



ORION
TECHNICAL
COLLEGE

2026/2027

Academic Catalog

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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
- Nursing Informatics, Master of Science in Nursing, 33 semester credits
- Nurse Leadership and Management, Master of Science in Nursing, 33 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

- Medical Assisting, Diploma, 32 semester credit hours
- Medical Billing and Coding, Diploma, 34 semester credit hours (*online only*)
- RN to BSN, 120 semester credit hours (60 credits transferred into the program from an accredited institution)

Certification/Professional Courses

Test Prep

HTML & CSS Developer (30 clock hours) Java Script Professional Developer (60 clock hours) MySQL Backend Developer (30 clock hours) Technical Sales Specialist (30 clock hours)

Integrated Business Processes (280 clock hours)

Schedules

15 Week Terms	Start Date	End Date	10 Week Terms	Start Date	End Date
	02/12/2026	05/28/2026		03/23/2026	06/01/2026
Undergraduate Degree Programs	06/01/2026	09/14/2026	Medical Assisting & Medical Billing & Coding	06/02/2026	08/10/2026
	09/15/2026	01/07/2027		08/11/2026	10/20/2026
	01/11/2027	04/26/2027		10/21/2026	01/11/2027
	04/27/2027	08/11/2027		01/12/2027	03/23/2027
	08/12/2027	11/30/2027		03/24/2027	06/02/2027
	12/1/2027	03/22/2028		06/03/2027	08/12/2027
			08/16/2027	10/25/2027	
			01/26/2027	01/12/2028	

15 Week Terms	Start Date	End Date	15 Week Terms	Start Date	End Date
	01/26/2026	05/07/2026		07/15/2026	10/28/2026
Graduate Degree Programs (Domestic)	05/11/2026	08/24/2026	Graduate Degree Programs (International)	09/08/2026	12/23/2026
	08/25/2026	12/10/2026		11/12/2026	02/22/2027
	12/14/2026	04/06/2027		01/07/2027	04/22/2027
	04/07/2027	07/22/2027		03/09/2027	06/22/2027
	07/26/2027	11/08/2027		05/10/2027	08/24/2027
	11/09/2027	03/02/2028		07/07/2027	10/20/2027
			09/08/2027	12/23/2027	
			11/04/2027	02/29/2028	



Orion Technical College Break Schedule

Classes are not scheduled on the following days:

May 25, 2026	Memorial Day
July 4, 2026	Independence Day
September 7, 2026	Labor Day
November 11, 2026	Veteran's Day
November 26/27, 2026	Thanksgiving
December 24, 2026 – January 3, 2027	Winter Break
January 18, 2027	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 Iowa Department of Education, Bureau of Iowa College Aid (Iowa College Aid).

The 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

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.

SEVP

Orion Technical College is certified by the U.S. Department of Homeland Security (DHS), Student and Exchange Visitor Program (SEVP), to enroll nonimmigrant students under the F-1 visa classification. The College is authorized to issue the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, and maintains compliance with all applicable federal regulations governing F-1 students.

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.

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 approved by Iowa College Aid to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA).

NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Participation in NC-SARA allows Orion Technical College to offer distance education programs to students residing in other SARA member states, subject to state-specific limitations and program requirements.

Iowa College Aid serves as the state portal entity for NC-SARA and is responsible for addressing student complaints related to SARA-participating institutions.

Students are encouraged to first utilize Orion Technical College's internal complaint procedure. If a complaint is not resolved through the institutional process, the student may file a complaint with Iowa College Aid. NC-SARA's student complaint website: <https://nc-sara.org/sara-student-complaints-0>. See "Student Complaint Procedures" section in this catalog for more information.

Additional information regarding student eligibility, state authorization, and distance education limitations is provided in the State Authorization and Student Location section of this catalog.



Professional Organizations

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

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 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 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
- 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

Medical Assisting Technology, Diploma

School of Allied Health and Wellness

- This program is offered hybrid.
- 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.

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	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	12.0	2.0
TERM 3	MC102	Medical Insurance and Reimbursement	20	30	12.0	2.0
	MC121	Medical Insurance Coding Principles	60	90	37.0	6.0
	MC131	Computers for Medical Billing/Coding	20	30	12.0	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
	MC222	Insurance Billing & Coding Project	0	120	0	4.0
TOTALS			300	620	196	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 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

RN to BSN, Bachelor of Science in Nursing (Hybrid)

School of Allied Health and Nursing

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.
- 120 semester credits (60 transferred credits and 60 credits at Orion Technical College)
- 60 weeks/20 months with continuous enrollment and no interruption to studies
- Graduates of the program receive a Bachelor of Science in Nursing Degree

Program Description

The Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program is a hybrid program designed specifically for registered nurses aiming to advance their qualifications and career opportunities. Two courses include a practicum/clinical component that incorporates both face-to-face and simulated experiences. The baccalaureate nursing education equips graduates with

the skills and knowledge to practice professional nursing in diverse settings, ranging from hospitals and clinics to community health organizations. Furthermore, it lays a strong foundation for those interested in advanced practice roles or specialization, fostering professional growth and enhanced patient care outcomes. This pathway offers a flexible, accessible format that accommodates the needs of working nurses looking to elevate their practice.



This program is specially designed for students who have completed an associate degree in nursing, giving you the ability to transfer 60 credits from accredited two-year colleges.

Student Learning Outcomes

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

- Deliver safe, quality nursing care to individuals, families, groups, communities, and populations across the lifespan and throughout various care systems.
- Integrate theoretical and scientific knowledge from natural and social sciences, as well as cultural, societal, and liberal arts perspectives, into nursing practice.
- Demonstrate leadership and teamwork skills within care systems to enhance health outcomes.
- Utilize the best evidence from diverse sources to inform practice, make clinical judgments, solve problems, and drive improvements in care systems.
- Exhibit a foundational understanding of how healthcare policy, regulation, resource management, technology, and economics influence nursing practice and quality outcomes.
- Engage in effective interprofessional communication and collaboration to support quality health outcomes.
- Apply health promotion and disease prevention strategies to individuals, families, groups, communities, and populations to support quality health outcomes.
- Uphold professional values essential to nursing discipline.

Professional Licensure Disclosure

Orion Technical College’s RN to BSN program is post-licensure programs designed for individuals who already hold an active, unencumbered Registered Nurse (RN) license. This program is not designed to lead to initial licensure as a Registered Nurse. While the curriculum is intended to enhance professional knowledge, leadership, and advanced practice competencies in nursing, completion of these programs may or may not meet educational requirements for advanced licensure, certification, or credentialing in a particular state. Licensure, certification, and scope-of-practice requirements for nursing professionals vary by state and are subject to change. Orion Technical College has not made a determination whether its RN to BSN meets the educational requirements for any specific state’s advanced licensure or certification requirements for advanced or specialty positions. Students are strongly encouraged to contact the appropriate state board of nursing or relevant licensing authority in the state where they intend to seek employment or practice to determine:

- whether completion of the program meets state-specific requirements, and
- whether additional education, examinations, or supervised clinical experience may be required.

Students who relocate to another state during their program of study should review the State Authorization and Student Location Policy and consult with the College to understand any potential impact on program eligibility or professional licensure requirements.

State Licensure Determination Disclosure

Orion Technical College has not made a determination whether completion of this program meets the educational requirements for professional licensure or certification in any state. Students are strongly encouraged to contact the appropriate licensing board in the state in which they intend to seek employment to determine whether this program meets state requirements.

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	Outside Classwork Hours	Credit Hours
Credits transferred into the program from an accredited institution.							60
TERM 1	ENG307	*Interpersonal Communications	45	-	-	90	3.00
	NUR310	Foundations of Professional Nursing	45	-	-	90	3.00
	BIO302 & BIO302L	Human Biology with Lab	45	30	-	90	4.00
	NUR330	Health Assessment for the Nursing Professional	45	-	-	90	3.00
	SOC360	Sociology	45	-	-	90	3.00
	NUR320	Evidence Based Nursing Practice	45	-	-	90	3.00

TERM 2	HUM305	*Culture and Society	45	-	-	90	3.00
	MAT310	Applied Statistics	45	-	-	90	3.00
	NUR340	Community Health Nursing w/ Clinical Component	30	-	45	60	3.00
	NUR390	Issues and Trends in Nursing	45	-	-	90	3.00
TERM 3	NUR370	Health Care Policy, Finance, and Regulatory Environments	45	-	-	90	3.00
	HIS310	*U.S. History	45	-	-	90	3.00
	NUR350	Leadership and Management in Nursing	45	-	-	90	3.00
	NUR360	Healthcare Systems and Quality Improvement	45	-	-	90	3.00
	CHEM301 & CHEM 301L	Organic Chemistry w/ Lab	45	30	-	90	4.00
TERM 4	NUR400	Nursing Ethics	45	-	-	90	3.00
	NUR420	Telehealth and Emerging Technologies in Nursing	45	-	-	90	3.00
	NUR380	*Nursing and Healthcare Informatics	45	-	-	90	3.00
	NUR450	Nursing Capstone w/ Clinical Component	45	-	45	90	4.00
TOTALS			840	60	90	1680	120

* Denotes that course is held fully online

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 information related to the course such as description and prerequisites, if any.

Graduate Employment Opportunities

The RN to BSN program prepares graduates for advancement within the nursing profession by building upon their existing clinical experience and expanding their knowledge in leadership, public health, and evidence-based practice. Positions include but are not limited to Charge Nurse, Public Health Nurse, Case Manager, Nurse Supervisor, Home Health Nurse, Occupational Health Nurse, Clinical Nurse Educator, and Quality Improvement Specialist. These positions may be found in hospitals, community health organizations, outpatient care centers, long-term care facilities, government agencies, corporate health departments, and educational institutions.

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

- 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.

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	3
	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 Electronics 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 Electronics 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.

Graduate Employment Opportunities

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

Required Program Courses and Course Sequence

The following course are required to complete this program.

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	3
	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
TERM 8	EET310	Advanced Electronics Communications	7.5	45	30	4
	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

SCHOOL OF GRADUATE STUDIES

Artificial Intelligence, Master of Science

School of Graduate Studies

Program Overview

- This program is offered 100% online
- 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

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.

Program Outline Artificial Intelligence, Master of Science (Online)

Program Overview

- This program is offered 100% online

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	AI520	AI for Human Interaction	7.5	45	3.0
	AI530	Advanced Machine Learning	7.5	45	3.0
	AI540	Algorithm Design and Analysis	7.5	45	3.0
	AI550	Deep Learning and its Applications	7.5	45	3.0

TERM 3	AI570	Data Mining and Analytics for Business	7.5	45	3.0
	IA580	Research Methodologies	7.5	45	3.0
	AI590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

Program Outline Artificial Intelligence, Master of Science (Hybrid)

Program Overview

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	*Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	AI520	*AI for Human Interaction	7.5	45	3.0
	AI530	Advanced Machine Learning	7.5	45	3.0
	AI540	Algorithm Design and Analysis	7.5	45	3.0
TERM 3	AI550	Deep Learning and its Applications	7.5	45	3.0
	AI570	Data Mining and Analytics for Business	7.5	45	3.0
	IA580	*Research Methodologies	7.5	45	3.0
TERM 4	AI590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

* Denotes that course is held fully online

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.
- Continuous Learning

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; Project management; Continuous learning; and Quantitative analysis.

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.

Program Outline Business Analytics, Master of Science (Online)

Program Overview

- This program is offered 100% online

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	BA520	Business Analytics Methods	7.5	45	3.0
	BA530	Data Engineering	7.5	45	3.0
	BA540	Business Analytics with Data Engineering	7.5	45	3.0
	BA550	Data Analytics and Mining for Business	7.5	45	3.0
TERM 3	BA570	Machine Learning for Business Analytics	7.5	45	3.0
	IA580	Research Methodologies	7.5	45	3.0
	BA590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

Program Outline Business Analytics, Master of Science (Hybrid)

Program Overview

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	*Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	BA520	*Business Analytics Methods	7.5	45	3.0
	BA530	Data Engineering	7.5	45	3.0
	BA540	Business Analytics with Data Engineering	7.5	45	3.0

TERM 3	BA550	Data Analytics and Mining for Business	7.5	45	3.0
	BA570	Machine Learning for Business Analytics	7.5	45	3.0
	IA580	*Research Methodologies	7.5	45	3.0
TERM 4	BA590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

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 Computer Science

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.

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

Program Outline Computer Science, Master of Science (Online)

Program Overview

- This program is offered 100% online

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	CS520	Algorithm Design and Analysis	7.5	45	3.0
	CS530	Developing Object-Oriented Systems with JAVA	7.5	45	3.0
	CS540	Information Security Planning & Policy	7.5	45	3.0
	CS550	Software Testing and Quality Assurance	7.5	45	3.0
TERM 3	CS570	PEGA Systems	7.5	45	3.0
	IA580	Research Methodologies	7.5	45	3.0
	CS590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

Program Outline Computer Science, Master of Science (Hybrid)

Program Overview

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Credit Hours
TERM 1	IA500	*Concepts of Intelligent Systems and Business Analytics	7.5	45	3.0
	IA510	Data Management Systems	7.5	45	3.0
	IA520	Integrated Business Processes	7.5	45	3.0
TERM 2	CS520	*Algorithm Design and Analysis	7.5	45	3.0
	CS530	Developing Object-Oriented Systems with JAVA	7.5	45	3.0
	CS540	Information Security Planning & Policy	7.5	45	3.0
TERM 3	CS550	Software Testing and Quality Assurance	7.5	45	3.0
	CS570	PEGA Systems	7.5	45	3.0
	IA580	*Research Methodologies	7.5	45	3.0
TERM 4	CS590	Masters Capstone Project	7.5	45	3.0
TOTALS			75	450	30

* Denotes that course is held fully online

Nursing Informatics, Master of Science in Nursing (Hybrid)

School of Allied Health and Nursing

Program Overview

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.
- 33 semester credits required
- 24 months to complete with continuous enrollment and no interruption to studies.
- Graduates will be awarded a Master of Science in Nursing Informatics.

Program Description

The Master's Degree in Nursing Informatics program equips nurses to take on leadership roles in areas such as management, education, forensics, public health, informatics, and clinical practice. This program prepares graduates to thrive in a diverse society and across various healthcare settings.

Theoretical courses provide a strong foundational education in a flexible distance-learning format, enabling practicing nurses to achieve their academic, professional, and personal objectives. Practicum courses are conducted in clinical settings, allowing students to apply their knowledge under the guidance of a preceptor.

The Nursing Informatics specialty track is designed for nurses interested in addressing healthcare challenges through technology. This track empowers students to develop innovative solutions by collaborating with computer science professionals. Nursing Informatics students engage in projects they are passionate about, gaining the knowledge and skills to design computer-based solutions for common nursing challenges. Graduates of this track will acquire both the advanced informatics expertise and the technical language necessary to work effectively as part of interdisciplinary teams, excelling as nurse informaticists.

Student Learning Outcomes

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

- Synthesize knowledge from nursing, public health, and organizational sciences to inform evidence-based care
- Apply leadership and systems-thinking strategies to improve healthcare delivery and patient safety
- Implement quality improvement tools and performance metrics to enhance health outcomes
- Translate research into practice to address clinical challenges and drive innovation
- Utilize informatics systems and emerging technologies to support patient care and data integration
- Advocate for policies that improve healthcare systems and influence nursing practice
- Collaborate effectively within interprofessional teams to coordinate care and improve outcomes
- Design and evaluate culturally responsive clinical prevention strategies for diverse populations
- Develop and implement advanced nursing interventions using informatics and scientific evidence
- Leverage data analytics and decision support tools to promote health and optimize care delivery

Professional Licensure Disclosure

Orion Technical College's Master of Science in Nursing (MSN) programs are post-licensure programs designed for individuals who already hold an active, unencumbered Registered Nurse (RN) license. These programs are not designed to lead to initial licensure as a Registered Nurse. While the curriculum is intended to enhance professional knowledge, leadership, and advanced practice competencies in nursing, completion of these programs may or may not meet educational requirements for advanced licensure, certification, or credentialing in a particular state. Licensure, certification, and scope-of-practice requirements for nursing professionals vary by state and are subject to change. Orion Technical College has not made a determination whether its MSN programs meet the educational requirements for any specific state's advanced licensure or certification requirements, including but not limited to roles such as Nurse Leader, Nurse Informaticist, or other advanced or specialty positions. Students are strongly encouraged to contact the appropriate state board of nursing or relevant licensing authority in the state where they intend to seek employment or practice to determine:

- whether completion of the program meets state-specific requirements, and
- whether additional education, examinations, or supervised clinical experience may be required.

Students who relocate to another state during their program of study should review the State Authorization and Student Location Policy and consult with the College to understand any potential impact on program eligibility or professional licensure requirements.

State Licensure Determination Disclosure

Orion Technical College has not made a determination whether completion of this program meets the educational requirements for professional licensure or certification in any state. Students are strongly encouraged to contact the appropriate licensing board in the state in which they intend to seek employment to determine whether this program meets state requirements.

Program Outline

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Outside Hours	Externship	Credit Hours
Term 1	NUR500	Concepts of Nurse Leadership & Informatics	7.5	45	90	-	3.00
	NUR510	Population Health	7.5	45	90	-	3.00
	NUR520	*Current Trends and Issues in Nursing World	7.5	45	90	-	3.00
Term 2	NUR530	*Organizational Dynamics	7.5	45	90	-	3.00
	NUR540	Financial Management for Nurses	7.5	45	90	-	3.00
	NUR550	Ethics in Nursing	7.5	45	90	-	3.00
Term 3	NUR592	Research Methods in Nursing	7.5	45	90	-	3.00
	NUR572	*Database Management	7.5	45	90	-	3.00
	NUR582	Project Management in Nurse Informatics	7.5	45	90	-	3.00
Term 4	NUR562	*Advanced Concepts in Nurse Informatics	7.5	45	90	-	3.00
	NUR602	Nurse Informatics Capstone Project	7.5	15	30	90	3.00
TOTALS			82.5	465	930	90	33

* Denotes that course is held fully online

Graduate Employment Opportunities

Graduates of the Master's Degree in Nursing Informatics program are prepared for advanced practice and leadership roles in healthcare systems, government agencies, academic institutions, and technology companies. Career opportunities include positions such as Nurse Informaticist, Clinical Informatics Specialist, Health Information Systems Manager, Clinical Systems Analyst, Healthcare Data Analyst, and Chief Nursing Informatics Officer (CNIO). Graduates are equipped to lead digital transformation initiatives, support clinical decision-making, and improve patient outcomes through the integration of technology and nursing practice.

Nurse Leadership and Management, Master of Science in Nursing (Hybrid)

School of Graduate Studies

Program Overview

- This program is offered in a hybrid format. Courses marked with an asterisk (*) are delivered 100% online. All other courses combine online instruction with on-campus learning.
- 33 semester credits required
- 24 months to complete with continuous enrollment and no interruption to studies.
- Graduates will be awarded a Master of Science in Nurse Leadership and Management.

Program Description

The Master of Science Degree in Nurse Leadership and Management prepares nurses for advanced leadership roles by developing expertise in the critical analysis and evidence-based evaluation of complex organizational and system-level challenges. The curriculum emphasizes evidence-based management, quality improvement, healthcare service integration, and the development of leadership skills to guide collaborative interprofessional teams. Designed for novice and aspiring nurse leaders, the program equips graduates to lead effectively and drive innovation across diverse healthcare settings.

Student Learning Outcomes

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

- Analyze social, economic, cultural, legal, and political factors that influence nursing practice and healthcare in a global context

- Develop and implement leadership, management, and educational strategies to improve health outcomes, care quality, and patient safety
- Apply nursing research to develop and support evidence-based practice models
- Influence health and public policy through interdisciplinary collaboration to enhance systems of care and community health
- Engage in nursing research and disseminate findings through scholarly presentations and publications
- Synthesize advanced knowledge from the sciences, humanities, and nursing theory to support advanced nursing practice
- Utilize critical thinking to plan, implement, and evaluate healthcare delivery in advanced nursing roles

Professional Licensure Disclosure

Orion Technical College's Master of Science in Nursing (MSN) programs are post-licensure programs designed for individuals who already hold an active, unencumbered Registered Nurse (RN) license. These programs are not designed to lead to initial licensure as a Registered Nurse. While the curriculum is intended to enhance professional knowledge, leadership, and advanced practice competencies in nursing, completion of these programs may or may not meet educational requirements for advanced licensure, certification, or credentialing in a particular state. Licensure, certification, and scope-of-practice requirements for nursing professionals vary by state and are subject to change. Orion Technical College has not made a determination whether its MSN programs meet the educational requirements for any specific state's advanced licensure or certification requirements, including but not limited to roles such as Nurse Leader, Nurse Informaticist, or other advanced or specialty positions. Students are strongly encouraged to contact the appropriate state board of nursing or relevant licensing authority in the state where they intend to seek employment or practice to determine:

- whether completion of the program meets state-specific requirements, and
- whether additional education, examinations, or supervised clinical experience may be required.

Students who relocate to another state during their program of study should review the State Authorization and Student Location Policy and consult with the College to understand any potential impact on program eligibility or professional licensure requirements.

State Licensure Determination Disclosure

Orion Technical College has not made a determination whether completion of this program meets the educational requirements for professional licensure or certification in any state. Students are strongly encouraged to contact the appropriate licensing board in the state in which they intend to seek employment to determine whether this program meets state requirements.

Program Outline

The following courses are required for program completion.

Terms	Course Code	Course Title	Weeks	Lecture Hours	Outside Hours	Externship	Credit Hours
Term 1	NUR500	Concepts of Nurse Leadership & Informatics	7.5	45	90	-	3.00
	NUR510	Population Health	7.5	45	90	-	3.00
	NUR520	*Current Trends and Issues in Nursing World	7.5	45	90	-	3.00
Term 2	NUR530	*Organizational Dynamics	7.5	45	90	-	3.00
	NUR540	Financial Management for Nurses	7.5	45	90	-	3.00
	NUR550	Ethics in Nursing	7.5	45	90	-	3.00
Term 3	NUR561	Evidenced Based Practice in Nursing and Healthcare	7.5	45	90	-	3.00
	NUR571	*The Role of Nurse Leader in Advanced Quality and Safety	7.5	45	90	-	3.00
	NUR581	Human Resource Management in Healthcare	7.5	45	90	-	3.00
Term 4	NUR591	*Informatics for Nurse Leaders	7.5	45	90	-	3.00
	NUR601	Nurse Leadership and Management Capstone Project	7.5	15	30	90	3.00
TOTALS			82.5	465	930	90	33

* Denotes that course is held fully online

Graduate Employment Opportunities

Graduates of the Master of Science in Nurse Leadership and Management program are prepared for



leadership roles in hospitals, healthcare systems, long-term care facilities, community health organizations, and academic settings. Potential career paths include Nurse Manager, Clinical Nurse Leader, Director of Nursing, Quality Improvement Coordinator, and Nurse Educator. Graduates are equipped to lead teams, improve care delivery, and drive organizational change through evidence-based leadership and management practices

CERTIFICATION/PROFESSIONAL COURSES

Integrated Business Processes

What is SAP? SAP software is used to control all types of critical business functions. By integrating and automating key processes, SAP helps organizations 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 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
- After 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.
- Orion program alignment for further education in desired field of interest.

Course Description

This program prepares students with foundational knowledge to understand how the end-to-end business processes of a highly integrated SAP S/4HANA system work and prepare them to gain hands-on knowledge of 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.

Integrated Business Processes is a professional development course that leads to a Certificate of Completion for the clock hours earned and a recognized industry certification, TS410 Certification. This professional development 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 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.) 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. <ol style="list-style-type: none"> 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	280



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 employers, veterans, or other education sponsors are payable on the third-party timeline and must be paid before the completion of the 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 program has started, there are no refunds issued. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 of the Orion Technical College Catalog for the refund policy for clock hour programs.

Military

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 to our country by these men and women. In support of these students, Orion Technical College has developed the following options under Iowa Code 261.9(1)(g):

1. Withdraw the entire registration and 100% of the tuition and mandatory fees will 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.

Test Prep

TP-HTMLCSS — HTML & CSS Developer — COITB Exam Prep

Delivery: Online

Contact Hours: 30 clock hours (2 weeks)

This professional training course is avocational in nature. It leads to a Certificate of Completion for the clock hours earned and prepares students for the COITB HTML & CSS Developer certification exam. This course is not considered an academic program and does not award academic credit. Hours earned in this course do not transfer to any academic program offered by the College. 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.

Course Description

Fast-track preparation for the COITB HTML & CSS Developer exam. Emphasizes semantic HTML, modern CSS layout (Flexbox, Grid), responsive design, accessibility, and hands-on page builds that mirror exam tasks.

Learning Outcomes

- Author accessible, standards-based HTML with semantic structure.
- Apply CSS selectors, cascade/specificity, and the box model to implement robust layouts.



- Build responsive, mobile-first pages using Flexbox and Grid.
- Implement forms, tables, media, and ARIA attributes to meet usability goals.
- Debug layout issues using browser devtools; validate markup and styles.

Major Topics

- HTML5 semantics, forms, tables, media
- CSS fundamentals, cascade, specificity
- Box model, positioning, display, overflow
- Flexbox and Grid responsive patterns
- Typography, variables, units
- Accessibility (labels, landmarks, contrast)
- Performance and validation

Recommended Prerequisites

- Basic computer literacy; no prior coding required.

Assessments and Practice

- Timed build tasks simulating exam items
- Two mock exams with item-level feedback

COITB Domain Mapping

- HTML structure
- CSS selectors and layout
- Forms and validation
- Responsive design
- Accessibility

Schedule

Two weeks of online instruction. Instruction is delivered through a combination of synchronous and asynchronous activities. Students must complete all course requirements within the scheduled time to receive the Certificate of Completion.

Tuition and Fees

Tuition and fees includes all charges directly related to instruction, access to online learning materials, and one attempt at the COITB HTML & CSS Developer certification exam.

Payment

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or cash. Students using a third party for payment, including employers, veterans, or other education sponsors, must have payment processed on the third-party timeline and 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. Once the training has started, please refer to page 101-102 of the Orion Technical College Catalog. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 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. Orion Technical College has policies in accordance with Iowa Code 261.9(1)(g) for students called to active state or federal duty, or for spouses of service members with a dependent child. Options include a full withdrawal with 100% tuition refund, arrangements for incompletes, or partial withdrawals with prorated refunds, depending on the circumstances and agreements made with instructors and the Campus President or Designee.

TP-JS – JavaScript Professional Developer – COITB Exam Prep

Delivery: Online

Contact Hours: 60 clock hours (4 weeks)

This professional training course is avocational in nature. It leads to a Certificate of Completion for the clock hours earned and prepares students for the COITB JavaScript Professional Developer certification exam. This course is not considered an academic program and does not award academic credit. Hours earned in this course do not transfer to any academic program offered by the College. 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.

Course Description

Intensive preparation aligned to the COITB JavaScript Professional Developer exam. Focuses on core language features, execution model, and problem-solving patterns used in exam scenarios.

Learning Outcomes

- Write idiomatic ES6+ code using variables, functions, modules, and classes.
- Control program flow and manage state with arrays, objects, and higher-order functions.
- Explain scope, closures, and the event loop; handle errors with try/catch and promises.
- Manipulate the DOM safely and perform async operations with fetch/async-await.
- Solve algorithmic challenges within time constraints using test-driven approaches.

Major Topics

- Types, operators, conditionals, loops
- Functions, scope, closures, modules
- Objects, arrays, iterables, maps/sets
- Asynchrony (promises, async/await), timers, fetch
- DOM APIs and events (light coverage for exam)
- Error handling and debugging

Recommended Prerequisites

- Completion of TP-HTMLCSS or equivalent HTML/CSS literacy.

Assessments and Practice

- Daily coding drills and 3 timed practice sets
- Capstone mock exam with solution review

COITB Domain Mapping

- Syntax and operators
- Control flow
- Functions and scope
- Arrays and objects
- Error handling
- DOM/Async

Schedule

Four weeks of online instruction. Instruction is delivered through a combination of synchronous and asynchronous activities. Students must complete all course requirements within the scheduled time to receive the Certificate of Completion.

Tuition and Fees



Tuition and fees includes all charges directly related to instruction, access to online learning materials, and one attempt at the COITB JavaScript Professional Developer certification exam.

Payment

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or cash. Students using a third party for payment, including employers, veterans, or other education sponsors, must have payment processed on the third-party timeline and 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. Once the training has started, please refer to page 101-102 of the Orion Technical College Catalog. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 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. Orion Technical College has policies in accordance with Iowa Code 261.9(1)(g) for students called to active state or federal duty, or for spouses of service members with a dependent child. Options include a full withdrawal with 100% tuition refund, arrangements for incompletes, or partial withdrawals with prorated refunds, depending on the circumstances and agreements made with instructors and the Campus President or Designee.

TP-MYSQL – MySQL Backend Developer – COITB Exam Prep

Delivery: Online

Contact Hours: 30 clock hours (2 weeks)

This professional training course is avocational in nature. It leads to a Certificate of Completion for the clock hours earned and prepares students for the COITB MySQL Backend Developer certification exam. This course is not considered an academic program and does not award academic credit. Hours earned in this course do not transfer to any academic program offered by the College. 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.

Course Description

Targeted preparation for the COITB MySQL Backend Developer exam covering SQL fundamentals through schema design, queries, transactions, and basic administration.

Learning Outcomes

- Model relational data and design normalized schemas with appropriate keys and indexes
- Write SELECT queries with JOIN, GROUP BY, HAVING, and window functions
- Create or alter tables, constraints, and views; manage users and privileges (intro)
- Use transactions, isolation levels, and error handling for reliable data operations
- Diagnose query performance with EXPLAIN and indexing strategies

Major Topics

- Relational modeling and normalization
- DDL, DML, DQL essentials
- JOIN patterns and aggregation
- Transactions and ACID concepts
- Indexes, EXPLAIN, and performance



- Basic security and backups (overview)

Recommended Prerequisites

- Comfort with basic command-line tools and SQL syntax (or TP-JS completion)

Assessments and Practice

- Lab checkpoints using a sample dataset
- Two timed SQL mock exams
- MySQL fundamentals
- Data types and DDL/DML
- Joins and aggregation
- Transactions
- Indexing and optimization

Schedule

Two weeks of online instruction. Instruction is delivered through a combination of synchronous and asynchronous activities. Students must complete all course requirements within the scheduled time to receive the Certificate of Completion.

Tuition and Fees

Tuition and fees includes all charges directly related to instruction, access to online learning materials, and one attempt at the COITB MySQL Backend Developer certification exam.

Payment

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or cash. Students using a third party for payment, including employer, veterans, or other education sponsors, must have payment processed on the third-party timeline and 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. Once the training has started, please refer to page 101-102 of the Orion Technical College Catalog. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 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. Orion Technical College has policies in accordance with Iowa Code 261.9(1)(g) for students called to active state or federal duty, or for spouses of service members with a dependent child. Options include a full withdrawal with 100% tuition refund, arrangements for incompletes, or partial withdrawals with prorated refunds, depending on the circumstances and agreements made with instructors and the Campus President or Designee.

TP-REACT — ReactJS Framework Developer — COITB Exam Prep

Delivery: Online

Contact Hours: 30 clock hours (2 weeks)

This professional training course is avocational in nature. It leads to a Certificate of Completion for the clock hours earned and prepares students for the COITB ReactJS Framework Developer certification exam. This course is not considered an academic program and does not award academic credit. Hours earned in this course do not transfer to



any academic program offered by the College. 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.

Course Description

This course provides immersive preparation for the COITB ReactJS Framework Developer exam. Learners implement component-based user interfaces, manage state and effects, handle forms and routing, integrate REST APIs, and address accessibility and performance.

Learning Outcomes

- Build reusable components and compose views using props and state
- Use Hooks (useState, useEffect, useMemo, useContext, custom hooks) to manage data and side effects
- Handle forms, events, and conditional rendering, integrate with REST APIs
- Implement client-side routing and accessibility best practices in React
- Optimize rendering and troubleshoot performance and common pitfalls

Major Topics

- React fundamentals, JSX, components
- Hooks and state management patterns
- Routing, forms, controlled inputs
- Data fetching, error and loading states
- Testing fundamentals (concept introduction)
- Performance and accessibility in React

Recommended Prerequisites

- Proficiency with modern JavaScript or completion of TP-JS

Assessments and Practice

- Four hands-on labs mapped to exam tasks
- Two summative mock exams
- Components and JSX
- Hooks and state
- Events and forms
- Routing
- Data fetching
- Performance and accessibility

Schedule

Two weeks of online instruction. Instruction is delivered through a combination of synchronous and asynchronous activities. Students must complete all course requirements within the scheduled time to receive the Certificate of Completion.

Tuition and Fees

Tuition and fees includes all charges directly related to instruction, access to online learning materials, and one attempt at the COITB ReactJS Framework Developer certification exam.

Payment

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or



cash. Students using a third party for payment, including employers, veterans, or other education sponsors, must have payment processed on the third-party timeline and 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. Once the training has started, please refer to page 101-102 of the Orion Technical College Catalog. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 of the Orion Technical College Catalog for the refund policy for clock hour programs.

Military

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TP-TSS – Technical Sales Specialist – Professional Readiness

Delivery: Online

Contact Hours: 30 clock hours (2 weeks)

This professional training course is avocational in nature. It leads to a Certificate of Completion for the clock hours earned and prepares students for readiness in customer-facing technical roles. This course is not considered an academic program and does not award academic credit. Hours earned in this course do not transfer to any academic program offered by the College. 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.

Course Description

Skills-focused preparation for customer-facing technical roles (Field Service, Applications Engineering, Technical Account Management). Emphasizes discovery, value mapping, demos, proposals, and objection handling tailored to automation and controls contexts.

Learning Outcomes

- Conduct structured discovery to elicit business and technical requirements.
- Translate features into outcomes using value maps and ROI basics.
- Plan and deliver live demos and proof-of-concepts; handle objections effectively.
- Build concise proposals and follow-up plans aligned to stakeholder needs.
- Collaborate with engineering to scope feasible solutions and handoffs.

Major Topics

- Discovery frameworks (questioning, stakeholder mapping)
- Value articulation (pain points to outcomes, ROI basics)
- Demo design and delivery; sandboxing scenarios
- Proposal structure, pricing options, and pilots/POCs
- Objection handling, negotiation fundamentals
- CRM hygiene and pipeline basics (intro)

Recommended Prerequisites

- Basic computer literacy

Assessments and Practice

- Role-plays with rubric and feedback
- Written proposal and demo plan artifact



Industry Frameworks and Skills Mapping

- SPIN or MEDDICC-style discovery (adapted)
- Value mapping and ROI basics
- Demo and proposal best practices

Schedule

Two weeks of online instruction. Instruction is delivered through a combination of synchronous and asynchronous activities. Students must complete all course requirements within the scheduled time to receive the Certificate of Completion.

Tuition and Fees

Tuition and fees includes all charges directly related to instruction and access to online learning materials and one attempt at the COITB certification exam.

Payment

Payment is due upon registration of the course. Accepted forms of payment include credit or debit cards, checks, or cash. Students using a third party for payment, including employers, veterans, or other education sponsors, must have payment processed on the third-party timeline and 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. Once the training has started, please refer to page 101-102 of the Orion Technical College Catalog. Students using Military Tuition Assistance (TA) funds should refer to page 103-106 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. Orion Technical College has policies in accordance with Iowa Code 261.9(1)(g) for students called to active state or federal duty, or for spouses of service members with a dependent child. Options include a full withdrawal with 100% tuition refund, arrangements for incompletes, or partial withdrawals with prorated refunds, depending on the circumstances and agreements made with instructors and the Campus President or Designee.

Test Preparation – Tuition & Fees Schedule

- Technical Sales Specialist – TP-TSS (2 weeks)
 - Tuition \$1,999
 - Testing Fee \$999
 - **Total Cost \$2,998**
- HTML & CSS Developer – TP-HTMLCSS (2 weeks)
 - Tuition \$1,999
 - Testing Fee \$999
 - **Total Cost \$2,998**
- MySQL Backend Developer – TP-MYSQL (2 weeks)
 - Tuition \$1,999
 - Testing Fee \$999
 - **Total Cost \$2,998**
- ReactJS Framework Developer – TP-REACT (2 weeks)
 - Tuition \$1,999
 - Testing Fee \$999
 - **Total Cost \$2,998**
- JavaScript Professional Developer – TP-JS (4 weeks)
 - Tuition \$2,899
 - Testing Fee \$999
 - **Total Cost \$3,898**



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 College 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 any potential considerations related to post-graduation employment in the field of study.

*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.

RN to BSN Program Admissions Requirements

To be admitted into one of Orion Technical College's RN to BSN program, applicants must:

1. Be 18 years of age prior to the start of classes,
2. Provide a valid Driver's License or government issued photo ID
3. Have a current registered nurse license with completion of their Associate Degree in Nursing or equivalent prior to admission, provide proof of an active RN license, and provide transcripts with proof of completion of their Associate Degree
4. Meet the technical requirements as per Orion Technical College's admission Enrollment Agreement

Graduate Admissions Requirements (MSAI, MSBA, MSCS)

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

1. Complete Graduate Admissions Application and pay the non-refundable Application Fee of \$50.
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.

Graduate Admissions Requirements (MSN Programs)

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

1. Complete Graduate Admissions Application and pay the non-refundable Application Fee of \$50.
2. Have an earned Bachelor of Science in Nursing (BSN) from an accredited college or university with a minimum 3.0 GPA
3. Have a valid and unencumbered RN license in the state where you will complete the program
4. Submit official transcripts from all post-secondary institutions
5. Submit a professional resume indicating two years of work experience
6. Interview: Participate in an interview with an admissions advisor
7. 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
8. Meet the technical requirements as per Orion Technical College's admission Enrollment Agreement
Professional Licensure Disclosure

Applicants are advised that Orion Technical College's nursing programs are post-licensure and do not lead to initial RN licensure. Program-specific professional licensure disclosures are included within each program section of this catalog and should be reviewed prior to enrollment.

Technology Requirements and Digital Literacy

All students, regardless of instructional modality (on-campus, hybrid, or online), are required to actively participate in the College's Learning Management System (LMS) and utilize related digital tools and support services.

Students must demonstrate basic computer proficiency, including the ability to:

- Access and navigate the internet using a reliable Internet Service Provider (ISP)
- Send, receive, and manage email communications, including attachments
- Use audio and video technology, including a webcam and USB headset
- Utilize word processing software such as Microsoft Word® or equivalent
- Download, upload, and manage files effectively

Students are expected to:

- Communicate through their assigned email account
- Submit coursework electronically, including required document attachments

Computer and Equipment Requirements

Students must have consistent access to a personal computer capable of supporting the College's educational platforms and software systems.

- Operating System Requirement:
 - Windows or macOS-based computer is required
 - Linux-based systems may be permitted with prior approval and must be fully compatible with required software
- Minimum Computer Specifications:
 - Operating System: Windows 10 or newer, or macOS 11 (Big Sur) or newer
 - Processor: Dual-core 2.0 GHz or higher
 - Memory (RAM): 8 GB minimum
 - Storage: 128 GB available (SSD recommended)
 - Webcam & Audio: Integrated or external webcam and microphone (USB headset recommended)
 - Browser: Current version of Google Chrome, Microsoft Edge, or Safari



- Recommended Specifications for Optimal Performance:
 - Processor: Quad-core 2.5 GHz or higher
 - Memory (RAM): 16 GB or higher
 - Storage: 256 GB SSD or higher
- Recommended Precautions:
 - Access to a backup computer
 - Alternative internet access in case of service disruption
 - Regular data backups (cloud or external drive)

Device Compatibility Notice:

Mobile devices, tablets, and Chromebooks may not support all required applications, software, or functionality used in Orion Technical College programs and are not considered a substitute for a fully compatible personal computer.

Internet Requirements

Students must have reliable internet access to fully participate in coursework and virtual learning activities.

- Minimum Required Speeds:
 - Download: 5 Mbps
 - Upload: 2 Mbps
- Recommended Speeds for Optimal Performance:
 - Download: 25 Mbps or higher
 - Upload: 5 Mbps or higher
- Recommended speeds support optimal performance for:
 - Video conferencing
 - LMS access
 - File uploads and downloads

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 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.

International Students (F-1 Visa Students)

Orion Technical College is certified by the U.S. Department of Homeland Security (DHS), Student and Exchange Visitor Program (SEVP), to enroll nonimmigrant students under the F-1 visa classification and is authorized to issue the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status.

Orion Technical College maintains compliance with all applicable federal regulations governing F-1 students and reports required student information through the Student and Exchange Visitor Information System (SEVIS). Designated School Officials (DSOs) are available to assist students in understanding and maintaining their F-1 status. Designated School Officials (DSOs) are responsible for maintaining student records in SEVIS and ensuring institutional compliance with federal F-1 regulations. Contact information for the Principal Designated School Official (PDSO) and DSOs is available on request.



F-1 Student Responsibilities

Students enrolled under the F-1 visa classification are responsible for maintaining their immigration status in accordance with federal regulations. Requirements include, but are not limited to:

- Maintain full-time enrollment in an eligible academic program
- Make satisfactory academic progress toward program completion
- Maintain a valid passport and Form I-20
- Report any change of address to the College within ten (10) days. The College will update the student's information in the Student and Exchange Visitor Information System (SEVIS) in accordance with federal reporting requirements.
- Obtain approval from a Designated School Official (DSO) prior to:
 - Dropping below full-time enrollment
 - Taking a leave of absence
 - Withdrawing from the College
 - Transferring to another institution
 - Comply with all federal employment authorization requirements
 - Not engage in off-campus employment without prior authorization from their Designated School Official (DSO) and, when required, U.S. Citizenship and Immigration Services (USCIS)

Failure to comply with these requirements may result in termination of the student's SEVIS record.

Incomplete Grades and F-1 Status

The assignment of an Incomplete ("I") grade does not satisfy full-time enrollment requirements for a subsequent academic term. Students must remain enrolled in a full course of study while completing any coursework associated with an Incomplete grade. Failure to maintain full-time enrollment or to make normal academic progress while resolving an Incomplete grade may result in termination of the student's SEVIS record. Students are strongly encouraged to consult with a Designated School Official (DSO) prior to accepting an Incomplete grade to understand any potential impact on their immigration status.

Program Eligibility and Course Modality

F-1 students may enroll only in programs that meet federal requirements for a full course of study. Federal regulations limit the amount of distance education that may be applied toward a full course of study. Programs offered fully online are not eligible for enrollment by F-1 students. Federal regulations limit the amount of distance education that may be counted toward a full course of study for F-1 students. Students are responsible for working with a Designated School Official (DSO) to ensure their course schedule complies with federal requirements.

Changes in Enrollment or Status

Students must consult with a Designated School Official (DSO) prior to making any changes that may affect their immigration status. This includes, but is not limited to:

- Program changes
- Changes in academic level
- Withdrawal or interruption of enrollment
- Change of address
- Transfer to another institution

Orion Technical College will report changes in enrollment status to SEVIS in accordance with federal regulations.

Reinstatement

Students who fail to maintain F-1 status may be eligible to apply for reinstatement through U.S. Citizenship and Immigration Services (USCIS). Approval of reinstatement is not guaranteed. Students are encouraged to work closely with a Designated School Official (DSO) to maintain compliance with all F-1 requirements. Reinstatement is granted at the discretion of U.S. Citizenship and Immigration Services (USCIS) and is not guaranteed.

Orion Technical College complies with all applicable federal regulations governing F-1 students and maintains SEVIS reporting in accordance with DHS requirements.

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. All transfer credit evaluations are conducted in accordance with accreditation standards.

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.

Articulation Pathway Residency Requirement Exception

Orion Technical College maintains select articulation agreements with domestic and international partner institutions that are structured as transfer credit pathways. Students admitted through these articulation pathways are subject to specific residency requirements that may differ from the College's standard transfer credit policy.

For students enrolled through an approved articulation agreement pathway, including but not limited to the Orion Technical College and BITTS International Career College articulation agreement, a minimum of fifty percent (50%) of the total program credits must be completed directly through Orion Technical College.

This residency requirement is applied in accordance with accreditation standards to ensure academic integrity and institutional control over curriculum delivery and credential conferral.

All transfer credit awarded under an articulation agreement remains subject to Orion Technical College's Transfer Credit Policy and is evaluated on a student-by-student basis. Course equivalency tools and transfer pathway documents are used for reference purposes only and do not guarantee transfer credit acceptance.

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.

State Authorization and Student Location (Distance Education)

Orion Technical College offers distance education programs in accordance with state and federal regulations. Orion Technical College is authorized by the Iowa College Aid and participates in the National Council for State



Authorization Reciprocity Agreements (NC-SARA). Through NC-SARA, the College may offer distance education programs to students who reside in participating SARA states. Orion Technical College is not authorized to offer distance education to residents of certain states, including California.

Student Residency and Enrollment Eligibility

A student's state of residence is determined at the time of enrollment based on the permanent address (home of record) provided during the admissions process. Students may enroll in distance education programs only if they reside in a state where Orion Technical College is authorized to operate. Active-duty military students are evaluated based on their home of record rather than their duty station. Students are responsible for providing accurate residency information and must notify the College of any change in address.

Change in State of Residence

Students who relocate to another state during their program must notify the College within 30 days of the change. If a student moves to a state where Orion Technical College is not authorized to offer distance education:

- The student may be permitted to continue in their current program provided they remain continuously enrolled
 - The student may not make changes to their program, including transferring programs or restarting coursework
 - The student may not re-enroll after a withdrawal, dismissal, or break in attendance
- Students who fail to maintain continuous enrollment after relocating to a non-authorized state will be considered ineligible to continue and must meet all state authorization requirements in effect at the time of reapplication.

Program Limitations by State

Program availability may be limited based on the student's location. Certain programs that include externships, clinical experiences, or other in-person requirements may not be available in all states. The College will not arrange or approve externship or clinical placements in states where it is not authorized to operate.

California Residents

Orion Technical College is not authorized to offer distance education to residents of California. Students who relocate to California after enrollment may be allowed to complete their program only if they remain continuously enrolled. Students who establish residency in California may not be eligible to re-enroll or make changes to their program.

Institutional Authority

Orion Technical College reserves the right to:

- Deny enrollment based on a student's state of residence
- Limit or discontinue enrollment if required by changes in state authorization regulations
- Restrict program availability based on location

Student Responsibility

Students are encouraged to review state authorization requirements and understand how their location may affect:

- Enrollment eligibility
- Program availability
- Professional licensure requirements

Additional information regarding state authorization and student location is available upon request.

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 Student Services or the designated ADA/Disability Services Coordinator or Designee who will coordinate review of the appropriate documentation in accordance with institutional procedures. 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

Orion Technical College requires students to maintain standards of dress and personal appearance that are consistent with a professional educational environment and reflective of industry expectations. Students are expected to present themselves in a manner that promotes safety, professionalism, and respect for others while on campus, participating in online instruction, or engaged in any college-sponsored activity, including externships. Clothing must be clean, neat, in good condition, and appropriate for an educational setting. Attire or personal appearance that is unsafe, disruptive to the learning environment, or contains offensive, abusive, or inappropriate language or imagery is prohibited.

Dress Code: School of Technology

Students enrolled in the School of Technology are required to maintain a professional appearance appropriate to technical training environments. The following standards apply: Clothing must be clean, neat, and suitable for classroom and laboratory instruction; Attire must not interfere with the safe operation of equipment or participation in lab activities; Clothing that is excessively revealing or contains offensive or inappropriate language or imagery is not permitted; Appropriate footwear must be worn at all times in laboratory settings. Additional program-specific safety requirements may be established and enforced by instructors.

Dress Code: School of Allied Health

Students enrolled in Allied Health programs are required to adhere to dress and appearance standards consistent with healthcare industry expectations. These standards apply in classroom, laboratory, and externship settings. The following standards apply: Students must maintain a clean, professional appearance and appropriate personal hygiene; Clothing must be appropriate for a clinical or professional healthcare environment; Closed-toe and closed-heel shoes are required for safety; Students must comply with program-specific uniform requirements, including the use of scrubs or business attire, as designated by the program.

Professional Appearance Standards

- Visible tattoos are permitted; however, tattoos that are offensive, inappropriate, or inconsistent with professional standards may be required to be covered in classroom, laboratory, or externship settings.
- Jewelry and accessories must be limited to ensure safety and compliance with infection control standards. Additional restrictions may apply in clinical or externship settings.
- Body piercings that present a safety concern or conflict with clinical site requirements must be removed or covered.
- Head coverings are permitted for religious, cultural, or medical reasons, unless restricted by safety or clinical requirements.

Students must comply with all dress and appearance requirements established by externship sites, which may be more restrictive than institutional standards.

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 are expected to be completed by the last day of the course. However, if a student experiences mitigating circumstances that prevent completion of course requirements by the end of the course, a grade of Incomplete ("I") may be assigned at the discretion of the instructor and with approval from the Dean of Academic Affairs or designee. An Incomplete grade indicates that the student has not completed all required coursework but has demonstrated the ability to successfully complete the course. An Incomplete grade may only be granted when a student has successfully completed a majority of the course requirements and has a reasonable likelihood of passing the course upon completion of the remaining work.

For purposes of Satisfactory Academic Progress (SAP), an Incomplete ("I") grade will be included in the calculation of cumulative grade point average (CGPA) and credits attempted at the end of the term in which the grade is assigned.

A student receiving an Incomplete grade will have up to one additional academic term to complete all required coursework, assignments, examinations, or externship hours. The specific deadline for completion will be established and documented at the time the Incomplete grade is assigned. Upon completion of the required coursework, the final grade will be assigned and academic progress will be reevaluated at that time. If the Incomplete grade is not resolved by the end of the allowed period of time, the "I" grade will be automatically converted to a failing grade ("F"). Failure to complete the Incomplete within the allowed period of time may impact the student's academic standing and eligibility for financial aid. Incomplete grades must be resolved prior to graduation.

Definition of Incomplete Grade Timeframe

For the purpose of resolving an Incomplete grade, the allowed period of time is defined as no more than one additional academic term following the term in which the Incomplete grade was assigned. The specific completion deadline will be established and documented at the time the Incomplete grade is issued. If a student does not enroll in the subsequent academic term, the Incomplete grade must still be resolved by the established deadline, which will not extend beyond one additional academic term as defined by the College's academic calendar.

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 quantitative 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).

Treatment of Incomplete Grades in Satisfactory Academic Progress

Incomplete grades are included in credits attempted and are calculated as zero quality points in the CGPA until a final grade is assigned. Because Incomplete grades may remain unresolved across evaluation points, they may negatively impact a student's CGPA and pace of completion until the final grade is posted. Students are responsible for completing all requirements associated with an Incomplete grade within the established allowed period of time to avoid adverse effects on academic standing and financial aid eligibility.

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
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%
Electronics Engineering Technology Associate of Science	75 credits	112.5 credit hours	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	120 credits	180 credit hours	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%
121-180	2.0	67%			
Graduate Programs	30 credits	45 credits	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. Student location may also impact program availability, state authorization requirements, and regulatory eligibility for distance education. Students should refer to the State Authorization and Student Location (Distance Education) policy in the Admissions section for additional information.

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.

Additional Disclosure for Nursing Programs - Professional Licensure Disclosure

Orion Technical College's nursing programs (RN to BSN and Master of Science in Nursing programs) are post-licensure programs. Program-specific professional licensure disclosures are provided within each program section



of this catalog.

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. All Incomplete ("I") grades must be resolved and replaced with a final grade prior to a student being eligible for graduation.

Graduation Academic Recognition

Students graduating with a 3.5 CGPA or higher will have their name marked in the program with a plus sign (+) to denote "graduating with honors." The student in each program's graduating class with the highest CGPA will be recognized in the graduation program with two plus signs (++). Honor cords are awarded to the highest CGPA in the School of Allied Health and the School of Technology.

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 concern, complaint, or grievance to first attempt resolution at the lowest appropriate level. Individuals are encouraged to direct their concern to the faculty member, staff member, or administrator involved. If the concern is not resolved, or if the individual is not comfortable addressing the issue directly with the involved party, the complaint must be submitted in writing to the Director of Financial and Administrative Services. If the complaint is not resolved at that level, the complaint should be submitted in writing to the Campus Center Director or designee.

Complaints concerning academic matters should follow this order:

1. Instructor
2. Dean of Academic Affairs
3. Campus Center Director or designee

Orion Technical College will make reasonable efforts to respond to written complaints within thirty (30) days of receipt.

ACCSC Complaint Process

Orion Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Students are encouraged to first attempt to resolve complaints through Orion Technical College's internal complaint process; however, a student is not required to exhaust the institutional complaint process before filing a complaint with ACCSC. ACCSC reviews complaints that relate to the institution's compliance with accrediting standards. Complaints must be submitted in writing and in accordance with ACCSC's complaint procedures.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Telephone: (703) 247-4212
Email: complaints@accsc.org
Website: www.accsc.org

Additional information regarding the ACCSC complaint process, including the complaint form, is available at www.accsc.org.

NC-SARA Complaint Process (Distance Education Students Only)

Orion Technical College is approved by Iowa College Aid to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA consumer protection provisions apply to complaints related to distance education activities and require institutions to ensure that student concerns are addressed fairly and promptly.

Students must first exhaust Orion Technical College's internal complaint process, including receiving a final institutional decision, before filing a complaint with Iowa College Aid. If the complaint remains unresolved after the institutional process has been completed, the student may file a complaint with Iowa College Aid, the State Portal Entity for NC-SARA. NC-SARA's student complaint website: <https://nc-sara.org/sara-student-complaints-0>

Iowa College Aid
400 East 14th Street
Des Moines, IA 50319
Telephone: (877) 272-4456
Website: <https://educate.iowa.gov/higher-ed/student-complaints>

NC-SARA applies only to distance education activities and does not apply to complaints related to grades, student conduct, or institutional policies unrelated to distance education.

State of Iowa Complaint Process

Students must first complete Orion Technical College's internal complaint process and receive a final institutional decision prior to submitting a complaint to Iowa College Aid, which is the state agency responsible for the authorization and oversight of postsecondary institutions in Iowa.

Iowa College Aid
400 East 14th Street
Des Moines, IA 50319
Telephone: (877) 272-4456
Website: <https://educate.iowa.gov/higher-ed/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
Department of Rehabilitation Services
Social Security Administration
Workforce Investment Act
U.S. Department of Veterans Affairs

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](#) (“ADA”) and Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. §§ 701-796](#) (“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 who attend classes on-campus 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 that may be 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 (563)324-5655
<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)779-3000
<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)792-0292

Good Shepherd Foundation
Geneseo (309) 944-6205

Bridgeway, Inc
Kewanee (309) 852-4331

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. 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 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

Mercy One-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.

Orion Technical College provides career services assistance to students; however, the College does not guarantee employment or salary outcomes upon graduation.

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/fafsa>

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**, after the first two weeks of instruction, 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**, after the first two weeks of instruction, 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: 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	



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

Credit Hour Programs	Medical Assisting Technology	Medical Billing and Coding
Semester Credit Hours	32	34
Credential Awarded	Diploma	Diploma
Length of Terms	10 week terms	10 week terms
Number of Terms	Four	Four
Total Tuition	\$15,040.00	15,980.00
Technology Fee, per academic year**	\$900.00	\$900.00
Total Tuition and Fees	\$15,940.00	\$16,880.00

*Credit hours may vary by term.

** Non-refundable after the first two weeks of instruction.

Credit Hour Programs	Electronics Engineering Technology	Mechatronics Electronics 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
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	\$900.00	
Year Four		\$900.00	
Total Tuition and Fees	\$39,450.00	\$62,400.00	\$21,300.00

*Credit hours may vary by term.

** Non-refundable after the first two weeks of instruction.

Credit Hour Programs	RN to BSN	MSN Informatics MSN Nurse Leadership and Management
Semester Credit Hours	60	33
Cost per Credit Hour	\$350	\$650
Credential Awarded	Bachelor of Science in Nursing	Master of Science in Nursing
Length of Terms	15 week terms	15 week terms
Number of Terms	Four	Four
Total Tuition	\$21,000.00	\$21,450.00
Technology Fee, per academic year**		
Year One	\$900.00	\$900.00
Year Two	\$900.00	\$900.00
Total Tuition and Fees	\$22,800.00	\$23,250.00

*Credit hours may vary by term.

** Non-refundable after the first two weeks of instruction.

Clock Hour Programs	Integrated Business Processes	Integrated Business Processes
Credential Awarded	Certificate of Completion	Certificate of Completion
Clock Hours	280	280
Length of Terms	9 week term	18 week term
Number of Terms	One	One
Total Tuition	\$8,500.00	\$8,500.00
Technology Fee, per academic year**	\$225.00	\$225.00
Total Tuition and Fees	\$8,725.00	\$8,725.00

Net Price Calculator

In accordance with federal requirements, a Net Price Calculator is available on the College's website to assist prospective students in estimating the individual net price of attendance based on personal circumstances. The Net Price Calculator may be accessed at <https://orion.edu/netpricecalculator>

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 student's 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.

Methods of Payment

Payments may be made via cash, check or credit/debit card. All payments made by check must include the student's name and ID number. No additional fees applied to credit/debit card transactions.

COURSE DESCRIPTIONS

AH	Allied Health	HIS	History
AI	Artificial Intelligence	HUM	Humanities
BA	Business Analytics	IA	Intelligent Analytics
BIO	Biology	MAT	Mathematics
CHM	Chemistry	MC	Medical Billing and Coding
CS	Computer Science (Masters)	MT	Medical Technology
CSC	Computer Science (Undergrad)	NUR	Nursing
EET	Electronics Technology	SCI	Natural Science
ENG	English	SOC	Sociology
		SS	Social Science

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.

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.

AI520 Artificial Intelligence for Human-Computer Interaction*Three (3) semester credits*

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.

AI530 Advanced Machine Learning*Three (3) semester credits*

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.

AI540 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.

AI550 Deep Learning and its Applications*Three (3) semester credits*

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.

AI570 Data Analytics and Mining for Business*Three (3) semester credits*

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.

AI590 Masters Capstone Project in Artificial Intelligence*Three (3) semester credits*

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.

BA520 Business Analytics Methods*Three (3) semester credits*

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.

BA530 Data Engineering*Three (3) semester credits*

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.

BA540 Business Analytics with Data Engineering for Business Applications *Three (3) semester credits*

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.

BA550 Data Analytics and Mining for Business*Three (3) semester credits*

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.

BA570 Machine Learning for Business Analytics*Three (3) semester credits*

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.

BA590 Masters Capstone Project in Data Analytics*Three (3) semester credits*

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: IA580

BIO302 & BIO302L Human Biology with Lab*Four (4) semester credits*

This course examines human form and function and the relationship of humans to other living things. Fundamental biological principles as they apply to the human are explored. The course is intended for liberal arts students who do not currently plan to major in the biological or health sciences. The virtual laboratory course supports by allowing students to apply principles through simulated experimental methods.

CHM301 & CHM301L Organic Chemistry with Lab*Four (4) semester credits*

This upper-division course provides an in-depth exploration of the structure, nomenclature, synthesis, and reaction mechanisms of organic compounds with a focus on biochemical relevance to health sciences. Students evaluate complex molecular interactions and pathways in biological systems. Emphasis is placed on advanced applications in healthcare-related chemistry, including pharmaceutical compounds and metabolic processes. The virtual laboratory course supports by allowing students to apply organic chemistry principles through simulated experimental methods.

CS520 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.

CS530 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.

CS540 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.

CS550 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.

CS570 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.

CS590 Masters Capstone Project in Computer Science

Three (3) semester credits

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 IA580.

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 Kirchoff'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, 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

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

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

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 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.

HIS310 US History*Three (3) semester credits*

This course provides students the opportunity to gain an awareness of the development of American society and government through careful analysis of political, social religious, technological, and military events that have contributed to, or resulted from, the rise and development of the American nation. Specifically, the course will examine the tensions that led to, and resulted from, the Civil War and secessionism, technological and urban transformation, foreign affairs, the natural environment, and others. The time period covered will include the 'Revolution' of 1800 through the end of the Second World War – 1945.

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.

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.

IA500 Concepts in Intelligent Systems and Business Analytics*Three (3) semester credits*

This course provides a comprehensive introduction to the foundational principles of intelligent systems, artificial intelligence (AI), and business analytics. By integrating concepts from AI, computer science, and business analytics, this course prepares students to design, develop, and implement intelligent systems that solve complex business problems. Students will explore key ideas and techniques underlying the design of intelligent computer systems, focusing on modern AI applications such as machine learning, knowledge representation, decision-making, and optimization. The course also covers the study and application of business analytics, offering students the opportunity to learn how data can be used effectively within organizations to enhance decision-making, optimize operations, and maintain a competitive edge. Topics include descriptive analytics, predictive analytics, software engineering principles, and the ethical considerations of deploying AI and analytics in real-world environments. Through a combination of theoretical study and practical application, students will gain the skills necessary to leverage AI and business analytics in various professional settings.

IA510 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.



IA520 Integrated Business Process

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.

IA580 Research Methodologies

Three (3) 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.

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.

MAT310 Applied Statistics

Three (3) semester credits

This course emphasizes the application of statistical methodologies. Students evaluate descriptive and inferential statistical techniques, including probability distributions, hypothesis testing, confidence intervals, correlation, regression analysis, and data interpretation. Focus is placed on analyzing published research and applying statistical findings to support evidence-based decision making.

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.

MC222 Insurance Billing and Coding Project

Four (4) semester credits

This course builds upon the material and concepts introduced in the previous term, focusing on the precise application of coding methodology to identify suitable ICD-10-CM, CPT, and HCPCS Level II codes. Students will gain the skills needed to excel in the professional coder certification exam. The course includes a variety of assignments such as knowledge checks, comprehensive reviews, flashcards, quizzes, tests, and mock exams, covering topics such as anatomy, medical terminology, medical law and ethics, and billing and reimbursement. Additionally, students will have access to timed and untimed practice exams to enhance their readiness for the certification exam.

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.

MT220 Externship *Three and one-half (3.5) semester 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.

NUR310 Foundations of Professional Nursing *Three (3) semester credits*

This course examines professional nursing from a conceptual and applied perspective, analyzing the evolving roles and responsibilities of the baccalaureate-prepared nurse within complete healthcare systems. Emphasis is placed on critical evaluation of ethical and legal frameworks, professional standards, interprofessional communication, and leadership in patient-centered care. Students engage in reflective analysis of nursing theories and their application to contemporary practice issues.

NUR320 Evidence Based Nursing Practice *Three (3) semester credits*

Focuses on professional nursing practice that is grounded in the translation of current evidence into practice. Developing, evaluating, and applying an evidence-base to address nursing care issues will be explored. Barriers to implementation of evidence-based practice and strategies to address those barriers will be considered from an individual and an organizational perspective. The role of the nurse in affecting evidence-based change in practice will be discussed.

NUR330 Health Assessment for the Nursing Professional *Three (3) semester credits*

This course is designed to develop health assessment skills across the lifespan. Students are introduced to systemic data gathering, analysis, and documentation of health assessment data with emphasis on cultural and lifespan considerations. Throughout this course the importance of communication and interprofessional collaboration across culturally diverse populations is discussed. Assignments focus on physical health, functional capacity, growth and development, psychological, sociocultural, and spiritual health of individuals and families.

NUR340 Community Health Nursing *Three (3) semester credits*

This course is designed to examine the concepts and principles of community and population health nursing, incorporating a practicum component to enhance experiential learning. The course provides an overview of health issues that transcend borders, class, race, ethnicity, and culture. Through the practicum, students will engage in simulated experiences that apply the principles of community health nursing, including public health epidemiology and environmental health. The course addresses the impact of health care policies on social justice and health care disparities, with emphasis on roles, levels of prevention, principles of epidemiology, public health policy, and disaster preparedness. This hands-on component ensures students can effectively translate theoretical knowledge into practice in diverse community health settings.

Prerequisites: NUR310, NUR320, and NUR330

NUR350 Leadership and Management in Nursing *Three (3) semester credits*

This course provides students with an evidence-based study of leadership, collaboration, and coordination in healthcare settings. Students develop an evidence-based paper to deal with key leadership and management issues related to professional goals. Specific strategies for effective time management, priority setting, decision making, career planning, and delegation are introduced. The nursing leadership and management experiential learning component focuses on the roles and functions of the professional nurse in these roles. Topics include focusing on the role of the nurse as both a formal and informal leader in multiple roles of organizing, teaching, decision making, evaluating, and managing conflict.

NUR360 Healthcare Systems and Quality Improvement *Three (3) semester credits*

This course focuses on quality and safety measures that support the improvement process for client care. Explore national safety and quality standards that guide nursing practice and support a culture of client safety. Examine the nurse's role in an interpretational team that promotes safety and error prevention. Considers the relationship



between evidence-based practice and national standards of quality and safety to improve patient outcomes. Recognizes the impact of finance, healthcare policies, and regulatory benchmarks on healthcare delivery.

NUR370 Health Care Policy, Finance, and Regulatory Environments *Three (3) semester credits*

This course explores healthcare, financial, and regulatory policies and how these influence nursing practice. Students will observe the process of identifying healthcare issues, the development and reevaluation process pertaining to healthcare policy, and the influence nurses, other healthcare professionals, advocacy groups, and individual citizens can exert onto the process of healthcare policy change. A broader perspective of healthcare is examined including how services are organized and financed. Students will actively engage in the political process as advocates for patients, families, communities and the nursing profession with the primary goal of promoting social justice.

NUR380 Nursing and Healthcare Informatics *Three (3) semester credits*

This course provides a basic understanding of nursing science, computer science, and information science to prepare students to effectively and efficiently use technology to identify, collect, process and manage health care information. The focus of this course is to introduce the principles of health care informatics, communication networks, and health care technology in the assessment, delivery, and evaluation of quality nursing care in a variety of settings. Students learn technology-based health applications which support clinical, administrative, research, and educational decision making to enhance the efficacy of nursing is provided.

NUR390 Issues and Trends in Nursing *Three (3) semester credits*

In this course, students are provided with an overview of the evolution of nursing as a profession and introduced to their new role as scholar-practitioners. They look at how the American healthcare delivery system has changed, how critical information technology is, and what steps might be taken to improve patient care regarding quality, safety, and health outcomes. Students consider major issues and trends in contemporary nursing and healthcare practice, including the influence of socioeconomic, ethical, legal, and political variables and professional values. Through weekly conversations and assignments, students examine and share their experiences in the context of nursing concerns, such as the nurse shortage, workforce difficulties, healthcare financing, professional organizations, and diversity. Through weekly conversations and assignments, students are encouraged to examine and propose solutions to these nursing issues.

NUR400 Nursing Ethics *Three (3) semester credits*

This course provides an in-depth exploration of ethical principles and moral reasoning as the foundation of nursing practice. The student will analyze ethical issues such as the use of the internet, technology, confidentiality, privacy, refusal of treatment, decisional capacity, abuse, and end of life concepts. Case studies will be used to analyze ethical principles and issues within a variety of practice contexts and from a variety of perspectives. The ANA Code of Ethics will be used as a framework for examining current issues in healthcare delivery across the age span from reproductive issues to end-of-life care.

NUR420 Telehealth and Emerging Technologies *Three (3) semester credits*

This course explores the integration of telehealth and emerging technologies in nursing practice. Students will examine the principles, applications, and implications of telehealth, including legal, ethical, and cultural considerations. The course emphasizes the role of technology in enhancing patient care, improving access to healthcare services, and supporting clinical decision-making.

NUR450 Nursing Capstone *Four (4) semester credits*

The capstone course is the culmination of the RN-BSN degree program and provides students with the opportunity to demonstrate the competencies they have gained throughout their program. This course includes a practicum component, allowing students to apply their academic and practical knowledge in a real-world clinical setting. Under faculty supervision, students plan and implement a project during the course, developing objectives relevant to the subject, critiquing the literature, and presenting a detailed implementation plan. The practicum enhances the integration of theoretical and hands-on learning, ensuring students are prepared for advanced professional practice.

Prerequisites: NUR310, NUR320, NUR330, NUR340, NUR350, NUR360, NUR370, NUR380, NUR390, NUR400, and NUR420

NUR500 Concepts of Nurse Leadership & Informatics *Three (3) semester credits*

This course introduces the student to contemporary theories of leadership, change, complexity science, and organizational structure and design. Students will complete an assessment of their leadership strengths and weaknesses and develop a professional leadership plan which will guide their progress throughout the rest of the



program. Topics covered include leadership frameworks, change management paradigms, project management, organizational culture, education, and financial management. Also, the course addresses the integration of technology to improve and support nursing practice. It provides nurses with a foundational understanding of nursing informatics theory, practice, and applications. Topics include the role of nursing in informatics; use of computer technology for clinical documentation, communication, and workflows; and best practices.

NUR510 Population Health

Three (3) semester credits

This course focuses on the role of the nurse leader in program planning for health promotion and disease prevention for populations. Students integrate and synthesize concepts associated with quality, health promotion, disease prevention, and chronic health problems within communities, the general population, and specific population groups; issues related to culturally diverse and vulnerable populations. Topics include determinates of health, epidemiology, biostatistics, and advancing equity in access, services, and outcomes for vulnerable populations.

NUR520 Current Trends and Issues in Nursing World

Three (3) semester credits

This course focuses on current trends and issues in professional nursing, health care delivery, and nursing education. Students will examine concepts of leadership and critically appraise the changing social, geopolitical, and health care environments that influence the nursing profession, nursing practice, and health. Students will develop appropriate strategies to strengthen their capacity to influence and respond to current trends and issues.

NUR530 Organizational Dynamics

Three (3) semester credits

This course presents an analysis of organizational theories related to health care organizations and the use of leadership, communication, and power to influence health care delivery and policy. It also explores the attitudes and behaviors of individuals and groups in organizations with a focus on change in the workplace. Theories of cooperation, conflict, and innovation are discussed.

NUR540 Financial Management for Nurses

Three (3) semester credits

This course will develop knowledge and skills used by nurse managers for effective financial management in healthcare. Students will explore financial sources, analyze legislation and reimbursement mechanisms, evaluate business plans, and learn to manage budgets. Topics will include reimbursement systems, coding and payment mechanisms, ethics and legalities of contracting, governmental regulations, budget development, marketing, and interprofessional collaboration.

NUR550 Ethics in Nursing

Three (3) semester credits

Ethics have a significant impact on the decisions nurses make in their day-to-day work, so it's important for all student nurses to develop their understanding of ethical frameworks as preparation for future practice. This course explains ethical ideas, theories, and concepts in simple to understand terms, focusing on real-life nursing situations in order to make applying these principles to practice easy. This course teaches student nurses to consider their own values, and how ethics fit into who they are and how they behave, helping them to unlock this interesting and complex subject.

NUR561 Evidence Based Practice in Nursing & Healthcare

Three (3) semester credits

In this course, students will learn about the ethical translation of current evidence in advanced nursing practice and health care. The course stresses the interdependence and fluidity of various approaches to evidence-based practice with an emphasis on developing skills in scientific inquiry and critical analysis. It covers diverse information sources and imparts skills to evaluate information quality, providing a foundation for integrating research evidence and critical thinking into practice.

NUR562 Advanced Concepts in Nurse Informatics

Three (3) semester credits

Focuses on advanced concepts in nursing and health informatics practice. Analyzes the health informatics meta structures, relationships between nursing and multidisciplinary standardized terminologies, trends in nursing and health informatics, ethical, privacy and legal issues, and the emerging role for the nurse informaticist. Additional focus on the impact of technological and societal trends on patients and patient outcomes, as well as compliance and regulatory mandates.

NUR571 The Role of Nurse Leader in Advanced Quality and Safety

Three (3) semester credits

Quality and safety strategies, theories, and methods to improve health outcomes are explored. Explores theoretical and methodological foundations for understanding and applying patient safety and quality of care outcomes within the current health care environment. Concepts of healthcare quality and safety are analyzed with a focus on patient and population health outcomes. The role of nurse leaders in leading quality and safety initiatives within organizations is examined.

NUR572 Database Management*Three (3) semester credits*

This course covers manipulating structured data using different data management techniques, and analyze data requirements. Students learn to design relational databases and use SQL to define, query and update them and explore non-relational schemeless databases, and query them. Standards, such as html, SQL, ODBC and normalization will be stressed in both the theory and practical aspects of this course. Management of data will be supported by nursing informatics framework to meet the scope and standards of practice for Nursing Informatics (ANA, 2015).

NUR581 Human Resource Management in Healthcare*Three (3) semester credits*

This course will study the nature of human resource management, staffing the organization, and developing human resources, compensating human resources and managing employee relations in the healthcare environment. Students will be exposed to key concepts, laws, and issues relating to HR management. This course serves as a foundation for all aspects of HR planning and development in hospitals, long term care centers, and outpatient settings. Students will explore the basic functions of HR; the cost of hiring, training, turnover, and credentialing; cultural competence and diversity; as well as the role of outside factors, such as state regulatory bodies, unions, and other stakeholders. Special emphasis is given to affirmative action programs, equal employment opportunity directives, legal decisions, and the practice of industrial relations in the field of American business enterprise today.

NUR582 Project Management in Nurse Informatics*Three (3) semester credits*

This course will prepare students to use formal, state-of-the-art project management techniques in health/nursing informatics projects. Students will learn how to create a comprehensive project management plan which includes: scope, integration, communication, time, cost, risk, quality and human resources management. Issues related to project leadership, human resources, budgeting, and scheduling are discussed while risk identification and risk mitigation tactics are stressed. Case discussions highlight the state-of-the-art for project management practices as applied to health/nursing informatics in contemporary environments.

NUR591 Informatics for Nurse Leaders*Three (3) semester credits*

This course will enhance students' knowledge and skills related to nursing informatics in a variety of healthcare settings. Students will learn how to use project management principles and technologies to enhance patient-care delivery, management, and clinical decision support. Data, information, and knowledge used in making nursing decisions and implementing nursing actions related to the achievement of nursing outcomes are examined. Research from nursing and other disciplines regarding improving patient outcomes, cost effectiveness and patient safety will be emphasized.

NUR592 Research Methods in Nursing *Three (3) semester credits* This course delves into the research process and its application to nursing and nursing practice. Research Methods in Nursing Examines the basic concepts, strategies, and procedures used in conducting and analyzing nursing research. Topics include various research types and methods, with emphasis on statistical methods. Rights and responsibilities toward human subjects are discussed.

NUR601 Nurse Leadership and Management Capstone Project*Three (3) semester credits*

The capstone course is the culmination of the MSN in Nursing Leadership and Management degree program and provides students with the opportunity to demonstrate the competencies they have gained during their program. The student, with faculty supervision, plans a project that will be implemented in this course. Students will develop objectives relevant to the project, critique the literature, and present a plan for implementation. This project will integrate the academic and practical knowledge the student has acquired in the MSN of Nursing Leadership and Management curriculum. The course also includes a practicum component where students will apply their project in a real-world healthcare or organizational setting. Under the supervision of a preceptor and faculty mentor, students will engage in hands-on leadership and management activities, evaluate the outcomes of their project, and refine their skills in leading teams, managing resources, and driving organizational improvements. The practicum ensures students gain practical experience, bridging academic knowledge with leadership and management practice in nursing.

Prerequisite: NUR 500, NUR 510, NUR 520, NUR 530, NUR 540, NUR 550, NUR 561, NUR 571, NUR 581, and NUR 591.

NUR602 Nurse Informatics Capstone Project*Three (3) semester credits*

The capstone course is the culmination of the MSN in Nursing Informatics degree program and provides students the opportunity to demonstrate the competencies they have gained during their program. The student, with faculty supervision, plans a project that will be implemented in this course. Students will



develop objectives relevant to the project, critique the literature, and present a plan for implementation. This project will integrate the academic and practical knowledge the student has acquired in the MSN of Nursing Informatics curriculum.

Additionally, this course includes a practicum component where students will apply their project in a real-world healthcare or informatics setting. Under the guidance of a preceptor and faculty mentor, students will gain hands-on experience, evaluate outcomes, and refine their skills in nursing informatics. The practicum ensures that students have an opportunity to bridge theory and practice, fostering professional growth and readiness for advanced roles in the field.

Prerequisite: NUR 500, NUR 510, NUR520, NUR 530, NUR 540, NUR 550, NUR 562, NUR 572, NUR 582, and NUR 592.

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.

SOC360 Sociology

Three (3) semester credits

This upper-division course critically examines the complex social, economic, and structural factors that influence health outcomes across populations. Students analyze the impact of variables such as socioeconomic status, race, education, and geographic location on access to healthcare and overall wellbeing. Emphasis is placed on applying sociological theories and research methods to contemporary health disparities and policy debates.

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.

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