Recreational opportunities abound in Davenport from its many special events, riverfront recreation opportunities, nationally ranked minor league ballpark and minor league baseball, museums, farmer's market, shopping, parks and golf courses. Visit Quad Cities to learn more: <http://www.visitquadcities.com/> and enjoy it all!

Davenport City Services

The City of Davenport is committed to providing professionally managed services that meet or exceed industry standards. This commitment is reflected in the city's status as 2* of nearly 19,500 cities nationwide with accredited departments that include: code enforcement, fire, library, parks and recreation, police, and public works services.

Davenport's first accredited department was the Police Department in 2006, followed by Public Works in 2007. Davenport Fire and Parks and Recreation Departments both gained accreditation in 2011. Development and Neighborhood Services was more recently accredited in August of 2022. The Davenport Public Library is also accredited through the State of Iowa Library.

Find information specific to each of department's accrediting agencies and status at https://www.davenportiowa.com/our_community/accreditation

The Quad Cities (QC)

The QC is the heart of the Midwest, connected by one of the world's most renowned rivers, the Mississippi and the regional towns it gave birth to over the centuries. Five major cities make up the Quad Cities metro: Bettendorf and Davenport Iowa, East Moline, Moline and Rock Island Illinois. The entire QC is a family of communities in a six-county bi-state region: Clinton, Muscatine and Scott Counties in Iowa & Henry, Mercer and Rock Island Counties in Illinois. It's within a 300-mile radius of 41 million people with close access to major markets: Chicago, Minneapolis-St. Paul, St. Louis, Des Moines, Omaha, Kansas City and Indianapolis.

QC offers an open-minded network and drive that make the region a hub of ambition; with an opportunity to live in a place that's as genuine as it is quirky, where you can start something and make a difference, and enjoy the well-being of an authentic community along with the freedom of connection to the world.

Quad City Communities

QC is a family of vibrant communities that coalesce to form the perfect place to live for individuals of all backgrounds. Quad Citizens enjoy the region of interconnected riverfront communities that present endless opportunities to enjoy all of life's greatest joys. Each community presents an entryway into our diverse region of friendly neighborhoods, where the Midwestern charm of the local culture makes residents feel welcomed and valued. The down-to-earth Quad Cities culture makes the region the perfect place to live, work and raise a family. QC is where all aspects of life come together to create a home that is uniquely vibrant and festive, yet also tranquil and cozy.

Experience the Quad Cities

Rejuvenate your spirit trekking along the Mississippi River, take a deep breath and enjoy the serenity at one of our many parks, or spend time conquering rugged bike trails, like Sylvan Island. Feel the rhythm of the music and dance in the streets of an outdoor concert. Savor locally grown produce every weekend at Freight House Farmers' Market or taste the flavors of local flair at one of the countless QC restaurants. Stroll through one of the many unique shopping districts. Listen to the laughter of children discovering hands-on activities at a museum or sit in the stands and discover why our riverfront stadium is the envy of the minor leagues. Whatever your vibe is, there's something for everybody in the Quad Cities.

Business and Industry

In the Quad cities, you can create your own career path. The QC is a region of innovators, creatives and leaders guiding Fortune 500 firms, budding start-ups and legacy family businesses. In the QC, the joy of success is professional and personal, and a great career and a great life merge.

Sources: <https://www.davenportiowa.com/> and <https://quadcitieschamber.com/>

SCHOOL OF ALLIED HEALTH AND WELLNESS

Massage Therapy

School of Allied Health and Wellness

About Massage Therapy

Massage therapists typically do the following:

- Talk with clients about their symptoms, medical history, and treatment goals
- Evaluate clients prior to and during the massage to locate painful or tense areas of the body
- Manipulate muscles, tendons, ligaments, and other soft tissues of the body
- Increase range of motion through joint mobilization techniques
- Provide guidance on stretching, strengthening, overall relaxation, and improving their posture
- Document clients' conditions and progress
- Clean their workspace and sanitize equipment

Massage therapists work in an array of settings, such as spas and offices of other health practitioners. Some also travel to local events, clients' homes, or other sites. Part-time work is common, and work schedules may vary. Many massage therapists are self-employed.

According to the [Bureau of Labor Statistics](#), employment of massage therapists is projected to grow 18 percent from 2022 to 2032, much faster than the average for all occupations.

Source: <https://www.bls.gov/ooh/healthcare/massage-therapists.htm>

Orion Technical College offers two diploma programs in Massage Therapy: Massage Therapy, 700 clock hours and Medical Massage Therapy, 900 clock hours.

Massage Therapy, Diploma Program

School of Allied Health and Wellness

- 720 clock hour program
- 40 weeks/10 months with continuous enrollment and no interruption to studies
- Graduates of the program receive a Massage Therapy Diploma

Program Description

The Orion Technical College's Massage Therapy program provides students with an understanding of the structure and function of the human body and teach students the effects of massage on the body, emotionally and physically, including the benefits and contraindications and to offer an education in massage therapy allowing graduates to pass the Massage and Bodywork Licensing Examination (MBLEx). The Massage Therapy diploma program emphasizes the importance of ethical and professional behavior when interacting with clients and peers.

Program Highlights

- Hands-on training with personal attention in small classes taught by caring instructors
- Industry-focused curriculum
- Instructors at Orion Technical College utilize a variety of teaching tools and methods. This program is taught through a combination of lectures, labs, hands-on experience, clinics, and visual aids. The usage of Power Point equipment enables the instructors to effectively present information to the students onto a large screen.
- Career assistance for students and alumni.
- This program meets the requirements to apply for professional licensure in Iowa. It is the student's responsibility to review other states' licensure requirements if they plan to practice outside of Iowa.

- Wheel schedule: Students complete four (4) ten-week terms, day or evening schedule. Term 1 and Term 2 may be wheeled (you may start in either and will roll back into the other) and Term 3 and Term 4 may also wheel.

Student Learning Outcomes

The Massage Therapy diploma program includes the following student learning outcomes:

- To provide students with the skills and knowledge necessary for students to successfully complete the program.
- To emphasize the importance of ethical and professional behavior when interacting with clients and peers.
- To prepare students with the skills necessary for owning a private practice or working in a supervised environment.
- To teach students the effects of massage on the body, emotionally and physically, including the benefits and contraindications.
- To develop an understanding of the structure and function of the human body.

Required Program Courses and Course Sequence

The following course are required to complete this program.

Terms/Wheel Schedule	Course Code	Course Title	Lecture Hours	Lab Hours
TERM 1 (May wheel with Term 2)	MTP100	Anatomy & Physiology I	70	10
	MTP105	Massage Theory & Practice I	60	20
	MTP107	Ethics I	20	0
TERM 2 (May wheel with Term 1)	MTP111	Anatomy & Physiology II	70	10
	MTP112	Massage Theory & Practice II	60	20
	MTP106	Pathology	20	0
TERM 3 (May wheel with Term 4)	MTP121	Anatomy & Physiology III	70	10
	MTP108	Business and Law I	20	0
	MTP122	Massage Theory & Practice III	26	6
	MTP110	Massage Clinic I	0	48
TERM 4 (May wheel with Term 3)	MTP131	Anatomy & Physiology IV	70	10
	MTP114	Business and Law II	10	0
	MTP113	Ethics II	10	0
	MTP132	Massage Theory & Practice IV	22	10
	MTP120	Massage Clinic II	0	48
TOTALS			528	192

Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time to maintain occupational and educational standards.

Please see the section in this catalog entitled Course Descriptions for the information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

Graduates are prepared with the prepares students with the skills necessary for owning a private practice or working in a supervised environment as an entry-level massage therapist (after passing the state boards) or in a healthcare/ fitness related field. State licensure is required for practice in most states.

Medical Massage Therapy, Diploma

School of Allied Health and Wellness

Program Overview

- 900 clock hour program
- Complete in 50 weeks/12 months when continuously enrolled and no interruption to studies
- Wheel schedule: Students complete five (5) ten-week terms, day or evening schedule. Term 1 and Term 2 may be wheeled (you may start in either and will roll back into the other) and Term 3 and Term 4 may also wheel.
- Graduates of the program receive a Diploma.

Program Description

The Medical Massage Therapy Diploma program is designed to teach students the necessary skills required to become licensed as massage therapists and certified as reflexologists through the addition of advanced massage therapy training. Students will be learning basic massage therapy skills required to become a massage therapist. Following training in assessment skills, students will be taught to integrate various advanced manual soft tissue techniques into a unique therapeutic program designed to meet the needs of individual clients. Additional studies focus on assessing the client's structural bodywork needs.

Graduates are prepared to take the Massage and Bodywork Licensing Examination (MBLEx) to become licensed massage therapists and are also eligible to sit for national exam for reflexology certification by the American Reflexology Certification Board.

Program Highlights

- Hands-on training with personal attention in small classes taught by caring instructors
- Industry-focused curriculum
- Instructors at Orion Technical College utilize a variety of teaching tools and methods. This program is taught through a combination of lectures, labs, hands-on experience, clinics, and visual aids. The usage of Power Point equipment enables the instructors to effectively present information to the students onto a large screen.
- Career assistance for students and alumni.
- This program meets the requirements to apply for professional licensure in Iowa. It is the student's responsibility to review other states' licensure requirements if they plan to practice outside of Iowa.
- The first four terms of this program are exactly the same as the Massage Therapy Diploma program and the additional 10 weeks of the program consists of advanced massage techniques that allow the students to experience a variety of professional environments and specific physiological conditions of clients which prepare them for more specialized medical massage therapy and reflexology techniques

Student Learning Outcomes

The Massage Therapy diploma program includes the following student learning outcomes:

- To provide students with the skills and knowledge necessary for students to successfully complete the program.
- To emphasize the importance of ethical and professional behavior when interacting with clients and peers.
- To prepare students with the skills necessary for owning a private practice or working in a supervised environment.
- To teach students the effects of massage on the body, emotionally and physically, including the benefits and contraindications.
- To develop an understanding of the structure and function of the human body and how it relates to meridians and zone reflexes in the body in relation to reflexology.
- To offer an education in reflexology that will allow graduates to sit for the reflexology exam which is offered by the American Reflexology Certification Board.

- To provide graduates with the qualifications to seek employment as an entry-level reflexologist (after passing the exam offered by ARCB).
- To provide students with advanced skills in massage therapy which will provide them with the skills, confidence, and knowledge to perform medical massage techniques on specific physiological conditions which affect the soft tissues in the body.

Required Program Courses and Course Sequence

The following course are required to complete this program.

Terms/ Wheel Schedule	Course Code	Course Title	Lecture Hours	Lab Hours
TERM 1 (May wheel with Term 2)	MTP100	Anatomy & Physiology I	70	10
	MTP105	Massage Theory & Practice I	60	20
	MTP107	Ethics I	20	0
TERM 2 (May wheel with Term 1)	MTP111	Anatomy & Physiology II	70	10
	MTP112	Massage Theory & Practice II	60	20
	MTP106	Pathology	20	0
TERM 3 (May wheel with Term 4)	MTP121	Anatomy & Physiology III	70	10
	MTP108	Business and Law I	20	0
	MTP122	Massage Theory & Practice III	26	6
	MTP110	Massage Clinic I	0	48
TERM 4 (May wheel with Term 3)	MTP131	Anatomy & Physiology IV	70	10
	MTP114	Business and Law II	10	0
	MTP113	Ethics II	10	0
	MTP132	Massage Theory & Practice IV	22	10
	MTP120	Massage Clinic II	0	48
5th TERM	MTP211	Reflexology	46	30
	MTP222	Medical Massage and Advanced Techniques I	11	6
	MTP234	Medical Massage and Advanced Techniques II	11	6
	MTP210	Manual Lymphatic Drainage	15	15
	MTP214	Myofascial Release - Upper Body	10	4
	MTP215	Myofascial Release - Lower Body	10	4
	MTP216	Sports Massage	6	6
TOTALS			637	263

Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time to maintain occupational and educational standards.

Please see the section in this catalog entitled Course Descriptions for the information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

Graduates are prepared with the skills necessary for owning a private practice or working in a supervised environment as an entry-level massage therapist (after passing the state boards) or in a healthcare/fitness related field. State licensure is required for practice in most states.

Medical Assisting Technology, Diploma

School of Allied Health and Wellness

- This program is offered 100% Online, available anywhere, anytime.
- 32 credit hour program
- 40 weeks/10 months with continuous enrollment and no interruption to studies
- Wheel schedule: Students complete four (4) ten-week terms, day or evening schedule. Term 1 and Term 2 may be wheeled (you may start in either and will roll back into the other).
- Graduates of the program receive a Diploma.

Program Description

Medical Assistants are an important part of the medical team and have become indispensable to the health care field, as physicians are more reliant on medical assistants for their front and back-office skills.

At Orion Technical College, you will experience both the administrative and clinical areas of the medical environment. These two skills along with an externship, will prepare you for your chosen career in healthcare. Orion Tech's Medical Assisting program helps to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students study the major body systems' structure and function with medical terminology. They learn diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices and the processing of medical insurance forms and claims. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship.

Program Highlights

- Courses Related to Employment Field
- Curriculum Developed for Healthcare Industry
- Career assistance for students and alumni.
- Due to changing regulations and expectations in the Medical Assisting field, graduates are encouraged to take a nationally recognized exam.
- Orion Technical College is an authorized Certification Site for the National Center for Competency Testing

Student Learning Outcomes

The graduate of this program should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician with these exams.

Required Program Courses and Course Sequence

The following course are required to complete this program.

Terms Wheel Schedule	Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Outside Classwork Hours	Credit Hours
TERM 1 (May wheel with Term 2)	AH101	Pharmacology	20	30	-	12.0	2.0
	AH111	Anatomy & Physiology I	20	40	-	15.0	2.0
	AH121	Medical Law and Ethics	20	30	-	12.0	2.0
	AH131	Medical Terminology I	20	40	-	15.0	2.0
TERM 2 (May wheel with Term 1)	AH141	Medical Business & Computer Practices	20	30	-	12.0	2.0
	AH151	Anatomy & Physiology II	20	40	-	15.0	2.0
	AH161	Medical Terminology II	20	40	-	15.0	2.0
	AH171	Human Diseases	20	30	-	12.5	2.0
TERM 3	MT104	Clinical Procedures	70	90	-	40	6.5

	MT123	Computer Applications in Healthcare	10	30	-	10	1.5
TERM 4	MT201	Advance Clinical Procedures for the Medical Assistant	25	40	-	16.00	2.5
	HUM100	Professional Development	20	30	-	12.0	2
	MT220	Externship	0	0	160		3.5
TOTALS			285	470	160	186	32

Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time to maintain occupational and educational standards.

Please see the section in this catalog entitled Course Descriptions for the information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

Graduates of this program are prepared to seek entry-level medical assistant positions in medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, medical supply businesses, home health agencies, insurance providers, pharmaceutical companies, and other areas.

Grading Policy for Medical Assisting Technology Diploma

*Medical Assisting Students must earn a C (70%) or higher in competency courses to be included in credits earned. Competency courses completed with a grade lower than a C (70%) will be included in credits attempted.

Grading in the Medical Assisting Technology Diploma requires successful completion of all psychomotor and affective domain objectives as stated in this catalog and course syllabi.

Medical Assisting students must also satisfactorily complete and pass each psychomotor and affective skill evaluation with a grade of 70% (C) or higher. Failure to complete or pass ONE OR MORE required skill evaluation will result in a competency score of zero (0) for the "Competencies" portion of the course final grade average. Students are required to earn a minimum of 70% to pass competency courses in their program. Students earning below 70% (C) will be required to retake the course.

Performance Requirement

Students in the Medical Assisting Technology Diploma are required to earn a minimum of 70% (C) to pass core courses. Students earning below 70% (C) will be required to retake the course.

Skill Level Requirements

Students will practice all clinical skills and apply principles to entry-level competency. A terminal performance objective is a skill the medical assistant will perform during clinical class to demonstrate competency. The instructor is responsible for establishing the time needed to compete a skill for the entry-level medical assistant. Procedural instructions are provided in the textbook.

Medical Billing and Coding, Diploma

School of Allied Health and Wellness

- This program is offered 100% Online, available anywhere, anytime.
- Program requires completion of 34 semester credits
- 40 weeks/10 months with continuous enrollment and no interruption to studies
- Wheel schedule: Students complete four (4) ten-week terms. Term 1 and Term 2 may be wheeled (you may start in either and will roll back into the other).
- Graduates of the program receive a Diploma.

Program Description

As a Medical Billing and Coding Specialist student, you will learn the professional coding tools and billing practices that are required in your career. You will become a vital part of gathering information, which is necessary for the office, clinic, or hospital to run smoothly.

This program provides a generalized orientation to the healthcare field, plus specific training in International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding, reimbursement, and collection procedures, including various software applications. Students will also acquire knowledge of anatomy/physiology, disease process, professional communication skills, computer and keyboarding skills, diagnostic coding, and basic office skills.

Program Highlights

- Courses Related to Employment Field
- Curriculum Developed for Healthcare Industry
- Career assistance for students and alumni.

Student Learning Outcomes

Graduates of this program will have:

- knowledge of anatomy/physiology
- knowledge of the disease process
- professional communications skills
- computer and keyboarding skills
- diagnostic coding, and
- basic office skills

Required Program Courses and Course Sequence

The following course are required to complete this program.

Terms/ Wheel Schedule	Course Code	Course Title	Lecture Hours	Lab Hours	Outside Classwork Hours	Credit Hours
TERM 1 <i>(May wheel with Term 2)</i>	AH101	Pharmacology	20	30	12.0	2.0
	AH111	Anatomy & Physiology I	20	40	15.0	2.0
	AH121	Medical Law and Ethics	20	30	12.0	2.0
	AH131	Medical Terminology I	20	40	15.0	2.0
TERM 2 <i>(May wheel with Term 1)</i>	AH141	Medical Business & Computer Practices	20	30	15.0	2.0
	AH151	Anatomy & Physiology II	20	40	15.0	2.0
	AH161	Medical Terminology II	20	40	15.0	2.0
	AH171	Human Diseases	20	30	12.0	2.0

TERM 3	MC102	Medical Insurance and Reimbursement	20	30	12.0	2.0
	MC121	Medical Insurance Coding Principles	60			6.0
	MC131	Computers for Medical Billing/Coding	20			2.0
TERM 4	MC202	Advanced Medical Insurance Coding Principles	20	40	15.0	2.0
	HUM100	Professional Development	20	30	12.0	2.0
	MC220	Insurance Billing & Coding Project	0	120	0	4.0
TOTALS			300	620		34

Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time to maintain occupational and educational standards.

Please see the section in this catalog entitled Course Descriptions for the information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

Upon completion of the program, the Medical Billing and Coding student is trained for entry-level positions in physician practices, hospitals, clinics, or other medical settings. Examples of career-related jobs include, but are not limited to:

Accounts Receivable Representative, Medical Receptionist, Patient Account Representative, Electronic Claims Processor, Reimbursement Specialist, Billing Coordinator, Billing Specialist, Coding Specialist, Medical Collector, Claims Processor and Claims Reviewer

Health Information Management, Associate of Science (Online)

School of Allied Health and Wellness

- This program is offered 100% Online, available anywhere, anytime.
- 63 semester credits (32 transferred credits and 31 credits at Orion Technical College)
- 20 weeks/10 months with continuous enrollment and no interruption to studies
- Graduates of the program receive an Associate of Science in Health Information Management.

Program Description

The healthcare field is increasing in complexity and advancements with the maintaining and securing sensitive information being more critical than ever, medical office record maintenance roles are becoming more important than ever. The Health Information Management (HIM) program will help prepare students to have a stronger foundation in business and management skills where detailed documentation, record interpretation, and secured protection are critical. This program develops students through advanced-level coursework in the health information management field if they have achieved a diploma or completed specific credit hours from a related concentration.

Hands-on, practical experience is the focus of the program, which utilizes virtual activities enabling students to solve problems that simulate those issues encountered in the modern healthcare marketplace.

Program Highlights

- Courses related to the employment field
- Curriculum developed for healthcare industry
- This program is designed for students that have previously completed Medical Assisting or Medical Billing & Coding programs and would like to earn their Associates Degree. Orion Technical College students enrolled in the Medical Assisting or Medical Billing & Coding programs may continue directly into this program. Graduates from other accredited programs will be required to complete an additional general education course(s) and Professional Development to meet the requirements for the associate degree if it was not completed in their diploma program. Students who have completed similar programs at other institutions may be able to gain advanced standing based on previously completed coursework. Contact an Admissions Representative directly for more information.

- Career assistance for students and alumni.

This program includes pathway options for credentialing exams, such as the AHIMA Certified Coding Associate (CCA) or the Certified Healthcare Technology Specialist (CHTS), including options to higher credentialing exams.

Student Learning Outcomes

The program is designed to provide educational opportunities for students to gain the following:

- Knowledge of medical terminology, anatomy & physiology, pathology, and pharmacology.
- Knowledge of the United States healthcare system organization and delivery, its process of documentation, health data management, clinical classification systems, reimbursement methodologies, health statistics, biomedical research, quality management, healthcare privacy, confidentiality, legal and ethical issues, information technology and systems, data storage and retrieval, data security and healthcare information systems, financial and resource management.
- Knowledge of the components of the healthcare record, how it is created, stored, and protected.
- Knowledge of quality assurance practices with the ability to analyze collect, monitor, and maintain healthcare data in accordance with established professional best practice guidelines.
- Ability to monitor personal and group productivity and organizational processes to make recommendations for improvements in record quality and employee and organizational performance.
- Ability to use analytic tools to visualize, analyze, and present data to help provide decision support and drive strategic initiatives.
- Ability to work in a variety of medical environments.

Required Program Courses and Course Sequence

The following course are required to complete this program.

Terms/ Wheel Schedule	Course Code	Course Title	Lecture Hours	Lab Hours	Outside Classwork Hours	Credit Hours
Credits transferred into the program from Orion Technical College or other accredited institution.						32
TERM 1	AH145	Computer Systems and Overview of Health Information Technology	20	50	40	3.0
	AH153	Healthcare Management Supervision	20	50	40	3.0
	ENG102	English Composition	20	50	40	3.0
	MAT102	College Math	30	60	60	4.0
	SS104	Psychology	20	50	40	3.0
TERM 2	AH212	Healthcare Statistics and Quality Improvement	20	50	40	3.0
	AH219	Data Analytics and Management	20	50	40	3.0
	ENG123	Public Speaking	20	50	40	3.0
	BM108	Human Resources and Organizational Management	20	50	40	3.0
	HUM304	Ethics	20	50	40	3.0
TOTALS			210	510	420	63.0

Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time to maintain occupational and educational standards.

Please see the section in this catalog entitled Course Descriptions for the information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

The Health Information Management program prepares students for entry-level employment in the exciting and growing field of health information management. Positions include but are not limited to Health Information Technician, Healthcare Data Analyst, Medical Records Technician, Compliance Auditor Officer, Clinical Data Specialist, Patient Information Coordinator, Data Resource Administrator, and Research and Decision Support Specialist. These positions may be found in hospitals, ambulatory care settings, hospice facilities, insurance



companies, physician offices, health information vendors, long term care facilities, behavioral health settings or college health settings.

Standard Occupational Classification (SOC) codes* include, but are not limited to, the following:

29-2072.00 – Medical Records Specialists and Health Information Technicians

29-9021.00 - Health Information Technologists and Medical Registrars

43-6013.00 – Medical Secretaries

*Detailed information regarding classifications can be found at www.onetonline.org.



SCHOOL OF TECHNOLOGY

Electronics Engineering Technology Associate of Science Degree

School of Technology

Program Overview

- 75 semester credit hour program (1,550 clock hours)
- 75 weeks with continuous enrollment and no interruption to studies.
- Graduates of the program receive an Associate of Science in Electronics Engineering Technology

Program Description

This program provides students with the fundamentals of electronics used in industry and prepares them to gain further on-the-job training under the supervision of more experienced technicians in a specific field of electronics.

Program Highlights

- Hands-on training.
- The field of Technology is an expansive field with a countless opportunities to explore. From Information Technology, to Mechatronics, Orion's EET program can help teach foundational skills and knowledge while allowing you to explore a variety of subfields in Tech.
- Graduates of the EET program have the option to enroll in the Bachelors of Science in Mechatronics upon graduating from the associate's degree.
- We use RoboDK for simulation and offline programming of industrial robots.

Required Program Courses and Course Sequence

The following course are required to complete this program. Courses marked with an "*" indicates an online course.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Lab HOURS	Credit Hours
TERM 1	CSC103	*Introduction to PC Technology	7.5	30	60	4
	ENG102	*English Composition	7.5	20	50	4
	EET101	*Introduction to Electricity and Electronics Technology	7.5	45	30	4
	MAT102	*College Math	7.5	30	60	4
TERM 2	CSC106	*Introduction to Technology and Information Systems	7.5	30	60	4
	EET104	*AC Components and Circuits	7.5	45	30	4
	EET105	*Process Controls with PLCs	7.5	45	30	4
	ENG123	*Public Speaking	7.5	20	50	3
TERM 3	EET201	Semiconductor Devices and Applications	7.5	45	30	4
	SS104	*Psychology	7.5	20	50	3
	EET116	Amplifier Operations	7.5	45	30	4
	EET108	Digital Integrated Components	7.5	45	30	4
TERM 4	CSC111	Introduction to Programming	7.5	30	60	4
	EET110	Electronic Communications	7.5	45	30	4
	EET111	Circuit Design and Cabinet Wiring	7.5	45	30	4
	EET202	Embedded Processors	7.5	45	30	4
TERM 5	CSC210	*Network Infrastructure	7.5	30	60	4
	HUM102	*Professional Development	7.5	20	30	2
	EET208	Product Design and Production	7.5	30	60	4
	EET209	Industrial Robots	7.5	45	30	4
TOTALS			75	710	840	75

It is the intent of this training program to prepare students to achieve employment as an entry-level electronics engineering technician.

Mechatronics Engineering Technology, Bachelor of Science

School of Technology

Program Overview

- 120 semester credit hours (2,505 clock hours)
- 120 weeks or three years with continuous enrollment and no interruption to studies.
- Graduates of the program receive a Bachelor of Science in Mechatronics Engineering Technology

Program Description

This program provides students with a more advanced knowledge of the field of electronics. The bachelor's degree training expands a student's skills to include advanced electronics concepts, human relations, and professional communication.

Required Program Courses and Course Sequence

The following course are required to complete this program. Courses marked with an "*" indicates an online course.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Lab Hours	Credit Hours
TERM 1	CSC103	*Introduction to PC Technology	7.5	30	60	4
	ENG102	*English Composition	7.5	20	50	4
	EET101	*Introduction to Electricity and Electronics Technology	7.5	45	30	4
	MAT102	*College Math	7.5	30	60	4
TERM 2	CSC106	*Introduction to Technology and Information Systems	7.5	30	60	4
	EET104	*AC Components and Circuits	7.5	45	30	4
	EET105	*Process Controls with PLCs	7.5	45	30	4
	ENG123	*Public Speaking	7.5	20	50	3
TERM 3	EET201	Semiconductor Devices and Applications	7.5	45	30	4
	SS104	*Psychology	7.5	20	50	3
	EET116	Amplifier Operations	7.5	45	30	4
	EET108	Digital Integrated Components	7.5	45	30	4
TERM 4	CSC111	Introduction to Programming	7.5	30	60	4
	EET110	Electronic Communications	7.5	45	30	4
	EET111	Circuit Design and Cabinet Wiring	7.5	45	30	4
	EET202	Embedded Processors	7.5	45	30	4
TERM 5	CSC210	*Network Infrastructure	7.5	30	60	4
	HUM102	*Professional Development	7.5	20	30	2
	EET208	Product Design and Production	7.5	30	60	4
	EET209	Industrial Robots	7.5	45	30	4
TERM 6	EET311	Automation Control using PLC and HMI	7.5	60	30	5
	EET314	*AutoCAD	7.5	20	50	3
	EET302	Introduction to CNC (Computer Numeric Control)	7.5	20	50	3
	HUM305	*Culture and Society	7.5	20	50	3
	ENG307	*Interpersonal Communications	7.5	20	50	3
TERM 7	EET318	*Introduction to Hydraulics and Pneumatics	7.5	45	30	4
	HUM304	*Ethics	7.5	20	50	3
	EET324	*3D modeling -CAD	7.5	45	30	4

	EET310	Advanced Electronics Communications	7.5	45	30	4
TERM 8	SCI305	*Environmental Science	7.5	20	50	3
	SS303	*Human Relations	7.5	20	50	3
	EET407	*Project Management	7.5	30	40	3
	EET412	Capstone Project	7.5	40	40	4
Total			120	1115	1390	120

Graduate Employment Opportunities

This program prepares graduates for entry-level mechatronics electronics technology positions.



SCHOOL OF GRADUATE STUDIES

Artificial Intelligence, Master of Science

School of Graduate Studies

Program Overview

- 30 semester credits required
- 20 months to complete with continuous enrollment and no interruption to studies.
- Graduates will be awarded a Master of Science in Artificial Intelligence

Program Description

The Master of Science in Artificial Intelligence program is an interdisciplinary that prepares students to drive the design, development, and deployment of AI and machine learning (ML) products and services across a broad array of applications and industries to meet contemporary social and technical challenges.

Student Learning Outcomes

Upon completion of this program, graduates will be able to:

- Uses machine learning to solve complex problems
- Creates searchable knowledge stores in unstructured data via data mining
- Contributes to the sustainable development of businesses, organizations, and automated projects
- Design and prototype AI systems utilizing data mining, deep learning, neural networks, and collective intelligence
- Use appropriate tools and platforms to leverage AI to optimize the technology that impacts every day life
- Exhibit effective collaboration and leadership skills.

In addition, graduates will gain proficiency in the following:

- Machine Learning Algorithms
- Deep Learning
- Natural Language Processing
- Computer Vision
- Reinforcement Learning
- Data Preprocessing
- Algorithm Evaluation
- Ethics and Bias Mitigation
- Critical Thinking
- Research and Innovation
- Version Control Programming Python, and familiarity with libraries like TensorFlow, PyTorch and Keras.

Program Outline

The following courses are required for program completion.

Course Code	Course Name	Semester Credits
AI 500	Concepts in Artificial Intelligence	3 credits
AI 510	Database Management Systems	3 credits
AI 520	Artificial Intelligence for Human-Computer Interaction	3 credits
AI 530	Advanced Machine Learning	3 credits
AI 540	Algorithm Design and Analysis	3 credits
AI 550	Deep Learning and its Applications	3 credits
AI 560	Concepts in SAP and Integrated Business Process using SAP	3 credits
AI 570	Data Analytics and Mining for Business	3 credits
AI 580	Research Methodologies	2 credits
AI 585	ELITE Leadership Training	1 credit
AI 590	Masters Project in Artificial Intelligence	3 credits
	Total	30 credits

Graduate Opportunities

Graduates of this program will be prepared for positions such as Machine Learning Engineer, Data Scientist, Natural Language Processing (NLP) Engineer, Computer Vision Engineer, Deep Learning Engineer, AI Research

Engineer, Robotics Engineer, AI Consultant, AI Product Manager, AI Ethicist, AI Analyst, Autonomous Vehicle Engineer, AI in Healthcare Specialist, Financial Analyst with AI, AI-driven UX/UI Designer, Ai Software Developer, AI Project Manager, AI Entrepreneur/Startup Founder, and AI Education/Trainer. Graduates may also seek professional advancement. Organizations employing graduates include business, medical, government and IT companies in the local, national, and global workforce.

Optional Certifications

Graduates of this program will be prepared to test for the following optional certifications:

- Certified Artificial Intelligence Engineer
- Dell EMC Data Science Certification
- Amazon AWS Big Data Certification
- Certified Artificial Intelligence Professional
- IBM Data Science Professional Certification

Please note that certain certification exams may require additional studies and/or may require work experience in the field in addition to the graduate degree to apply to sit for the exam. The cost of the exams is the responsibility of the student.

Business Analytics, Master of Science

School of Graduate Studies

Program Overview

- 30 semester credits required
- 20 months to complete with continuous enrollment and no interruption to studies.
- Graduates will be awarded a Master of Science in Business Analytics

Program Description

The Master of Science in Data Analytics program is a multidisciplinary program that explores data science, analysis skills, and business management to provide you with an understanding of how to interpret data and clearly communicate its meaning. Using advanced statistical techniques and tools in data and information management, students learn to collect and analyze large data sets. Students learn how to apply your computational, analytical and modeling skills to provide decision support to key stakeholders.

Student Learning Outcomes

Upon completion of this program, graduates will be able to:

- Identify and describe complex business problems in terms of analytical models.
- Apply appropriate analytical methods to find solutions to business problems that achieve stated objectives.
- Translate results of business analytic projects into effective courses of action.
- Demonstrate ethical decision-making in structured or unstructured and ambiguous situations.
- Communicate technical information to both technical and non-technical audiences in speech, in writing, and graphically.
- Exhibit effective collaboration and leadership skills.

In addition, graduates will gain proficiency in the following:

- | | | |
|-----------------------------------|--------------------------|--------------------------|
| • Data Analysis | • Database Management | • Decision Making |
| • Statistical Knowledge | • Critical Thinking | • Predictive Analysis |
| • Data Visualization | • Business Acumen | • Problem Solving Skills |
| • Programming in Python, R or SQL | • Ethical Considerations | • Collaboration |
| • Quantitative Analysis | • Project Management | • Continuous Learning |

Program Outline

The following courses are required for program completion.

Course Code	Course Name	Semester Credits
BA 500	Concepts in Business Analytics	3 credits
BA 510	Database Management Systems	3 credits
BA 520	Business Analytics Methods	3 credits
BA 530	Data Engineering	3 credits
BA 540	Business Analytics with Data Engineering for Business Applications	3 credits
BA 550	Data Analytics and Mining for Business	3 credits
BA 560	Concepts in SAP and Integrated Business Process using SAP	3 credits
BA 570	Machine Learning for Business Analytics	3 credits
BA 580	Research Methodologies	2 credits
BA 585	ELITE Leadership Training	1 credit
BA 590	Masters Project in Business Analytics	3 credits
	Total	30 credits

Graduate Employment Opportunities

Graduates of this program will be prepared for positions such as Data Analyst, Business Intelligence Analyst, Data Scientist, Marketing Analyst, Financial Analyst, Supply Chain Analyst, Operations Analyst, Healthcare Analyst, Market Research Analyst, Risk Analyst, E-Commerce Analyst, Customer Insights Analyst, Retail Analyst, Fraud Analyst, and Government Analyst. Graduates may also seek professional advancement. Organizations employing graduates include business, medical, government and IT companies in the local, national, and global workforce.

Optional Certifications

Graduates of this program will be prepared to test for the following optional certifications:

- Certified Business Analytics Professional (CBAP)
- Certified Data Analyst (CDA)
- Snowflake Certified Data Engineer Certification
- Microsoft Azure Data Engineer Certification
- Certified Machine Learning Specialist (CMLS)

Please note that certain certification exams may require additional studies and/or may require work experience in the field in addition to the graduate degree to apply to sit for the exam. The cost of the exams is the responsibility of the student.

Computer Science, Master of Science

School of Graduate Studies

Program Overview

- 30 semester credits required
- 20 months to complete with continuous enrollment and no interruption to studies.
- Graduates will be awarded a Master of Science in Artificial Intelligence.

Program Description

The Master of Science in Computer Science program provides students with a comprehensive understanding of computer systems, programming languages, algorithms, software development, and various aspects of computing technology. It equips students with the skills and knowledge necessary to design, develop, analyze, and implement software applications, systems, and solutions.

Student Learning Outcomes

Upon completion of this program, graduates will be able to:

- Demonstrate technical skills in Python, Java, C++. Java Script, and Ruby
- Develop computer or information systems.
- Coordinate operational activities with external stakeholders.
- Develop organizational goals or objectives.
- Analyze data to inform operational decisions or activities.
- Confer with organizational members to accomplish work activities.
- Direct organizational operations, projects, or services.
- Resolve employee or contractor problems.
- Manage operations, research, or logistics projects.
- Advise customers on technical or procedural issues.
- Develop operating strategies, plans, or procedures.
- Analyze data to determine project feasibility.
- Manage organizational or project budgets.
- Purchase materials, equipment, or other resources.
- Exhibit effective collaboration and leadership skills.

Program Outline

The following courses are required for program completion.

Course Code	Course Name	Semester Credits
CS 500	Concepts in Computer Science	3 credits
CS 510	Database Management Systems	3 credits
CS 520	Algorithm Design and Analysis	3 credits
CS 530	Developing Object-Oriented Systems with Java	3 credits
CS 540	Information Security Planning and Policy	3 credits
CS 550	Software Testing and Quality Assurance	3 credits
CS 560	Concepts in SAP and Integrated Business Process using SAP	3 credits
CS 570	PEGA Systems	3 credits
CS 580	Research Methodologies	2 credits
CS 585	ELITE Leadership Training	1 credit
CS 590	Masters Project in Computer Science	3 credits
	Total	30 credits

Graduate Employment Opportunities

Graduates of this program will be prepared for positions such as Software Developer, Web Developer, Data Scientist, Data Analyst, CyberSecurity Analyst/Engineer, Network Engineer, QA Engineer, System Analyst, Game Developer, Devops Engineer, UI/UX Designer, IT Consultant, or Cloud Engineer. Graduates may also seek professional advancement. organizations such as business, medical, and IT companies in the local, national, and global workforce.

Optional Certifications

Graduates of this program will be prepared to test for the following optional certifications:

1. Certified Pega Systems Architect
2. Certified Pega Senior Systems Architect
3. Oracle Certified Professional (OCP) Java Enterprise Edition
4. Oracle Certified Professional (OCP) Java Standard Edition
5. Certified Software Quality Analyst Certification

Please note that certain certification exams may require additional studies and/or may require work experience in the field in addition to the graduate degree to apply to sit for the exam. The cost of the exams is the responsibility of the student.

CERTIFICATION/PROFESSIONAL COURSES

Integrated Business Processes in SAP S/4 HANA

What is SAP? SAP stands for System Applications and Products in Data Processing. SAP software is used to control all types of critical business functions. By integrating and automating key processes, SAP helps organizations to run faster and more efficiently. By storing data centrally, SAP software provides multiple business functions with real-time and accurate insight into operations.

SAP certifications help validate the expertise and experience of SAP partners, software users, customers and professionals who are looking to be placed in the SAP environment. The certification is recognized globally and may lead to opportunities for professional advancement.

Course Overview

- On campus and distance learning/online instruction
- 280 clock hours
- At the completion of the program, students receive a *Certificate of Completion*.
- Tuition for this program includes charges directly related to instruction, the textbooks required for the course of study, and the TS410 certification exam fee.

Course Description

This training prepares students with foundational knowledge to understand how the end-to-end business processes of a highly integrated SAP S/4HANA system works and prepare them to gain hands on knowledge with the SAP system. The coursework includes a one week SAP Certification Course which provides the opportunity to review the TS410 Certification requirements and the opportunity to attempt the TS410 Certification exam, without incurring additional expense.

The Integrated Business Processes in SAP S/4 HANA course is a professional training course which leads to a Certificate of Completion for the clock hours earned and a recognized industry certification, TS410 Certification. This professional training course is not considered an academic program nor do the hours earned in this course transfer to any academic program offered by the College. The course is measured in clock hours and does not award academic credit. The course is avocational and does not lead to initial employment therefore, it is not eligible for career services assistance. Students who enroll in this course are not eligible for financial aid.

Schedule Options

Option One: Nine (9) weeks of instruction

Weeks 1-8 Monday – Thursday 9:00 a.m. to 5 p.m.

Week 9 Monday – Friday 9 a.m. to 5 p.m.

Option Two: 18 weeks of instruction

Weeks 1-16 Monday – Thursday 9:00 a.m. to 1:30 p.m.

Week 17 -18 Monday – Friday 9 a.m. to 1:30 p.m.

The program is scheduled for nine (9) or 18 weeks. Students who do not pass the certification exam within the scheduled weeks of instruction will have an opportunity to attend a refresher for the certification exam following the scheduled weeks.

Students enrolled in the nine (9)week schedules will have one additional week of 40 clock hours, at no cost, for additional preparation for the certification exam.

Students enrolled in the 18 week schedule will have two additional weeks of 20 hours per week, at no cost, to gain additional preparation for the certification exam.

Course Outline

Course Code/Title/Description	Lecture Hours	Lab Hours	Total Hours
BMGT 1091 Introduction to Business Processes in SAP This course is an introduction to enterprise systems with an emphasis on SAP software. This includes the fundamentals of enterprise resource planning (ERP) systems concepts and the importance of how they are used within an organization. Students will have an applied curriculum that takes them through the following business processes: financial and cost accounting (FICO), production, sales, material planning, human resources, and inventory & warehouse management. Students will learn the front-end end-user perspective of each of these areas on the most current SAP system and become comfortable with creating standard business documents	48	48	96
ITSC 109 1ERP Configuration This is an advanced-level course that will focus on the implementation phase of enterprise (ERP) systems. Emphasis is based on three key areas of defining and assigning user organizational levels (company code, plant, storage location, etc.), defining master data requirements (chart of accounts, cost centers, customer. master data, vendor master data, material master data), and implementation of business rules for each module of an enterprise system. Students will have a back end look at the enterprise system and complete hands-on exercises using the SAP IMG implementation tool where they will create the required organizational elements and master data, and then test out the configuration for each business process (FICO, production, sales, MRP, and IWM).	48	48	96
ITSC 1092Enterprise System Tools, Concepts, and Careers This course provides an overview discussion of ERP emerging trends and projects. This includes a look at new ERP software tools, reviewing case studies on ERP implementation issues, a discussion of "big data" generated by enterprise systems and data analytics tools, and a preview of career opportunities for those with an ERP skillset.	8	0	8
BMGT 1097 Business Process Integration with Simulations This course emphasizes the integration of enterprise systems within an organization using a sequence of ERP simulation games. Students will compete as corporate teams to make common business decisions such as product lines, sales pricing, advertising, production levels, and distribution markets using one or more ERP simulation games (distribution game, mechatronics/manufacturing game, etc.) with the goal to see who will be the most profitable. The objective of these exercises is to show how a common ERP system is used by managers to carry out business decisions. 1. Create a company to distribute and sell products. 2. Manufacture and distribute material to distribution centers and end consumers. 3. Use MM, PP, SD, FI, CO, and Fiori	5	35	40
BMGT 1095Capstone Certification This capstone course in ERP systems leads students through the official SAP TERP10 certification course culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business processes, and reporting. After completion of this final review, students will take the SAP TS410 exam.	20	20	40
	129	151	170

Policies applicable to the professional certification courses:

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or cash. Students using third party for payment including employer, veterans, or other education sponsors are payable on the third-party timeline and must be paid prior to the completion of the training program.

Refund Policy

If a registrant drops before the first day of class, a refund for the training will be processed, with a \$150 cancellation fee. Once the training has started, there are no refunds issued. Students using Military Tuition Assistance (TA) funds should refer to page 76 of the Orion Technical College Catalog for the refund policy for clock hour programs.

Military

It is possible that some students in the National Guard and Reserves may be called to active duty.

This policy applies to:

1. Students who are called to active state or federal duty or,
2. A student who is the spouse of a member of the National Guard or US Armed Forces Reserve if the student and his/her spouse have a dependent child.

Orion Technical College recognizes and appreciates the important contributions made in service of our country by these men and women. In support of these students, Orion Technical College has developed the following options in accordance with Iowa Code 261.9(1)(g):

1. Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded.
2. If arrangements are made with the student's instructor and Campus President or Designee for grades or incompletes (to be made up later) his/her status would remain "active" and tuition and mandatory fees would be assessed in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

ADMISSIONS

Persons interested in obtaining information about Orion Technical College and its program offerings should contact the campus to speak with an Admissions Representative. Admissions Representatives will provide general information about Orion Technical College for the prospective student to determine if a Professional Career Advisory Session (PCAS) is appropriate.

A prospective student interested in obtaining more information about Orion Technical College must participate in a PCAS with an Admissions Representative. During the PCAS, the Admissions Representatives will discuss admissions requirements. Additionally, the Admissions Representative will review educational options, program information, career opportunities, student services and support, educational costs, conduct a tour of the facilities, virtual or otherwise, and have available disclosure information as required by federal, state, and accrediting agencies.

After participating in the PCAS, prospective students who are both qualified and interested in applying to Orion Technical College must complete an Application for Consideration. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation* about the applicant for review by admissions committee members outlining the applicant's strengths and potential challenges associated with their ability to complete the program and be eligible for post-graduation employability.

*While Admissions Representatives are responsible for passing on critical information to the admissions review team, they do not have the authority to determine acceptance.

Undergraduate Admissions Requirements

To be admitted into one of Orion Technical College's undergraduate non-degree or degree programs, applicants must:

1. Be 17 years of age* on or before the first day of classes,
2. Possess a high school diploma (or recognized equivalency certificate)
3. Complete the pre-enrollment assessment referred to as the Professional College Advisory Session (PCAS)
4. Complete a technology check (tech-check) to ensure minimum computer and internet resources are available to the applicant.

*Applicants who are 17 will be required to have a parent/guardian cosign the Enrollment Agreement.

Graduate Admissions Requirements

To be admitted into one of Orion Technical College's graduate degree programs, applicants must:

1. Complete Graduate Admissions Application and pay the Application Fee of \$100.
2. Have earned a bachelor's degree in a related field from an accredited college or university in the United States or degree equivalent to a U.S. bachelor's degree (outside U.S.) i.e., bachelor's degree in computer science, Information Technology, Software Engineering, Electronics & Communications, Electrical Engineering, Robotics Engineering, Cyber Security, Artificial Intelligence, Communications Engineering, Data Science, Computer Applications, or Computer Engineering. If the prospective student has a degree other than those listed, the College will consider admissions to the program based on the degree earned and relevant information technology work experience.
Official transcripts are required. The Prospective student must arrange to have an evaluation of the foreign transcript by American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES). The cost for foreign transcript evaluation is the responsibility of the student.
3. Provide Proof of English Language Proficiency (TOEFL/IELTS/PTE/Duolingo Score Report).
Non-native English speakers who did not complete post-secondary education exclusively in the English language must provide proof of English language proficiency

4. Submit a Professional Resume indicating two years of work experience.
5. GRE optional.

Technology Requirements

All students regardless of the learning environment (on campus, hybrid, or online) will be required to participate in our LMS and utilize other virtual technology support services and products. Therefore, the student should have knowledge of and be able to:

- Log on to an Internet Service Provider (ISP) and use the World Wide Web to locate information.
- Send and receive emails and attachments.
- Set up audio and video capability with a computer using a USB headset and Webcam.
- Use word-processing programs such as Microsoft Word®.
- Download, save, and browse files. As an added precaution, the college recommends students have access to a spare computer and alternative Internet access in case of severe technical issues incurred by viruses, hardware failure, etc. It is also advisable to regularly back up computer systems to an external drive
- Students will be asked to respond via email through their email account and to attach a word document.
- Applicants must have unrestricted access to a personal computer capable of operating within the College's educational software delivery systems. Minimum internet speeds of 2.0 down and 1.0 up are required.

A prospective student interested in obtaining more information about Orion Technical College must participate in a PCAS with an Admissions Representative. During the PCAS, the Admissions Representatives will discuss admissions requirements. Additionally, the Admissions Representative will review educational options, program information, career opportunities, student services and support, educational costs, conduct a tour of the facilities, virtual or otherwise, and have available disclosure information as required by federal, state, and accrediting agencies.

After participating in the PCAS, prospective students who are both qualified and interested in applying to Orion Technical College must complete an Application for Consideration. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation* about the applicant for review by admissions committee members outlining the applicant's strengths and potential challenges associated with their ability to complete the program and be eligible for post-graduation employability.

*While Admissions Representatives are responsible for passing on critical information to the admissions review team, they do not have the authority to determine acceptance.

Admissions Requirements include proof of high school graduation/General Equivalency Diploma (GED) and evaluation of all required documentation (See Below). The following admissions requirements will be reviewed by the Admissions Committee prior to enrollment.

US High School/ GED Applicants

To be considered for enrollment at Orion Technical College, applicants must provide documentation of a high school diploma or GED. Satisfactory documentation includes, but is not limited to:

- A copy of the original High School diploma or transcript earned by graduating from
- a post-secondary institution accredited by an agency recognized by the US Department of Education.
- A General Equivalency Diploma (GED) earned by a state approved program.
- A Homeschool Transcript on file with a school district recognized by the US Department of Education (if the student's Homeschool transcript is not on file with a locally or regionally accredited school district, the applicant is encouraged to complete the GED in their state).

International Applicants

When applying for admission to Orion Technical College as a graduate of a High School outside the United States, the applicant must request a verified/translated copy of their high school transcript. Applicants are referred to Educational Perspectives at www.edperspective.org for credentialing. Educational Perspectives should be instructed to send a copy of the General Report to Orion Technical College, Campus Center Director, or Designee, 3940 Elmore Ave., Davenport, Iowa 52807. An Advising Report stating whether the documentation

was approved or disapproved for enrollment and what factors led to the decision will be completed by Academic Records. All documentation will be filed in the applicant's file.

Transfers Credit Policies

Transfer Credit from Other Educational Institutions

If enrolling in a degree program and seeking transfer of credits from another accredited institution (including official military transcripts), the applicant should request an evaluation of transfer credits at the time of initial enrollment. Official academic transcript or military transcript and an academic catalog from the institution where the credits were earned should be submitted to the Dean of Academic Affairs before the established entry deadline. The transcript must list the course(s) taken and grades earned. The catalog must give course descriptions for all courses the applicant wishes to be reviewed for transfer. If the catalog is not from the same year in which the course was taken, or if the course code in the catalog does not match the code on the transcript, then additional material may need to be requested to verify the transferability of the credits. Courses reviewed for transfer must have a grade of 2.0 (C) or higher to be considered otherwise they will not be considered for transfer credit.

Transfers from Other Educational Institutions Outside of the United States

If the applicant attended college outside the United States, an official translated transcript with translated catalog course descriptions must be provided. If the transcript needs to be translated, Educational Perspectives at www.edperspective.org should be contacted for credentialing. Educational Perspectives should be directed to send a copy of the report to Orion Technical College, Campus Center Director, or Designee, 3940 Elmore Ave., Davenport, Iowa 52807.

The Director of Admissions or Designee will consult with the Dean of Academic Affairs who will complete or assign completion of a Transfer Acceptance Report of any course(s) accepted for transfer, which will be provided to the applicant and saved in the applicant's records. All transfer students must complete 25 percent or more of their education/training at Orion Technical College to fulfill graduation requirements.

Prior Learning Experience Credits

Orion Technical College may award credit based on an incoming student's prior learning experience garnered through education and training in areas such as, service in the armed forces, employment and on-the-job training, apprenticeships, or other demonstrated competency or learning sources. Award determination will occur based on examination and supporting official documentation.

Language Requirement

All courses are taught in English; therefore, applicants must be able to speak, read, write, and understand English. Applicants for whom English is a second language may be required to demonstrate English communication skills by way of the TOEFL Test as documentation of their ability to read, write and understand the English Language.

Acceptance Process

The prospective student's ability to meet the requirements above will determine acceptance, conditional acceptance, or denial to Orion Technical College as defined below:

- Accepted: Applicants who have satisfied all enrollment requirements.
- Conditional Acceptance: Applicants who have outstanding documentation required for acceptance, for example: a High School Senior who has not yet graduated. The applicant is placed in a Conditional Acceptance status until all required documentation is received.
- Denial: Applicants who fail to meet enrollment requirements prior to the scheduled start date will be denied acceptance. Students who are denied acceptance may re-apply to subsequent starts by meeting all enrollment requirements.



Accepted applicants are eligible for enrollment. A fully executed enrollment agreement will be completed prior to the applicant beginning class.

Admission of Individuals with Disabilities

Orion Technical College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

A student that would like to discuss accommodations, should contact the Director of Admissions or Designee who will discuss and review the required documentation with the Dean of Academic Affairs or Designee.

Additional information can be found in the Academic Affairs Policies and Procedures section of this catalog regarding accommodations for students.

Immunization Records

Students enrolled in the School of Allied Health must provide proof of certain immunizations by completion of the second term. Required Immunization and TB testing information are given at enrollment. If these immunizations are not documented by the end of second term, students may not continue to the third term. In addition, a health screening may be required by the externship site. Students must pay for any needed immunizations, physicals and/or health screenings.

Procedure for Classes that are Full or Become Full

If a student has a reserved seat in a class and that class has met Maximum Class Size, that student must be present on the first day of class to begin the program. If the student is not present on the first day of class and has not arranged with their Admissions Representative about the absence, their seat will be offered to the next available person on the Wait List.

ACADEMIC POLICIES

Academic Plan

An Academic Plan will be developed for a student appealing Academic Dismissal which, if followed, will allow the student to be able to meet SAP standards by an agreed upon date (end of the evaluation period). This plan is developed with the Dean of Academic Affairs, in consultation with the Financial Aid staff.

Academic Assessment, Advising, and Academic Advancement

A student who believes they are not comprehending the material should connect with their instructor for additional one-on-one support. If the student still believes they are facing challenges, they should meet with their instructor further to schedule an appointment with the Dean of Academic Affairs or Designee for an additional academic assessment and advising. The student may be presented with a plan that includes but is not limited to Mentoring Application and Preparation (MAP) and ongoing advisement scheduling with academic leaders of the program.

Student progress will be reviewed regularly by academic leaders, which include, but are not limited to the Dean of Academic Affairs, Program Chairs, or designees.

Academic Achievement/Recognition

Orion Technical College Faculty and Staff are here to support students and help them be successful on their path to a new career.

When a student earns a Grade Point Average of:

3.5 or higher they will be recognized on the President's List each term.

3.0-3.49 they will be recognized on the Dean's List each term.

This achievement can demonstrate a student's academic excellence to future employers. Employers value academics since this showcases the skills and knowledge gained in the student's field of study. These letters should be saved and included in each student's portfolio.

Attendance Policy

Fully Online Programs

Students attending fully online courses will need to perform all coursework online to work toward successful completion of each course. Students must log into their courses and participate in their coursework activities within their courses regularly within the week to meet deadlines in the course. Students should expect out-of-class course activities each week. The out-of-class expected time for each course is listed within this catalog. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline. Students who have circumstances that prevent them from participating or completing an assignment on time must communicate with the course instructor. Participation is documented through various components, including live session (lecture) attendance, discussion, assignment, assessment, integrated assignments, simulations, and other submission-based coursework activities.

Students must log in and participate each week through completion of the classroom's components. It is suggested that students check into the classroom daily. Students unable to meet the attendance

requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances, but not beyond 14 consecutive days of non-attendance. Students not logging into class and participating in the course for 14 consecutive days may be terminated.

Students in the School of Technology (Non-Fully Online Programs)

Students in the School of Technology who have missed 10 percent of the total class hours in a term (30 hours of instruction) will be given an Attendance Warning in writing by the Dean of Academic Affairs or Designee. Students absent 20 percent of the total class hours in a term (60 hours of instruction) may be terminated from the program.

Students taking a course within their program offered online are required to log into their courses and participate in their coursework activities within their courses regularly within the week to meet deadlines set forth within the course. Students should expect out-of-class course activities each week. The out-of-class expected time for each course is listed within this catalog. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline.

Students who have circumstances that prevent them from participating or completing an assignment on time must communicate with the course instructor. Participation is documented through various components, including live session (lecture) attendance, discussion, assignment, assessment, integrated assignments, simulations, and other submission-based coursework activities. It is required that students log in and participate each week through completion of the aforementioned components of the classroom.

It is suggested that students check into the classroom daily. Students who are unable to meet the attendance requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances. Students absent for 14 consecutive calendar days may be terminated. A student wishing to appeal their dismissal due to an attendance violation must follow the appeal process outlined in this catalog.

Students in the School of Allied Health (Non-Fully Online Programs)

Attendance is taken at the beginning of each course held on campus each day. Students are expected to be in their work area at the beginning of the course to be considered in attendance. If a student is tardy the time is noted in the gradebook. If student leaves class early, the time of departure is noted also in the gradebook. Absences, tardies, and leave-earlies are entered into the student's electronic records which will track the percent of attendance.

Students taking a course within their program offered online are required to log into their courses and participate in their coursework activities within their courses regularly within the week to meet deadlines set forth within the course. Students should expect out-of-class course activities each week. The out-of-class expected time for each course is listed within this catalog. Students are to post all weekly assignments and complete all course requirements by the designated due dates in the course outline.

Students who have circumstances that prevent them from participating or completing an assignment on time must communicate with the course instructor. Participation is documented through various components, including live session (lecture) attendance, discussion, assignment, assessment, integrated assignments, simulations, and other submission-based coursework activities. It is required that students log in and participate each week through completion of the aforementioned components of the classroom. It is suggested that students check into the classroom daily. Students who are unable to meet the attendance requirements must communicate immediately with the instructor. Instructors may make provisions to accommodate students based on the circumstances. Students absent for 14 consecutive calendar days may be terminated. A student wishing to appeal their dismissal due to an attendance violation must follow the appeal process outlined in this catalog.

Externship

Attendance is monitored and signed off by each site supervisor. Students must make up absences during the externship to ensure that the required extern hours are completed before graduation. Students are encouraged to schedule medical, dental, or other personal appointments after class hours. If a student is unavoidably absent, they should notify the externship site and the college. Students absent for 14 consecutive calendar days may be terminated.

Classwork Policies

Homework

Students are assigned homework in each course and every attempt should be made to complete homework on time.

Outside Classwork Preparation

It is to be expected that there will be outside classwork. Outside classwork can vary depending upon the course. Students could expect to spend up to two hours of outside classwork and study for every hour of class time. This may consist of reading assignments, writing assignments, practice and practical application of class work, project preparation and other work to keep current with the class and the expectations of the curriculum.

Progress Evaluations (PE's or Quizzes)

PEs may be announced or unannounced. PEs must be completed within the allotted time for that class unless approved otherwise to align with accommodations.

- Students are not allowed to leave the test area without the testing proctor's permission.
- No questions will be answered during PE; however, if a test question is illegible on a copy of the PE, the instructor may read the question to the student.

In the case of online or asynchronous courses:

- PEs must be taken with a proctor on Zoom.
- In some cases, the instructor may allow the PE to be open book.
- If a student is not present when a PE is given, they must schedule a time to retake the PE with their instructor or authorized proctor within 2 calendar weeks, otherwise a zero will be earned.
- Cell phones and laptop devices will be allowed when they are used to access course materials.

Major Exams

Students are expected to take the major exam on the scheduled date and time. A student who must miss the day of a major exam must make arrangements with the instructor to take the exam prior to returning to class the next day unless unforeseen circumstances occurred. Arrangements will be made at the instructor's availability.

- Students may not sit in class prior to taking the make-up examination unless approval is received by the instructor. Sitting in class before the exam may result in zero being entered for the exam.
- Students are not allowed to leave the test area without the testing proctor's permission where applicable.
- No questions will be answered during the exam; however, if an exam question is illegible on the copy of the exam, the instructor may read the question to the student.
- Material from previous courses may appear on tests and exams.
- Exams must be finished within the allotted time for that class unless approval otherwise to align with accommodations.
- During an exam, only approved notes and devices may be out on the desk (and approved calculators if applicable).

In the case of online or asynchronous courses:

- Cell phones and laptop devices will be allowed when used to access course materials.

- Students attending asynchronously must schedule a time to be on Zoom or in the classroom with their instructor or authorized proctor to attempt the major exam.

Make-up Exams

When taking a make-up exam, students may be given an alternate examination covering the same material as the one given to those on test day.

Allied Health Make-up Work Policy

All make-up assignments and work missed due to an absence should be completed immediately. Students who have make-up work in a term, must have it completed before continuing to the next term. If a student has make-up work in the classroom portion of 4th term (prior to externship start), they must have it completed before the externship begins.

Appointments for make-up work must be made with the instructor outside class time (afternoons and Fridays may be available) when applicable.

While making up work, students will not be able to receive grades from coursework, nor participate in job shadowing or community service until all assignments are made up. If a student is not allowed to attend community service and/or job shadowing because of make-up work, they must independently find their job shadow site and/or community service site and have it approved by the instructor, by the end of the term.

Other Make-up Policy

Students who have been absent are expected to make up all the missed work prior to returning to classes and to proceed with the new course material in the original sequence. Courses are normally delivered by the traditional live session (lecture)/lab instructor-led method.

Course Evaluation Methods

Students will be evaluated by some or all the elements below depending upon course:

- Examinations/Quizzes
- Homework
- Competencies (Must complete and pass all competencies)
- Participation
- Discussions
- Simulated Textbook Activities and Assessments
- Projects
- Professionalism/Decorum
- Papers
- Externship
- Direct observation during student clinic

Dress Code

All Students

Employers, prospective employers, industry representatives, parents, family, and local, state, and federal officials regularly visit Orion Technical College. Each visitor will depart with an impression of the college and students based on their observations while a guest at the college. In support of making a good impression on these visitors, a dress code has been adopted by the college.

Dress Code: School of Technology Uniforms are required

Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: tank tops, tube tops, halters, short shorts, yoga pants and leggings, low-riding shorts, or pants, pajamas, and shirts with abusive or offensive language.

Dress Code: School of Allied Health Uniforms are required

Students in the Allied Health Programs must follow a dress code that adheres to the standards set in the healthcare field. Professional attitude, appearance, and hygiene are expected. Torn and provocative clothes are not permitted. The following items of clothing are also unacceptable: tank tops, tube tops, halters, short shorts, yoga pants and leggings, low-riding shorts, or pants, pajamas, and shirts with abusive or offensive language.

Students must cover visible tattoos during class and while on externship. For safety reasons, students must not wear flip-flops or opened toed shoes. Additionally, male students in the School of Allied Health may not wear earrings and females may only wear one set of earrings. No other visible body piercings are allowed. Headgear such as scarves, wraps, and hats are not permitted (unless for religious reasons). Students in Terms 3 and 4 must wear scrubs in the Medical Assisting Technology Diploma or business casual in the Medical Billing and Coding program. Students needing more clarification on what the dress code is in the School of Allied Health, should consult with the program director.

Violations will result in:

- 1st offense: Verbal Warning
- 2nd offense: Written Warning
- 3rd offense: 3-day Suspension

Grading Scale

Description	Letter Grade	Grade (Quality) points	Percentage Reflected/ Required	Included in CGPA	Included in Credits Earned	Included in Credits Attempted
Exemplary	A	4.00	90%-100%	Yes	Yes	Yes
Above Average	B	3.00-3.99	80%-89.9%	Yes	Yes	Yes
Average	C	2.00-2.99	70%-79.9%	Yes	Yes	Yes
Below Average	D	1.00-1.99	60%-69.9%	Yes	Yes	Yes
Failing	F	0.00	0%-59.9%	Yes	No	Yes
Incomplete	I	0.00	N/A	Yes	No	Yes
Withdrawn	W	N/A	N/A	No	No	Yes
Proficiency	P	N/A	N/A	No	Yes	Yes
Transfer	T	N/A	N/A	No	Yes	Yes
Repeated Course	R	N/A	N/A	No	Yes	Yes
Leave of Absence	LOA	N/A	N/A	No	No	No

If a student begins a term and a withdrawal (or dismissal) occurs prior to completing that term, the student will receive a "W". Courses withdrawn (or dismissed) are not included in the determination of the GPA. A "W" will

not be calculated in the CGPA but will count as credit hours attempted for evaluating satisfactory academic progress.

Incomplete Grades

All course requirements must be completed by the last day of the course. However, if a student has mitigating circumstances that prevent the student from completing the course requirements by the end of the course, a grade of Incomplete "I" may be given resulting in 0.00 quality points.

For the purpose of measuring satisfactory academic progress, incompletes will be included in the calculation of the CGPA at the end of the term in which the "I" grade was given. If the student completes the required coursework, assignments, and tests (in the case of an externship – the required hours at the extern site) by the respective deadline of two weeks (14 calendar days) after the course ends, and receives a new grade for the course which had the "I" grade, academic progress will be reevaluated at the time the new grade is issued to determine if academic progress is now being maintained and quality points will be issued with the corresponding grade change. If an "I" grade has not been resolved within two weeks (14 calendar days) after the course ends, the "I" grade will be changed to an "F" grade.

Grade Point Average

The quality points earned in each course are computed by multiplying the number of credit hours for the course by the final grade achieved. The Grade Point Average (GPA) is computed by adding the quality points earned in all courses during the term and dividing this sum by the total number of credit hours for the term. The Cumulative Grade Point Average (CGPA) is the total quality points divided by the total credit hours for all terms to date. Both GPAs are based only on grade points earned in the present program of training.

Multiple Course Attempts

Satisfactory Academic Progress is supported by the structure of college curricula, and limitations are placed on multiple repeats of a course. A student may not enroll in a course more than twice except under extenuating circumstances and only with special written permission from the Dean of Academic Affairs.

When requesting a third and final attempt, the Dean of Academic Affairs will determine if the student can complete the program with the required CGPA and within the maximum timeframe. The Dean of Academic Affairs will require a written appeal to be submitted and if granted, the student will develop an academic plan for the third attempt. If a course is taken with permission for a third attempt, no further attempts will be allowed. A student unable to complete or fail the course on the third attempt will be academically dismissed.

Grade Reports

Official reports (student evaluation) of student grades are issued at each term's completion.

Laboratory Partners

Students are assigned to work in "pairs" or "small groups" at a laboratory workstation in certain portions of some classes. Students are expected to work effectively with the assigned lab partner as part of the training. Students will be required to interact with coworkers and customers in the workplace, and the laboratory is a good place to develop the ability to work with a variety of people.

Leave of Absence Policy

A leave of absence may be granted, including but not limited to the following conditions beyond the student's control:

- The leave is based upon a medical condition and a physician provides a written recommendation for a leave of absence. The physician must also provide a written release allowing the student to return to college.

- The leave is for military reasons and if possible, should be documented by supplying a copy of the orders.
- The leave is for jury duty and should be documented by supplying a summons and a note of completion of duty at the end of jury obligation.

A Leave of Absence involves no additional charges by the college to the student.

Leaves of Absence may be granted with the following stipulations:

1. A leave of absence must be requested in advance (unless unforeseen circumstances prevent the student from doing so) by the student in writing, indicating the reason/s for the leave, the start date and end date of the leave.
2. The written request is submitted by the student to the Dean of Academic Affairs or Designee. The request will be approved or denied by the Dean of Academic Affairs or Designee in connection with verification of the Regional Director of Financial Aid or Designee that Leave of Absence time is available for the student to take.
3. Generally, only one leave of absence may be granted to a student in any 12-month period, and the leave may not exceed 180 days for the entire 12-month period. However, the regulations allow additional leave within the 12-month period under certain unforeseen circumstances, if the total number of leave days does not exceed 180. Both the 180-day period and the 12-month period begin with the first day of the initial leave.

If a student has been granted a leave of absence, they are not considered withdrawn for purposes of reporting a withdrawal date to the lender. The in-college deferment continues.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- Achieve a minimum CGPA of 2.0; or
- Complete required competencies and/or Externship; or
- Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

Satisfactory Academic Progress

Federal law requires all post-secondary colleges to publish their Standards of Academic Progress Policy and ensure that the policy applies to both recipients and non-recipients of federal financial assistance. Through this policy, the college monitors the academic progress of all students towards completing their program. This process is enforced with all other institutional policies and procedures. Satisfactory Academic Progress (SAP) standards apply to all students who attend the Orion Technical College.

Three standards are used to measure Satisfactory Academic Progress. There are quantitative and qualitative standards used to measure progress as outlined below:

Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points by total credit hours completed. The CGPA will be calculated at each evaluation point and includes all work completed in the program. Quality points and the grades included in the calculation are explained in the grading policy section of the Academic Catalog.

Successful completion of a course requires a grade of 1.0 (D) or above (except for students in Medical Assisting Technology where final grades for competency courses must be at least a 2.0 (C) or higher (please see **Grading Policy for Medical Assisting Technology Diploma**).

Pace of Completion

The pace of completion is calculated by dividing the number of credits completed by the number of credits attempted in a program. To retain financial aid eligibility a student must maintain pace of completion as shown in the program specific charts below. The grades included in the calculation are explained in the grading policy section of the Academic Catalog.

Maximum Time Frame (MTF)

Grades included in the calculation are explained in the grading policy section of the Academic Catalog.

Credit hour programs:

All students must complete their program in a period not to exceed 150% of the published length of the program as measured in credit hours. For example, a student may attempt a maximum of 180 credit hours if the program length is 120 credit hours ($120 \times 1.5 = 180$). To graduate, a student must complete 100% of the required courses within the maximum time frame.

Clock hour programs:

All students must complete their program in a period not to exceed 150% of the published length of the program as measured in clock hours. For example, a student may attempt a maximum of 1080 clock hours if the program length is 720 clock hours ($720 \times 1.5 = 1080$). To graduate, a student must complete 100% of the required courses within the maximum time frame.

Evaluation Points

Satisfactory Academic Progress is monitored after the completion of each scheduled term (known as evaluation points). To be meeting satisfactory academic progress and complete the program within the maximum time frame, a student must have completed/earned the specified credit hours and maintained the CGPA standard at each evaluation point as outlined in the charts below:

<i>Program</i>	<i>Clock/ Credit Hours</i>	<i>Maximum Time Frame</i>	Term / Credit Hours	Minimum CGPA Required	Minimum Rate of Progress
Health Information Management	31 credits	46.5 credits		1.0	50%
				2.0	67%
				2.0	67%
Medical Assisting Technology Diploma	32 credits	48 credits	0-8	1.0	25%
			9-16	1.5	50%
			17-24	2.0	67%
			25-32	2.0	67%
			33-48	2.0	67%
Medical Billing and Coding	34 Credit hours	51 Credit hours	0-8	1.0	25%
			9-16	1.5	50%
			17-26	2.0	67%
			27-34	2.0	67%
			35-51	2.0	67%
Massage Therapy	720 clock hours	1080 clock hours	0-180	1.0	25%
			181-360	1.5	50%
			361-540	2.0	67%

			541-720	2.0	67%
			721-1080	2.0	67%
<i>Medical Massage Therapy</i>	<i>900 clock hours</i>	<i>1350 clock hours</i>	0-180	1.0	25%
			181-360	1.5	50%
			361-540	2.0	67%
			541-720	2.0	67%
			721-1080	2.0	67%
			1081-1350	2.0	67%
Electronics Engineering Technology Associate of Science	<i>75 credits</i>	<i>112.5 credit hours</i>	0-15	1.0	50%
			16-30	1.5	50%
			31-45	1.75	50%
			46-60	2.0	67%
			61-75	2.0	67%
			76-112.5	2.0	67%
Mechatronics Electronics Technology Bachelor of Science	<i>120 credits</i>	<i>180 credit hours</i>	0-15	1.0	50%
			16-30	1.5	50%
			31-45	1.75	50%
			46-60	2.0	50%
			61-75	2.0	67%
			76-90	2.0	67%
			91-105	2.0	67%
			106-120	2.0	67%
Graduate Programs	<i>30 credits</i>	<i>45 credits</i>	0-15	1.0	50%
			16-30	2.0	67%
			30-45	2.0	67%

Academic Probation

Students failing to earn the minimum rate of progress or minimum CGPA at an evaluation point will be placed on academic probation. The student will be informed in writing of being placed on academic probation.

Academic probation will continue for the next term of training. A student placed on Academic Probation will be issued a Financial Aid Warning. Students who have been issued a Financial Aid Warning will remain eligible for financial aid for one term.

At the next evaluation point, a calculation will occur to determine if satisfactory academic progress has been made. Depending on the outcome of that calculation, the student may either be reinstated to good academic standing and therefore maintain financial aid eligibility or be academically dismissed (See Academic Dismissal).

Academic Dismissal

If a student who is on Academic Probation fails to make SAP by the end of the term, they will be dismissed. This action may be appealed if the college determines the student will obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length).

If at any time the college determines that the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program. A student who has been academically dismissed may reapply and enroll in a different program. Only those courses that apply to the new program will be calculated in the Maximum Time Frame and the CGPA.

Appeal of Academic Dismissal/Extended Academic Probation

Students who are academically dismissed for not meeting Satisfactory Academic Progress after an Academic Probation term may appeal for an Extended Academic Probation based on their injury or illness, death of a relative, or other special circumstances (see special circumstances in the Student Financial Services section of this catalog). The appeal must explain why they failed to make Satisfactory Academic Progress and what has changed that will allow the student to make Satisfactory Academic Progress at the next evaluation.

If the college determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent term under Extended Academic Probation, the student will be placed on Financial Aid Probation and an Academic Plan will be required. Eligibility for financial aid will be reinstated for one additional term.

If a student is granted an Extended Academic Probation, financial aid eligibility is reinstated for one term. If the student does not meet SAP by the end of that term, then they are dismissed from the college. Appeals after an extended academic probation are not permitted.

To be placed on extended academic probation, the student must have earned credit hours and quality points necessary to continue progress towards completing their academic program within the maximum timeframe.

When a student is on Extended Academic Probation and has agreed to an academic plan as outlined above, they can be returned to good academic standing by meeting the minimum rate of progress and minimum CGPA at agreed upon date (end of the evaluation period).

Re-Admission after Withdrawal or Cancellation

A student wishing to return after withdrawal or cancellation may apply for re-admission by following the regular admission procedures. If the college determines that the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length), the student may not be allowed to reapply to the same program.

Dismissal of Student's Training by College

Grounds for dismissal of students include failing grades, tuition or fee payment delinquencies, or failure to comply with college rules, as described in the School Catalog. A student who does not attend classes for fourteen (14) consecutive calendar days is withdrawn except in extraordinary cases such as Military training and jury duty. These exceptions must be communicated to the college before 14 calendar days, or the dismissal will result. Whether a student terminates their enrollment or is terminated by the college, the student's withdrawal date or LDA (Last Date of Attendance) is determined by reviewing the attendance records of the current term that the student was attending (Date of Determination).

Resumption of Study

A student resuming study after dismissal or voluntary withdrawal needs to be aware that curriculum changes may have occurred. A review meeting with the Dean of Academic Affairs or Designee will be required to determine the modifications necessary to allow a student to complete the graduation requirements.

Re-Admission after Dismissal

The required steps to appeal a dismissal for other than Satisfactory Academic Progress:

- 1) Submit a letter requesting a re-admission prior to desired start.
 - a) Letter can be submitted via email, fax, or US mail to the attention of the Campus Center Director or Dean of Academic Affairs
 - i) The letter should explain the reasons why the dismissal occurred and why the student feels this attempt will result in successful completion of the program.
 - (1) The letter must explain what will be done differently if given another attempt.

- ii) If terminated for attendance, an explanation must be provided to indicate how the student will make it to class regularly.
 - iii) If terminated for conduct, an explanation must be provided to indicate how the incident occurred and how the student will ensure the conduct violation will not happen again.
- 2) Letter will be reviewed by the Appeals Panel which may include Campus Center Director, Dean of Academic Affairs, Career Services, and past Instructor(s).
 - 3) A letter or email will be written to notify the student if the Panel will grant an appeal hearing.
 - 4) If an appeal hearing is granted, then the student must notify the Campus Center Director to schedule the appeal hearing.
 - a) At the appeal hearing, the student may make a presentation of no longer than 15 minutes, after which they will be asked questions from the Appeals Panel. Members of the Appeals Panel may consist of the following individuals: Campus Center Director, Dean of Academic Affairs, Instructor, and former Instructor(s).
 - 5) The student will receive a letter or email announcing the decision of the panel:
 - a) If *not granted a readmission*, they may appeal the decision after 8 weeks from the receipt of the denial.
 - b) If *granted a restart*, they will need to schedule an appointment with the Campus Center Director or Designee to fill out reentry paperwork. At this meeting, any restart conditions established by the panel will be discussed and documented with the student, which may include required mentoring appointments, attendance restrictions, etc.

The decision regarding readmission will be based on factors like grades, attendance, account balance, conduct, and commitment to complete the program. If readmitted, the student will sign a new Enrollment Agreement and be charged tuition consistent with the existing published rate per credit or clock hour.

Professional Licensure

Certain state certification and licensure boards have specific educational requirements for programs to lead to a license or nongovernmental certification that is a precondition for employment in a recognized occupation. Each program page in this catalog outlines whether the program is designed to meet educational requirements for a specific state-regulated occupation. Unless otherwise specified, the program was not designed to meet any specific state's licensure or certification requirements.

If certain licensed occupations, vocations, or professions are not explicitly listed, Orion Technical College has not reviewed the licensure or certification requirements of those occupations, vocations, or professions, nor intended the program to meet such requirements.

Please note that licensure for certain state-regulated occupations may rely on national certification or licensure exams. Passing a national exam is not a guarantee of a graduate's ability to obtain a state license. Orion Technical College will work to disclose the most up-to-date information for prospective and current students. Students are highly encouraged to seek guidance from the appropriate licensing agency in their state of residence.

Students pursuing a professional licensure-track program who move to another state must update their address with the financial aid office and with their appropriate Program Director or Designee within 30 days of moving to discuss their licensure eligibility.

Documents verifying accreditation and approvals may be reviewed in the Campus Center Director's Office, by appointment, during regular business office hours. You may view <https://orion.edu/otcmassage/> for additional information and processes.

Schedule Changes

A student may be allowed to change schedules within the same academic program during their time in attendance subject to academic approval by the Dean of Academic Affairs or designee and course availability. When the student is approved to change their shift from AM to PM or vice versa approval from the Dean of Academic Affairs or Designee is required and the student must remain in the same academic program; therefore, all credits attempted, and grades earned will be used to evaluate academic progress and remain part of the academic record.

Specialized Equipment

Some very sensitive and expensive equipment will be utilized through the program. Common sense dictates that reasonable care must be taken when using this equipment. Any problems associated with any training equipment should be brought to the instructor's attention immediately.

STUDENT POLICIES

Academic Transcripts

Academic transcripts may be obtained from the Academic Records Coordinator at Orion Technical College. Graduates and past/present students can obtain the first copy free of charge.

In accordance with the Federal Education Rights and Privacy Act (FERPA), Orion Technical College cannot release transcripts without a completed transcript request form signed by the student. This form can be obtained from Academic Records or downloaded online at <http://Orion.edu/transcript-diploma-request/>. All requests must be made through the U.S. Mail, a delivery service, in person, or faxed, and include the student or graduate's signature. E-mailed requests must be printed, filled out and signed. Then it should be scanned into a .pdf and emailed to Academic Records.

The transcript request form can be obtained from Academic Records at Orion Technical College or on Orion Technical College's transcript request page at: <http://Orion.edu/transcript-diploma-request/>

Students should remember, if forwarding official copies of transcripts to another institution, the copy will no longer be considered "official" if the envelope arrives at that institution opened. Students should arrange to have all official copies forwarded directly to other institutions.

Orion Technical College maintains its academic grades and transcripts indefinitely in an electronic format and for a minimum of five years in a paper format.

Canvas Classroom and Orion Email

Canvas Classroom, .edu email accounts and all associated apps supplied to students are for academic purposes. The college feels these "tools" help enhance the learning environment through sharing of information and disseminating information in an efficient manner. Please use these tools with integrity and professionalism. The following includes the expectations for professional conduct and the corrective discipline if these are violated. If the student has questions about this or other educational technology, please speak with your instructor.

Students are expected to respect their orion.edu email accounts and access to any educational software (such as Canvas Classroom) and adhere to the following guidelines:

When using college email addresses or Canvas, please do not:

- Breach the security of another user's account
- Disrupt the learning environment in any online platform or discussion board
- Use the college email account, educational software, or social media to communicate harassing or abusive images or messages
- Access or exchange obscene, pornographic, or otherwise inappropriate material
- Use the college email account or educational software for illegal activities, personal commercial gain, or political activities such as campaigning for candidates or lobbying public officials

Violations of these guidelines will result in disciplinary action up to and including dismissal.

All orion.edu accounts are property of Orion Technical College, and this privilege may be revoked at the discretion of the Campus Center Director.

Information shared on orion.edu accounts and educational software can be investigated by college administration if violations of the Academic Catalog take place.

Children on Campus

Children may not attend class or be permitted to remain in the Learning Resource Center or any other area on campus while their parents attend class.

Classroom and Laboratory Cleanliness

The buildings are cleaned daily. Students are asked to help keep the college as clean as possible by using trash receptacles, smoking stands, etc.

Electronic Devices Policy

Students may use their electronic devices (cell/smart phones, smart watches, etc.) only on breaks, before, and after class. If an electronic device is used or is distracting (rings during class), a student will be given a warning and further disruptions may receive additional discipline.

- 1st offense: Verbal Warning
- 2nd offense: Written Warning
- 3rd offense: 3-day Suspension

Graduation

Graduation Requirements

To graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum timeframe in accordance with the Satisfactory Academic Progress policy, and must have completed the exit interview process.

Graduation Academic Recognition

Students graduating with a 3.5 CGPA or higher will receive a gold tassel and their name will be marked in the program with an asterisk (*) to denote "graduating with honors."

The student in each program's graduating class with the highest CGPA will be recognized at the graduation ceremony:

Honor cords are awarded to the highest CGPA in the School of Allied Health.

The graduate with the highest CGPA in the School of Technology with an Associate of Science and Bachelor of Science is awarded with induction into Alpha Beta Kappa (see below).

Graduation Attendance Recognition

Formal graduation ceremonies are held. The choice to enroll, attend and complete training at Orion Technical College is a big accomplishment, and families are encouraged to attend graduation and cheer as students receive their hard-earned diploma or degree.

Smoking

Orion Technical College complies with the Iowa Smoke Free Air Act. – House File 2212. Smoking (including e-cigarettes) is permitted only in designated areas outside the building and at least 15 feet from any entryway. Violations of the Smoking Policy may result in disciplinary action.

Student Complaint Procedure

General

Orion Technical College encourages any member of the college community including students, faculty, or staff, who has a formal complaint or a grievance to first direct their complaint or grievance to the faculty, staff or administrator involved. Should the complaint or grievance not be resolved at that point, or should the member

not feel comfortable directing their complaint or grievance to the faculty, staff, or administrator involved, then the individual with the complaint or grievance should submit the complaint in writing to the Director of Financial and Administrative Services. If the complaint is not resolved after submission to the Director of Financial and Administrative Services, the complaint should be submitted to the Campus Center Director or Designee. Complaints concerning administrative matters should be submitted to the Campus Center Director or designee. A student with an academic concern or complaint should first meet with their instructor. If this does not resolve the issue or the student is not comfortable directing their complaint or grievance to their instructor, they should see the following people in the following order: Dean of Academic Affairs, then Campus Center Director. Orion Technical College will respond within 30 days after receiving the student's written complaint.

ACCSC Complaint Process

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a published procedure and operational plan for handling student complaints. Complainants are encouraged first to avail themselves of the school's complaint procedures. If a student feels that the school has not adequately addressed a complaint or that the school is not in compliance with accreditation requirements, that student may file a complaint with the Commission in accordance with the following:

All complaints must be received by the Commission in writing. For a complaint to be processed, it should contain:

1. The basis for any allegation of noncompliance with ACCSC standards or requirements.
2. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and
3. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of the Complaint Form.

This form is available on the ACCSC website: [Jhttp://www.accsc.org/Student-Corner/Complaints.aspx](http://www.accsc.org/Student-Corner/Complaints.aspx)

Upon receipt of a complaint filed in accordance with the aforementioned format, the Commission will forward a copy of the complaint to the school for a response. Schools are given a period upon receipt of the complaint to prepare a response addressing the alleged areas of non-compliance with the Commission's requirements. The Commission may determine, based on a review of the school's response, that the school has adequately addressed the concerns raised in the complaint and is following the Standards of Accreditation. In all cases, both the school and complainant are notified of the complaint's final disposition. Although one possible outcome of the complaint process may be the resolution of a dispute between parties, the Commission does not act as an arbitrator.

The Commission's primary responsibility in reviewing complaints is to ensure that member schools remain in continuous compliance with accreditation requirements. The Commission will not intervene on behalf of individuals in cases of disciplinary action or dismissal or review decisions in such matters as admission, graduation, fees, and similar points unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of an applicant or an accredited school.

If a completed complaint form is not returned, the complaint may not be processed by ACCSC. If there are any questions, please feel free to contact the Commission office at (703) 247-4212 and/or via Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, Virginia 22201.

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Center Director or by visiting the ACCSC website at: <http://www.accsc.org/Student-Corner/Complaints.aspx>

NC-SARA Notifications General Complaint Procedure (online learning)

Every student deserves a positive educational experience. Sometimes a student's experience may not be what they anticipate, and the student may have a concern or a complaint.

SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

A student has the right to lodge a complaint or grievance. The institution should ensure that all concerns and complaints of students are addressed fairly and are resolved promptly. Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of SARA [State Portal Entities](#).

To file a complaint with NC-SARA, please see <https://nc-sara.org/student-complaints>

Other Agencies

Orion Technical College is approved by the Department of Education to participate in financial aid programs for those students who qualify. The college voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in career education and private college administration such as:

- Iowa Division of Vocational Rehabilitation
- Illinois Department of Rehabilitation Services
- Social Security Administration
- Workforce Investment Act
- U.S. Department of Veterans Affairs

In addition to the state-specific complaint procedures listed below, all Orion Technical College students may file a complaint with the Iowa College Aid Commission at 877-272-4456. Orion Technical College is registered by the Iowa Student Aid Commission on behalf of the State of Iowa. The commission's contact information for students wishing to inquire about the college or file a complaint is:

https://iowacollegeaid.co1.qualtrics.com/jfe/form/SV_9Br0hqNMto1FIiT

Conduct Policy

Student Responsibility Overview

Students are expected:

- To adhere to rules and regulations established by Orion Technical College.
- To respect the rights and individuality of other students, college staff, administrators, and faculty.
- To be punctual and present every class day.
- To maintain the best possible level of academic achievement.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To dress and groom in a manner that meets the standards of health, cleanliness, safety, and employer expectation.
- To refrain from gross disobedience, misconduct, or behavior that disrupts the educational process.
- To respect the authority of college staff, administrators, and faculty in maintaining discipline at the college and all sponsored activities.
- To comply with the directives of school officials.

Definition of Disobedience or Misconduct

Disobedience or misconduct may be grounds for disciplinary action up to and including suspension or dismissal. Such conduct may occur in the college buildings or on college grounds. Such conduct may also occur outside the college provided there is a direct relationship between the conduct and the college’s educational function.

Disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead college authorities to suspect that a student has substantially disrupted or interfered with college operation or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior or activity, or any other activity or behavior, which may be determined by the administration:

- Insubordination to any college personnel, which includes failure to follow directions.
- Possession of, use of, or distribution of any unauthorized substance, including but not limited to narcotics or alcoholic beverages, and the possession of, use of, or distribution of any dangerous weapon, and smoking while on college property or in restricted areas.
- Intimidating or attempting to intimidate college personnel/students.
- Fighting with or assaulting college personnel/students.
- Sleeping in class
- Disruptions (Halls, Class, Vending Areas; examples: horseplay, excessive talking or noise, rowdy behavior, failure to dispose of refuse, etc.)
- Intentionally damaging or destroying college property, or property of college personnel/students.
- Verbally abusing or using profanity or obscenity to college personnel/students.
- Sexual harassment or sexual misconduct
- Substance abuse
- Endangering the physical or psychological well-being of the college population by acts such as:
 - Releasing college fire alarm or tampering with fire extinguishers.
 - Tampering with laboratory equipment, projects, and/or training aids.
 - Repeated incidents of misbehavior, including repeated refusal to comply with college rules.
 - Other acts which directly or indirectly jeopardize the health, safety, or welfare of college personnel/students.
 - Serious acts of defiance against college personnel/students in actions or words.
 - Fighting/Assault on College Property or at a College-Sponsored Event
 - Other behavior or conduct, which is of such gross nature as to constitute a violation of the intent of these rules though not explicitly stated.

Disciplinary Action

If a student violates college rules or standards of conduct, the student will be referred to the Dean of Academic Affairs or Designee. An investigation of the facts surrounding the situation will be made.

The student will be advised of the facts disclosed by the investigation and will be given an opportunity to question evidence and present witnesses and supporting documents on the student’s behalf. In the event the investigation results in dismissal, the student may appeal using the procedure outlined in the Re-admission after Dismissal policy in this catalog.

Discipline Policy Guidelines

The list of discipline guidelines that follow will be adhered to. However, there could be instances of disciplinary situations, which are not covered in this catalog. In this case the Campus Center Director or Designee will determine fair and just disciplinary action.

Conduct Policy		Conduct Policy
Insubordination (Failure to follow a staff member’s rules or being in an unauthorized area).	First Offense: Second Offense: Third Offense: Fourth Offense:	Written Warning 3-Day Suspension 5-Day Suspension Dismissal

		Misconduct Policy may occur.
Sleeping in Class	First Offense: Second Offense: Third Offense: Fourth Offense: Fifth Offense:	Written Warning *Conference 3-Day Suspension 5-Day Suspension Dismissal
Smoking in Restricted Areas	First Offense: Second Offense: Third Offense:	3-Day Suspension 5-Day Suspension Dismissal
Substance Abuse	First Offense:	Dismissal and report filed with police
Use of abusive, obscene, or profane language.	First Offense: Second Offense: Third Offense: Fourth Offense: Fifth Offense:	Written Warning *Conference 3-Day Suspension 5-Day Suspension Dismissal
Vandalism/Theft/Possession of Stolen Property (Orion Technical College is not responsible for lost or stolen items)	First Offense:	Dismissal and notification of authorities

Federal Copyright Laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Present during Violation of Policies

If a student is present, but not participating, when a rule and/or regulation is being violated, that student should leave the area and report the infraction, violation, or threat or the student may be considered in violation also.

Services for Students with Disabilities

Orion strictly adheres to the Americans with Disabilities Act of 1990 with associated amendments as noted in 2008 [42 U.S.C. §§ 12101](http://www.uscourts.gov/ada) (“ADA”) and Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. §§ 701-796](http://www.uscourts.gov/ada) (“Section 504”) prohibit discrimination based on a disability. The ADA protects persons with disabilities from discrimination in employment and access to state and local government programs and services. Section 504

provides similar protections against discrimination regarding programs or activities that receive federal financial assistance.

To ensure adherence to the ADA and Section 504, Orion has adopted a policy prohibiting discrimination against individuals based on disability and providing reasonable accommodations to otherwise qualified individuals with disabilities. Furthermore, Orion recognizes the definitions of "reasonable accommodations," "otherwise qualified individual with a disability," and "individuals with disabilities" as the following:

Reasonable accommodations are defined as the inclusion of auxiliary aids and services that do not (a) fundamentally alter the nature of a program or course, (b) do not impose an undue burden upon the college to provide such auxiliary aids and services, (c) does not violate accreditation requirements, waiver of an essential program or licensing requirements, or (d) is illegal.

Otherwise qualified individual with a disability is defined as someone who can meet the essential program or course requirements with or without reasonable accommodations.

Individual with a disability is defined as a person who has a physical or mental impairment that (a) substantially limits one or more major life activities, (b) has a record of such impairment(s), and (c) is regarded as having such impairment(s).

The Dean of Academic Affairs of Designee is the acting ADA Coordinator. Any students with disabilities have access to reasonable accommodations and have an equal opportunity to succeed in their academic journey at Orion. The Dean of Academic Affairs or Designee will ensure full accountability for maintaining the integrity of the college's compliance with the ADA and all applicable section designations, which include, but are not limited to:

- Determining Eligibility for Services,
- Maintaining Adequate Documentation,
- Full Compliance with Reasonable Accommodations of Auxiliary Aids and Services,
- Access to Facilities where the college does not have to make structural changes to existing facilities if other methods of accommodation will provide reasonable access to a program or course for a student with a disability, such as location changes or reasonable accessibility accommodations usable by persons with disabilities,
- Reasonable accommodations in support of a student's full participation in the college-offered activities, events, educational programs, and related services, as well as college support of an equal opportunity for students with disabilities to participate in programs, services, or other activities requiring student participation, and,
- Prohibiting discrimination against an individual based on the individual's disability.

Any student who states they have a disability or request accommodations must be directed to contact the Dean of Academic Affairs or Designee directly. The Dean of Academic Affairs or Designee will require the most recent supporting documentation of the disability provided to the student by the student's treatment professional from the student upon the student's request for accommodations made directly to the Dean of Academic Affairs or Designee.

Documentation should include the following:

- Diagnosis of the disability,
- Major life activities the disability impairs,
- The severity of the disability,
- Functional or educational limitations caused by the disability,
- Recommended accommodations, and
- Any other pertinent information the student and/or treating professional believe relevant.

While every attempt will be evaluated to meet recommended accommodations, Orion will work diligently to ensure that reasonable accommodation is provided at the minimum. Documentation of a student's disability will only be disclosed to those persons who have a legitimate need to know about a student's disability. Additionally, students are entitled to appeal an accommodation decision or to file a complaint of disability discrimination or harassment through the appropriate procedures outlined in the school catalog.

Orion Technical College provides otherwise qualified students, faculty and staff members who have a disability with access to existing programs and reasonable accommodation, as defined by federal statute. Two primary pieces of legislation were enacted to protect the rights of individuals with disabilities. Section 504 of the Rehabilitation Act of 1973 states that no otherwise qualified individual with a disability may be discriminated against or denied access to the benefits or services of any program or activity receiving federal financial assistance. The Americans with Disabilities Act (ADA), which became effective January 26, 1992, further extended coverage to include any private or public college or college.

Orion Technical College complies with these laws by providing reasonable accommodation to qualified individuals with disabilities. A "reasonable accommodation" includes any auxiliary aids and services that do not fundamentally alter the nature of a program or course and do not create an undue burden upon the college. An "individual with a disability" is someone who has a physical or mental impairment that substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment. An "otherwise qualified individual with a disability" is a person who, with or without reasonable accommodations, can meet the essential program or course requirements.

The Campus Center Director or Designee is responsible for ensuring that otherwise qualified students, faculty, and staff with disabilities have access to reasonable accommodations and have an equal opportunity to succeed. The Campus Center Director or Designee is accountable for maintaining the integrity of the college by complying with Section 504 and the ADA, determining eligibility for services, and maintaining adequate documentation.

Students with disabilities who believe that they may need accommodations in a course are encouraged to contact the Campus Center Director or Designee at 563-674-6633 as soon as possible to determine documentation that will be needed and to better ensure that such accommodations are implemented in a timely fashion.

Student Identification Cards

Students are issued a student identification card within the first two weeks of class. Students should always carry their card while on campus and must be surrendered upon request.

This card is intended to identify students to faculty, staff, administration and outside parties. If an ID is lost or stolen, please see the front desk receptionist to obtain a replacement. The fee for a replacement Student Identification Card is \$20.

Telephone Calls

The following provides additional information regarding telephone calls:

- Incoming Calls: Persons wishing to leave messages for students will be accommodated.
- Emergency Calls: If the college receives an emergency phone call for a student, we will attempt to locate the student to take the phone call, or we will take the message and deliver it if the student is in class.

Vending, Food and Drink



The vending machines in certain areas of the college buildings are there as a service. Damage or abuse of these vending devices will be an infraction of college policy. Consuming food or drink in a restricted area is prohibited. If a student has problems with the vending machines or are malfunctioning, please inform the front desk staff.

Withdrawals/Cancellation

A student wishing to withdraw or cancel must notify Orion Technical College, Ltd., in one of the following manners:

In writing to Orion Technical College, Ltd., 3940 Elmore Ave, Davenport, Iowa 52807

- Calling the office
- Meeting in person with the college office
- Sending an email to the college office request@orion.edu

COLLEGE POLICIES

Child Abuse Reporting

Child means any person under the age of 18 years. Employees of Orion Technical College who are aware of (or suspects) physical or sexual child abuse is required to contact the Davenport Police Department at (563) 326-7979 to file a report.

When making a report of child abuse, the reporter should provide the following information to the best of their knowledge:

- Time of the report
- Circumstances leading up to the report
- The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
- The child's present whereabouts.
- The child's age.
- The nature and extent of the child's injuries, including any evidence of previous injuries.
- The name, age, and condition of other children in the same household.
- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect to the child.
- The identity of the person or persons responsible for the abuse or neglect to the child.
- Your name and address.

Drug and Alcohol Abuse Prevention Program (DAAPP)

Substance Abuse Program

Orion Technical College has established a program with a goal of reducing and/or eliminating drug and/or alcohol abuse. The staff and faculty are committed to providing support to those who need assistance in becoming aware of the hazards associated with substance abuse. Without violating federal and/or state laws, Orion Technical College will make a legitimate effort to provide necessary programs and services consistent with a goal of educating students on how to deal with substance abuse. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse. Please see the Campus Center Director or Designee for referrals to substance abuse resources.

Substance Abuse Policy

In accordance with The Drug-Free Schools and Communities Act Amendments of 1989, Orion Technical College is committed to creating a drug free environment that promotes the intellectual, social, emotional, ethical, and physical well-being of its campus members. The commitment includes maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the campus

community. The staff and faculty are committed to providing support and directing students to resources associated with substance abuse. If a student has or knows of students who have problems in this area, they are urged to contact the Campus Center Director. Whenever legally possible, the college will protect the confidentiality of the discussions relating to substance abuse.

Alcohol and Drug Resources and Services

Orion Technical College does not provide on campus substance abuse counseling; however, there are several sources of such treatment and counseling available in the community. If necessary, students, faculty, and staff



in need of counseling or treatment may contact the following resources in the Quad City and surrounding areas. Orion Technical College does not suggest nor endorse any program over another. Please see known programs below:

Alcoholics Anonymous 24-hour service

<http://www.aaquadcities.org/> (Covers Illinois District 90, Iowa District 9, and Illowa Intergroup)

The Illowa Intergroup, 1706 Brady Street, Midtown Plaza Suite 201, Davenport, IA 52803

Office hours: 9:00 to 5:30 Monday- Friday

Quad Cities Area of Narcotics Anonymous

Helpline: (800) 897-6242

P.O. Box 37, Davenport, Iowa 52805

info@qcana.org

Treatment Services

Center for Alcohol & Drug Services, (CADS)

Davenport, IA (563)326-1150 or (563)326-4116

Rock Island, IL (309)788-4571

<http://cads-ia.com>

Riverside Alcohol & Drug Treatment Center

Rock Island, IL (309)779-2800

<http://www.unitypoint.org/quadcities/services-riverside-inpatient-center.aspx>

Alcohol and Drug Education Clinic, Inc

Rock Island (309) 794-1097

Family Counseling and Psychology Center, P.C.,

DUI Services, Rock Island (309) 788-6374

Alcohol and Drug Educational Services

Rock Island (309) 786-2992

Rosecrance Davenport

Davenport (563) 355-0055

Rock Island County Council on Addictions

East Moline (309)792-2840

Good Shepherd Foundation

Geneseo (309) 944-6205

Bridgeway, Inc

Kewanee (309) 852-5541

The Abbey-Bettendorf

(563)355-4707

The above is meant as a list of possible resources for alcohol or drug counseling and treatment. It is not an endorsement of any method or provider of drug or alcohol treatment, and Orion Technical College does not guarantee the effectiveness or availability of the above providers. Resource information (booklets, pamphlets, brochures, etc.) regarding health and safety concerns from substance use/abuse, and information regarding community services, are available in the Resource Center or Student Services Office. There are many people

and services available for someone who needs support, information, or treatment. Sanctions for Violation of Local, State, and Federal Laws Local statutes adhere to State guidelines regarding sanctions for violations.

Alcohol Use

Iowa State law considers the illegal possession and use of alcohol a simple misdemeanor.

Please see the following link for full detail: [123.47.pdf \(iowa.gov\)](#)

Federal laws likewise prohibit the underage use of alcohol. Please see the following link for full detail:
<https://www.samhsa.gov/>

Drug (Controlled Substance) Use

Iowa State law considers the manufacture, delivery, or possession of illegal drugs to be a class "B" felony, punishable by confinement of up to fifty years and fines up to \$1 million. Please see the following link for a full detail:

[Iowa Code Section 124.401 \(2022\) - Prohibited acts — manufacture, delivery, possession — counterfeit substances, simulated controlled substances, imitation controlled substances — penalties. :: 2022 Iowa Code :: US Codes and Statutes :: US Law :: Justia](#)

Federal law (specifically the Controlled Substances Act passed in 1970) likewise prohibits the manufacture, distribution, and possession of controlled substances. Please see the following link for full detail on the limitations and sanctions for violation of this act: <https://www.samhsa.gov/>

Discipline for Violation of Substance Abuse Policy

Direct involvement or participation in the selling of any controlled substance or paraphernalia Associated with controlled substances on or about school property or at school sponsored events will result in the following:

- Dismissed from school.
- A report will be filed with the police.

Anyone involved with or participating in consuming, using, or giving alcoholic beverages or controlled substances or paraphernalia Associated with controlled substance, or are under the influence of same or possession of same, on or about school property or school sponsored activities, will be:

- Dismissed from school
- Advised to enter a substance abuse program
- Informed they are not going to be considered for readmission unless evidence of participation in an approved substance abuse program is supplied to the school as part of the appeal process.

Conviction of a drug-related offense may render a student ineligible for federal financial aid for at least one year. Depending on the nature and severity of the conviction, a student may lose federal financial aid eligibility for an indefinite period.

Health Risks Associated with Substance Abuse

Alcohol Use: Alcohol serves as a depressant that affects the body's central nervous system. Effects of alcohol use include, but are not limited to, slowed motor skills, loss of judgment, blurred vision, physical sickness, blackouts, and in extreme cases death. Impact on student success includes poor attendance, poor test performance, failure to complete assignments, and course failure.

Drug Use: The use of drugs, (controlled substances) has a multitude of mind altering, debilitating, and in some cases catastrophic effects for the user. Effects include, but are not limited to, slowed motor skills, loss of appetite, lack of motivation, irritability, inability to concentrate, violent outbursts and in some instances death. Impact on student success includes poor attendance, inability to concentrate or focus, poor academic performance, and course failure.

Parental Notification

Guidelines for Alcohol and Controlled Substance Violations: These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances about a student's (students under the age of 21) use or possession of alcohol or a controlled substance. This change supports the practice of Orion Technical College of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when Orion Technical College believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, to determine whether such contact is the best course of action.

Orion Technical College contacts parents to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- A situation in which a student has received medical attention
- The occurrence of an arrest and consequent criminal charges
- A major disruption to Orion Technical College's educational mission
- Substantial harm caused to other students, or
- Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone.

Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between Orion Technical College and the parents for the good of the student.

Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in their educational endeavor. Parents are encouraged to discuss the situation with their child.

Questions or concerns regarding these guidelines should be directed to the Campus Center Director.

Equal Opportunity Employment & Education Policy

Orion Technical College is an Equal Opportunity Affirmative Action Employer and follows all applicable laws associated with the American with Disabilities Act. Orion Technical College is committed to compliance with the following and other applicable laws:

- The Pregnancy Discrimination Act
- The Equal Pay Act of 1963
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act of 1967
- Title I of the Americans with Disabilities Act of 1990
- Section 102 and 103 of the Civil Rights Act of 1991
- Sections 501 and 505 of the Rehabilitation Act of 1973
- The Genetic Information Nondiscrimination Act of 2008

Emergency Awareness

Timely Warnings

Orion Technical College works closely with the Davenport Police Department to review current criminal activity and information. Orion Technical College will provide students, faculty and staff with timely notification of crimes that present a threat and heighten safety awareness.

If a situation arises, either on or off campus, that, in the judgment of the Campus Center Director or designee constitutes an ongoing or continuing threat, the Campus Center Director or Designee will issue a “timely warning” notification. The warning will be issued by whatever means is appropriate. Such means may include conspicuous posting of information, announcement to the student body, email, or by postal mailing.

Whenever the City of Davenport issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, Orion Technical College will assist in publicizing the crime on campus.

Campus Emergency Response/Immediate Warning/Evacuation

Broad Emergencies

The Campus Center Director or designee will notify the students, faculty, and staff upon the confirmation of a significant emergency or dangerous situation (i.e., gas leak, tornado, contagious viruses, etc.) involving an immediate threat to their health or safety unless said notification will, in the professional judgment of the Campus Center Director or Designee, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. This will be made by announcement throughout the entire building.

The Campus Center Director will determine which information is appropriate at various points in time and/or additional segments of the campus may be notified as the situation warrants. Orion Technical College will also alert the Davenport Police or Fire Department if the situation warrants such action.

Emergency Evacuation Routes are posted in each classroom.

Orion Technical College will also test the emergency response and evacuation procedures on at least an annual basis. Orion Technical College is working with the Davenport Fire and Police Departments to update, test and evaluate the emergency plan. Notification will be given to all students, staff, and faculty once the updated plan is finalized.

Specific Emergencies

Tornado Watch: Tornado Watch means that weather conditions are ripe to produce these storms. You should be alerted to changing weather conditions and a “tornado warning” being announced.

Tornado Warning is usually marked by a siren and means a tornado has been sighted in the county. Prepare to take cover immediately.

Flying debris and broken glass are the cause of most serious injuries and deaths from a tornado. If there is a tornado warning and sirens go off and you are in the building, seek protective shelter away from windows. Close all windows and doors. Seek refuge in a small central room with no windows. **DO NOT GO OUTSIDE.**

If you are in a vehicle, get out and seek shelter. All these precautions should remain in effect until your area has been determined safe by the National Weather Service. Any request for medical aid should be directed to 9-1-1.

DO NOT attempt to take unnecessary risks unless told to do so by Public Safety Officials.

Fire Alarms: When students are notified of a fire, leave the building in a quick, calm, safe and efficient manner. Take all your personal belongings with you that are within reach. Move away from the building but do not block the roads; the fire trucks will be responding. Do not attempt to return to the building until the Fire Marshall or an Orion Technical College designee has announced "ALL CLEAR."

Security and Access Policy

Orion Technical College facilities (Orion Technical College does not maintain any campus residences) are open from 7:30 a.m. to 10:50 p.m. Monday-Thursday, 9 a.m. to 4 p.m. on Friday, and by appointment only from 9 a.m. to 1 p.m. on Saturday. Outside these hours, the facilities are locked and may be opened only by authorized personnel. The parking lot is exclusively for students, faculty, staff, and visitors of Orion Technical College.

The cooperation and involvement of students, faculty, and staff in campus safety is an absolute necessity. All must assume responsibility for their own safety and the security of their property by following simple, common-sense precautions. For instance, valuables should be marked with a personal identification number and should not be left unattended, especially in areas or at times when persons other than Orion Technical College students, faculty, and staff have access to facilities. Vehicles should be locked in the parking lot and valuables, including purses, should not be left in plain view. When leaving at night, students are encouraged to walk with a companion and, when possible, not park far from the entrance. Students, faculty, and staff should also take measures to encourage the security and safety of others by not engaging in any activities that might put others at risk.

Please report all exterior burned out lights to front desk staff.

Security Awareness Programs

During orientation, students are informed of ways to maintain personal safety. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the year, Orion Technical College provides community education programs which are available to students, faculty, and staff as well as the community. Issues such as personal safety, sexual assault, awareness of rape, acquaintance rape prevention, forcible and non-forcible sex offenses, alcohol and drug abuse prevention, and related topics may be available. Information is disseminated to students, faculty, and staff through various means.

When time is of the essence, information is released to the Orion Technical College community through security alerts posted prominently throughout the campus. A common theme of all awareness and crime prevention programs is to encourage students, faculty, and staff to be aware of their responsibility for their own security and the security of others.

Jeanne Clery Disclosure of Campus Security

Crime Awareness Policy

The ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education - both public and private. It is enforced by the US Department of Education.

The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne

Ann Clery who was assaulted and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie, and Howard discovered that students had not been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990".

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to add more reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

To read the full disclosure, please visit:

<https://orion.edu/wp-content/uploads/2023/10/2023-Annual-Campus-Security-Report-OTC.pdf>

To Report a Crime

All persons are strongly encouraged to report crime to either the police or Orion Technical College in a timely and accurate manner. Contact Davenport Police at (563) 326-7979 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lot or loitering around vehicles or inside the building should be reported to Orion Technical College personnel.

Confidential Reporting Procedures

Orion Technical College is unable to promise confidentiality to those who report crimes to anyone except counselors or, under certain circumstances, to a physician or nurse or a hospital. Reports that are confidential by law will not be reported for inclusion in the annual crime statistics report.

Crime Reporting (Limited Voluntary Confidential)

Orion Technical College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Davenport Police Department as soon as possible (Orion Technical College does not maintain campus police). Because police reports are public records, the Davenport Police Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can be made to any Orion Technical College personnel.

If you see a crime or suspicious activity occurring on campus and you would like to anonymously report it, please fill out the Silent Witness Form, in the Student Services office or Campus Center Director's Office. Please fill in as much information as possible.

General Procedures for Reporting a Crime or Emergency

Crimes and emergencies that take place on Orion Technical College property, including the parking lot, should also be reported to any Orion Technical College personnel. Front desk staff will take crime and emergency reports. Orion Technical College personnel do not have enforcement authority in cases of crimes.

Crimes should be reported to Orion Technical College to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Orion Technical College does not have a MOU (memorandum of understanding) with any law enforcement agency.

Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

As noted above, the rights under FERPA transfer from the parents to the student once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

Parents and Eligible Students Rights include the right to inspect and review the student's education records within 45 days of the day Orion receives a request for access.

A parent or eligible student should submit to the Campus Director a written request that identifies the record(s) the parent or eligible student wishes to inspect. The College official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the parent or eligible student's privacy rights under FERPA.

A parent or eligible student who wishes to ask the College to amend a record should write the Orion Technical College official responsible for the record, clearly identify the part of the record the parent or eligible student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the parent or eligible student in writing of the decision and the parent or eligible student's right to a hearing to request an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

A school official is a person employed by Orion in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using Orion employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and in order to comply with a lawfully issued subpoena or court order.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Orion.

Upon request of another school, Orion also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The College has designated the following types of information as directory information: the student's name, address, telephone number; date and place of birth; honors, awards and certifications; and dates of attendance. Parents and eligible students may request that the school not disclose directory information about them by contacting the Campus Director.

Written consent must state the purpose of disclosure, specify records to be disclosed, identify those to whom the disclosure may be made, and must be signed and dated. The Campus Director will provide directions for these requests.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
Phone 1.800.U.S.A.LEARN (1.800.872.5327)

Individuals who use TDD may use the Federal Relay Service <http://www.ed.gov/about/contacts/gen>

Sexual Harassment and Sexual Violence

Implementation of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation

Orion Technical College is committed to providing a learning and a working environment that is free from sexual misconduct. Orion Technical College complies with the **Title IX, VAWA/Campus SaVE Act**. It is the policy of the College that sexual misconduct in any form will not be tolerated and is committed to upholding a safe, non-threatening and respectful environment. Any violation of this policy may result in discipline up to and including termination from the college.

Introduction

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Orion Technical College¹ has adopted this Title IX Non-Discrimination & Grievance Process Policy (the "Policy").² As set forth in detail herein, Orion Technical College:

- Does not discriminate based on sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation.
- Prohibits discrimination based on sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects its operations; and

¹ Orion Technical College may be referred to interchangeably as the "School" throughout this Policy.

² All capitalized terms not defined within this Policy are defined in Appendix A.

- It values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect to the rights of all parties involved.

This Policy is adopted to prevent discrimination prohibited under Title IX and provide a prompt, fair, and impartial process to address complaints of alleged discrimination based on sex.

Inquiries about this Policy or the application of Title IX may be referred to Orion Technical College's Title IX Coordinator, the Assistant Secretary of the Department of Education's Office for Civil Rights, or both.

Overview of Title IX Policy and Grievance Process: General Provisions

Responsibilities of the Title IX Coordinator

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating the school's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The School's Title IX Coordinator is identified below and may be contacted with questions about this Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the school's educational programs or activities in compliance with Title IX.

ORION TECHNICAL COLLEGE
Title IX Coordinator: Patricia McCracken
3940 Elmore Ave
Davenport, IA 52807
Tel.: (563) 674-6633
Email: pmccracken@orion.edu
Web: www.orion.edu

Individuals may also contact the U.S. Department of Education's Office for Civil Rights with Title IX questions. (Please note that inquiries to OCR alone are not sufficient to allow appropriate responsive action by the school. To ensure your concern is appropriately addressed under this Policy, please file a report with the School's Title IX Coordinator).

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

How to Make a Report or Formal Complaint of an Alleged Title IX Violation

Any person may report alleged sex discrimination, sexual harassment, or retaliation to the Title IX Coordinator, irrespective of whether the reporting person is the alleged victim of such conduct. A report is differentiated from a Formal Complaint ("Complaint"), which is a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the school investigate the allegation(s) and implement the School's Grievance Process.

A report or complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail at any time (including during non-business hours), using the contact information in the section immediately above or as described below:

To the Title IX Coordinator

Online via the reporting form available on page 24 of the link to our website:

<http://www.orion.edu/campussecurityreport>.

By telephone (563) 674-6633.

To the Campus Center Director if the Title IX Coordinator is not available.

The College strongly encourages students to report concerns immediately. In addition to violating college policy, sexual misconduct might also constitute criminal activity. Students are encouraged to inform the police and/or seek medical attention. The chances of a successful criminal investigation are enhanced if evidence is collected and maintained immediately by authorities. Students can inform and discuss the matter with law enforcement and hospital personnel without making a formal criminal complaint or a formal college complaint. For emergencies, contact 9-1-1 or the Davenport Police Department at [\(563\) 326-7979](tel:5633267979). Assistance can be obtained 24 hours a day, 7 days a week from the Regional Iowa Crisis Line: 800-228-1625 and the 24-hour toll-free number: 866-921-3354

After Making a Report or Formal Complaint

Upon receipt of a report or Complaint, the Title IX Coordinator shall undertake an initial assessment to determine appropriate next steps as required under this Policy, including making an initial threat assessment to ensure there is no immediate danger to Complainant or the campus community and, if there is, to take appropriate action, which may include emergency removal of Respondent as described below.

The coordinator shall contact Complainant to discuss the availability of appropriate supportive measures that may be implemented with input from the Complainant irrespective of, and in addition to, any resolution process including the formal Grievance Process, and will notify Complainant about the right to have an advisor.

If the report has been made without filing a Complaint, the Title IX Coordinator will review the allegations and discuss options with the Complainant, including the option of proceeding with a Complaint. If the Complainant does not want to proceed with a Complaint, the Coordinator may initiate a Complaint if the coordinator determines that a Complaint is warranted.

If the Complainant files a Complaint, or the Title IX Coordinator initiates a Complaint, the matter will proceed as described under the Grievance Process.

After submission of a Complaint and after notifying the Respondent of the Complaint's allegations, the parties will be notified of the availability of informal resolution, as applicable.

All parties must voluntarily consent in writing to any informal resolution process. The parties may withdraw such consent at any time and resume the formal Grievance Process.

At all stages of the process, irrespective of any resolution or grievance process which may be implemented, responsive and reasonable supportive measures will be implemented to ensure continued access to the school's educational program or activities.

Emergency Removal of Respondent

The school reserves the right to remove a Respondent from its education program or activities on an emergency basis when the Respondent poses an immediate threat to the health or safety of any student or campus community member. The school will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. If an emergency removal is imposed, the Respondent will be given notice of the removal and the option to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the removal should not be implemented. Emergency removal decisions are not subject to appeal.

Administrative Leave of Employee Respondent

Respondents that are School employees may be placed on administrative leave during the pendency of a grievance process as determined by the School and the Title IX Coordinator.

Complainant's Decision to Pursue a Complaint

If a Complainant does not wish to be identified, does not wish for an investigation to take place, or does not want a Complaint to be pursued, the Complainant may make such a request to the Title IX Coordinator, who will evaluate the request considering the duty to ensure campus safety and compliance with state and federal law. The school will comply with the Complainant's wishes unless the coordinator determines that initiating a Complaint is warranted under the circumstances.

If the Coordinator independently initiates a Complaint, the Complainant may have as much or as little involvement in the process as the Complainant desires. The Complainant retains all rights of a Complainant under this Policy irrespective of participation level. Irrespective of whether a Complaint is filed, the school shall offer supportive measures to ensure Complainant's continued access to the school's educational program and activities. If the Complainant elects not to file a Complaint, the Complaint shall retain the right to file a Complaint later.

Complaint Dismissal

Mandatory Dismissal

The school must dismiss a Complaint if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the Complaint does not constitute sexual harassment as defined in under Title IX; and/or
- The conduct did not occur in an educational program or activity controlled by the school (including buildings or property controlled by recognized student organizations); and/or
- The school does not have jurisdiction over the Respondent; and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of filing a Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the school.

Discretionary Dismissal

The school may dismiss a formal complaint or any allegations therein if at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Complaint or any allegation therein; or
- The Respondent is no longer enrolled in or employed by the school; or
- Circumstances prevent the school from gathering evidence sufficient to reach a determination as to the Complaint or allegations therein.

Upon any dismissal, the school shall promptly send written notice of the dismissal and its rationale simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below.

Dismissed Complaints may include conduct that could be considered a potential violation of the School's Student Code of Conduct or Employee Handbook and may be addressed through other applicable, non-Title IX conduct policies and procedures accordingly.

Consolidated Complaints

If a Complaint involves one or more Complaint, Complainant and/or Respondent and allegations arising out of the same set of circumstances, the school may elect to consolidate complaints.

Time Limits on Reporting

There is no time limitation on making a report or Complaint. However, acting on reports or Complaints is significantly impacted by the passage of time and occurrence of other events (including, but not limited to, the rescission or any revision of this Policy), and is at the discretion of the Title IX Coordinator, who may, among other things, document allegations for future reference, offer supportive measures and/or Remedies, and/or engage in informal or formal action, as appropriate. Additionally, if the Respondent is no longer subject to the school's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide Remedies may be more limited or impossible.

Anonymous Report or Complaint

If a Complainant makes a report anonymously, it will be investigated by the school to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or Remedies can be provided. Anonymous reports typically limit the school's ability to investigate and respond, depending on what information is shared. In some situations, the Title IX Coordinator may proceed with the issuance of a Formal Complaint even when the Complainant's report has been made anonymously.

Confidentiality

The school shall undertake reasonable efforts to preserve the confidentiality of reports and Complaints. The school shall not disclose any report or Complaint except as provided herein and as necessary to effectuate this Policy, or as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99, or as required under applicable law.

Certain professionals have a legal and/or ethical responsibility to maintain communications made in the scope of their professional roles in strict confidence.³ Some of these roles include licensed professional counselors/mental health providers, licensed medical and health care providers, victim advocates, ordained/licensed clergy, licensed attorneys and rape crisis or domestic violence resources. Complainants or Respondents wishing to speak to someone confidentially are encouraged to seek out such resources. Communications with such professionals are considered legally privileged and cannot be revealed without a party's express written consent.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the school's education program or activity, including measures designed to protect the safety of all parties or the school's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the school will inform the Complainant, in writing, that they may file a formal complaint with the school either at that time or in the future if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The school shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, if confidentiality does not impair the school's ability to provide supportive measures or otherwise fulfill its obligations under this Policy. The school will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral

*In highly limited circumstances, such as when presenting an immediate threat or danger to another, or when subject to a court order, confidential communications may be revealed without the consent of a party.

to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Amnesty for Complainants and Witnesses

The school encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the school community that Complainants choose to report misconduct to School officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the school may offer parties and witnesses amnesty from minor violations of other School policies – such as underage alcohol consumption or personal use of illicit drugs – that may be Associated with the incident.

Amnesty is not applicable to more serious allegations, such as physical abuse of another or illicit drug distribution.

Right to an Advisor

The parties have the right to select an advisor of their choice to accompany them to any or all meetings and interviews during the resolution process. There are no limits on who can serve as an advisor; it may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Under Title IX, cross-examination is required during the hearing, and must be conducted by the parties' advisors. If a party selects an advisor of their choice, this advisor must perform cross-examination on their behalf during the hearing, as the parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an advisor, or the advisor does not appear for a hearing, the school will provide one for the limited purpose of conducting cross-examination on behalf of the party.

An advisor who is also a witness to the allegations in the complaint creates potential for bias and conflict-of-interest. A party who chooses an advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s) and may, but will not necessarily, impact the Final Determination.

The school cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not select or retain an attorney or cannot afford an attorney, the school is not obligated to provide the other party with an attorney.

Conflict-of-Interest & Bias

Title IX Personnel are trained to ensure they have no conflict of interest and are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias, conflict of interest or other misconduct by any Title IX Personnel contact Campus Director or Designee.

Resolution Timeline

The school will make a good faith effort to complete the resolution process fairly and promptly. Duration of a matter that proceeds through the Formal Grievance Process is determined by many factors including, but not limited to, the cooperation and availability of the parties and witnesses, potential concurrent criminal investigations, and the school closures, among others. The school will avoid all undue delays within its control and will grant reasonable extensions of time, upon written request and showing of good cause, by a party. The

school shall provide the parties written notice of delays and/or extensions, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Notifications to Parties

All notifications to the parties noted herein will be made by made by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered.

Clery Act Reporting

Reports or complaints of sexual assault, domestic violence, dating violence, and/or stalking that pose a serious or continuing threat of bodily harm or danger to members of the campus community may trigger a timely warning obligation by the School under the Clery Act. If a warning is deemed necessary, the school will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

In addition, the school is obligated to report and disclose crimes under the Clery Act, including the crimes of sexual assault, domestic violence, dating violence and stalking as defined in this Policy, for statistical reporting purposes only. Reports of these crimes do not include personally identifiable information and therefore preserves the confidentiality of any involved parties.

Retaliation

The school prohibits retaliation under this Policy. Retaliation may include intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and procedure. Alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The school will take appropriate action to protect individuals who fear that they may be subjected to retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding under this Policy and procedure does not constitute retaliation. Relatedly, a determination of responsibility alone is not sufficient to conclude that any party has made a materially false statement in bad faith.

The School's Mandatory Response Obligations

Orion Technical College's mandatory response obligations under this Policy arise when Orion Technical College has Actual Knowledge of conduct that may constitute sexual discrimination, harassment, or retaliation, as defined herein. Actual Knowledge occurs when the Title IX Coordinator or a School official with authority to implement corrective measures ("OWA")⁴ becomes aware of the potential occurrence of such conduct. Actual notice received by any of these OWAs constitutes Actual Knowledge upon which the school's mandatory response obligations arise under this Policy. Additionally, the School has identified staff and faculty to be Mandated Reporters⁵ who are required under the school's policy to report known or suspected discrimination to the Title IX Coordinator. In these cases, the school must act to stop, remedy, and prevent future recurrence of prohibited conduct through application of this Policy.

⁴ Patricia McCracken has been identified and designated as OWA.

⁵ The school has identified the following as Mandated Reporters: Active Staff and Faculty who have completed Title IX training.

Notice, Dissemination and Publication of Policy

Title IX requires Orion Technical College to notify applicants for admission or employment as well as students, employees, and, if applicable, unions or professional organizations holding collective bargaining of collective agreements with the school, of this Policy.

Orion Technical College complies with Title IX's notice requirements, including prominently publishing its Non-Discrimination & Grievance Process Policy and contact information for the Title IX Coordinator on its website and in other publications.

Sexual Harassment Defined, Jurisdiction and Scope of Policy

Sexual Harassment Defined

For purposes of this Policy and the grievance process, Sexual Harassment has the meaning set forth below. Sexual Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender and/or gender identity of those involved.

Sexual Harassment means conduct based on sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a) A school employee,
 - b) Conditions the provision of an aid, benefit, or service of the school,
 - c) On an individual's participation in unwelcome sexual conduct; and/ or
- 2) Sexual Harassment:
 - a) Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- 3) Sexual assault, defined as:
 - a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) Without the consent of the Complainant,
 - iii) Including instances in which the Complainant is incapable of giving consent.
 - b) Forcible Rape:
 - i) Penetration, no matter how slight, of the vagina or anus with any body part or object, or
 - ii) Oral penetration by a sex organ of another person,
 - iii) Without the consent of the Complainant.
 - c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),

- v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f) Sex Offenses, Non-forcible:
 - i) Incest:
 - ii) 1) Non-forcible sexual intercourse,
 - iii) 2) between persons who are related to each other,
 - iv) 3) within the degrees wherein marriage is prohibited by Ohio law.
- g) Statutory Rape:
 - i) Non-forcible sexual intercourse,
 - ii) With a person under the statutory age of consent of 16 in Ohio.
- 4) Dating Violence, defined as:
 - a) violence, based on sex, committed by a person,
 - b) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
 - (1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (2) Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence*, *defined as*:
 - a) Violence, based on sex, committed by a current or former spouse or intimate partner of the Complainant,
 - b) By a person with whom the Complainant shares a child in common, or
 - c) By a person who is cohabitating with, or has cohabitated with, the
 - d) Complainant as a spouse or intimate partner, or
 - e) By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Ohio or
 - f) By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Ohio.
- 6) Stalking, defined as:
 - a) Engaging in a course of conduct, based on sex,
 - b) Directed at a specific person, that would cause a reasonable person to fear for the person's safety, or
 - c) The safety of others; or
 - d) Suffer substantial emotional distress.
 - i) For the purposes of this definition—
 - (1) Course of conduct means two or more acts, including, but not limited to,
 - (a) acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (2) A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - (3) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and meanings apply:

Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent.

Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent

Consent to sexual activity must be informed, voluntary, and mutual. It can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Orion Technical College to determine whether this Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Incapacitation

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to an alleged sexual assault violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “Who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Jurisdiction of the School

If the Respondent is unknown or is not a member of the school community, the Title IX Coordinator will assist the Complainant as requested in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement to file a police report upon request.

Further, even when the Respondent is not a member of the school’s community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator. In addition, the school may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from School property and/or events. All vendors serving the school through third-party contracts are subject to the policies and procedures of their employers, or if applicable, to these policies and procedures to which their employer has agreed to be bound by their contracts.

Scope of the School’s Educational Program and Activities

For purposes of this Policy, the School’s educational program or activities includes locations, events, or circumstances, within the U.S., where the school exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and includes any building owned or controlled by the school or by a student organization that is officially recognized by the school. It also includes online, and cyber manifestations of conduct prohibited by this Policy, when those behaviors occur in or influence the school’s education program and activities or use the school networks, technology, or equipment.

Formal Grievance Process

If a Formal Complaint is filed, the matter will proceed through the Grievance Process as outlined below and will include an objective investigation, live hearing with opportunity for cross-examination and the right to appeal. This process will treat complainants and Respondents equitably. Any provisions, rule or practice adopted by the school as part of the grievance process, other than those required under Title IX and its implementing regulations will apply equally to both parties. The process will include an objective evaluation of all relevant evidence (inculpatory and exculpatory), will be conducted by trained Title IX Personnel, free from any known conflict of interest or bias, and presumes Respondent’s non-responsibility until and unless demonstrated otherwise by the evidence and after a Final Determination as been rendered. Disciplinary sanctions or punitive measures will not be imposed against a Respondent unless and until there has been a finding of responsibility after application of the process. If at any stage of the investigation it is determined that conditions exist warranting dismissal, the complaint will be dismissed. Complainant will continue to be entitled to appropriate supportive measures in such cases.

The school requires impartiality in the process by ensuring there are no actual or apparent conflicts of interest or disqualifying biases of any Title IX Personnel. The parties may, at any time during the resolution process, raise a concern about bias, conflict of interest, or any irregularity which may taint the process's impartiality. Such concerns should be reported in writing to the Title IX Coordinator, or Campus Center Director, who will evaluate the concern and take appropriate corrective action to ensure the integrity of the process.

Notice of Allegations

The Title IX Coordinator will provide written notice of the allegations to the Respondent and Complainant upon receipt of a Formal Complaint. The notice will be provided prior to any initial meeting or interview with the Respondent and their advisor, if applicable, allowing sufficient advanced notice to prepare.

The notice will include:

- A meaningful summary of all allegations,
- The identity of the parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies alleged to have been violated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Respondent is presumed not responsible for the reported misconduct unless and until a Final Determination has been rendered at the conclusion of the process,
- Notice that the parties will be given an opportunity to inspect and review all directly related and relevant evidence obtained during the investigation,
- The school's policy on retaliation,
- Information about the privacy of the process,
- The right to have an advisor of their choice, who may be, but is not required to be, an attorney,
- A statement informing the parties that the school's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- An instruction to preserve any evidence that is directly related to the allegations.

Investigation

Trained Investigators will be assigned to investigate allegations contained in a Formal Complaint and will do so objectively. The burden of collecting all evidence related to the allegations, including both inculpatory and exculpatory, rests on the school, and not on the parties. Investigators must be free from bias and conflicts of interest. Depending on the complexity of the case, more than one Investigator may be assigned.

Investigation Timeline

The school will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. The school may undertake a reasonable delay in its investigation under appropriate circumstances. Such circumstances include, but are not limited to, a concurrent law enforcement investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. The school will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates as warranted. The school will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the school will implement supportive measures as deemed appropriate.

Concurrent Law Enforcement Investigation or Criminal Proceedings

The school's grievance process is an administrative procedure required under Title IX to address sexual discrimination, and therefore is separate and independent of any law enforcement investigation or criminal proceedings. While a law enforcement investigation may necessitate a temporary delay in the school's grievance process, such law enforcement investigation does not replace the school's grievance process, as the school is legally obligated to address and remedy potential sexual harassment in its educational programs and activities as set forth in this Policy.

The Investigation Process

Investigators serve free from conflict of interest, objectively and without bias. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses and obtaining available, relevant evidence.

The school, not the parties, bears the burden of gathering evidence and burden of proof. Parties have equal opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The investigation will be conducted within a reasonably prompt timeframe, allowing for thorough collection and evaluation of all evidence related to the allegations. The investigator will keep the parties informed as to estimated timelines, and any delays.

Prior to the conclusion of the investigation, the parties will be provided with an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all the evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, (whether it will be used in reaching a determination. The parties will have a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence.

The Investigator will incorporate any relevant feedback provided by the parties during the review process, and the final report is then shared with all parties and their advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

Role and Participation of Witnesses in the Investigation

Witnesses who are School employees are expected to cooperate with and participate in the school's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a Policy violation and may warrant discipline.

Interviews may occur in-person or remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used. The school will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation includes collection of all evidence directly related to the allegations, which is not otherwise privileged. Only evidence which is also deemed relevant is summarized in the investigative report which is considered by the Decision-Maker(s), in rendering a determination of responsibility. All parties are provided the opportunity to review all non-privileged evidence gathered during the investigation which is directly related to the allegations in the complaint, whether it is also included in the investigative report. All parties are also provided with a copy of the investigative report summarizing relevant evidence only.

Relevant evidence does not include evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such evidence is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged evidence is likewise excluded from both the investigation, investigative report, and hearing unless a party expressly waives this privilege in writing and consents to the release of this information during the grievance process.

Investigative Report

Upon conclusion of the investigation, the Investigator will create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, will send the report to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response.

The Hearing

Upon conclusion of the investigation and distribution of the investigative report to the parties, the matter will proceed to the hearing stage of the grievance process. The hearing will be offered live, in real-time and will include cross-examination. A Decision-maker(s) will be appointed to preside over the hearing, evaluate the evidence and make a determination as to each allegation in the complaint. The Decision-maker will be independent and neutral and will not have had any previous involvement with the investigation. Investigators, Title IX Coordinator (or designee) or advisors are prohibited from serving as Decision-makers.

The school reserves the right to adopt any hearing protocols, which will be applied and be made available equally to both parties, to ensure the efficiency, order, and decorum of the hearing process. Any such protocols will be provided in writing to the parties, witnesses, and participating individuals at least ten (10) days prior to the scheduled hearing date.

The school may designate an administrative facilitator of the hearing, which may include the Title IX Coordinator, if they do not have a conflict of interest.

The school may conduct the hearing virtually at their discretion or upon request of a party. Request for remote participation by any party or witness should be directed to the Title IX Coordinator made at least five (5) business days prior to the hearing.

The Decision-maker may question the parties and any witness at the hearing.

Only relevant questions, testimony and evidence may be proffered at the hearing, and the Decision-maker will make determinations as to relevancy of every question posed by an advisor during cross-examination before it is answered, and of any evidence offered.

Privileged evidence or testimony, likewise, may not be proffered during the hearing, without a party's waiver and written consent allowing its consideration at the hearing.

Parties may not conduct cross-examination. Advisors only will conduct cross-exam on a party's behalf. Only relevant questions will be allowed.

Parties, advisors, witnesses, and all participating individuals are expected to behave respectfully during the hearing. Harassing, intimidating or disruptive behavior will not be tolerated, and the school reserves the right to exclude anyone from participation in the process that fails to comport themselves accordingly.

An audio or audiovisual recording, or transcript will be made of the hearing, and will be made available to the parties for inspection and review. No other recording of the hearing will be allowed.

Evidentiary Considerations in the Hearing

Only Relevant Evidence Allowed

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. Only evidence, which is directly related to the allegations, not subject to an enforceable legal privilege and not otherwise excludable as described here is considered relevant.

The hearing does not consider the following which are deemed not relevant: 1) incidents not directly related to the possible violation, unless they evidence a pattern; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior 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.

Privileged Evidence Must be Excluded

Evidence subject to any recognized legal privilege will not be allowed in the hearing without the prior written waiver of the privilege and consent for its consideration during the grievance process.

When a Party/Witness Refuses to Submit to Cross-Examination

If a party or witness does not attend or chooses not to submit to cross-examination at the hearing, the Decision-maker may not rely on any prior statement made by that party or witness in the ultimate determination of responsibility. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Final Determination as to Responsibility and Standard of Proof

Upon completion of the hearing, the Decision-maker will deliberate privately and will render a finding as to each allegation in the complaint by applying the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged. The decision will be provided simultaneously to the parties through the issuance of a written determination letter, delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official the school records, or emailed to the parties' the school-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The determination letter will include:

Identification of the allegations potentially constituting sexual harassment as defined under the Policy;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits methods used to gather evidence, and hearing held;
- Findings of fact supporting the determination;
- Conclusions regarding application of the school's code of conduct to the facts;
- A statement, and rationale for, the results as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the school imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the schools' education program or activity will be provided by the School to the Complainant; and
- The school's permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final after expiration or exhaustion of any appeal rights.

Sanctions, Disciplinary Action & Remedies

The school may consider a number of factors when determining a sanction and/or remedy and will focus primarily on actions aimed at ending, and preventing the recurrence of, discrimination, harassment, and/or retaliation and the need to remedy the effects its effects on the Complainant and campus community. Sanctions will be imposed upon either expiration of the appeal window, or after Final Determination on any appeal filed. Sanctions or actions may include, but are not limited to, those listed below. These may be applied individually or in combination and the school may assign sanctions not listed, as deemed appropriate.

Student Sanctions

The following includes information regard student sanctions:

Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any School policy, procedure, or directive will result in more severe sanctions/responsive actions.

Required Conference: A mandate to meet with and engage in either School sponsored conference or external counseling to better comprehend the misconduct and its effects.

Probation: A written reprimand for violation of School policy, providing for more severe disciplinary sanctions if the student or organization is found in violation of any School policy, procedure, or directive within a specified period. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

Suspension: Termination of student status for a definite period not to exceed two years and/or until specific criteria are met. Students who return from suspension may or may not be placed on probation through the remainder of their tenure as a student at the school.

Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend School-sponsored events.

Withholding Diploma: The School may withhold a student's diploma for a specified period and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

Other Actions

Employee Actions

Warning – Verbal or Written

- Performance Improvement/Management Process
- Referral to Counseling and/or Monitoring of the Offender
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination

Other Actions: In addition to or in place of the above sanctions, the school may impose any other sanction as deemed appropriate.

False Allegations and Evidence

Making deliberately false and/or malicious accusations, knowingly providing false evidence, tampering with, or destroying evidence, or deliberately misleading an official conducting an investigation are policy violations subject to discipline.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions imposed, the Title IX Coordinator may implement additional long-term Remedies or actions with respect to the parties and/or the

campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These Remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification
- Training or awareness campaigns
- Implementation of long-term contact limitations between the parties
- Adjustments to academic deadlines, course schedules, etc.
- Modified campus security measures

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no Policy violation is found.

The school will maintain the privacy of any long-term Remedies, provided privacy does not impair the school's ability to provide these services.

Failure to Comply with Disciplinary Sanctions or other Remedies

Respondents are expected to comply with any disciplinary sanction or remedy as set forth in the Final Determination or in response to a final outcome. Failure to abide by the sanction(s)/action(s) whether by refusal, neglect, or any other reason, may result in additional disciplinary action, including suspension, and/or expulsion.

Appeals

Any party may file an Appeal on the following grounds. Appeals must be submitted in writing to the Title IX Coordinator within five (5) days of the delivery of the Notice of Outcome. After expiration of the appeal window, the determination will be considered final, and any applicable sanctions will be imposed.

Grounds for Appeal

Appeals may be made on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any sanctions imposed because of the Final Determination are stayed during the appeal process.

Title IX personnel with prior involvement in the matter will not be permitted to serve as a Decision-maker in the appeal. Appeals will not include a hearing. A decision on the merits will be based on information provided in the appeal document. If an appeal is based on the availability of new evidence, this evidence must be described with specificity and must be available for review within a reasonably prompt timeframe for consideration.

The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, and the rationale supporting the findings. Appeal decisions will be made within seven (7) business days, barring exigent circumstances, including the review of new evidence not immediately available

for submission with the appeal request. Decisions on appeal will be made by applying the preponderance of evidence standard.

Notification of the appeal outcome will be made in writing and will be delivered simultaneously to the parties by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official School records, or emailed to the parties' School-issued email or otherwise approved account. Once mailed, e-mailed and/or received in-person, notice will be presumptively delivered. Decisions on appeal are considered final.

Record Retention

The school shall maintain the following records related to the implementation of this Policy for at least seven years:

- Reports or Formal Complaints alleging sexual discrimination, including harassment.
- Records of any dismissal of a Formal Complaint.
- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- Any disciplinary sanctions imposed on the Respondent;
- Any Remedies implemented by the school designed to restore or preserve equal access to the school's education program or activity;
- Any appeal and the result therefrom;
- Any Informal Resolution and the result therefrom;
- All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. The school will make these training materials publicly available on the school's website; and
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - The basis for all conclusions that the response was not deliberately indifferent;
 - Any measures designed to restore or preserve equal access to the school's education program or activity; and
 - If no supportive measures were provided, document the reasons why such a response was not clearly unreasonable considering the known circumstances.

Revision of this Policy

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation under Title IX and will be reviewed and updated subject to any relevant change in law or School policy, and on a recurring periodic basis, by the Title IX Coordinator. The school reserves the right to make changes to this Policy as necessary, which become effective when published.

This Policy will not restrict any rights guaranteed against government action by the U.S. Constitution and should be interpreted accordingly and should also be construed to comply with the most recent government regulations or applicable judicial decisions.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This Policy and procedures are effective August 14, 2020.

Appendix A: Definitions and General Information

Actual Notice. Notice of sexual harassment or allegations of sexual harassment to the

School's Title IX Coordinator or any official of the school who has the authority to institute corrective measures on behalf of the school. The school receives notice when an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Complainant. An individual who is alleged to be the victim of conduct that could constitute harassment, discrimination, or retaliation under Title IX.

Consolidated Complaint. A formal complaint with more than one Complainant or Respondent arising when multiple parties submit formal complaints arising out of the same facts and circumstances and as deemed appropriate for consolidation by the Title IX Coordinator.

Education Program or Activity. Locations, events, or circumstances where the school exercises substantial control over both the Respondent and the context in which the alleged sexual harassment or discrimination occurs and includes any building owned or controlled by the school or by a student organization that is officially recognized by the school.

Final Determination: A decision rendered and provided in writing to the parties of a Formal Complaint after application of the School's Grievance Process concluding whether Respondent is responsible for conduct alleged within a Formal Complaint in violation of this Policy.

Finding: A conclusion within the Final Determination as evaluated under the burden of proof that a specific allegation within a Formal Complaint did or did not occur.

Formal Complaint. A document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a Policy violation by a Respondent and requesting that the school investigate the allegation(s).

Formal Grievance Process. The method of formal resolution designated by the school to address conduct that falls within the scope of this Policy, and which complies with the requirements of 34 CFR Part 106.45.

Decision-maker(s). A trained individual with responsibility for making a Final Determination as set forth in the School's Grievance Process. A Decision-maker must maintain neutrality and cannot perform the function of either the Title IX Coordinator or Investigator.

Informal Resolution Process. An alternative resolution process which may be available to the parties to seek Resolution of a Formal Complaint in lieu of the Formal Grievance Process. Informal resolution is facilitated by appropriately trained individuals, is made available at the discretion of the school and as deemed appropriate by the Title IX Coordinator, and offered only if informed, voluntary, and written consent is made by all parties to a complaint. Any party may opt-out of the informal process at any time, and the matter will proceed through the Formal Grievance Process. Examples of informal resolution include, but are not limited to, mediation and restorative justice.

Investigator. A trained individual responsible for fulfilling the school's burden of gathering and evaluating all evidence related to allegations within a Formal Complaint as required under the school's Grievance Process.

Mandated Reporter. An employee of the school who is obligated by Policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

Official with Authority. An employee of the school explicitly vested with the responsibility to implement corrective measures for Title IX harassment, discrimination, and/or retaliation on behalf of the school.

Parties. The Complainant(s) and Respondent(s), collectively.

Remedies. Post-Finding actions directed to the Complainant and/or the community implemented to address safety, prevent the recurrence of harassment, and ensure continued access to the school's educational program.

Respondent. An individual who has been reported to be the perpetrator of conduct that could constitute harassment, discrimination, or retaliation under Title IX.

Sanction. A disciplinary consequence imposed by the School on a Respondent who is found to have violated this Policy.

Sexual Harassment. Behavior or conduct as defined under Title IX and its implementing regulations at 34 CFR 106, and as more fully articulated in this Policy.

Title IX Coordinator. The school's employee responsible for ensuring compliance with Title IX.

Title IX Personnel. Those individuals collectively tasked with implementation of this Policy and Grievance Process including specifically, the Title IX Coordinator (including any designees as applicable), any Investigator or any Decision-maker.

Quad City Area Hospitals

Genesis Medical Center
2303 Eastern Avenue, Davenport, IA
1227 East Rusholme Street, Davenport, IA

Unity Point Health
4500 Utica Ridge Road, Bettendorf, IA
2701 17th Street, Rock Island, IL
500 John Deere Road, Moline, IL
1518 Mulberry Avenue, Muscatine, IA

Quad Cities Rape Sexual Assault Agency

Family Resources Rape Victim Advocacy Program (confidential, certified victim advocacy services) 563-326-9191, Iowa
309-797-1777, Illinois
<http://www.famres.org/safepath.html>

Family Resources walk in Facilities:
2800 Eastern Avenue, Davenport, IA
1521 47th Avenue, Moline, IL

Surrounding Area locations:
119 Sycamore Street, Muscatine, IA
Call 866-921-3354 for facilities in Clinton and Maquoketa, IA

Teachout Considerations

In the event a decision is made by Orion Technical College to discontinue an existing diploma, program or related pathway, new student enrollment will cease immediately in such a diploma, program, or related pathway. The diploma, program, or related pathway determined to be discontinued will be designated as a "teach-out". All marketing materials and advertising for the program will be cancelled/withdrawn. Recruitment for the teach-out will cease. The Dean or designee of the teach-out program will complete a course audit to

determine all courses required to enable all students enrolled in the diploma, program, or related pathway at the time the decision to teach-out is announced to complete the existing diploma, program, or related pathway.

The Dean or designee of the teach-out program will design a schedule of courses that will ensure that all remaining courses required for students enrolled in the diploma, program, or pathway will be offered in a sequence and on a schedule that will enable students to complete the program. This schedule will determine a defined maximum program completion time with a teach-out end date. A directed study in some cases may be necessary to enable students to graduate in the instance of a teach-out. Faculty and staff required to ensure the orderly teach-out of enrolled students will remain in place until the teach-out end date, so long as their services are required by students to complete their teach-out, assuming normal progression to graduation prior to or on the teach-out end date. All students in the teach-out program will be eligible to receive placement services offered by Orion Technical College. Under such circumstances, students would be required to meet the stipulations of the "teach-out" as expressed below:

- Orion Technical College will assist students in the teach-out who would like to transfer to another program to complete their degree. Students who transfer will be due no benefit as described in this Teach-Out Policy once they have been accepted for transfer.
- Students who fall out of sequence in their program as a result of course failure may retake the failed course only if it continues to be offered at Orion Technical College and the student can still complete the retaken course prior to the teach-out end date. If the course is no longer offered, the student may, upon the approval of the Dean or designee complete the course or an equivalent course at another institution to complete the program.
- Students who fail to make satisfactory academic progress and are dismissed in a teach-out following an appeal, or failure to make an appeal will lose their right to benefit under the Teach-Out Policy.
- Students who are dismissed, take a leave of absence after the announcement of the teach-out, or withdraw will be allowed to return only if the teach-out is still offered and the courses required by the student for completion of the teach-out are still offered and the returning student will be able to complete those courses prior to the teach-out end date. The student must file an appeal in order to re-enter the program.
- Orion Technical College commits to providing a schedule to offer all courses needed by students to complete the teach-out in a sequence and on a schedule that will enable them to complete. Students will be expected to take the courses required to complete the teach-out when offered. The failure of students to take required courses when offered will not obligate Orion Technical College to offer the courses again.
- Should Orion Technical College decide to terminate the teach-out, all students enrolled at the time of termination will be entitled to a full refund of all tuition and fees paid for the program. All credits earned by students will remain on their transcripts.

Teach-out plans must be approved by designated Academic, Administrative, and Executive Councils.

CAREER SERVICES

Through training students and working with industry leaders, Orion Technical College has learned what it takes to help Orion graduates succeed. If students succeed, Orion Technical College succeeds.

Of course, no reputable college can guarantee employment. Career success ultimately depends on a student's academic performance, attendance, and self-motivation.

EMPLOYMENT IS NOT GUARANTEED BY THE COLLEGE. Placement assistance is available to students. However, nothing in this catalog shall be construed as a guarantee of employment. For more information about our graduation rates, the median loan debt of students who have completed the program, and other important information, please see Orion Technical College Catalog.

Employers may require a background check prior to job shadow, externship and/or employment. If a background check is required, it is the student's responsibility to pay the required fee (Approximately \$35). Orion Technical College will order the background check through a *reputable service* and the student will pay Orion Technical College prior to graduation. (Arrangements for fees and tuition must be made by graduation, to receive a diploma or transcript.) If the student is denied an externship site due to the results of a background check, the student will have to find their own externship site prior to externship start date and have it approved by the instructor. If an approved externship site is not secured by externship start date, the Dean of Academic Affairs or Designee will withdraw the student from the term.

School of Technology Background Checks

Some employers require a background check prior to employment. If a student has issues in their background, they may affect their ability to obtain a position with some employers. Students are encouraged to meet with the Career Services staff to see how background issues might affect employment possibilities.

On-Campus/Remote Interviews

Orion Technical College may host "On-Campus Interviews" throughout the year. Eight to ten weeks prior to graduation, the college may mail announcements to suitable companies who may wish to interview students on campus or remotely.

Professionalism Code

Orion Technical College's reputation is built on the depth of its programs and the level of our students' professionalism. Employers seek candidates who demonstrate excellent work ethic, good attendance, on-time arrival, and professional dress and grooming.

Career Development Workshops

Professionalism in the workforce begins with professionalism as a student. The following workshops may be offered and are intended to develop "soft skills," which combined with technical skills make graduates more marketable employees. These skills include, effective communication, report writing, temperament, listening, study skills, grammar, persuasive communication, letter and memo writing, time management, public speaking, resume writing, interview skills, and professionalism in the workplace.

Career Services also assist students throughout their program to help them achieve their goals. The Career Services Department periodically provides the following workshops:

- **Resume Development:** During training, students will write a resume to market themselves to employers in their career field.
- **Cover Letter Development:** In addition to resumes, students will create an effective cover letter introducing themselves to employers. The cover letter should capture the attention of the employer and encourage them to read the submitted resume and consider the student for open positions.

- Portfolios: Students are encouraged throughout their program to compile examples of their finest work. This portfolio is used on interviews to show employers individual professional and technical capabilities.
- Interviewing Skills/ Mock Interviews: To help stand out at the interview, students will learn what hiring managers expect. Additionally, students will have the opportunity to practice their interviewing skills in front of an employer (or staff member) in a mock interview setting. This process provides students valuable feedback on presenting themselves as “the best candidate possible.”

Resume Distribution

Towards the end of the program, the Career Services department may distribute resumes of potential graduates to employers seeking candidates.

Online Career Search Tools

With so many employers posting careers online, students are taught which websites are best for their specific career field. Additionally, students are shown how to protect personal identity, and how to apply for careers online.

Career Postings

Career Services notifies students of career opportunities by having job postings available for student review. After graduation, these opportunities will be e-mailed directly to graduates so long as they have provided a valid e-mail address and wish to receive the notices.

Alumni Services

Orion Technical College strives to maintain connections with our talented alumni and continue the tradition of celebrating their success. When you join the Orion Education Group Alumni network, you can:

- Reconnect and network with fellow Alumni
- Learn more about your industry
- Participate in annual advisory board meeting
- Share your success with the next generation

Part-time Job Assistance

Orion Technical College may assist students with job leads for part-time employment while in college. Listings of current part-time employment opportunities are posted around the college or may be obtained from the Career Services Office.

STUDENT SERVICES

Academic Advancement: MAP Program

A student who believes they are not comprehending the material should connect with their instructor for additional one-on-one support. If after connecting and working with the instructor for one-on-one support, the student still believes they are facing challenges, they should connect with their instructor further to connect with the Dean of Academic Affairs or Designee for an additional academic assessment and advising. During the academic assessment and advising, the student may be referred to the Academic Advancement Team or designee to determine qualification for academic support services, which include, but are not limited to Mentoring Application and Preparation (MAP) and ongoing advisement scheduling with academic leaders of the program.

Student progress will be reviewed regularly by Academic Affairs leaders, which include, but are not limited to the Dean of Academic Affairs, Associate Dean of Academic Affairs, Program Chairs, or designees.

Students interested in becoming a MAP Tutor, must have a GPA of 3.5 or higher in the course they wish to mentor, and obtain the recommendation of the student's instructor from that course. Additionally, mentor candidates should possess a good attendance record, leadership qualities and a desire to help others.

Student Services Advising

If a student is having problems that may be impeding their progress and needs someone to talk to, the Academic Affairs Office, which is available to assist as an advocate, helping discover resources and connecting students with referrals. Students are encouraged to make full use of the services available for any of the following areas: housing assistance, childcare, transportation, part-time job assistance, life skills, budget, and personal financial planning skills.

Housing Assistance

Orion Technical College does not offer on-campus housing. However, Admissions and Academic Affairs has resources available. Information on housing services is available in the Resource Center or through the Admissions or Academic Affairs offices. Individual leasing terms are established between the apartment complex and the tenant. Students should inform managers and landlords that they are students, as various places offer student discounts.

Childcare

Orion Technical College does not offer childcare on campus, yet there are various providers available in the community. Information on childcare services are available through Admissions or the Academic Affairs Offices.

Orion Technical College does not recommend nor endorse any provider over another.

Class Breaks

Students receive a ten-minute break at the end of each class hour.

Field Trips

Occasionally, a class trip to a business or industry is scheduled for certain classes to supplement the structured curriculum in the course. Students are expected to participate in the field trip and dress for the trip in a manner approved by the instructor. Students who choose not to participate in a trip of this nature are required to attend the regularly scheduled class(es) and will be assigned work to be completed and returned to the instructor to be considered in attendance for the class day.

Transportation

Transportation to and from college is the student's responsibility. However, it is possible to connect students with ridesharing or the Quad City public transit system.

The following are links to the Bi-State Transit Systems:

Illinois <http://www.gogreenmetro.com/>

Iowa (Davenport) http://www.davenportiowa.com/services/citibus_transit

Iowa (Bettendorf)

https://www.bettendorf.org/departments/engineering_public_works/public_works_operations/transit/index.php

STUDENT FINANCIAL SERVICES

All students will have a personal consultation with the Financial Aid Department to begin the financial aid process. Orion Technical College strives to provide outstanding customer service by assisting students (and parents, if appropriate) with the required paperwork.

Orion Technical College is committed to assisting students in developing financial plans for their education. A variety of methods for meeting college expenses are available. To help select which methods best suit individual needs students are encouraged to fill out the Free Application for Federal Student Aid (or FAFSA) <https://www.usa.gov/fafsa> . This form is used by the Department of Education to determine eligibility for Federal Student Assistance to determine what responsibility the student and/or the student's family may have. The Financial Aid Department can discuss payment options further as applicable.

Approximately one to two weeks after the FAFSA is received by the school, the student's financial aid package including what aid is available and what is still needed will be discussed. To the extent possible, a student's financial contribution toward education may be expected.

Failure to submit the required paperwork within the required timeframe as suggested above may result in a request for full payment of tuition and fees.

Orion Technical College does not guarantee that a student will be able to obtain financial aid. The college does not guarantee eligibility for or the terms of financial aid. Students understand that the college will only attempt to assist students in their effort to obtain financial aid, and the college is not responsible for student's failure to obtain financial aid or for any deficiency or lack of qualification by students to obtain financial aid.

If financial aid is received and a student withdraws from college, the college will calculate the amount of financial aid assistance not earned and those funds will be returned to the proper agency or to the student.

Financial Assistance Programs

To help students pay for their education after high school, the federal government offers three major financial aid programs. Orion Technical College is eligible to participate in the following programs for those who qualify:

- Pell Grant Program
- FSEOG
- Federal Direct Student Loan Program which consists of the following:
 - Federal Direct Subsidized Loans
 - Federal Direct Unsubsidized Stafford Loans
 - Federal Direct PLUS Loans for Parents
 - Veterans Educational Benefits

Students are eligible for aid at Orion Technical College as follows:

- Enrolled in one of Orion Technical College's eligible programs such as a degree granting or diploma;
- Have a high school diploma or a General Education Development (GED) certificate,
- U.S. citizens or eligible non-citizens (i.e., permanent residents);
- Make satisfactory academic progress toward completing studies;
- Not reflect a federal Pell Grant overpayment or be in default on a federal student loan; and,
- Have a valid Social Security Number.

Financial Program Descriptions

Pell Grants: Pell Grants provide money to help undergraduates (who have not earned a bachelor's degree) pay for their education after high school. The Pell Grant Program is the largest of the federal Student Aid Programs. Unlike loans, grants do not have to be paid back. For many students, these grants provide a "foundation" of financial aid, to which aid from other federal and nonfederal sources may be added. The

government requires any student applying for any type of financial aid program to complete a FAFSA. These forms are available at Orion Technical College or may be completed online at: <https://www.usa.gov/afsa>

Federal Direct Loan Programs: Under the Federal Direct Loan program through the Department of Education, students can apply for a loan to help pay the cost of their education. These loans must be repaid.

Federal Direct Subsidized Loan Program: For undergraduate students, no interest is charged on subsidized loans while the student is in school at least half time and during their grace period. This is a need-based loan. During this time, the interest is paid (subsidized) by the government.

The amount of money a student may borrow will depend on the results of the FAFSA. Students begin repaying the loan 6 months after they graduate or discontinue their studies. The minimum monthly payment will be based on the amount of federal student loans borrowed. Repayment of these loans is usually completed in 10 years or less. When a student leaves college, the Department of Education, through a federal loan servicer, contacts the student to establish a repayment schedule.

Students must notify the Student Financial Services Office and the Department of Education of any change in their personal information. More information is available from the Student Financial Services Office.

Federal Direct Unsubsidized Loan Program: For undergraduate students, interest accumulates on unsubsidized loans while students are in school at least half time and during their 6-month grace period. Options are available for students to pay interest while in school. Federal Direct Unsubsidized Loans must be repaid. These loans enter repayment 6 months after leaving college.

The amount of money a student may borrow will depend on the results of the FAFSA. Students begin repaying the loan 6 months after they graduate or discontinue their studies. The minimum monthly payment will be based on the amount of federal student loans borrowed. Repayment of these loans is usually completed in 10 years or less. When a student leaves college, the Department of Education, through a federal loan servicer, contacts the student to establish a repayment schedule.

Students must notify the Student Financial Services Office and the Department of Education of any change in their personal information. More information is available from the Student Financial Services Office.

Federal Direct PLUS Loans (PLUS) Program: Parents of dependent students (dependent by federal definition) may borrow under a federal student aid program called Federal Direct PLUS Loan Program for undergraduate students. Parent borrowers begin repayment within 30 days after the loan is issued. However, parent borrowers can request a 6-month grace period while the student is still in school during the application process. More information is available from the Financial Services Office.

Veterans' Educational Benefits: If you are a veteran and will be using a benefit from the Veterans' Administration, you need to notify the Student Finance Department. In general, your VA application (22-1999) should be submitted by you electronically. You may submit your application before classes begin. Once you begin your classes that first week, your enrollment will be transmitted by the certifying official. The college will need a copy of your DD214 along with your Certificate of Eligibility (COE) to certify you and initiate payment from the VA.

Student Responsibilities

Students receiving financial aid in the form of grants will be responsible for repaying any monies given to them that become unearned due to dismissal or withdrawal.

Students receiving financial aid in the form of Federal Direct Student Loans are responsible to start paying back the loans six months after dismissal, withdraw, or graduation.

Verification of Financial Aid Information (When Applicable)

The Dept of Education may choose from time to time a verification process and request to prove that what you have reported on their application is correct. Orion Technical College requires Financial Aid applicants to submit those required documentation to verify their information before Federal Aid can be disbursed. As part of this process, students, and their parents (if applicable) must submit a copy of their prior year's Federal Income Tax Transcript. Other documentation may be required as part of the verification process including identification, citizenship, etc. Such documents must be submitted within 2 to 3 weeks of notification. Failure to provide the required documentation may result in the loss or non-receipt of aid awarded up to and including dismissal.

Financial Aid Standards for Satisfactory Academic Progress Overview

Federal regulations (34 CFR 668.34) require all students receiving Federal Title IV Financial Aid funds maintain Satisfactory Academic Progress (SAP) while in the pursuit of their diploma or degree. There are qualitative and quantitative standards in measuring progress, all of which are outlined below. These standards consider cumulative grade point average, scheduled, attempted, completed clock hours, and "pace of completion" in determining whether a student maintains aid eligibility. A student's entire academic history is considered whether the student received federal aid. The standards in this document are separate and distinct from the Academic Progress policy outlined in the School Catalog. These standards are used to measure SAP for federal financial aid.

Financial Aid Warning

Financial Aid Warning may be assigned at the end of each evaluation point if a student fails to meet pace of completion or minimum CGPA. Students failing to meet minimum requirements for attendance and/or academic progress will be placed on Financial Aid Warning and considered to be making satisfactory academic progress during the warning period which is until the next evaluation point.

The following provides additional information regarding Financial Aid Warnings:

- The student is notified they are being placed on Financial Aid Warning.
- During the Financial Aid Warning period, the student may continue to receive federal aid funds until the next evaluation point at which time attendance and/or academic progress will be evaluated again.

Financial Aid Suspension

Financial Aid Suspension is assigned when a student fails to make SAP at the end of the Financial Aid Warning period. A student on Financial Aid Suspension is no longer eligible to receive federal aid funds. The student is notified before their next scheduled course(s) start that unless an appeal is submitted and granted, they will not be eligible for federal aid funds.

Please see additional information below:

Financial Aid Suspension may be appealed to the Office of Financial Aid (See Appeal Process below). A student may be removed from Financial Aid Suspension after successfully appealing, at which point, the student will be placed on Financial Aid Probation and have eligibility reinstated for one additional payment period.

Financial Aid Probation

Financial Aid Probation is assigned to a student who successfully appeals Financial Aid Suspension and has eligibility for aid reinstated for one additional payment period (Appeal Process follows below). To regain eligibility after that, the student must meet SAP or the requirements of the approved Academic Plan.

Appeal Process

The loss of financial aid eligibility due to Financial Aid Suspension may be appealed if extenuating circumstances interfered with the student's ability to meet satisfactory academic progress. An appeal is a process by which a student, who did not meet satisfactory academic progress after a financial aid warning, petitions the college for reconsideration of eligibility for federal funds. To appeal the loss of financial aid, a student must submit a SAP Appeal Form explaining the extenuating circumstances along with supporting documentation which affected the student's academic progress. This form may be obtained from the Financial Aid Office. Extenuating circumstances include:

- Prolonged illness, medical condition, or injury to student or immediate family member
- Death of an immediate family member
- Significant trauma in the student's life which has impaired the student's emotional and/or physical health
- Unforeseen and/or extenuating circumstances beyond the student's control. The letter must include the following information:
 - The circumstances and how the circumstances affected academic performance.
 - Include dates and time periods involved.
 - Explain how the situation has changed and the steps planned to resolve the circumstances and improve academic performance.
- Documentation may include:
 - Physicians' letters and hospital records (must include dates of illness and recovery time).
 - Death certificate or obituary.
 - Court or police documents.
 - Letters from third party professionals on their letterhead.

Appeal Decisions

The following provides additional information concerning appeal decisions:

- All appeal decisions are final and only affect the student's eligibility for federal financial aid.
- The Campus Center Director or Designee will advise the student of the decision.
- Appeals are only approved for one evaluation period.
- Academic Plans are reviewed after each evaluation period.
- If a student is progressing according to the academic plan, a new appeal is not required.
- If an appeal is granted, financial aid will be awarded on a probationary basis during the evaluation period.

Students requesting consideration for reinstatement of their eligibility for financial aid through an appeal will be notified of the decision in time to attend classes in the subsequent terms. Terms and conditions of the appeal approval will be included in the decision notice.

Withdrawal of Training / Institutional Tuition Refund Policy

A student who withdraws or is withdrawn from Orion Technical College, will have the following institutional tuition refund policy applied:

- A student who withdraws from school within the first 2 calendar weeks of the term shall have all tuition charges for that term reversed.

For **credit hour programs**, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of calendar days in the term to the total calendar days of the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student.

For **clock hour programs**, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of scheduled clock hours in the term to the total

scheduled clock hours for the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student.

Refunds shall be provided within 45 days following the date that Orion Technical College determines that the student withdrew if it is determined a refund is due. If a student withdraws from a term, they shall not be charged any fee or other monetary penalty for the term other than the tuition balance remaining after the adjustment calculation is performed as specified in this section.

Additional Institutional Refund Policy Criteria

The following provides information regarding the Additional Institutional Refund Policy criteria:

- A full refund of all monies will be made in the event of cancellation of the course by the college.
- Visitation and Facility Tour/In-person or virtual for online: Students who have not visited (in-person or virtual) the college facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of equipment.
- Cancellation: Students canceling their enrollment before starting classes will be refunded all monies paid to the college.

For payment plans, Orion Technical College, Ltd complies with all policies in Regulation Z by providing all necessary truth-in-lending information and documents.

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the course, the college shall make a settlement which is reasonable and fair to both parties. If, at any time, a student terminates an educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

After Starting Classes: A student may withdraw from school within the first 2 calendar weeks of the term without penalty (Withdrawal Period). A student may add or drop classes within the first 5 class days of the term (Add/Drop Period). The determination of attendance will be made prior to the disbursement of financial aid funds. Orion Technical College reserves the right to cancel a student's enrollment for nonattendance within the first 5 class days of the term. Students can appeal their cancellation in writing to the Campus Center Director or Designee within 5 days of the cancellation. The Add/Drop and/or Withdrawal period may be adjusted when a holiday, inclement weather, or other unforeseen events occur with approval of the Dean of Academic Affairs or designee.

Students who withdraw with tuition or other fees due to the college are asked to arrange payment at the time of withdrawal. The college will attempt to collect any unpaid tuition balance. Accounts with an outstanding balance with no payment activity for a period of six (6) months after the student's last day of attendance or last involvement in an academic activity at Orion Technical College may be submitted to a commercial collection agency.

Title IV Refund Policy for Credit Hour Programs

All students receiving Title IV funds are subject to regulations set forth in 34 CFR 668.22, Return of Title IV funds. The provisions of 34 CFR 668.22 will be made available upon request. All tuition refunds will be made within 45 days from the date of determination of the student's withdrawal from college. In the case of a Leave of Absence, if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.

The law specifies how Orion Technical College determines the amount of Title IV program assistance that a student earns if they withdraw from college. When a student withdraws during their period of enrollment, the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula, on a pro rata basis. For example, if a student completed 25% of their period of enrollment, they would earn 25% of the assistance originally scheduled.

Once more than 60% of the period of enrollment is completed, all the assistance that a student was scheduled to receive is earned for that period. It is possible that a student may have a balance remaining with the college after Title IV funds have been returned to the U.S. Department of Education in accordance with federal law. Students should note that they are responsible for any remaining tuition balance left with the college after the return of Title IV Funds. Students may find additional information relating to the return of Title IV Funds by contacting the Federal Student Aid Information Center at 1-800-433-3243. TTY users may call 1-800-730-8913. Additional information is also available on the web at www.studentaid.gov

Title IV Refund Policy for Clock Hour Programs

When Orion Technical College has determined that a student has withdrawn, they will use the last day of attendance (LDA) based on actual student attendance records to perform the refund calculation. This last date of academic attendance is commonly referred to as the Last Day of Attendance (LDA); this date is used to determine the amount of Federal Student Aid to which a student may be entitled. In the case of a Leave of Absence, if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.

As a clock hour program, attendance records are a highly reliable portion of the student's overall record at Orion Technical College. The actual last day of attendance is used for all students who cease attendance, whether they officially or unofficially withdraw or are dismissed by the school. The Student Financial Service Office will perform a Return of Title IV (R2T4) calculation using U.S. Department of Education software, taking information from the student's record to determine the percentage of Federal Student Aid to which the student is entitled. This calculation is separate from the institutional refund calculation and could result in a balance owed to Orion Technical College. An R2T4 calculation is performed for all students eligible for Federal Student Aid, who have officially withdrawn during any term, have dropped within the refund period, have unofficially withdrawn (stopped attending), or have been dismissed by Orion Technical College.

Students must be aware if they withdraw from their program the school must calculate the required R2T4 Federal refund policy and the student may owe the school for charges that may have been previously covered by Federal Financial Aid.

Per Federal regulations all Title IV refunds must be returned to the originator within forty-five (45) of the Date of Determination of the student's withdrawal. If a student withdraws from school at or before the 60% point the student may have a balance due to the school.

Allocations of any Title IV refunds, in accordance with Federal regulations, shall be made in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Plus loan, and Federal Pell Grant.

If a student's last date of attendance comes after Sixty percent (60%) of a payment period is complete, one hundred percent (100%) of Title IV aid is considered earned.

Veterans Benefits and Transition Act of 2018 Compliance

Effective 7/12/19

In compliance with the above Act, Orion Technical College will not impose any penalty on a student receiving educational benefits from the U.S. Department of Veterans Affairs including:

- The assessment of late fees.
- The denial of access to classes.
- Libraries or other institutional facilities and/or
- The requirements that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet their financial obligations to Orion Technical College due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

This policy is limited to tuition funds paid by the U.S. Department of Veterans Affairs.

Return of Tuition Assistance: Military Tuition Assistance (TA)

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Orion Technical College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military service branch.

Instances when a service member stops attending due to a military service obligation, the educational institution will work with the affected service member to identify solutions that will not result in student debt for the returned portion.

Information Concerning Students Who Are Called to Military Service

It is possible that some students in the National Guard and Reserves may be called to active duty. This policy applies to:

1. Students who are called to active state or federal duty or,
2. A student who is the spouse of a member of the National Guard or US Armed Forces Reserve if the student and his/her spouse have a dependent child.

Orion Technical College recognizes and appreciates the important contributions made in service of our country by these men and women. In support of these students, Orion Technical College has developed the following options in accordance with Iowa Code 261.9(1)(g):

1. Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded.
2. If arrangements are made with the student's instructor and Campus President or Designee for grade or incompletes (to be made up later) his/her status would remain "active" and tuition and mandatory fees would be assessed in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

The option a student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing College and Federal policies for each of the above situations. Inquiries should be directed to the financial aid office. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

In addition to the above-mentioned policy, there are implications related to any financial aid a student may have through the various federal programs. The rules on these are not necessarily within the control of this institution. Consultation with the financial aid office is advised as soon as convenient.

Schedule for the Return of Unearned Tuition Assistance (TA) Funds

Orion Technical College has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

For programs with 10-week terms, Medical Assisting Technology, Medical Billing and Coding, the following schedule is followed:

Day	Refund %	Status	Percent Portion
1-8	100%	Return	
9	78%	Return	
10	75%	Return	
11	73%	Return	
12	70%	Return	
13	68%	Return	
14	65%	Return	
15	63%	Return	
16	60%	Return	
17	58%	Return	
18	55%	Return	
19	53%	Return	
20	50%	Return	
21	48%	Return	
22	45%	Return	
23	43%	Return	
24	40%	Return	60% Complete
25	38%	Return	
26	35%	Return	
27	33%	Return	
28	30%	Return	
29	28%	Return	
30	25%	Return	
31	23%	Return	
32	20%	Return	
33	18%	Return	
34	15%	Return	
35	13%	Return	
36	10%	Return	
37	8%	Return	
38	5%	Return	
39	3%	Return	

40	0%	Return	
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For a program with 15-week terms (Associate and Bachelor of Mechatronics Electronics Technology and Associate of Healthcare Office Administration and Technology degree) the following schedule is followed:

Day	Refund %	Status	Percent Portion
1 - 8	100%	Return	
9	85%	Return	
10	83%	Return	
11	82%	Return	
12	80%	Return	
13	78%	Return	
14	77%	Return	
15	75%	Return	
16	73%	Return	
17	72%	Return	
18	70%	Return	
19	68%	Return	
20	67%	Return	
21	65%	Return	
22	63%	Return	
23	62%	Return	
24	60%	Return	
25	58%	Return	
26	57%	Return	
27	55%	Return	
28	53%	Return	
29	52%	Return	
30	50%	Return	
31	48%	Return	
32	47%	Return	
33	45%	Return	
34	43%	Return	
35	42%	Return	
36	40%	Return	60% Complete
37	38%	Return	
38	37%	Return	
39	35%	Return	
40	33%	Return	
41	32%	Return	
42	30%	Return	
43	28%	Return	

44	27%	Return	
45	25%	Return	
46	23%	Return	
47	22%	Return	
48	20%	Return	
49	18%	Return	
50	17%	Return	
51	15%	Return	
52	13%	Return	
53	12%	Return	
54	10%	Return	
55	8%	Return	
56	7%	Return	
57	5%	Return	
58	3%	Return	
59	2%	Return	
60	0%	Return	

Code of Conduct for Educational Loans Summary

Iowa Code Section 261F.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration, and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees, and agents, including the alumni association, booster club, and other organizations associated with Orion Technical College, agree to the provisions of this Code of Conduct, and will refrain from:

- Refusing to certify or delaying the certification of an education loan based on a borrower’s choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student’s financial aid award or another means.
- Packaging a private education loan in a student’s financial aid award, except when the student is ineligible for other financial aid, has exhausted their federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor related to the educational loans provided by the entity making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender’s loan products.



Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volumes of private education loans.

This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the Student Financial Services department will consider each student's individual needs.

A comprehensive Code of Conduct detailing permissible and impermissible activities has been provided to all our officers, employees, and agents and may be viewed on the college website at: <https://orion.edu/financial-aid/>

TUITION AND FEES

Tuition and Fees, by Program

Clock Hour Programs	Massage Therapy	Medical Massage Therapy	Integrated Business Processes in SAP S/4 HANA	Integrated Business Processes in SAP S/4 HANA
Credential Awarded	Diploma	Diploma	Certificate of Completion	Certificate of Completion
Clock Hours	720	900	280	280
Length of Terms	10 week terms	10 week terms	9 week term	18 week term
Number of Terms	Four	Five	One	One
Term 1	\$2,772.00	\$2,772.00	\$8,500.00	\$8,500.00
Term 2	\$2,772.00	\$2,772.00		
Term 3	\$2,772.00	\$2,772.00		
Term 4	\$2,772.00	\$2,772.00		
Term 5		\$2,772.00		
Total Tuition	\$11,088.00	\$13,850.00	\$8,500.00	\$8,500.00
Technology Fee, per academic year	\$900.00	\$900.00	\$225.00	\$225.00
Total Tuition and Fees	\$11,988.00	\$14,750.00	\$8,725.00	\$8,725.00

School of Allied Health and Wellness *

Credit Hour Programs	Health Information Management	Medical Assisting Technology	Medical Billing and Coding
Semester Credit Hours	31	32	34
Credential Awarded	Associate of Science	Diploma	Diploma
Length of Terms	10 week terms	10 week terms	10 week terms
Number of Terms	Two	Four	Four
Term 1	\$7,200.00	\$4,192.00	\$3,640.00
Term 2	\$6,750.00	\$4,192.00	\$3,640.00
Term 3		\$4,192.00	\$4,550.00
Term 4		\$4,192.00	\$3,640.00
Term 5			
Total Tuition	\$13,950.00	\$16,768.00	15,470.00
Technology Fee, per academic year	\$900.00	\$900.00	\$900.00
Total Tuition and Fees	\$14,850.00	\$17,668.00	\$16,370.00

*Credit hours may vary by term.

Credit Hour Programs	Electronics Engineering Technology	Mechatronics Engineering Technology	Artificial Intelligence Business Analytics Computer Science
Credential Awarded	Associate of Science	Bachelor of Science	Master of Science
Semester Credit Hours	75	120	30
Length of Terms	15 week terms	15 week terms	15 week terms
Number of Terms	Five	Eight	Four
Term 1	\$7,350.00	\$7,350.00	\$5,850.00
Term 2	\$7,350.00	\$7,350.00	\$5,850.00

Term 3	\$7,350.00	\$7,350.00	\$3,900.00
Term 4	\$7,840.00	\$7,840.00	\$3,900.00
Term 5	\$6,860.00	\$6,860.00	
Term 6		\$8,330.00	
Term 7		\$7,350.00	
Term 8		\$6,370.00	
Total Tuition	\$36,750.00	\$58,800.00	\$19,500
Technology Fee, per academic year			
Year One	\$900.00	\$900.00	\$900.00
Year Two	900.00	\$900.00	\$900.00
Year Three		\$900.00	
Total Tuition and Fees	\$38,550.00	\$61,500.00	\$21,300.00

*Credit hours may vary by term.

Payment of Tuition

If a student has a balance with Orion Technical College, after meeting with Student Financial Services, the student will need to schedule tuition payments with the Financial Services Office at 3940 Elmore Ave., Davenport, Iowa 52807, phone (563) 674-6633. Once these tuition payments have been arranged, the student is expected to make payments on time. If the student does not comply with tuition payment arrangements and requirements, the student may be terminated.

Terms for Tuition Payment

The balance of the students' tuition will be due in full on the 1st day of each term unless other specific arrangements are made with the Financial Office at Orion Technical College. In the event a student withdraws from college, the student will be advised of the charges that have been incurred with Orion Technical College.

COURSE DESCRIPTIONS

School of Allied Health

Definitions of Identification Letters in the School of Allied Health

AH	indicates a course in Allied Health
BM	indicates a course in Behavioral Management
ENG	indicates a course in English
HUM	indicates a course in Humanities
MAT	indicates a course in Mathematics
MC	indicates a course in Medical Billing and Coding
MT	indicates a course in Medical Assisting Technology
MTP	indicates a course in Massage Therapy
SS	Indicates a course in Social Science

Explanation of Course Listings

The listing of each program includes the program title, educational objectives, scope and recommended course sequence, course description, and the name, nature, and level of occupation for which the training is provided the course number and name, the number of credits for the course, the number of hours of lecture, and laboratory time where applicable. There will be outside classwork required, as indicated. Outside Classwork Hours listed are the average hours students take to complete assignments and study. Some students may take more or less time than what is listed.

Prerequisites

Immediately following the description of a course, the prerequisite, if any, will be noted. Prerequisites must be completed to complete a course if a prerequisite exists.

Massage Therapy

MTP100 Anatomy & Physiology I

80 clock hours

This course consists of the different levels of structural organization. Students will learn anatomical names and positions, medical terminology, and directional terms. The chemical levels of organization, human body cells, and tissue types will be discussed, as well as the structure and function of the skeletal system, including bone tissue, axial skeleton, and appendicular skeleton. Students will be introduced to an overview of bony landmarks and basic muscle groups.

MTP105 Massage Theory & Practice I

80 clock hours

In this class students will learn the fundamentals of Massage Therapy including the history of massage, massage terminology, physiological effects, therapeutic applications, indications, and contraindications of massage. This class will also address issues of hygiene and proper body mechanics for the therapist as required by the State Medical Board. Students will practice various massage techniques as part of the instruction and will learn how to perform a basic full body massage via a combination of lectures and hands-on experiences.

MTP106 Pathology

20 clock hours

Students will learn about various diseases of the body, including causes, signs, and symptoms. As a hands-on profession, students must know risk factors associated with certain diseases, including whether certain medical conditions indicate the need for massage treatment.

MTP107 Ethics I

20 clock hours

This class will cover ethics and how it pertains to the massage therapy profession. Various issues pertaining to ethics will be covered including student/client boundaries, Code of Ethics, and the professional therapeutic

relationship. Students learn how to resolve ethical dilemmas and will learn the importance of confidentiality. Additional hours will be spent covering various ethical situations from their class and clinical experience.

MTP108 Business and Law I*20 clock hours*

This class teaches business laws in the scope of massage therapy and practical business procedures, marketing strategies, business management and finance, goal setting, and building a successful practice in the massage therapy profession. Other topics include proper documentation and recording keeping for the massage business.

MTP110 Clinic I*48 clock hours*

The best way to learn how to practice massage therapy in the professional world is to do it. Students are required to gain experience working on the public. The Clinic takes place at the school during class time. Students are evaluated on reviewing client in-take forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing 24 of the total 48 required messages.

MTP111 Anatomy & Physiology II*80 clock hours*

This course consists of the structure and function of specific body systems including the Cardiovascular, Endocrine and Muscular systems with an overview of medical terminology, cells, and tissues specific to that system. Students will learn the structural and functional classifications of joint articulations as well as begin to focus on specific muscle groups including but not limited to muscle origins, insertions, actions, bony landmarks, nerve innervations, and kinesiology.

MTP112 Massage Theory & Practice II*80 clock hours*

During this course new techniques and different modalities are introduced. The student begins to learn how to assess and effectively relieve symptoms of common pain due to postural stress and injury through full body Swedish Massage. This course is a preparation course for clinics where clinical applications of massage are reviewed in the Special Regions section of the course. Students are taught how to review a client's medical profile and techniques to manage different client situations. Students will also learn how to set up and tear down for clinic, sanitize and disinfect during clinics, work with clients through proper and effective communication throughout the treatment, and rebook a client during Mock Clinics. Students will continue to learn more indications of massage including absolute and local contraindications. Students are taught to recognize contraindications to massage and when it is appropriate to refer the client to a physician or health care practitioner.

MTP113 Ethics II*10 clock hours*

This class will include additional ethics concepts, terminology, ethical situations, and professional/ethical client communication practices for professional massage therapists. This class will also review and prepare students for taking the MBLEx test.

MTP114 Business and Law II*10 clock hours*

This class reviews ethical business practices, proper documentation, and record keeping for a massage business. State business laws will be reviewed in preparation for state licensure.

MTP120 Clinic II*48 clock hours*

The best way to learn how to practice massage therapy in the professional world is to do it. Students are required to gain experience working on the public. The Clinic takes place at the school during class time. Students are evaluated on reviewing client in-take forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing 24 of the total 48 required massages.

MTP121 Anatomy & Physiology III*80 clock hours*

This course consists of an in-depth study of the structure and function of the nervous system as well as the special senses of the body. Students will also focus on specific muscle groups including but not limited to muscle origins, insertions, actions, bony landmarks, nerve innervations, and kinesiology.

MTP122 Massage Theory & Practice III*32 clock hours*

Students will begin performing massages in the student clinic and will refine communication skills necessary for working with a diverse clientele. Students will also be instructed on reviewing client intake forms, relating to clients, professional and ethical behavior, attitude, professional appearance, and skills in performing the 24 massages. Students will be taught the consultation process and documentation of massage, including SOAP notes, updating records, and confidentiality. Proper posture and body mechanics will be reviewed during this course.

MTP131 Anatomy & Physiology IV*80 clock hours*

This class will analyze systems of the body including the lymphatic, respiratory, digestive, urinary, and reproductive systems. Students will continue to review muscle origins, insertions, function, nerve innervations, and muscle kinesiology. Students undergo a comprehensive review of all systems of the body in preparation for the licensing examination. ~Prerequisites – MTP100, MTP111, MTP121

MTP132 Massage Theory & Practice IV*32 clock hours*

Students will continue to refine their skills through an additional 26 clinic massages, while being introduced to different modalities, advanced techniques, and concepts such as Neuromuscular Therapy, Myofascial Release, and Trigger Point Therapy, Lymph Massage, Postural Analysis and Stretching are also introduced. Massage for Special Populations, Eastern Philosophy including Energy and Chakra work, Alternative and CAM therapies will also be discussed. As required by the State Medical Board, Hydrotherapy including Thermotherapy (Heat applications) and Cryotherapy (Cold applications), Spa Modalities and Concepts are also covered. A review of Muscles and Kinesiology including muscle origin, insertion, function, and innervations will help prepare the student for the MBLEx test.

MTP210 Manual Lymphatic Drainage*30 clock hours*

In this class you will learn about the Lymphatic System and its relationship to detoxification and chronic health conditions. You will learn Full Body Manual Lymph Drainage techniques, and discussion regarding the roots of developing chronic conditions in the lymphatic system. Lymph Massage protocols for detoxification and minor pathologies will be addressed along with distinguishing primary from secondary lymphedema.

MTP211 Reflexology*76 clock hours*

Students will review anatomy and physiology of the body systems in relation to reflexology, focusing on the hands-on palpation of landmarks with sensory identification of areas and map reflexes as anatomically reflected on the feet. Coursework will include the history and theory of reflexology, reflexology zones, and meridians. Students will also learn how the reflexes are affected by stimulation to the feet through hands-on experience. Classroom study includes hands-on techniques, relaxation techniques, marketing, and documentation. This class includes 10 hours of on-site supervised clinic which is performed at the school during class time. It must be noted the American Reflexology Certification Board (ARCB) requires 110 hours of instruction to be eligible for their national certification exam. As this class is 76 hours (about 3 days), the remaining 34 hours are integrated within this Advanced Massage Therapy program, which is permitted by ARCB.

MTP214 Myofascial Release Upper Body*14 clock hours*

In this class, students will learn how to perform a postural assessment to analyze how one holds their body against gravity. Students will learn this by observing the way a client sits, walks, and stands and will be shown how to use a plumb line. Computerized analysis of postural analysis will also be discussed. In learning how to perform postural analysis, students will be able to determine which area of a person's body is under more strain than other areas, and which muscles are causing this strain. Students will also learn specific myofascial release techniques for the upper body which will help ease this strain.

MTP215 Myofascial Release Lower Body*14 clock hours*

In this class, students will continue to perform postural assessments and will learn specific myofascial release techniques for the lower body which will help ease the postural imbalances in the body and relieve any pain involved.

MTP 216 Sports Massage*12 clock hours*

Students will be able to identify muscles involved in various sports activities and the best techniques to apply. Students will gain an understanding of the differences between pre-event and post-event sports massage. Specific sports injuries will be discussed along with which techniques should be applied. Students will learn techniques intended to facilitate a faster healing process and reduce swelling. Students will learn to relax the muscle tone, improve an athlete's recovery circulation, and restore an athlete's flexibility. Kinesio taping techniques will be included which will allow for quicker recovery and return to sports training without the usual stiffness and soreness.

MTP222 Medical Massage and Advanced Techniques I*17 clock hours*

This course consists of a wide variety of medical massage techniques and topics which are based on current trends in the industry. Topics may include, but are not limited to, Massage for People Living with Cancer, Pregnancy Massage, Eastern Philosophy/Meridian Therapy, Baby's First Massage, Cupping therapy, Kinesio taping, and Active Isolated Stretching.

MTP234 Medical Massage and Advanced Techniques II*17 clock hours*

This course consists of a wide variety of medical massage techniques and topics which are based on current trends in the industry. Topics may include, but are not limited to, Massage for People Living with Cancer, Pregnancy Massage, Eastern Philosophy/Meridian Therapy, Baby's First Massage, Cupping therapy, Kinesio taping, and Active Isolated Stretching.

Medical Assisting Technology (online courses)

AH101 Pharmacology*Two (2) semester credits*

Introduces pharmacologic terminology, symbols, abbreviations, spelling, pronunciation of medications, drug names and references, and drug classifications. Includes the commonly used medications found in the medical office as well as the usage, action, dosage, adverse reactions, contradictions, and route of administration.

AH111 Anatomy and Physiology I*Two (2) semester credits*

This course together with AH151 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the organization of the human body, the chemistry of human life, various bodily tissues, the integumentary system, the musculoskeletal system, the nervous system (including sensory organs) and the endocrine system.

AH121 Medical Law and Ethics*Two (2) semester credits*

This class will provide a comprehensive look at legal and ethical issues faced by the healthcare professional on a day-to-day, real-life basis. By providing critical thinking exercises, real-life scenarios, discussion, references for further investigation, and up-to-date terminology, this class will allow the healthcare professional to better handle the legal and ethical decisions that arise while managing their professions.

AH131 Medical Terminology I*Two (2) semester credits*

Using a clear and concise word-building approach will guide the student step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow the student to break down medical words for understanding instead of using memorization.

AH141 Medical Business and Computer Practices*Two (2) semester credits*

This course introduces the electronic health records as well as administration of the medical office; reception (answering the telephone, scheduling appointments and referrals), patient records and insurance, HIPAA (Health Insurance Portability and Accountability) compliance in the medical office, and basic keyboarding.

AH151 Anatomy and Physiology II*Two (2) semester credits*

This course together with AH111 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the cardiovascular, lymphatic/immune, respiratory, urinary, digestive, human microbiome, and reproductive systems, as well as pregnancy and human development.

AH161 Medical Terminology II*Two (2) semester credits*

Using a clear and concise word-building approach will guide you, the student, step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow you to break down medical words for understanding instead of using memorization.

AH171 Human Diseases*Two (2) semester credits*

This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on indicative symptomatology, patient assessment, and case management - including diagnostics, treatments, prognosis, the client teaching required and implementing those teachings in a way that validates the patient's understanding of their illness and treatment plan. Course content includes major conditions organized by body system and works in conjunction with AH151 to deepen students' understanding of how healthy anatomy and physiology can be disrupted by a variety of diseases and disorders. ICD-10-CM coding systems are briefly discussed, and codes are listed in the textbook for each disease, which reinforces the importance of coding for reimbursement and research.

HUM100 Professional Development*Two (2) semester credits*

Professional Development is a course designed to enhance the skills of allied health students in the areas of verbal communication, nonverbal communication, barriers to effective communication, oral communication, self-boundaries, adaptive and non-adaptive coping mechanisms, subjective and objective information, resume building, interview skills, and diversity (cultural, social, and ethnic). This course will also introduce students to key elements of leadership and personal management. The information provided is designed to guide the student into making good choices in communicating and interacting with patients, coworkers, and providers.

MT104 Clinical Procedures*Six and one-half (6.5) semester credits*

This course introduces the student medical assistant to both theory and practical applications of the Medical Assistant profession, business communications, written communications, front office responsibilities, vital signs, height/weight, Snellen vision screening, interviewing the patient, positioning the patient for examinations, electrocardiography, capillary punctures, infection control, autoclaving instruments.

MT123 Computer Applications in Healthcare*One and one-half (1.5) semester credits*

This course introduces the student medical assistant to the distinct types of correspondence used in the medical office and identifies when each is used, and components of a business letter, personal letter, chart note, and history and physical. The students will learn to compose these documents using electronic technology. Students will learn to recognize elements of fundamental writing skills, including spelling, sentence structure, punctuation, and capitalization.

MT201 Advanced Clinical Procedures for Medical Assisting*Two and one-half (2.5) semester credits*

This course builds on the techniques and skills the student medical assistant has previously learned. Advancing the student to learn specimen collection and processing, Phlebotomy, Diagnostic testing, preparing for and assisting with minor surgeries performed in the clinical office, perform urinalysis, and occult stool sample, administration of medications (injections) as well as Professional-Level CPR. **Students must come to campus

to test their psychomotor competencies at the end of this class. Competency weekend consists of 4 days (Thursday through Sunday)

MT220 Externship

Three and one-half (3.5) semester credits

credits

An extension of the classroom through 160 hours of hands-on experience in a doctor's office, clinic, or other healthcare setting. This externship is unpaid for the entirety of the 160 hours. Prerequisite: Successful completion of all previous courses in the Core Curriculum, including cognitive, psychomotor, and affective domains.

Medical Billing and Coding (Online)

AH101 Pharmacology

Two (2) semester credits

Introduces pharmacologic terminology, symbols, abbreviations, spelling, pronunciation of medications, drug names and references, and drug classifications. Includes the commonly used medications found in the medical office as well as the usage, action, dosage, adverse reactions, contradictions, and route of administration.

AH110 Human Diseases

Two (2) semester credits

This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on indicative symptomatology, patient assessment, and case management - including diagnostics, treatments, prognosis, the client teaching required and implementing those teachings in a way that validates the patient's understanding of their illness and treatment plan. Course content includes major conditions organized by the body system and works with AH150 to deepen students' understanding of how healthy anatomy and physiology can be disrupted by various diseases and disorders. ICD-10-CM coding systems are briefly discussed, and codes are listed in the textbook for each disease, which reinforces the importance of coding for reimbursement and research.

AH111 Anatomy and Physiology I

Two (2) semester credits

This course together with AH151 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the organization of the human body, the chemistry of human life, various bodily tissues, the integumentary system, the musculoskeletal system, the nervous system (including sensory organs) and the endocrine system.

AH121 Medical Law and Ethics

Two (2) semester credits

This class will provide a comprehensive look at legal and ethical issues faced by the healthcare professional on a day-to-day, real-life basis. By providing critical thinking exercises, real-life scenarios, discussion, references for further investigation, and up-to-date terminology, this class will allow the healthcare professional to better handle the legal and ethical decisions that arise while managing their professions.

AH131 Medical Terminology I

Two (2) semester credits

Using a clear and concise word-building approach will guide the student step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow the student to break down medical words for understanding instead of using memorization.

AH141 Medical Business and Computer Practices

Two (2) semester credits

This course introduces the electronic health records as well as administration of the medical office; reception (answering the telephone, scheduling appointments and referrals), patient records and insurance, HIPAA compliance in the medical office, and basic keyboarding.

AH151 Anatomy and Physiology II*Two (2) semester credits*

This course together with AH111 is designed to enable Allied Health students to build a foundation for an understanding of the human body. For anyone planning to work in the healthcare field, this class will be the background to a deeper understanding about yourself, as well as your patients. Human Anatomy and Physiology encompasses the structure and function of selected organ systems and systems of the human body. The focus of this course is on the cardiovascular, lymphatic/immune, respiratory, urinary, digestive, human microbiome, and reproductive systems, as well as pregnancy and human development.

AH161 Medical Terminology II*Two (2) semester credits*

Using a clear and concise word-building approach will guide you, the student, step-by-step through the parts of the medical words. Learning the roots, prefixes, suffixes and combining forms will allow you to break down medical words for understanding instead of using memorization.

HUM100 Professional Development*Two (2) semester credits*

Professional Development is a course designed to enhance the skills of allied health students in the areas of verbal communication, nonverbal communication, barriers to effective communication, oral communication, self-boundaries, adaptive and non-adaptive coping mechanisms, subjective and objective information, resume building, interview skills, and diversity (cultural, social, and ethnic). This course will also introduce students to key elements of leadership and personal management. The information provided is designed to guide the student into making good choices in communicating and interacting with patients, coworkers, and providers.

MC102 Medical Insurance and Reimbursement*Six (6) semester credits*

Enables the student to learn and understand the entire revenue cycle. Enables the student to understand the role they play in the revenue cycle process and how to correctly manage this role.

MC121 Medical Insurance Coding Principles*Two (2) semester credits*

Students will learn the fundamentals of coding and how to use the coding resources. Students will be able to apply the coding guidelines for ICD-10-CM, CPT and HCPCS coding.

MC131 Computers for Medical Billing/Coding*Two (2) semester credits*

Introduction to spreadsheets, word processing, and the practice management software within the electronic health record. Creation of insurance claims and posting of insurance & patient payments, such as copays, deductibles, and balance after insurance payments. Posting of adjustments, documentation of progress notes, and completion of medical forms.

MC202 Advanced Medical Insurance Coding Principles*Two (2) semester credits*

This class builds on the fundamentals that were learned in MC120. Students will develop their coding application skills by practicing with advanced coding cases.

MC220 220 Insurance Billing and Coding Project**NEED COURSE DESCRIPTION****Health Information Management (Online)****AH145 Computer Systems & Overview of Health Information Technology***Three (3) semester credits**credits*

This course provides an overview of the profession of health information management and of computer systems used in healthcare settings and includes a detailed focus on health information systems and technology including integrity, privacy, and security of healthcare data.

AH153 Healthcare Management Supervision*Three (3) semester**credits*

This course addresses current issues affecting healthcare delivery systems and a systemic understanding of organizational principles, practices, and insights pertinent to the management of health services organizations. It introduces developments in organizational and managerial thinking, including supervisory implications, pay for performance, information technology, retail medicine, ethics, medical tourism, managing boundaries between internal and external environments and influencing and adapting to changes. This course brings together classroom theory and on-the-job applications with case studies to work through spreadsheets and forms.

AH212 Healthcare Statistics and Quality Improvement*Three (3) semester**credits*

This course provides the fundamentals of statistical analysis, interpretation, and display, with a focus on vital and healthcare statistics. Students will conduct statistical calculations and decision-making using statistical data.

Students will also integrate statistics with the concepts, steps, and techniques healthcare facilities use in care monitoring and personnel development, including evaluation of outcomes and services, performance improvement, risk management, and safety evaluation. Prerequisite: MAT102.

AH219 Data Analytics and Management*Three (3) semester credits*

Students will learn how to analyze data and use data tools. They will gain skills in sorting large data sets, interpreting data, and applying and abstracting data in a meaningful way. Students will learn the art of data mining and acquire hands on experience working on data mining projects. Also, students will utilize data dashboards and create other data visualizations, tracking healthcare trends and making recommendations for improvement. Required text/materials: A practical approach to analyzing healthcare data. AHIMA. Prerequisites: AH212.

BM108 Human Resources and Organizational Management*Three (3) semester credits*

This course introduces students to human resources and organizational management, reviewing strategies to promote organizational success. Key HR functions such as recruitment, staffing, development, retention, compensation, and labor relations are examined, as well as key organizational functions such as organizing, planning, leading, and controlling resources.

ENG123 Public Speaking*Three (3) semester credits*

This course aims to reduce students' anxiety with public speaking, enhance organizational and delivery skills, create effective outlines, utilize visual aids properly and professionally, and improve the students' ability to evaluate themselves and the performance of their classmates.

ENG102 English Composition*Three (3) semester credits*

This course allows the student to study and apply rhetorical principles of writing in developing effective sentences, paragraphs, and essays. Students will learn strategies for both fictional and non-fictional writing.

MA102 College Math*Four (4) semester credits*

This course introduces concepts of algebra including the solving of basic algebraic equations that involve integers, fractions, decimals, and percent. It also introduces the concepts of polynomials and the graphing of two variable equations. Emphasis is on the fundamentals of beginning algebra.

SS1014 Psychology*Three (3) semester credits*

This course provides an overview of the scientific study of human behavior and instills the ability to better understand yourself and others. Topics include history, methodology, perception, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics.

HUM304 Ethics*Three (3) semester credits*



This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. These concepts will be explored through modern topics.

School of Technology

Definitions of Identification Letters

- CSC** indicates a course in Computer Science
- EET** indicates a course in Electronics Technology
- ENG** indicates a course in English
- HUM** indicates a course in Humanities
- MAT** indicates a course in Mathematics
- SCI** indicates a course in Natural Science
- SS** indicates a course in Social Science
- * indicates a course offered in an online format

Explanation of Course Listings

The listing of each program describes the course number and name, the number of credits for the course, the number of hours of lecture, and laboratory time. Following the description is a list of the prerequisites, if any, for the subject. To take a course, a student must have satisfied all prerequisites. The following pages outline the educational programs available at Orion Technical College in the School of Technology.

Prerequisites

Immediately following the description of a course, the prerequisite, if any, will be noted. Prerequisites must be completed to complete a course if a prerequisite exists.

Changes in Courses

To maintain occupational and educational standards, Orion Technical College reserves the right to change the contents or sequence of courses in the program at any time.

Electronics Engineering Technology & Mechatronics Electronics Technology

CSC103 Introduction to PC Technology

Four (4) semester credits

This course will introduce basic computer skills such as MS Word, MS Excel, and MS PowerPoint. Includes Windows 10 and main features, MS Outlook and Emailing professionally. Basic PC components and peripherals.

CSC106 Introduction to Technology and Information Systems

Four (4) semester credits

This course discusses PC components, desktop cases, motherboards, processors, memory, hard drives, SSD, optical devices, graphics and displays. Building a computer based on well matched components and based on intended usage. Safety when working on computers, customer service skills, and troubleshooting principles.

CSC111 Introduction to Programming

Four (4) semester credits

This course will discuss what programming is and the history of programming. Introduce students to the structure and applications of a programming language. Present elements and structure of computer programs, designing programs (algorithms), writing, testing, and debugging programs.

CSC210 Network Infrastructure

Four (4) semester credits

This course covers network topologies, equipment, and cabling. TCP/IP addressing and subnetting, ISO model, protocols, security protocols, and firewalls are discussed. Includes domain vs peer to peer networks, DHCP, DNS and troubleshooting.

EET101 Introduction to Electricity and Electronics

Four (4) semester credits

Introduction to Electricity is a technical course focusing on the basics of electricity and electronics. Skills needed in order to be successful in the field will be learned through the use of lectures, math, hands on time in lab, and the use of other resources when beneficial. Ohm's Law, Watt's Law, and Kirchhoff's Laws are used to explain

voltage and current distribution in series, parallel, and combination resistor networks. Rudimentary schematic interpretation is taught along with beginning troubleshooting and soldering knowledge. Students will learn the use of test equipment necessary to make accurate measurements of electrical values.

EET104 AC Components and Circuits*Four (4) semester**credits*

AC Components and Circuits is a technical course focusing on the basics of electricity and electronics. Skills needed in order to be successful in the field will be learned through the use of lectures, math, hands on time in lab, and the use of other resources when beneficial. The behavior of D.C. and A.C. signals in reactive components will lay the foundation for radio frequency studies in future semesters. Introduction to semiconductors is accomplished by studying diodes and power supplies. Reading of schematics (prints) in order to produce a working circuit from loose components will be practiced in lab. Digital and analog multimeters will be used in lab situations along with signal generators and oscilloscopes. Prerequisite - EET101

EET105 Process Control with Programmable Logic Controllers*Four (4) semester**credits*

This course introduces the students to a variety of input sensors and output devices used to control different processes. PLCs are programmed using ladder logic to control the processes. Students are presented with the basic building blocks to a PLC. Addressing inputs, outputs, memory, counters, timers, and integer registers are discussed for several different PLC manufacturers. Students program the PLC and test it by downloading their program to an I/O simulator. Students use feedback from the simulator to debug their program.

EET108 Digital Integrated Components*Four (4) semester**credits*

This course introduces the student to a variety of IC's used in digital circuits. This would include logic gates, latches, flip flops, counters, decoder driver, multiplexer, etc. Applied math and directed labs are done to reinforce the students' understanding of the IC operation and use. Prerequisites - EET101, EET104, and EET210

EET201 Semiconductor Devices and Applications*Four (4) semester**credits*

The students will be introduced to Diodes, Bi-polar Junction Transistors, and Field Effect Transistors. The students will understand the different characteristics of the components and how they can be applied to circuits. The students will learn 4 basic types of power supplies, Half-Wave, Full-Wave Center Tap, Full-Wave Bridge, and Bi-Polar, which can be constructed using diodes. This course includes applied math for Bi-Polar Junction Transistors switches, and Power Supplies. Prerequisites - EET101, and EET104

EET110 Electronic Communications*Four (4) semester**credits*

This course is an in-depth description of how AM and FM communication works. The students will be introduced to different types of Oscillator circuits and understand the requirements to maintain oscillation. The students will learn two types of Signal Modulation and how it applies to both AM and FM communication. The students will learn the stages in the AM and FM Transmitters and Receivers and be able to follow the signals from the Microphone, to Antenna, to Speaker. This course includes applied math for AM and FM Transmitters and Receivers. Prerequisites - EET101, EET104, EET116, and EET201

EET111 Circuit Design and Cabinet Wiring*Four (4) semester**credits*

This course prepares the student to be able to design circuits from written statements. Students work in teams to layout the cabinet back plane, mount all circuitry, wire all interconnections, program a PLC to control the process, graphics to represent the process and create documentation for the cabinet. Applied math and directed lab work are also presented. Prerequisites - EET101, EET104, EET108, EET116, and EET201

EET116 Amplifier Operation*Four (4) semester**credits*

The course will introduce the students to the components used to build and control transistor amplifiers. They will learn the basics about signal gain, signal clipping, and signal inversion. The students will be able to identify the amplifier configuration from a schematic, and understand the characteristics associated with each configuration. The students will be taught how to couple multiple amplifiers together, the different types of loads that can be used with amplifiers, and how they affect the signal. The students will then be introduced to the operational amplifier and 6 different configurations for it. This course includes applied math for both the transistor and operational amplifiers. Prerequisites – EET101, EET104, and EET201

EET202 Embedded Processors*Four (4) semester**credits*

This course introduces the student to a single chip processor, memory, inputs, and outputs. A Propeller embedded processor is used for presenting these concepts. Propeller architecture is discussed as it applies to operation, programming, and wiring the I/Os. Applied math and directed labs are done to reinforce the students' understanding of the Propeller operation and use. Prerequisites – EET101, and EET104

EET208 Product Design and Production*Four (4) semester**credits*

The students will design the specified circuit board, produce and print a professional schematic, assemble and test the board, and write up the Theory of Operation. Prerequisites – EET101, EET104, EET108, EET116, and EET201

EET209 Industrial Robots*Four (4) semester**credits*

This course discusses the basic parts of a robot, sensors, motors, teach pendant and programming languages. Students program a Fanuc robot through directed labs to simulate material handling and welding.

EET 302 Introduction to CNC (Computer Numeric Control)*Three (3) semester**credits*

This course will cover the basics of CNC programming and the operation of a 3-axis mill. Conversion of CAD and or other drawings into G-code used for milling. Students will practice hands on training using CAD and a 3-axis mill to create and produce a milled piece of work.

EET310 Advanced Electronic Communications*Four (4) semester**credits*

This course includes multiple projects assigned by the instructor in which the students will design, construct, document and present their projects. Projects will require the student to use knowledge they have learned in earlier terms to complete each project. The course will also include touch on additional topics including digital, industrial, communications and computer knowledge. Prerequisites – EET101, EET104, EET110, EET116, and EET201

EET311 Automation control using PLC and HMI*Five (5) semester credits*

This course discusses the use of RSLogix5000 and Factory Talk View to control different processes. Students are presented with written directions for a variety of processes to control. They will write ladder logic programs, download them and test using a simulator. They will use Factory Talk View to create graphics that represent the process that is running. Prerequisite - EET105

EET314 AutoCAD T*Three (3) semester**credits*

This course introduces drafting using computer software. Students learn the display properties, limits, grid, snap. Students learn how to create floor plans, circuit diagrams and mechanical drawings.

EET318 Introduction to Hydraulics and Pneumatics*Four (4) semester**credits*

This course introduces the principles of hydraulics, a fluid under pressure. Students learn the physics associated with hydraulics. Valves, cylinders, and control circuits will be discussed. This course also introduces the principles of pneumatics, a gas under pressure. Students learn the physics associated with pneumatics. Valves, cylinders, and control circuits will be discussed.

EET324 3D Modeling-CAD*Four (4) semester**credits*

This course continues with AutoCAD for creating 3-D images. It can use wireframe, solid, surface or mesh images. Students draw architecture diagrams, electronic components, and mechanical parts. Views can change between conceptual, realistic and X-ray.

EET407 Project Management*Four (4) semester**credits*

This course is a study of project management practices and issues and is designed for junior and senior level students. The course examines the role of the project manager. Emphasizes on-the-job project management knowledge areas and processes. Practical applications and case studies are used to reinforce and apply concepts to real life situations focusing on traditional project management tools and emerging project management technologies. Students develop a project plan, define and sequence tasks, identify critical path, allocate resources, estimate risks, and maintain a budget.

EET412 Capstone Project*Four (4) semester**credits*

This project-based capstone course is intended to apply all knowledge and skill gained in the program. The project shall include a written report along with a demonstration which includes the project type, schematics, theory of operation and a final presentation. Prerequisites – EET101, EET104, EET105, EET111, EET116, EET208, EET201, and EET311

ENG102 English Composition*Three (3) semester**credits*

This course allows the student to study and apply rhetorical principles of writing in developing effective sentences, paragraphs, and essays. Students will learn strategies for both fictional and non-fictional writing.

ENG123 Public Speaking*Three (3) semester**credits*

This course aims to reduce students' anxiety with public speaking. Enhanced organizational and delivery skills, create effective outlines, utilize visual aids properly and professionally. Improve the students' ability to evaluate themselves and the performance of their classmates.

ENG307 Interpersonal Communication*Three (3) semester**credits*

This course includes topics over process and functions of communication, relationship development/management, communication strategies, interpersonal language skills, listening and response skills, and conflict management.

HUM102 Professional Development*Two (2) semester credits*

This course designed to enhance the skills of students in the areas of verbal communication, nonverbal communication, barriers to effective communication, oral communication, self-boundaries, adaptive and non-adaptive coping mechanisms, subjective and objective information, and diversity (cultural, social, and ethnic). This course will also introduce students to key elements of leadership and personal management.

HUM304 Ethics*Three (3) semester**credits*

This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of values (goodness and badness), and the theory of virtue and vice. These concepts will be explored through modern topics.

HUM305 Culture and Society*Three (3) semester**credits*

This course will take a sociological look at the ways in which social arrangements guide individual behavior and the common human concerns in various cultural contexts.

MAT102 College Math*Four (4) semester**credits*

This course introduces concepts of beginning algebra including the solving of basic algebraic equations that involve integers, fractions, decimals, and percent. It also introduces the concepts of polynomials and the graphing of two variable equations. Emphasis is on the fundamentals of beginning algebra.

SCI305 Environmental Science*Three (3) semester**credits*

This course provides the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them.

SS104 Psychology*Three (3) semester**credits*

This course provides an overview of the scientific study of human behavior and instills the ability to better understand yourself and others. Topics include history, methodology, perception, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics.

SS303 Human Relations*Three (3) semester**credits*

This course studies interpersonal development as it relates to social and behavioral sciences. A focus is made on creativity, innovation, and change in professional environments.

School of Graduate Studies**Artificial Intelligence**

AI 500 Concepts in Artificial Intelligence*Three (3) semester**credits*

This course provides a survey of computer systems that exhibit intelligent behavior, in particular, perceptual and robotic systems. Topics include human computer interfaces, computer vision, robotics, game playing, pattern recognition, knowledge representation, planning and addressing the latest challenges in the theory, practice, and implications of AI in the modern world. The goal is to provide a foundation for the challenges and opportunities facing the field. Students gain access to an array of thought leaders to discuss the applications and potential of artificial intelligence.

AI 510 Database Management Systems*Three (3) semester**credits*

This course explores the technologies used to develop and implement database systems including Python, SQL, R, and other specialized data analysis toolkits. The course examines the relational model and the structure query language (SQL) and post-relational models as found in object-oriented and semantic databases. Students

learn to use data modeling concepts and principles of good database design to illustrate the construction of integrated databases. Concepts of the cloud, big data, and cybersecurity as they relate to the management of database systems. Requires students to complete a project that incorporates good database design concepts.

AI 520 Artificial Intelligence for Human-Computer Interaction
credits

Three (3) semester

Human intelligence and artificial intelligence (AI) are intertwined, co-evolving and complementary. This course explores how to combine the complementary strengths of humans and AI to design intelligent interactive systems that are ethical, usable, and useful.

AI 530 Advanced Machine Learning
credits

Three (3) semester

Mathematical foundations of classification, regression, and decision making. Supervised algorithms covered include perceptrons, logistic regression, support vector machines, and neural networks. Directed and undirected graphical models. Numerical parameter optimization, including gradient descent, expectation maximization, and other methods. Introduction to reinforcement learning.

AI 540 Algorithm Design and Analysis
credits

Three (3) semester

This course provides efficient algorithm design and analysis tools and processes. Topics include asymptotic analysis, average-case and worst-case analysis, recurrence analysis, amortized analysis, classical algorithms, computational complexity analysis, NP-completeness, and approximation algorithms. In addition, the course investigates approaches to algorithm design including greedy algorithms, divide and conquer, dynamic programming, randomization, and branch and bound.

AI 550 Deep Learning and its Applications
credits

Three (3) semester

This course focuses on the algorithms, implementation, and application of neural networks for learning about data. It will present how neural networks represent data and learn in supervised and unsupervised contexts with applications to language processing, classification, and regression problems. Topics include learning algorithms, and optimization methods, deep learning methods for deriving deep representations from surface features, recursive networks, Boltzmann machines and convolutional networks.

AI 560 Concepts in SAP and Integrated Business Process using SAP
credits

Three (3) semester

This course is focused on Systems, Applications and Products (SAP) functional and technical modules. Students learn how to use SAP software to manage multiple aspects of a business, including finances, operations, facilities and human resources. Students will learn how to use the SAP functional modules to provide standard functionality to simulate actual business activity. SAP technical modules enable professionals to troubleshoot performance issues, schedule tasks, develop applications, download and install updates and manage and execute migrations.

AI 570 Data Analytics and Mining for Business
credits

Three (3) semester

This course introduces students to the field of data mining and data analytics, which has been defined as the extensive use of data, statistical and quantitative analysis, and exploratory and predictive models to drive decisions and actions. With an emphasis on hands-on problem solving capabilities, this course further develops students' analytics mindset and data-driven decision skills.

AI 580 Research Methodologies
credits

Three (3) semester

In this course, we understand an in-depth study of the current state-of-the-art and master the research methodology used in Software Engineering. Selected topics will be from areas such as Software Engineering Methodologies, evidence-based best practice strategies, software maintenance, software testing, model-driven engineering, human factors in software engineering, emerging technology, and applications, applying optimization techniques in software engineering, and empirical software engineering.

AI 585 ELITE Leadership Training
credits

Three (3) semester

The ELITE Leadership course is designed to develop the soft skills necessary to manage staff and lead projects in today's complex work environment. Students will construct a Personalized Activity Calendar that emphasizes ELITE's Guiding Principles of Focus, Design and Assessment. Leadership principles associated with Team Building, Management Styles, Listening Effectiveness, Training & Coaching Techniques, Managing Motivations, Goal Setting, and Performance Reviews will be discussed in detail and introduced into an amended Personal Activity Calendar as a final course project.

AI 590 Masters Project in Artificial Intelligence
credits

Three (3) semester

This course requires a report, analysis, or project designed to demonstrate the attainment of the knowledge, skills, and abilities commensurate with study in a graduate level program. The course requires students to identify a problem related to their field of study, summarize the problem into a project statement, identify data requirements, apply research and analytic tools and personal judgment learned from the coursework and real world experience, use modeling and analysis techniques to draw conclusions from the data, evaluate the multiple solutions and complete the project by creating a written document that presents the research conclusions and recommendations. Students must present and demonstrate their findings in a written report and class presentation. Prerequisite: AI 580.

Business Analytics, Master of Science

BA 500 Concepts in Business Analytics
credits

Three (3) semester

This course covers the study of data using operational and statistical analysis, and optimization techniques. It further provides intelligence tools and alternative methods for communication of the output to business. Business analytics helps in having a detailed knowledge of the business performance.

BA 510 Database Management Systems
credits

Three (3) semester

This course explores the technologies used to develop and implement database systems including Python, SQL, R, and other specialized data analysis toolkits. The course examines the relational model and the structure query language (SQL) and post-relational models as found in object-oriented and semantic databases. Students learn to use data modeling concepts and principles of good database design to illustrate the construction of integrated databases. Concepts of the cloud, big data, and cybersecurity as they relate to the management of database systems. Requires students to complete a project that incorporates good database design concepts.

BA 520 Business Analytics Methods
credits

Three (3) semester

This course reviews the key analytics methods for using data through the perspectives of applied statistics and operations analysis. The course covers application of these methods to business areas including marketing, supply chain management, and finance. Topics include business-analytic thinking; application of business analytics solutions to business problems; data mining, supervised and unsupervised machine learning; methods for detecting co-occurrences and associations; and achieving and sustaining competitive advantage by using business analytics methods.

BA 530 Data Engineering
credits

Three (3) semester

This course focuses on the principles and practices of managing data at scale. It emphasizes the valid and efficient collection, storage, management, and processing of datasets to support computation and data driven systems important to data science and data analytics functions.

BA 540 Business Analytics with Data Engineering for Business Applications
credits

Three (3) semester

Fundamentals of data engineering pipelines with particular focus on extracting, transforming, combining, validating and loading data for further analysis and visualization. Topics include, but are not limited to, navigating the Linux operating system, version control and collaboration, SQL and NoSQL databases, distributed computing, and high-level programming.

BA 550 Data Analytics and Mining for Business
credits

Three (3) semester

This course introduces students to the field of data mining and data analytics, which has been defined as the extensive use of data, statistical and quantitative analysis, and exploratory and predictive models to drive decisions and actions. With an emphasis on hands-on problem solving capabilities, this course further develops students' analytics mindset and data-driven decision skills.

BA 560 Concepts in SAP and Integrated Business Process using SAP
credits

Three (3) semester

This course is focused on Systems, Applications and Products (SAP) functional and technical modules. Students learn how to use SAP software to manage multiple aspects of a business, including finances, operations, facilities and human resources. Students will learn how to use the SAP functional modules to provide standard functionality to simulate actual business activity. SAP technical modules enable professionals to troubleshoot performance issues, schedule tasks, develop applications, download and install updates and manage and execute migrations.

BA 570 Machine Learning for Business Analytics
credits

Three (3) semester

The purpose of this course is to develop understanding of machine learning techniques and deal with the issue of extracting information and knowledge from large data sets. The extracted knowledge is subsequently used to support human decision-making with respect to summarization, prediction, and the explanation of observed phenomena. Machine learning techniques such as logistic regression, decision, trees, and neural networks can be used to discover relationships and patterns that shed light on business problems.

BA 580 Research Methodologies

Two semester credits

In this course, we understand an in-depth study of the current state-of-the-art and master the research methodology used in Software Engineering. Selected topics will be from areas such as Software Engineering Methodologies, evidence-based best practice strategies, software maintenance, software testing, model-driven engineering, human factors in software engineering, emerging technology, and applications, applying optimization techniques in software engineering, and empirical software engineering.

BA 585 ELITE Leadership Training

One semester credits

The ELITE Leadership course is designed to develop the soft skills necessary to manage staff and lead projects in today's complex work environment. Students will construct a Personalized Activity Calendar that emphasizes ELITE's Guiding Principles of Focus, Design and Assessment. Leadership principles associated with Team Building, Management Styles, Listening Effectiveness, Training & Coaching Techniques, Managing Motivations, Goal Setting, and Performance Reviews will be discussed in detail and introduced into an amended Personal Activity Calendar as a final course project.

BA 590 Masters Project in Data Analytics
credits

Three (3) semester

This course requires a report, analysis, or project designed to demonstrate the attainment of the knowledge, skills, and abilities commensurate with study in a graduate level program. The course requires students to identify a problem related to their field of study, summarize the problem into a project statement, identify data requirements, apply research and analytic tools and personal judgment learned from the coursework and real world experience, use modeling and analysis techniques to draw conclusions from the data, evaluate the multiple solutions and complete the project by creating a written document that presents the research conclusions and recommendations. Students must present and demonstrate their findings in a written report and class presentation. Prerequisite: BA 580

Computer Science, Master of Science

CS 500 Concepts in Computer Science
credits

Three (3) semester

This course provides an overview of the work of computer scientists, including current research and application areas as well as career opportunities. Topics include problem-solving, the basics of computer organization, the software engineering life cycle, research resources and social and ethical aspects of technology.

CS 510 Database Management Systems*Three (3) semester**credits*

This course explores the technologies used to develop and implement database systems including Python, SQL, R, and other specialized data analysis toolkits. The course examines the relational model and the structure query language (SQL) and post-relational models as found in object-oriented and semantic databases. Students learn to use data modeling concepts and principles of good database design to illustrate the construction of integrated databases. Concepts of the cloud, big data, and cybersecurity as they relate to the management of database systems. Requires students to complete a project that incorporates good database design concepts.

CS 520 Algorithm Design and Analysis*Three (3) semester**credits*

This course provides efficient algorithm design and analysis tools and processes. Topics include asymptotic analysis, average-case and worst-case analysis, recurrence analysis, amortized analysis, classical algorithms, computational complexity analysis, NP-completeness, and approximation algorithms. In addition, the course investigates approaches to algorithm design including greedy algorithms, divide and conquer, dynamic programming, randomization, and branch and bound.

CS 530 Developing Object-Oriented Systems with Java*Three (3) semester**credits*

Object oriented programming is an essential skill for those students wishing to work with application development and maintenance. This course focuses on the use of Java as the most popular object based languages in use today. Students are presented with the fundamental design principles of modularity and abstraction as applied to current programming practices in computer science. Students will work with object oriented components and characteristics as they write, debug, execute and test Java applets and applications. Topics include data types, classes, inheritance, arrays, overloading and exception processing. A variety of Java development environments will be considered.

CS 540 Information Security Planning and Policy*Three (3) semester**credits*

This course examines the fundamental issues and first principles of security and information assurance. Security policies, models and mechanisms related to confidentiality, integrity, authentication, identification, and availability issues related to information and information systems. Cryptography (key management and digital signatures), network security (PKI, IPsec), intrusion detection and prevention, risk management, security assurance and secure design principles are topics addressed in this course. Additional topics include organizational security policy, legal and ethical issues in security, standards and methodologies for security evaluation and certification.

CS 550 Software Testing and Quality Assurance*Three (3) semester**credits*

This course provides a hands-on approach to various types of functional testing including unit, integration and user acceptance testing as well as non-functional testing including load, performance, and security testing.

CS 560 Concepts in SAP and Integrated Business Process using SAP*Three (3) semester**credits*

This course is focused on Systems, Applications and Products (SAP) functional and technical modules. Students learn how to use SAP software to manage multiple aspects of a business, including finances, operations, facilities and human resources. Students will learn how to use the SAP functional modules to provide standard functionality to simulate actual business activity. SAP technical modules enable professionals to troubleshoot performance issues, schedule tasks, develop applications, download and install updates and manage and execute migrations.

CS 570 PEGA systems*Three (3) semester**credits*

This course focuses on the automation of business processes using the Pega platform. Review the value of using the Pega platform and describe Pega's industry-specific applications. Defines case life cycle management application design and explains how Pega Express build functional applications.

CS 580 Research Methodologies*Two (2) semester credits*

In this course, we understand an in-depth study of the current state-of-the-art and master the research methodology used in Software Engineering. Selected topics will be from areas such as Software Engineering Methodologies, evidence-based best practice strategies, software maintenance, software testing, model-driven engineering, human factors in software engineering, emerging technology, and applications, applying optimization techniques in software engineering, and empirical software engineering.

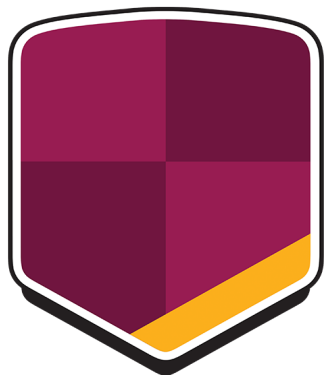
CS 585 ELITE Leadership Training*One (1) semester credit*

The ELITE Leadership course is designed to develop the soft skills necessary to manage staff and lead projects in today's complex work environment. Students will construct a Personalized Activity Calendar that emphasizes ELITE's Guiding Principles of Focus, Design and Assessment. Leadership principles associated with Team Building, Management Styles, Listening Effectiveness, Training & Coaching Techniques, Managing Motivations, Goal Setting, and Performance Reviews will be discussed in detail and introduced into an amended Personal Activity Calendar as a final course project.

CS 590 Masters Project in Computer Science

This course requires a report, analysis, or project designed to demonstrate the attainment of the knowledge, skills, and abilities commensurate with study in a graduate level program. The course requires students to identify a problem related to their field of study, summarize the problem into a project statement, identify data requirements, apply research and analytic tools and personal judgment learned from the coursework and real world experience, use modeling and analysis techniques to draw conclusions from the data, evaluate the multiple solutions and complete the project by creating a written document that presents the research conclusions and recommendations. Students must present and demonstrate their findings in a written report and class presentation. Prerequisite CS 580.

END OF CATALOG

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